



COUNCIL MEETING

Tuesday 27 September 2022

6:00pm

Room 1 Community Hub

AGENDA

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Commencement of Meeting

Council meeting

Councils must, in the performance of its role, give effect to the overarching governance principles in the *Local Government Act 2020*.¹ These are included below to guide Councillor consideration of issues and Council decision making.

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) innovation and continuous improvement is to be pursued;
- f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) the ongoing financial viability of the Council is to be ensured;
- h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) the transparency of Council decisions, actions and information is to be ensured.

¹ Section 9.

Apologies

Council meeting

Apologies

Council's Governance Rules require that the minutes of Council meetings record the names of Councillors present and the names of any Councillors who apologised in advance for their non-attendance.¹

The annual report will list councillor attendance at Council meetings.

Councillor attendance at Councillor briefings is also recorded.

¹ Chapter 2, rule 62.

Leave of Absence

Council meeting

Leave of absence

One reason that a Councillor ceases to hold the office of Councillor (and that office becomes vacant) is if a Councillor is absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council. (There are some exceptions to this – see section 35 for more information.)

A Councillor can request a leave of absence. Any reasonable request for leave must be granted.¹

Leave of absence is approved by Council. Any request will be dealt with in this item which is a standing item on the agenda. The approvals of leave of absence will be noted in the minutes of Council in which it is granted. It will also be noted in the minutes of any Council meeting held during the period of the leave of absence.

¹ See *Local Government Act 2020* s 35 (4) and s 35 (1) (e).

Disclosures of Conflicts of Interest

Council meeting

Conflicts of interest

Conflicts of Interest must be disclosed at the commencement of a Council meeting or Councillor briefing, or as soon as a Councillor recognises that they have a conflict of interest.

The relevant provisions in the *Local Government Act 2020* include those in Part 6, Division 2 (from section 126). Failing to disclose a conflict of interest and excluding themselves from the decision making process is an offence.

Disclosures at Council meetings

Under the Governance Rules:¹

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

1 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

2 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:

2.1 advising of the conflict of interest;

2.2 explaining the nature of the conflict of interest; and

2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

(a) name of the other person;

(b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

(c) 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 under this sub-Rule.

The Councillor must, in either event, 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.

¹ Chapter 5, Rule 3.

Disclosures at councillor briefings (and other meetings)

Also under the Governance Rules,² a Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of Council at which he or she is present must:

- 1 disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
- 2 absent himself or herself from any discussion of the matter; and
- 3 as soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

Councillor form to disclose conflicts of interest

Name: _____

Date: _____

Meeting type:

- Briefing
- Meeting
- Other _____

Nature of the conflict of interest (describe):

If the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person:

- name of the other person (gift giver): _____
- nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person: _____
- nature of that other person's interest in the matter: _____

² Chapter 5, Rule 4.

Confirmation of minutes of previous Council meeting

Council meeting

5. CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETING

Author: Governance Officer

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

To present for confirmation the minutes of the Council Meeting held on 23 August 2022.

RECOMMENDATION

That Council confirms the Minutes of the Council Meeting held on 23 August 2022.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Good planning, governance, and service delivery

BACKGROUND INFORMATION

The minutes of meetings remain unconfirmed until the next meeting of Council.

REPORT

Council keeps minutes of each meeting of the Council and those minutes are submitted to the next appropriate meeting for confirmation.

CONSULTATION/COMMUNICATION

Once confirmed minutes become available, they will replace the unconfirmed minutes currently on the Council's website.

FINANCIAL & RESOURCE IMPLICATIONS

Costs included in the Governance and Community Engagement budgets.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices. This process conforms to the requirements of the Governance Rules. Publication of the minutes increases transparency and reduces the risk of maladministration.

CONCLUSION

The unconfirmed minutes of the Council Meeting held on 23 August 2022 are presented for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes of the Council Meeting held 23 August 2022



MEETING OF COUNCIL MINUTES

Tuesday 23 August 2022

6:00pm

Meeting held in person

MEMBERSHIP

Councillors

Liesbeth Long

Gerard Murphy

Wayne Sproull

Geoff Lovett

Grace La Vella

Chris Meddows-Taylor (Mayor)

Anna de Villiers

To be confirmed at the Council Meeting
scheduled for 27 September 2022

UNCONFIRMED MINUTES

1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6:00pm.

The Mayor, Cr Meddows-Taylor welcomed everybody with acknowledgement of Country and Council prayer.

The Mayor noted the passing of Ron Potter who served the city of Maryborough and Central Goldfields Shire Council.

PRESENT

Councillors

Chris Meddows-Taylor (Mayor)

Gerard Murphy

Wayne Sproull

Grace La Vella

Geoff Lovett

Anna de Villiers

Liesbeth Long

IN ATTENDANCE

Officers

General Manager Infrastructure Assets and Planning, Matthew Irving

General Manager Community Wellbeing, Emma Little

General Manager Corporate Performance, Mick Smith

2. APOLOGIES

Chief Executive Officer, Lucy Roffey

3. LEAVE OF ABSENCE

Nil

4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

To present for confirmation the minutes of the Council Meeting held on 26 July 2022.

Mayor declared minutes are confirmed.

6. REPORTS FROM COMMITTEES

Nil

7. PETITIONS

Nil

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8. OFFICER REPORTS

8.1 DELEGATION, MEDIATION AND COUNCIL PLANNING HEARING FOR PLANNING APPLICATIONS

The purpose of this report is to present proposed new policies and procedures for planning applications to Council for adoption, including in relation to delegation, mediation, and the Council planning hearing.

Council Resolution

That Council:

1. Adopts the 'Procedure – Delegation, Mediation and Council Planning Hearing for Planning Applications' document to introduce a mediation process and revise the arrangements for the Council planning hearing;
2. Seeks a review of the policies and procedures in 12 months' time; and
3. Notes that updates to the relevant Instrument of Delegation to provide greater delegation to officers to make decisions on planning applications will be made if it makes resolutions on this matter through the separate but related report to be presented.

Moved **Cr Lovett**
Seconded **Cr Sproull**

Cr Lovett and Cr Sproull spoke to the motion:

CARRIED

8.2 UPDATE OF INSTRUMENTS OF DELEGATION BY COUNCIL TO STAFF

The purpose of this report is to recommend that Council resolve to update the S6 Instrument of Delegation, under which Council delegates its powers to Council Staff, contingent on the adoption of the Delegation, Mediation and Planning Hearing for Planning Applications procedure at this Council Meeting.

Council Resolution

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Central Goldfields Shire Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument
2. The instrument comes into force immediately upon Council adopting the resolution.
3. On the coming into force of the instrument all previous delegations by Council to

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members of Council staff (other than the Chief Executive Officer) are revoked.

4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Moved **Cr Sproull**
Seconded **Cr La Vella**

Cr Sproull spoke to the motion.

Cr Murphy spoke against the motion.

CARRIED

8.3 PLANNING PERMIT 154/21 FOR FOUR DWELLINGS AT 28 OUTTRIM STREET, MARYBOROUGH

The purpose of this report is to seek a Council determination on planning permit application 154/21 for the development of the land for four dwellings and associated works at 28 Outtrim Street, Maryborough.

Council Resolution

That Council, having caused notice of Planning Permit Application No. 154/21 to be given under section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to grant a planning permit and issue a Notice of Decision to Grant a Permit in respect of Planning Permit Application No. 154/21 for the land known and described as 28 Outtrim Street, Maryborough for the development of the land for four dwellings and associated works, in accordance with the endorsed plans and subject to the following conditions:

Amended plans

1. Prior to commencement of development, amended plans must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application, but modified to show Dwelling 4 (the two-storey building) with a maximum ground floor ceiling height of 2550mm and a maximum first floor ceiling height of 2400mm to reduce the overall height of the building.

2. The development must be generally in accordance with the plans endorsed as part of this permit and must not be altered or modified without the written consent of the responsible authority.

Construction Management Plan

3. Prior to commencement of development, a Construction Management Plan (CMP) must be submitted to and approved by the responsible authority. When approved, the CMP will be endorsed by the responsible authority and will then form part of the permit. The CMP must detail:

a) Hours of demolition and construction to accord with Local Laws

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- b) Methods to contain dust, dirt and mud within the site and the method and frequency of clean up procedures, including the management of on-site storage waste construction bins and vehicle washing
- c) Management of parking of construction machinery and workers vehicles to prevent adverse impact on nearby properties
- d) Management of staging of heavy vehicles, site deliveries and unloading and lifting points with expected frequency, and traffic management in the vicinity, ensure routes to and from the site minimise disruption to residential properties
- e) Minimising disruption to pedestrian access along footpaths
- f) Measures to minimise noise and other amenity impacts from mechanical equipment, including idling trucks, and demolition/construction activities
- g) The provision of adequate environmental awareness training for all on-site contractors and sub-contractors
- h) A liaison officer for contact by the public and the Responsible Authority in the event of relevant queries or problems experienced.

4. All works must be undertaken in accordance with the endorsed CMP to the satisfaction of the responsible authority.

Landscape Plan

5. Prior to commencement of development, a Landscape Plan must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed by the responsible authority and will then form part of the permit. The plan must be drawn to scale with dimensions and must show:

- a) Details of surface finishes of pathways and driveway.
- b) A planting schedule of all proposed trees, shrubs, and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- c) Details of any vegetation to be retained.
- d) Landscaping and planting within all open areas of the site.
- e) An outline of buildings. No floor plans are to be shown on the landscape plan; however, the outline of buildings are to be informed by the approved site plan.
- f) Location and depth of all surface treatments with materials and colours notated.
- g) Clear graphics to indicate trees (deciduous or evergreen), shrubs, ground covers, grass etc.

Please note that any foundations of built structures, including any concrete areas such as paths/driveways, must be protected with appropriate tree root/moisture barriers to ensure the integrity of the foundations are not compromised.

Completion of landscaping

6. Before the occupation of the development or by such later date as is approved by the responsible authority in writing, the landscaping shown on the endorsed plan(s) must be carried out and completed to the satisfaction of the responsible

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authority.

General amenity

7. The development and the appearance of the subject land permitted by this permit must not, in the opinion of the responsible authority, adversely affect the amenity of the locality.

Construction activities

8. The development must be managed during construction to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected through the:

- a) Transport of materials, goods, or commodities to or from the land.
- b) Appearance of any building, works, or materials.
- c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, litter, dust, wastewater, waste products, grit, or oil.
- d) Presence of vermin or animals.

Asset protection

9. At any time, the permit holder must ensure that the operation and condition of Council assets (including street trees, drainage pits and covers, footpaths and kerb and channel) are not damaged by the site construction works. If the responsible authority deems Council assets have been detrimentally affected or damaged by development construction access, then the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the responsible authority.

Boundary walls

10. The walls on the boundary of the adjoining properties shall be cleaned and finished to the satisfaction of the responsible authority.

Use of parking areas

11. Areas set aside for the parking and movement of vehicles, as shown on the endorsed plans, must be maintained in a usable and safe condition to the satisfaction of the responsible authority. The areas must be made available for the parking and movement of vehicles and must not be used for any other purpose.

Provision for waste collection

12. Provision must be made for an acceptable pick-up point for waste collection services to the satisfaction of the responsible authority.

Occupation of development

13. Before the occupation of the development or by such later date as is approved by the responsible authority in writing:

- a) The access and parking area(s) shown on the endorsed plan(s) must be constructed to the requirements and satisfaction of the responsible

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authority.

b) The garden and landscape area(s) shown on the endorsed plan(s), including external fixtures such as clotheslines, storage sheds and water tanks, must be provided and completed to the requirements and satisfaction of the responsible authority.

Engineering Access

14. Vehicular access to all dwellings must be from Outtrim Street.

15. Vehicular crossovers/driveways must be constructed between the subject land and Outtrim Street. Such crossovers/driveways must be of concrete construction and be from kerb to property boundary. (Refer Infrastructure Design Manual Standard Drawing 240).

16. Any disused crossovers/driveways must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the responsible authority.

17. The permit holder/landowner must make further application for and have an approved driveway crossing permit for crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).

18. Once constructed, the crossovers must be thereafter maintained by the landowner to the satisfaction of the responsible authority.

Drainage

19. All stormwater must be accommodated and treated within the subject land.

20. The permit holder/landowner must design a drainage system to drain the dwellings to the legal point of discharge. The design must take into consideration the potential future location of drainage easements if the subject land is subdivided at a later date.

21. A legal point of stormwater discharge must be provided for Dwellings 1, 2, 3 and 4 to the Outtrim Street kerb and channel.

Landscaping

22. Upon completion of all off-site works, all nature strips must be levelled, topsoiled, and seeded. Alternate landscaping methods may be undertaken, but must be approved in writing by the responsible authority prior to any works being undertaken.

Sediment Control

23. The permit holder/landowner must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995).

Permit expiry

24. This permit will expire if one of the following circumstances applies:

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a) The development is not started within two (2) years of the date of this permit.

b) The development is not completed within four (4) years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence a development) or twelve months after the permit expires (for a request to extend the time to complete the development).

Moved **Cr Lovett**
Seconded **Cr Sproull**

Cr Lovett, Cr Murphy and Cr Long spoke to the motion.

CARRIED

8.4 PLANNING PERMIT 002/22 FOR TWO-LOT SUBDIVISION AT 1 CLARENDON STREET, MARYBOROUGH

The purpose of this report is to seek a Council determination for planning permit application 002/22 for a two-lot subdivision at 1 Clarendon Street, Maryborough.

Council Resolution

That Council, having caused notice of Planning Permit Application No. 002/22 to be given under section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to grant a planning permit and issue a Notice of Decision to Grant a Permit in respect of Planning Permit Application No. 002/22 for the land known and described as 1 Clarendon Street, Maryborough, for a two-lot subdivision, in accordance with the endorsed plans and subject to the following conditions:

Endorsed subdivision plans

1. The layout of the subdivision permitted by this permit as shown on the endorsed plan(s) and/or described in the endorsed documents must not be altered or modified (for any reason) except with the prior written consent of the responsible authority.
Removal of buildings and structures

2. Prior to the issue of a Statement of Compliance, any existing buildings and structures on proposed Lot 1 must be removed.

Asset protection

3. At any time, the permit holder must ensure that the operation and condition of Council assets (including street trees, drainage pits and covers, footpaths and kerb and channel) are not damaged by the site construction works. If the responsible authority deems Council assets have been detrimentally affected or damaged by development construction access, then the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the responsible authority.

Sediment control

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4. The permit holder must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995). Mandatory subdivision conditions

5. The owner of the land must enter into an agreement with:

- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network (NBN) will not be provided by optical fibre.

6. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- b) a suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

7. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.

8. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.

9. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act. Mandatory BMO condition 10. Before the Statement of Compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the responsible authority under Section 173 of the Planning and Environment Act 1987. The agreement must:

- State that it has been prepared for the purpose of an exemption from a planning permit under clause 44.06-2 of the Central Goldfields Planning Scheme.
- Incorporate the plan prepared in accordance with clause 53.02-4.4 of this planning scheme and approved under this permit.
- State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the responsible authority on a continuing basis.
- Explicitly exclude Lot 2 from the following exemption under clause 44.06-2 of this planning scheme: "A building or works consistent with an agreement under Section 173 of the

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Planning and Environment Act 1987 prepared in accordance with a condition of permit issued under the requirements of clause 44.06-5". The landowner must pay the reasonable costs of the preparation, execution, and registration of the Section 173 Agreement.

Country Fire Authority

11. The Bushfire Management Plan prepared by Coby Perry (Version 2), dated 12/07/2022) must be endorsed by the responsible authority, be included as an annexure to the Section 173 Agreement prepared to give effect to clause 44.06- 5 of the Central Goldfields Planning Scheme and must not be altered unless agreed to in writing by Country Fire Authority and the responsible authority.

Council Engineering

12. Prior to the issue of a Statement of Compliance the following must be undertaken by the applicant/owner to the requirements and satisfaction of the responsible authority:

Access

13. Vehicular access to Lot 1 must be provided from provided from either Clarendon Street or Archer Street.

14. The vehicular crossover/driveway must be from the property boundary to kerb (Clarendon Street) or property boundary to edge of road (Archer Street).

15. The permit holder/landowner must make further application for and have approved driveway crossing permit/s for crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).

16. Once constructed, the crossovers must be thereafter maintained by the landowner to the satisfaction of the responsible authority.

Drainage

17. All stormwater must be accommodated and treated within the subject land.

18. The permit holder/landowner must design a drainage system to drain Lot 1 to the legal point of discharge.

19. A legal point of stormwater discharge must be provided for Lot 1 to the Clarendon Street kerb and channel to the satisfaction of the responsible authority.

Landscaping

20. Upon completion of all off site works, all nature strips must be levelled, topsoiled and seeded. Alternate landscaping methods may be undertaken, but must be approved, in writing, by the responsible authority prior to any works being undertaken.

Permit expiry

21. This permit will expire if one of the following circumstances applies:

- a) The plan of subdivision is not certified under the Subdivision Act 1988 within two years of the date of this permit; or
- b) Registration of the plan of subdivision is not completed within five years of the certification of the plan of subdivision under the Subdivision Act 1988. The responsible authority may extend the time if a request is made in writing before the permit expires, or within six months afterwards.

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Moved **Cr Sproull**
Seconded **Cr La Vella**

Cr Sproull, Cr La Vella Cr Lovett spoke to the motion.

CARRIED

8.5 COUNCIL PLAN ACTION PROGRESS REPORT

The purpose of this report is to provide Council with an update on the status of the projects identified in the 2021-22 Action Plan.

Council Resolution

That Council note as detailed in the report an update on the status of the projects identified in the 2021-22 Action Plan.

Moved **Cr de Villiers**
Seconded **Cr Long**

Cr de Villiers, Cr Murphy Cr La Vella spoke to the motion.

CARRIED

8.6 GOVERNANCE RULES (DRAFT AMENDED 2022) – VIRTUAL MEETING

The purpose of this report is to present to Council the draft amendments proposed to the Central Goldfields Shire Council's Governance Rules in line with changes to the Local Government Act 2020. The amendments include provisions relating to electronic attendance and participation in Council meetings as well as small amendments to apply more gender-neutral language in the document.

Council Resolution

That Council:

1. endorse the first draft of the proposed amended Governance Rules for public consultation from 25 August 2022 to 08 September 2022; and
2. Note a further report will be presented to Council at the 27 September 2022 Council Meeting to consider feedback and formally adopt the draft amended Governance Rules

Moved **Cr Long**
Seconded **Cr La Vella**

Cr Long, Cr La Vella spoke to the motion.

CARRIED

8.7 ANNUAL ACTION PLAN 2022-23 FINANCIAL YEAR

The purpose of this report is for Council to consider the draft 2022-2023 Annual Action Plan.

Acting CEO Mick Smith introduced and spoke to the item.

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Council Resolution

That Council adopt the draft 2022 – 2023 Annual Action Plan.

Moved **Cr Sproull**
Seconded **Cr De Villiers**

Cr Sproull and Cr Meddows-Taylor spoke to the motion.

CARRIED

8.8 COMMONWEALTH GAMES EXPRESSION OF INTEREST

The purpose of this report is to present the Expression of Interest (EOI) submission for the 2026 Commonwealth Games to Council for retrospective endorsement following a submission deadline of 12 August 2022.

Council Resolution

That Council endorse the 2026 Commonwealth Games Expression of Interest submission.

Moved **Cr Murphy**
Seconded **Cr Lovett**

Cr Murphy, Cr Lovett and Cr Meddows-Taylor spoke to the motion.

CARRIED

8.9 MARYBOROUGH EMERGENCY SERVICES PRECINCT – COUNCIL SUPPORT

The purpose of this report is to seek Council support on the request from emergency services agencies in Maryborough to provide advocacy and support for the scoping and planning of a Maryborough Emergency Services Precinct. The emergency services being Maryborough Victoria State Emergency Service (SES), Maryborough Country Fire Authority (CFA) and Maryborough Ambulance Victoria (AV).

Council Resolution

That Council support the emergency services by way of letters of support and advocacy for funding for the planning and construction of their purpose-built Maryborough Emergency Service Precinct

Moved **Cr De Villiers**
Seconded **Cr Long**

Cr De Villiers, Cr La Vella and Cr Murphy spoke to the motion.

CARRIED

9 NOTICES OF MOTION Nil

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10 URGENT BUSINESS Nil

11 OTHER BUSINESS

Cr Sproull acknowledged community contribution by Ian Hoylan for Carisbrook Lions Club, who passed 2 weeks ago.

11.1 OTHER BUSINESS: ADVOCACY – LETTER TO THE MINISTER FOR PUBLIC TRANSPORT

The purpose of this report is for Council to note the letter sent to the Hon. Ben Carroll MP Minister for Public Transport advocating for State Government support on the Ballarat Maryborough growth corridor – passenger rail and related opportunities for the Central Goldfields Shire community.

Council Resolution

That Council note the letter to the Hon. Ben Carroll Minister for Public Transport and the issues and projects requiring support from the State Government of Victoria

Moved Cr La Vella
Seconded Cr Lovett

Cr La Vella, Cr Meddows-Taylor and Cr Lovett spoke to the motion.

CARRIED

CONFIDENTIAL BUSINESS

Nil

13 MEETING CLOSURE

The meeting closed at 6:49pm.

To be confirmed at the Council Meeting
to be held on 23 August 2022.

Minutes of Delegated and Advisory Committees

Council meeting

6.1 NOTING OF THE APPROVED MINUTES OF SPECIAL COMMITTEE MEETINGS AND ADVISORY COMMITTEE MEETINGS

Author: Governance Officer

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present for noting to Council the confirmed minutes of Council's Special Committees established under section 65 of the *Local Government Act 2020*.

RECOMMENDATION

That Council receives and notes the confirmed minutes of the:

1. *Talbot Town Hall AGM Minutes 16 August 2022*

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Good planning, governance, and service delivery

BACKGROUND INFORMATION

In accordance with section 65 of the *Local Government Act 2020*, Council has established Special Committees.

The Terms of Reference for the Special Committees require the minutes to be presented to Council for noting.

Minutes of Special Committees are confirmed/approved at the next scheduled meeting of that Special Committee.

REPORT

The following special and advisory committees of Council have provided confirmed minutes from their meeting as follows:

- Talbot Town Hall AGM Meeting Minutes

CONSULTATION/COMMUNICATION

Minutes have been submitted by the Committee

FINANCIAL & RESOURCE IMPLICATIONS

There are no resource implications involved in the preparation of this report

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by

CONCLUSION

Recently received, confirmed minutes of Council's special and advisory committees are presented to Council for noting.

ATTACHMENTS

1. *Talbot Town Hall AGM Minutes 16 August 2022*

Talbot Town Hall Committee

ANNUAL GENERAL MEETING

Held on: Tuesday 16th August 2022

Meeting held at: Talbot ANA Hall

Meeting started at: 7.05pm

Present: Shirley Paterson, Steven Perry, Kylie Paterson, John Russell, Lynda Kent, Bev Wells, Rob Sampson, Lee Holland, Gus Barde, Amanda Wedgwood, Kevin Marshall, Aileen Marshall, Chris Meddows-Taylor, Julie Knight, Stephanie-Kate Bohnke.

Apologies: Dylan Perry

Meeting opened by Steven Perry who welcomed everyone.

Minutes of Previous AGM (29th November 2020):

Read out.

President's Report:

Steve Perry wanted to say over the last 18 months, it's been up and down with Daryl dying and Covid and trying to run the markets, but with the Committee we've had, it's worked out pretty successful. He wants to thank Kylie who has keep our market up and running and it's been a hard job. Steve wanted to thank the rest of the Committee for their contributions.

We've got a few things underway, toilets etc and will talk about that later. Just before he hands over to Chris Meddows-Taylor, he wants to thank everyone over the 27 years he's been on the committee and with a sad heart, he's lost a lot of motivation and won't be nominating for any positions tonight. Someone needs to take over the presidency role. He feels his time is up and it's up to someone else to have a go at it. Steve will stay on the Committee as a member and do the cleaning, set up etc.

With that he handed the meeting to Chris Meddows-Taylor to run the rest of the AGM and take nominations for the positions and refill the Committee.

Chris Meddows-Taylor chaired the AGM and thanked Steven for his contribution, the secretary at Adelaide Lead, Noreen Martin, she has been for 35 years, so he comes in second for time spent on a committee but it shows the magnificent contribution of volunteering. Steve's contribution has been magnificent. To build up the cash we've got, particularly with Covid, and no one using the halls and to come out with the balance we have is great.

To develop the market to the way it is, with Bev, Kylie, Shirley in finance, and the full team effort and no other hall in the Central Goldfields Shire has the track record that we have monetary wise. It's sad that Steve is resigning but he has support and recognition of the committee over so long a period.

Chris Meddows-Taylor advised that he hopes only good times ahead, for covid and the market, toilets etc. Good times ahead for Talbot, with new people moving in and to step into roles, maintaining the heritage of the town. Thank you Steven, thanks to the Committee for the brilliant job in all circumstances. Chris Meddows-Taylor advised that we need to find a president, nominations asked for. Someone needs to put their hand up. Discussion ensued.

Bev Wells will also leave when Lee Holland comes in and will be an emergency if required. She's been here as almost as long as Steven and needs to step back.

Meeting to be changed from Tuesday nights to allow the new Vice President to continue to attend. All agreed.

Talbot Town Hall Committee

ANNUAL GENERAL MEETING

Held on: Tuesday 16th August 2022

Meeting held at: Talbot ANA Hall

Meeting started at: 7.05pm

Steven Perry handed the chair to Chris Meddows-Taylor.

All seats are declared vacant

Chris Meddows-Taylor asked for Nominations.

Election of Office Bearer's:

President: Aileen Marshall

Vice President: Lynda Kent

Treasurer: Shirley Paterson

Secretary: Kylie Paterson

Market Manager: Kylie Paterson

Committee: Julie Knight
Stephanie-Kate Bohnke
Kevin Marshall
John Russell
Steven Perry
Bev Wells
Lee Holland
Rob Sampson

All positions were elected unopposed. Continued apologies are to be removed from Committee if they don't attend. All agreed.

Meeting Closed: 7.28pm



Aileen Marshall
President – Talbot Town Hall Committee

Dated: 16th August 2022

Petitions

Council meeting

Officer Reports

Council meeting

8.1 ANNUAL FINANCIAL AND PERFORMANCE STATEMENTS 2021-2022

Author: Manager Finance

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present Council with the draft Financial and Performance Statements and Governance and Management Checklist for 2021-2022, to seek in-principle approval for the Statements and authorise two Councillors on behalf of Council to certify the Statements in their final form.

RECOMMENDATION

That Council:

1. Gives its approval in principle to the Annual Financial Report and Performance Statement for the 2021/2022 financial year; and
2. Nominates and authorises two Councillors to certify the Financial and Performance Statements in their final form on behalf of, and with the full authority of the Council.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Growing Economy

Outcome: Central Goldfields Shire is a proactive, well governed, professional and financially sustainable organisation.

4.1 Objective: Ensure the financial sustainability of Council through efficient and effective delivery of services.

Initiative: Review budget and financial reporting processes to improve monitoring of financial performance

Section 131 of the Act requires Council to prepare an annual report in each financial year.

Council must comply with the following sections of *Local Government Act 2020 (the Act)*.

Section 99 Preparation of annual report states that:

(1) As soon as practicable after the end of the financial year, a Council must cause to be prepared in accordance with section 98, the performance statement and financial statements of the Council for the financial year.

(2) The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.

(3) The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—

(a) 2 Councillors authorised by the Council for the purposes of this subsection; and

(b) any other persons prescribed by the regulations for the purposes of this subsection.

(4) The auditor must prepare a report on the performance statement.

Note The auditor is required under Part 3 of the Audit Act 1994 to prepare a report on the financial statements.

(5) The auditor must not sign a report under subsection (4) or under Part 3 of the Audit Act 1994 unless the performance statement or the financial statements (as applicable) have been certified under subsection (3).

Section 100 - Meeting to consider annual report states that:

(1) For the purposes of section 18(1)(d), the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

(2) The Council meeting must be held—

(a) in the year of a general election, on a day not later than the day before election day; and

(b) in any other year, within 4 months of the end of the financial year

BACKGROUND INFORMATION

The financial reports for financial year ended 30 June 2022 have been prepared in line with Australian Accounting Standards and the Local Government Act (2020). This also presents a comparison to budget and prior year (2020/21).

Prior to submitting its Financial and Performance Statements to the Auditor-General, Council must formally review the Statements and pass a resolution giving in-principle approval.

Councillors must also be authorised to certify the Statements once amendments or changes requested by the Auditor-General have been made.

It is also a requirement that Council's Audit and Risk Committee has given its in principle support to the Statements which it did at its meeting 12 September 2022.

A resolution that Council agrees with the statements in principle (the 'in principle' statements) and authorises two specific Councillors to sign the final statements on behalf of, and with the

full authority of, the Council is required. The 'in principle' statements and the Council resolution are then given to the Auditor-General's service provider.

The 'in principle' statements, the Council resolution and the audit service provider's recommended audit report are then forwarded to the Auditor-General who reviews the statements and requests changes where appropriate.

These changes are incorporated into the statements where appropriate. Any matters of significance, including proposed qualification issues, not previously considered by the Council are reported to Council prior to the formal sign-off of the statements by the two designated Councillors. When both Council and the Auditor-General are satisfied with the statements they are signed by the nominated Councillors and forwarded to the Auditor-General.

REPORT

The Financial Report includes:

- Cash Position
- Income Statement;
- Statement of Capital Works
- Balance Sheet;

Cash Position

The cash position of Council can vary significantly depending on timing of grants received.

The closing cash balance as at 30 June 2022 was \$20.5m. This balance includes cash at bank and term deposits. This is very similar to the 2020-21 closing cash balance of \$21.1m.

However, looking at this cash balance in isolation does not give a true indication of the real cash position as at 30 June 2022.

In order to determine the real cash position council needs to take into account the restricted cash (cash that is tied to a specific project or has to be used for a specific purpose)

The table below details the real cash position.

Council financial position		2022
Unrestricted cash		\$'000
Cash and cash equivalents		3,552
Term deposits - current		17,000
Total unrestricted cash		20,552
Restricted cash		
Trust funds and deposits		480
Unexpended grants		12,018
Total restricted cash		12,498
Real Cash Position		8,054

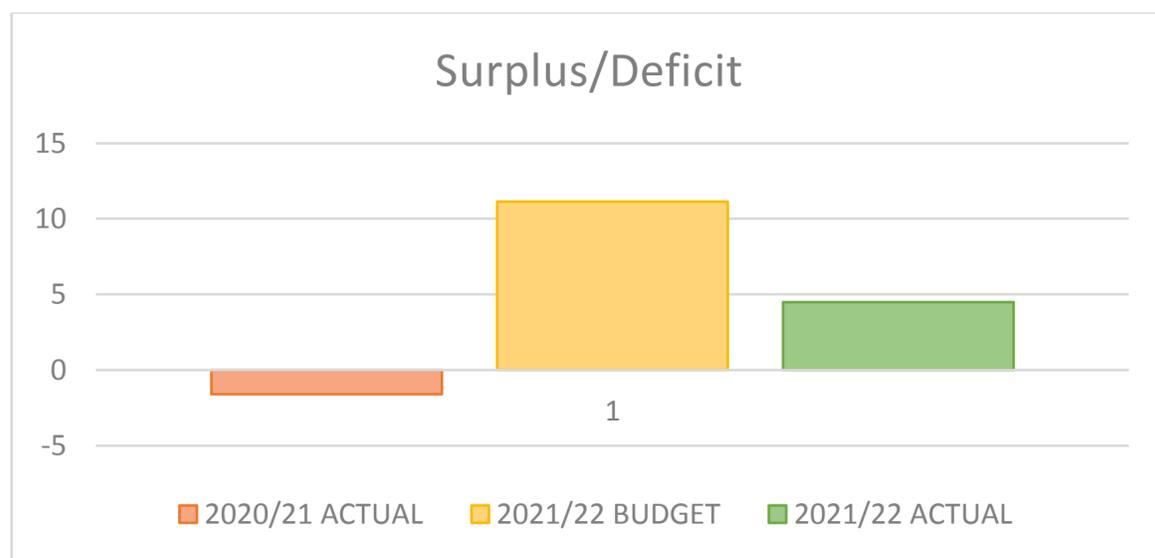
The real cash position of Council is strong and is expected to remain so into the future.

The cash position of the Council is paramount, and decisions have been made in order to maintain this strong position.

Income Statement

The operating result for the period to 30 June 2022 was a surplus of \$4.5m, a decrease on budget of \$6.6m and an increase on prior year of \$6.1m.

The graph below depicts the movement.



The table below shows the comparison between 2021-2022 and 2020-21 actuals and 2021-22 actual and 2021-22 budget.

	Actual 2021-22	Actual 2020-21	Budget 2021-22	Actual Variance	Budget Variance
Revenue					
Rates and charges	16,168	15,716	16,142	452	26
User charges, fees and fines	2,285	2,069	2,449	216	(164)
Grants - operating	10,774	10,401	9,066	373	1,708
Grants - capital	6,646	1,589	12,385	5,057	(5,739)
Other income	1,022	407	734	615	288
Total income	36,895	30,182	40,776	6,713	(3,881)
Expenditure					
Employee costs	15,193	15,178	14,297	(15)	(896)
Materials and services	10,283	9,702	8,788	(581)	(1,495)
Depreciation and amortisation	6,433	6,518	6,096	85	(337)
Borrowing costs	35	39	25	4	(10)
Other expenses	461	347	432	(114)	(29)
Total expenditure	32,405	31,784	29,638	(621)	(2,767)
Surplus/(deficit) for the year	4,490	- 1,602	11,138	6,092	(6,648)

Income

Total income for the year was \$36.9m which was \$6.7m higher than 2021-22 and \$3.9m less than budget. The main cause of these variances was in relation to the receipt, treatment and timing of grants and their recognition (accounting treatment).

The table below explains the grant movement and the variances.

	Operating \$'000	Capital \$'000	Total \$'000
Grants			
Grants Carried Forward into 2021-22	1,505	10,473	11,978
Carried Forward grants spent 2021-22	(856)	(4,775)	- 5,631
New grants received 2021-22	11,449	5,706	17,155
New grants spent 2021-22	(9,918)	(1,871)	- 11,789
Grants Carried Forward into 2022-23	2,179	9,534	11,713

As you can see from the table above \$12m was carried forward from the previous year to spend in 2021-2022, the majority of which was capital grants to spend on capital projects. Out of the \$12m carried forward \$5.6m was spent during the year. This left the remaining balance of \$6.4m to be carried forward into 2022-23. This is made up of \$0.6m in opex and \$5.8m in capex grants.

During 2021-22 council received \$17.1m in grant funding and spent \$11.8m of this funding. This remaining balance of \$5.3m was carried forward into 2022.23. This is made up of \$1.5m carried forward for operating projects and \$3.8m to be spent on capital projects.

Overall the total carried forward was \$11.7m, \$2.2m operating and \$9.5m in capital grants.

The main projects that make up the carried forward amount of \$11.7m are:

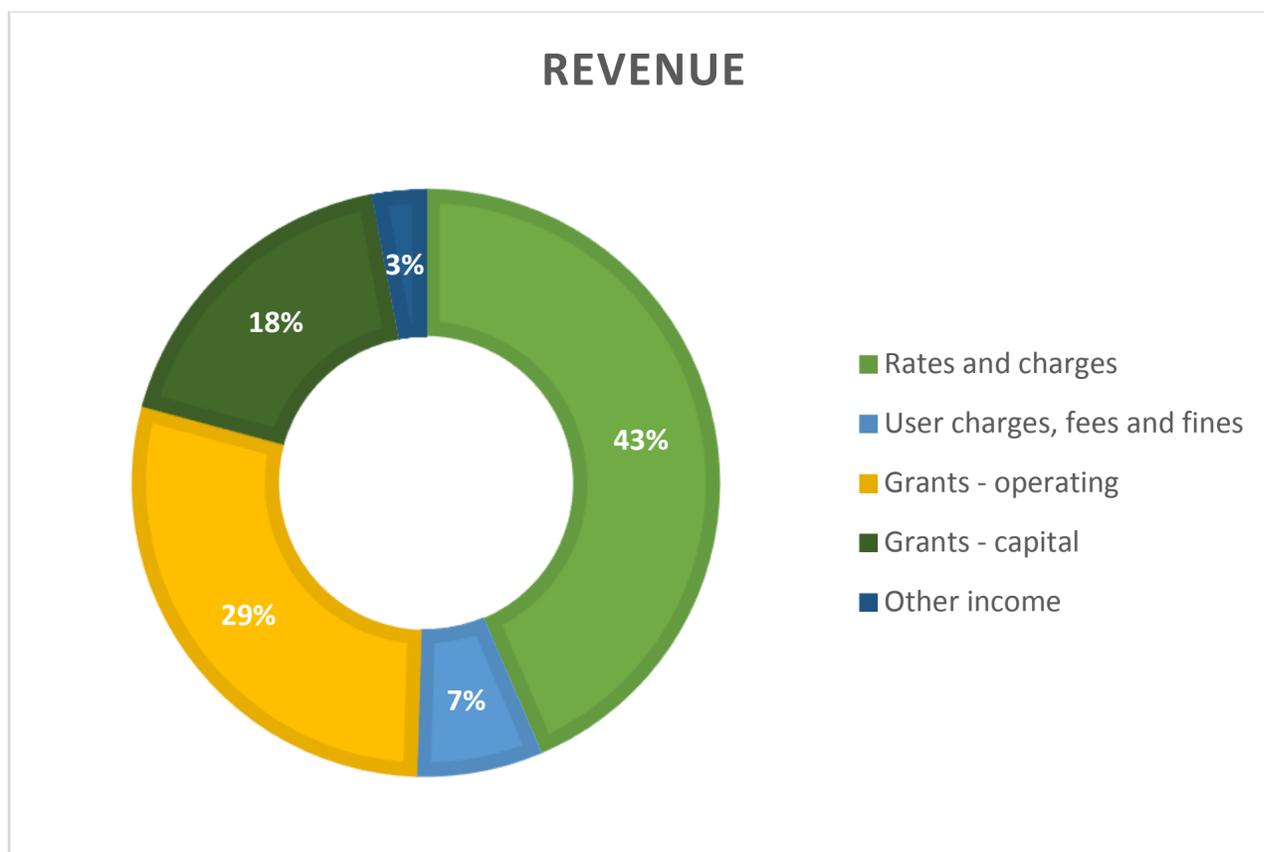
- Operating \$2.2m
 - Go Goldfields \$0.7m
 - Talbot waste water \$0.6m
 - Flood mapping \$0.2m
 - Municipal energy resourcing \$0.1m

For the full list of caried forward grant please refer to attachment.

- Capital \$9.5m
 - Carisbrook drainage mitigation \$1.2m
 - Maryborough railway station \$1.2m
 - Carisbrook recreation reserve \$1.8m
 - Maryborough outdoor pool \$1.8m
 - Art Gallery \$0.9m

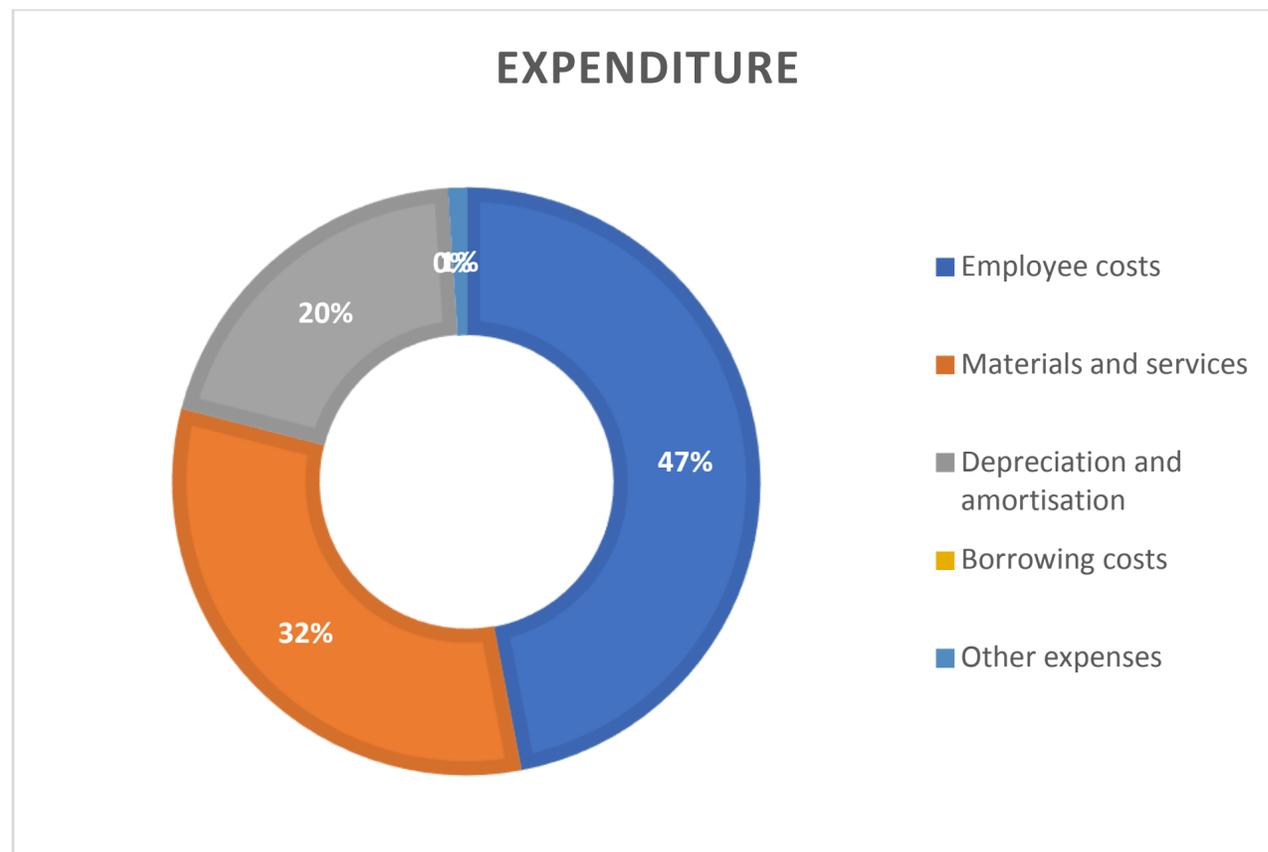
For the full list of caried forward grant please refer to attachment.

The table below shows the revenue received by council in 2021-22.



As you can see from the graph above the split is about 50% council own source funding (rates/user fees and charges) and 50% funding from external sources

Expenditure



Expenditure for the year was \$0.6m unfavourable when compared to 2020/21 and \$2.8m unfavourable when compared to the 2021-22 budget. The majority of this expense is a result of extra grant funding received and spending of that grant.

The two main areas responsible for this variance are employee costs and materials and services which you can see from the graph above make up over three quarters of council spend.

- Employee costs

Increase of employee costs of \$1m included a number of grant funded positions. There was also an increase in oncosts as staff were encouraged to use excess long service and annual leave which had been built up during the height of the pandemic due to lockdowns. Staff movement with transfers of leave and payouts due to retirements and resignations was also a contributing factor. Capitalised labour also increased as a result of the rollout and delivery of the capital program.

- Materials and Services

Materials and services were higher than budget as they also included a number of unbudgeted grant funded projects. Due to not being able to fill some positions locally contractors were employed to undertake this work which has also increased the costs of delivering council services. There has also been an increased focus on cleaning and maintaining council buildings in addition to an increase in inflation which has resulted in higher costs.

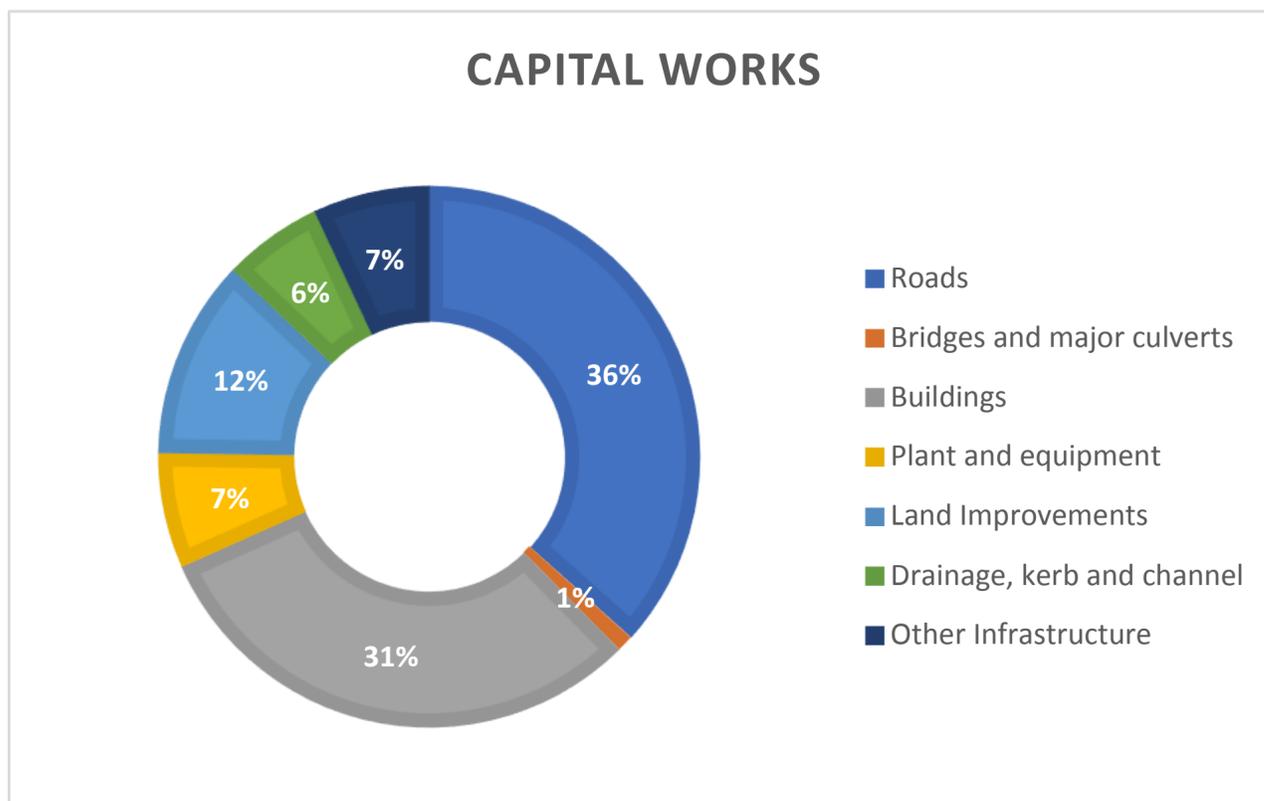
Capital Works Statement

The 2021/22 budget included a capital works program of \$20.9 million across property, plant and equipment and infrastructure asset classes.

A finalised capital works program of \$10.7m was achieved. The result is that council has achieved 50% of the capex budget for 2021-22. Although as there are a large number of capital projects that are grant funded, as noted in Capital Grants revenue above, the majority of this relates to timing.

Several projects will be commenced or completed in the next financial year due to the timing of grants being available and finalisation of project plans.

The graph below shows council spend on capital works.



Balance Sheet

Council's balance sheet remains strong with a strong cash position as noted above.

The table below shows the year on year movement.

	Balance Sheet 2022	Balance Sheet 2021	Movement
Current Assets			
Cash Assets	3,552	3,855	(303)
Trade and other receivables	2,854	3,221	(367)
Other financial assets - TD	17,000	17,250	(250)
Non current assets held for sale	245	245	-
Prepayments	793	768	25
Inventories	14	9	5
	24,458	25,348	(890)
Non-Current Assets			
Property plant and equipment	354,626	308,735	45,891
Right of Use	202	220	(18)
	354,828	308,955	45,873
Assets	379,286	334,303	44,983
Current Liabilities			
Trade Payables	(2,895)	(2,906)	11
Unearned income	(12,018)	(12,186)	168
Interest Bearing liabilities-Banks	(678)	(668)	(10)
Trust funds and deposits	(480)	(520)	40
Lease Liabilities	(60)	(73)	13
Employee Provisions	(2,472)	(2,315)	(157)
	(18,603)	(18,668)	65
Non-Current liabilities			
Interest Bearing liabilities-Banks	(1,411)	(2,089)	678
Employee Provisions	(303)	(246)	(57)
Lease Liabilities	(137)	(147)	10
	(1,851)	(2,482)	631
Liabilities	(20,454)	(21,150)	696
Equity	358,832	313,153	45,679

Referring to the table above. The major variances are:

- Trade and other receivables

Council rate debtors have decreased by \$0.4m which is a reflection of the COVID-19 policy of pausing debt collection processes in 2020-21 and the impact of the covid 19 pandemic. Council will continue to work with debtors as the impacts of COVID-19 pandemic continue into 2022-23.

- Property, plant and Equipment

Movement in the Asset Revaluation Reserve

A desktop or top-level revaluation was conducted by external parties on CGSC assets.

As a valuation has not occurred for the last 2 years there was a significant increase in the value of our assets especially in relation to land.

There were two major revaluations that occurred in the 2021-22 financial year

- January 2022

Revaluation undertaken by VRC (Valuations Research Consulting)

Applied to land, land under roads, building and site improvements

Variable % increase based on type of asset

Method used depreciation replacement cost

As the revaluation was undertaken in January 2022, 6 months depreciation was applied to the revalued assets.

- June 2022

Revaluation undertaken by Shepherds

Applied to infrastructure assets

Rate applied

8.07% - roads, bridge, culverts, footpath, kerb and channel,

12.26% drainage and other infrastructure i.e. monuments, waste water

The result of the revaluations on Council's assets can be found in the table below.

	Opening Balance	Additions	Disposals	Revaluation	Depreciation	Closing Balance
Assets	465,086,064	11,108,790	(117,682)	59,315,379		535,392,552
Accumulated Depreciation	(156,293,865)	-	100,350	(20,000,089)	(4,573,305)	(180,766,909)
Total	308,792,199	11,108,790	(17,332)	39,315,291	(4,573,305)	354,625,643

The revaluation had an effect of increasing the WDV of the CGSC assets by \$39m

Overall, the net asset value has increased by \$45.8m

Summary

The finalised operating result for Central Goldfields Shire Council as at June 30, 2022 was a surplus of \$4.5m.

This is largely due to the timing of and treatment of grant funding. \$11.7m has been carried forward to be spent on projects in 2022-23.

The external audit is underway and progressing well. We have provided all information at this stage and to date there are no adjusting entries requested.

The balance sheet remains in a strong financial position with a real cash position of \$8.1m. Working capital of 131.4%.

CONSULTATION/COMMUNICATION

The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.

The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public. The Council meeting must be held within 4 months of the end of the financial year

FINANCIAL & RESOURCE IMPLICATIONS

The financial statements were prepared internally by Council officers.

RISK MANAGEMENT

Any risks in relation to this report have been discussed in the report above.

CONCLUSION

Council's year end result of a surplus of \$4.5m is a \$6.6m unfavourable to budget but \$6.1m favourable to last years end of year result. The main cause of this variance is due to timing of Capital Grants and the impact of the COVID-19 pandemic.

Budget included a number of capital projects which have not been recognised in the 2021/22 year, due to the timing of grants and associated works. As works continue to be delivered, associated grant revenue will be recognised during the 2022/23 financial year.

Officers will be seeking that Councillors give their approval in principle to the Annual Financial Report and Performance Statement for the 2021/2022 financial year. Also seeking nomination of two Councillors to certify the Financial and Performance Statements in their final form on behalf of, and with the full authority of the Council.

ATTACHMENTS

1. Draft Financial Statements
2. Carried forward operating grants
3. Carried forward capital grant
4. Draft Performance Statement
5. Governance and Management Checklist

**Central Goldfields Shire Council
ANNUAL FINANCIAL REPORT**

For the Year Ended 30 June 2022

Central Goldfields Shire Council
Financial Report
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Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

[Redacted]
Mick Smith FCPA
Principal Accounting Officer

Date : [Redacted] <Date>
Maryborough

In our opinion, the accompanying financial statements present fairly the financial transactions of the Central Goldfields Shire Council for the year ended 30 June 2022 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

[Redacted]
Chris Meddows-Taylor
Councillor

Date : [Redacted] <Date>
Maryborough

[Redacted]
Anna De Villiers
Councillor

Date : [Redacted] <Date>
Maryborough

[Redacted]
Lucy Roffey
Chief Executive Officer

Date : [Redacted] <Date>
Maryborough

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Comprehensive Income Statement For the Year Ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
Income			
Rates and charges	3.1	16,166	15,714
Statutory fees and fines	3.2	532	422
User fees	3.3	1,753	1,647
Grants - operating	3.4	10,774	10,401
Grants - capital	3.4	6,646	1,589
Contributions - monetary	3.5	370	131
Contributions - non monetary	3.5	398	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(19)	(10)
Other income	3.7	275	287
Total income		36,895	30,181
Expenses			
Employee costs	4.1	15,193	15,178
Materials and services	4.2	10,283	9,702
Depreciation	4.3	6,433	6,467
Amortisation - right of use assets	4.4	93	51
Bad and doubtful debts	4.5	13	(24)
Interest costs	4.6	35	49
Other expenses	4.7	355	360
Total expenses		32,405	31,784
Surplus/(deficit) for the year		4,490	(1,603)
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	9.1	41,186	339
Total other comprehensive income		41,186	339
Total comprehensive result		45,676	(1,264)

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet As at 30 June 2022

	Note	2022 \$'000	2021 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	3,552	3,855
Trade and other receivables	5.1	2,854	3,221
Other financial assets	5.1	17,000	17,250
Inventories	5.2	14	9
Non-current assets classified as held for sale	6.1	245	245
Other assets	5.2	793	766
Total current assets		24,458	25,348
Non-current assets			
Property, infrastructure, plant and equipment	6.2	354,626	308,735
Right-of-use assets	5.8	202	220
Total non-current assets		354,828	308,955
Total assets		379,286	334,303
Liabilities			
Current liabilities			
Trade and other payables	5.3	2,897	2,907
Trust funds and deposits	5.3	480	520
Unearned income/revenue	5.3	12,018	12,186
Provisions	5.5	2,477	2,315
Interest-bearing liabilities	5.4	678	668
Lease liabilities	5.8	60	73
Total current liabilities		18,610	18,669
Non-current liabilities			
Provisions	5.5	298	246
Interest-bearing liabilities	5.4	1,411	2,089
Lease liabilities	5.8	137	147
Total non-current liabilities		1,846	2,482
Total liabilities		20,456	21,151
Net assets		358,830	313,152
Equity			
Accumulated surplus		129,383	124,999
Reserves	9.1	229,447	188,154
Total Equity		358,830	313,153

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity For the Year Ended 30 June 2022

2022	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		313,154	124,999	187,689	466
Surplus/(deficit) for the year		4,490	4,490	-	-
Net asset revaluation increment/(decrement)	9.1	41,186	-	41,186	-
Transfers from (to) other reserves	9.1	-	-	-	-
		358,830	129,489	228,875	466
Balance at end of the financial year		358,830	129,489	228,875	466

2021		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		314,416	126,601	187,350	466
Adjusted opening balance		314,416	126,601	187,350	466
Surplus/(deficit) for the year		(1,602)	(1,602)	-	-
Net asset revaluation increment/(decrement)	9.1	339	-	339	-
Transfers from (to) other reserves	9.1	-	-	-	-
		313,153	124,999	187,689	466
Balance at end of the financial year		313,153	124,999	187,689	466

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows For the Year Ended 30 June 2022

	Note	2022 Inflows/ (Outflows) \$'000	2021 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		16,520	15,516
Statutory fees and fines		532	421
User fees		1,887	1,365
Grants - operating		10,067	10,401
Grants - capital		7,417	12,194
Contributions - monetary		370	131
Interest received		80	75
Other receipts		195	26
Net GST refund/ (payment)		1,809	(1,712)
Employee costs		(14,979)	(14,856)
Materials and services		(12,499)	(11,159)
Trust funds and deposits repaid		(40)	(45)
Other payments		(355)	(360)
Net cash provided by/(used in) operating activities		11,004	11,997
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(10,831)	(7,071)
Proceeds from sale of property, infrastructure, plant and equipment		-	10
Payments for other financial assets		-	(2,477)
Proceeds from investments		250	-
Net cash provided by/(used in) investing activities		(10,581)	(9,538)
Cash flows from financing activities			
Finance costs		(26)	(39)
Repayment of borrowings		(668)	(564)
Repayment of lease liabilities		(32)	-
Net cash provided by/(used in) financing activities		(726)	(603)
Net increase (decrease) in cash and cash equivalents		(303)	1,856
Cash and cash equivalents at the beginning of the financial year		3,855	1,999
Cash and cash equivalents at the end of the financial year		3,552	3,855
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above statement of cash flows should be read in conjunction with the accompanying notes.

**Statement of Capital Works
For the Year Ended 30 June 2022**

	2022 \$'000	2021 \$'000
Property		
Land improvements	1,260	446
Total land	<u>1,260</u>	<u>446</u>
Buildings	3,338	648
Total buildings	<u>3,338</u>	<u>648</u>
Total property	<u>4,598</u>	<u>1,094</u>
Plant and equipment		
Plant, machinery and equipment	552	209
Fixtures, fittings and furniture	121	373
Total plant and equipment	<u>673</u>	<u>582</u>
Infrastructure		
Roads	4,005	2,465
Bridges	45	-
Footpaths and cycleways	593	313
Drainage	550	1,014
Kerb and channel	61	38
Minor culverts	17	13
Waste management	-	20
Traffic control facilities	45	49
Parks, open space and streetscapes	39	-
Other infrastructure	65	1,483
Total infrastructure	<u>5,420</u>	<u>5,395</u>
Total capital works expenditure	<u>10,691</u>	<u>7,071</u>
Represented by:		
New asset expenditure	1,604	697
Asset renewal expenditure	3,726	1,525
Asset expansion expenditure	2,418	704
Asset upgrade expenditure	2,943	4,146
Total capital works expenditure	<u>10,691</u>	<u>7,071</u>

The above statement of capital works should be read in conjunction with the accompanying notes.

Note 1 OVERVIEW

Introduction

The Central Goldfields Shire Council was established by an Order of the Governor in Council on 19th January 1995 and is a body corporate.

The Council's main office is located at 22 Nolan Street, Maryborough, Victoria, 3465.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Impact of Covid-19

During 2021-22 the COVID-19 pandemic continued to impact on Council's operations. Council has noted the following significant impacts on its financial operations:

- Additional revenue — Outdoor eating and entertainment grant, CASI grants and Rural ICT grant
- Revenue reductions – reductions on a number of user fees and charges and rent payments
- Revenue foregone – Waived interest on overdue rates and waste charges from July 2021 to Aug 2021, suspension of all current debt recovery action until March 2022, waived registration fees for food, accommodation, beauty, hair dressing salons, outdoor dining fees and various permits from July 2021 to December 2021.
- Additional cost - additional salaries relating to grants noted above, additional cleaning council buildings and extra cleaning supplies provided to public to combat the spread of COVID 19.
- Council continues the frequency of supplier payments to weekly for local business to assist with cashflow.
- Council will continue to work closely with the community during these uncertain times and to provide support for business recovery. Council has also approved a 50% reduction in seasonal tenancy fees for the local sporting clubs who use council facilities.

Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 5 percent and \$500k where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income and expenditure

	Budget 2022 \$'000	Actual 2022 \$'000	Variance \$'000	Variance %	Ref
Income					
Rates and charges	16,142	16,166	24	0%	
Statutory fees and fines	516	532	16	3%	
User fees	1,933	1,753	(180)	-9%	
Grants - operating	9,066	10,774	1,708	19%	1
Grants - capital	12,385	6,646	(5,739)	-46%	2
Contributions - monetary	121	370	249	206%	
Contributions - non monetary	-	398	398	0%	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	90	(19)	(109)	-121%	
Other income	523	275	(248)	-47%	
Total income	40,776	36,895	(3,881)		
Expenses					
Employee costs	14,297	15,193	(896)	-6%	3
Materials and services	8,788	10,283	(1,495)	-17%	4
Depreciation	6,096	6,433	(337)	-6%	
Amortisation - right of use assets	91	93	(2)	-2%	
Bad and doubtful debts	10	13	(3)	-30%	
Interest costs	25	35	(10)	-40%	
Other expenses	331	355	(24)	-7%	
Total expenses	29,638	32,405	(2,767)		
Surplus/(deficit) for the year	11,138	4,490	(6,648)		

(i) Explanation of material variations

1	Grants - operating	Federal assistance grant funding received in advance to fund council expenditure, budget for in 2022-23
2	Grants - capital	Revenue recognition of grant funding is based on works delivered with a number of projects planned for delivery being carried forward to 2022-2023.
3	Employee costs	Employee costs were impacted by additional spend in childcare services and operations the major contributors to the overrun. The other impact was related to an increase in work cover premium.
4	Materials and services	Materials and services costs were higher than budget also due to expenditure funded by a number of unbudgeted grant funded projects. Contractor costs were also higher than budget where had to fill staff vacancies were filled by contractors. In addition there continued to be higher costs related to COVID such as increased cleaning requirements. Increases in inflation also impacted on expenses across most service delivery areas.

2.1.2 Capital works

	Budget 2022 \$'000	Actual 2022 \$'000	Variance \$'000	Variance %	Ref
Property					
Land	30	-	(30)	(30)	
Land improvements	1,272	1,260	(12)	-1%	
Total land	1,302	1,260	(42)	-3%	
Buildings	9,949	3,338	(6,611)	-66%	1
Total buildings	9,949	3,338	(6,611)	-66%	
Total property	11,251	4,598	(6,653)	-59%	
Plant and equipment					
Plant, machinery and equipment	670	552	(118)	-18%	
Fixtures, fittings and furniture	370	121	(249)	-67%	
Total plant and equipment	1,040	673	(367)	-35%	
Infrastructure					
Roads	3,773	4,005	232	6%	
Bridges	65	45	(20)	-31%	
Footpaths and cycleways	500	593	93	19%	
Drainage	1,197	550	(647)	-54%	
Waste management	401	-	(401)	-100%	
Parks, open space and streetscapes	2,690	39	(2,651)	-99%	
Other infrastructure	-	188	188	100%	
Total infrastructure	8,626	5,420	(3,206)	-37%	
Total capital works expenditure	20,917	10,691	(10,226)	-49%	
Represented by:					
New asset expenditure	3,078	1,604	(1,474)	-48%	
Asset renewal expenditure	10,830	3,726	(7,104)	-66%	
Asset expansion expenditure	4,410	2,418	(1,992)	-45%	
Asset upgrade expenditure	2,599	2,943	344	13%	
Total capital works expenditure	20,917	10,691	(10,226)	-49%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land Improvement and Buildings	Variance caused by grant funded projects that have commenced in 2021/22 and will be completed in 2022/23. These include the Carisbrook Recreation Reserve, Art Gallery, Maryborough Railway Station Activation, Maryborough outdoor pool and community facility projects.

Note 2.2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2.2.1 Community

Operation and maintenance of community buildings, local laws, compliance (incorporating fire prevention, environmental health, school crossings, immunisation and planning compliance), emergency management and Go Goldfields.

Health and Human Services

Administration of Goldfields Family Centre (incorporating family day care, long day care, kindergarten and support playgroup), maternal and child health, aged care services (incorporating personal care, respite care, home maintenance, social support and delivered meals) and youth services.

Economic Development

Promotion of tourism, including the Visitor Information Centre, Energy Breakthrough and other events, economic development and strategic planning, Administration of VicRoads, statutory planning and building control.

Culture and Heritage

Operation and maintenance of civic halls, library and arts. Promotion of cultural and heritage activities.

Recreation and Leisure

Operation and maintenance of parks and gardens, playgrounds, sporting and natural reserves, indoor recreation centres and swimming pools.

Transport

Administration, operation and maintenance of aerodrome, road networks, pathways, kerb and channelling, street beautification, street lighting, bicycle facilities, parking and maintenance of depots and plant, vehicles and machinery, and drainage maintenance.

Waste

Administration, operation and maintenance of waste disposal, waste water operation and maintenance, recycling, and public conveniences.

Administration

Shire Management including corporate planning, governance, community engagement (including customer service), people and culture services, contract management and purchasing. Corporate services including operation and maintenance of administration office, records management, information technology, property and management, financial services including administration of council finances, bank accounts, investments and loans.

2.2.2 Summary of income, expenses, assets and capital expenses by program

	Income	Expenses	Surplus / (Deficit)	Grants included in income	Total assets
2022	\$'000	\$'000	\$'000	\$'000	\$'000
Community	3,173	3,651	(478)	2,518	20,401
Health & Human Services	4,673	4,910	(237)	3,575	228
Economic Development	950	955	(5)	950	8,064
Culture & Heritage	277	506	(229)	275	28,073
Recreation & Leisure	2,191	901	1,290	2,177	6,367
Transport	4,294	9,820	(5,526)	4,162	6,503
Waste & Environment	3,684	2,768	915	4	309,396
Administration	17,652	8,893	8,759	3,759	255
	36,895	32,405	4,490	17,420	379,286

	Income	Expenses	Surplus / (Deficit)	Grants included in income	Total assets
2021	\$'000	\$'000	\$'000	\$'000	\$'000
Community	1,479	3,044	(1,565)	1,029	7,107
Health & Human Services	4,503	4,549	(46)	3,478	201
Economic Development	204	585	(381)	194	5,732
Culture & Heritage	302	718	(416)	298	5,611
Recreation & Leisure	142	2,545	(2,403)	134	24,744
Transport	2,989	8,977	(5,988)	2,851	272,701
Waste & Environment	3,572	2,967	605	45	225
Administration	16,899	8,307	8,592	3,960	17,981
	30,090	31,692	(1,602)	11,989	334,303

Note 3 Funding for the delivery of our services	2022	2021
3.1 Rates and charges	\$'000	\$'000

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its market value (land and building included).

The valuation base used to calculate general rates for 2021/22 was \$2,551 million (2020/21 \$2,335 million).

General rates	11,011	10,737
Municipal charge	1,634	1,613
Waste management charge	3,454	3,331
Interest on rates and charges	67	34
Total rates and charges	16,166	15,715

The date of the latest general revaluation of land for rating purposes within the municipal district was 1st January 2021, and the valuation was first applied in the rating year commencing 1st July 2021.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Infringements and costs	32	20
Town planning fees	218	183
Land information certificates	21	19
Permits	111	105
Registrations	148	92
Other	2	1
Total statutory fees and fines	532	422

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Aged and health services	409	407
Vic Road agency fees	289	280
Leisure centre and recreation	14	-
Child care/children's programs	571	489
Registration and other permits	5	3
Waste management services	211	189
Other fees and charges	254	278
Total user fees	1,753	1,647
User fees by timing of revenue recognition		
User fees recognised over time	-	-
User fees recognised at a point in time	1,753	1,647
Total user fees	1,753	1,647

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

	2022 \$'000	2021 \$'000
3.4 Funding from other levels of government		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	8,404	5,568
State funded grants	9,016	6,422
Total grants received	17,420	11,990
(a) Operating Grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	3,759	2,987
General home care	1,036	925
Financial Assistance Grants - roads	1,693	1,261
Recurrent - State Government		
Community Safety	202	428
Go Goldfields	446	450
School crossing supervisors	37	36
Health and Human services	1,431	1,983
Maternal and child health	509	271
Aged care	366	345
Youth	102	42
Libraries	163	298
Heritage and Culture	-	41
Recreation	31	82
Transport	-	40
Environment	39	45
Total recurrent operating grants	9,814	9,235
Non-recurrent - Commonwealth Government		
Heritage and Culture	25	-
Non-recurrent - State Government		
Economic Development	497	194
Working for Victoria	-	873
ICT	-	100
Aged Care	3	-
Community Safety	14	-
Libraries	112	-
Health and Human services	170	-
Heritage and Culture	6	-
Maternal and child health	59	-
Recreation	74	-
Total non-recurrent operating grants	960	1,166
Total operating grants	10,774	10,401

(b) Capital Grants	2022 \$'000	2021 \$'000
Recurrent - Commonwealth Government		
Roads to recovery	790	-
Total recurrent capital grants	790	-
Non-recurrent - Commonwealth Government		
Transport	1,101	395
Non-recurrent - State Government		
Community	1,430	113
Drainage	-	802
Recreation	1,571	-
Transport	381	279
Waste and Environment	16	-
Buildings	1,357	-
Total non-recurrent capital grants	5,856	1,589
Total capital grants	6,646	1,589
(c) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	1,505	490
Received during the financial year and remained unspent at balance date	1,563	1,470
Received in prior years and spent during the financial year	(856)	(455)
Balance at year end	2,212	1,505
Capital		
Balance at start of year	10,473	1,063
Received during the financial year and remained unspent at balance date	3,835	9,473
Received in prior years and spent during the financial year	(4,774)	(63)
Balance at year end	9,534	10,473
(d) Recognition of grant income		
<p>Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with <i>AASB 15 Revenue from Contracts with Customers</i>. When both these conditions are satisfied, the Council:</p> <ul style="list-style-type: none"> - identifies each performance obligation relating to revenue under the contract/agreement - determines the transaction price - recognises a contract liability for its obligations under the agreement - recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered. <p>Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies <i>AASB 1058 Income for Not-for-Profit Entities</i>.</p> <p>Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.</p>		
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	5,452	4,248
Specific purpose grants to acquire non-financial assets	6,646	1,589
Other specific purpose grants	5,322	6,154
Revenue recognised under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	-	-
	17,420	11,990

3.5 Contributions	2022 \$'000	2021 \$'000
Monetary	370	131
Non-monetary	398	-
Total contributions	768	131

Contributions of non monetary assets were received in relation to the following asset classes.

Land	332	-
Other	66	-
Total non-monetary contributions	398	-

Monetary and non monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	-	183
Written down value of assets disposed	(19)	(193)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(19)	(10)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

Interest	80	75
Donations and sponsorship	-	26
Reimbursements	-	12
Other rent	21	-
Other	174	174
Total other income	275	287

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services

4.1 (a) Employee costs

Wages and salaries	13,079	12,743
Workcover	410	340
Superannuation	1,280	1,234
Fringe benefits tax	62	62
Long Service Leave	292	720
Other	70	78
Total employee costs	15,193	15,178

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	69	135
	69	135

Employer contributions payable at reporting date.

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	608	628
Employer contributions - other funds	603	537
	1,211	1,165

Employer contributions payable at reporting date.

Refer to note 9.3 for further information relating to Council's superannuation obligations.

	2022	2021
	\$'000	\$'000
4.2 Materials and services		
Contractors	8,211	7,960
Operating lease payments	17	35
Grants and contributions	465	267
Event Support - Energy Breakthrough	23	2
Other materials and services	1,567	1,437
Total materials and services	10,283	9,702

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.3 Depreciation

Property	1,490	1,238
Plant and equipment	277	292
Fixtures, fittings and furniture	269	222
Infrastructure	4,397	4,715
Total depreciation	6,433	6,467

Refer to note 5.2(c), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - Right of use assets

Property	72	51
IT Equipment	21	-
Total Amortisation - Right of use assets	93	51

4.5 Bad and doubtful debts

Other debtors	13	(24)
Total bad and doubtful debts	13	(24)

Movement in provisions for doubtful debts

Balance at the beginning of the year	(22)	(66)
New provisions recognised during the year	(13)	2
Amounts already provided for and written off as uncollectible	14	9
Amounts provided for but recovered during the year	-	33
Balance at end of year	(21)	(22)

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

4.6 Interest Cost

Interest - Borrowings	26	39
Interest - Lease Liabilities	9	10
Total interest costs	35	49

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

4.7 Other expenses

Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	40	45
Auditors' remuneration - Internal Audit	80	25
Councillors' allowances	235	153
Administrators' allowances	-	137
Total other expenses	355	360

Note 5 Our financial position	2022	2021
5.1 Financial assets	\$'000	\$'000
(a) Cash and cash equivalents		
Cash on hand	1	37
Cash at bank	3,551	3,817
Total cash and cash equivalents	3,552	3,854
(b) Other financial assets		
Term deposits - current	17,000	17,250
Total other financial assets	17,000	17,250
Total financial assets	20,552	21,104

Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

- Trust funds and deposits (Note 5.3)	480	520
- Unexpended grants (Note 5.3)	12,018	12,186
Total restricted funds	12,498	12,706
Total unrestricted cash and cash equivalents	(8,946)	(8,852)

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

- cash held to fund carried forward capital works	9,534	10,826
- cash held to fund carried forward other Council programs	2,484	1,360
Total funds subject to intended allocations	12,018	12,186

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

	2022 \$'000	2021 \$'000
(c) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	2,050	2,362
Infringement debtors	16	13
<i>Non statutory receivables</i>		
Employee related debtors	23	29
Families and childcare	80	75
Private works	1	428
Aged care	62	87
Other debtors	645	249
Provision for doubtful debts - other debtors	(21)	(22)
Total current trade and other receivables	<u>2,854</u>	<u>3,221</u>
Total trade and other receivables	<u>2,854</u>	<u>3,221</u>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	712	754
Past due by up to 30 days	64	21
Past due between 31 and 180 days	15	59
Past due between 181 and 365 days	35	47
Total trade and other receivables	<u>826</u>	<u>881</u>

(e) Ageing of individually impaired Receivables

At balance date, other debtors representing financial assets with a nominal value of \$21k (2021: \$22k) were impaired. The amount of the provision raised against these debtors was \$21k (2021: \$22k). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Past due by more than 1 year	21	22
Total trade & other receivables	<u>21</u>	<u>22</u>

5.2 Non-financial assets	2022	2021
(a) Inventories	\$'000	\$'000
Inventories held for distribution	14	9
Total inventories	14	9

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets	2022	2021
	\$'000	\$'000
Prepayments	168	192
Accrued income	45	23
Other	580	551
Total other assets	793	766

5.3 Payables, trust funds and deposits and unearned income/revenue	2022	2021
(a) Trade and other payables	\$'000	\$'000
<i>Non-statutory payables</i>		
Trade payables	2,120	2,468
Accrued salaries and wages	563	438
Accrued interest	1	1
Accrued expenses	213	-
Total trade and other payables	2,897	2,906
(b) Trust funds and deposits		
Refundable deposits	36	53
Fire services levy	303	357
Retention amounts	141	109
Total trust funds and deposits	480	520
(c) Unearned income/revenue		
Grants received in advance - operating	2,212	1,505
Grants received in advance - capital	9,534	10,473
Other	272	208
Total unearned income/revenue	12,018	12,186

Unearned income/revenue represents contract liabilities and reflect consideration of grant funding received in advance from government authorise to fund major capital works project and operating activities. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.4.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Interest-bearing liabilities	2022 \$'000	2021 \$'000
Current		
Borrowings - secured	678	668
	678	668
Non-current		
Borrowings - secured	1,411	2,089
	1,411	2,089
Total	2,089	2,757

Borrowings are secured by Commonwealth Bank Australia

(a) The maturity profile for Council's borrowings is:

Not later than one year	678	668
Later than one year and not later than five years	1,411	2,089
	2,089	2,757

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	Employee \$ '000	Gravel pit rehabilitation \$ '000	Landfill restoration \$ '000	Other \$ '000	Total \$ '000
2022					
Balance at beginning of the financial year	2,506	55	-	-	2,561
Additional provisions	1,098	31	-	-	1,129
Amounts used	(915)	-	-	-	(915)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	-	-	-	-
Balance at the end of the financial year	2,689	86	-	-	2,775
2021					
Balance at beginning of the financial year	2,170	68	-	-	2,238
Additional provisions	1,127	(13)	-	-	1,114
Amounts used	(791)	-	-	-	(791)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	-	-	-	-
Balance at the end of the financial year	2,506	55	-	-	2,561

	2022 \$'000	2021 \$'000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	872	793
Long service leave	1,352	1,366
	2,224	2,159
Current provisions expected to be wholly settled after 12 months		
Annual leave	167	131
	167	131
Total current employee provisions	2,391	2,290
Non-current		
Long service leave	298	246
Total non-current employee provisions	298	246
Aggregate carrying amount of employee provisions:		
Current	2,391	2,290
Non-current	298	246
Total aggregate carrying amount of employee provisions	2,689	2,536

The calculation of employee costs and benefits includes all relevant oncosts and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

- discount rate	3.693%	1.491%
- index rate	3.850%	2.950%

	2022 \$'000	2021 \$'000
(b) Landfill restoration		
Current	-	-
Non-current	86	55
	86	55

Council is obligated to restore the Dunolly Gravel Pit site to a particular standard once all gravel has been exhausted. The provision for Gravel Pit restoration is based on liability calculations performed by the Manager Infrastructure and approved by DELWP. The liability is based on discounted values as the majority of works are expected to be undertaken beyond the next 12 months. Council does not expect to receive reimbursement from a third party.

	2022 \$'000	2021 \$'000
Key assumptions:		
- discount rate	1.400%	1.400%
- index rate	6.100%	2.950%

(c) Other provisions

Current	-	124
Non-current	-	-
	-	124

5.6 Financing arrangements	2022 \$'000	2021 \$'000
The Council has the following funding arrangements in place as at 30 June 2022		
Borrowings	2,089	2,757
Credit card facilities	50	50
Total facilities	2,139	2,807
Unused facilities	2,139	2,807

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

2022	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Management of council facilities	704	722	2,166	-	3,592
Garbage collection	1,971	2,188	-	-	4,159
Meals for delivery	108	109	-	-	217
Total	2,783	3,019	2,166	-	7,968
Capital					
Buildings	1,863	1,020	-	-	2,883
Recreation	6,694	7,018	-	-	13,712
Roads	963	2,020	-	-	2,983
Drainage	610	1,220	-	-	1,830
Total	10,130	11,278	-	-	21,408
2021					
2021	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Recycling	-	-	-	-	-
Garbage collection	513	4,107	-	-	4,620
Open space management	-	-	-	-	-
Consultancies	-	-	-	-	-
Home care services	-	-	-	-	-
Cleaning contracts for council buildings	-	-	-	-	-
Meals for delivery	-	-	-	-	-
Total	513	4,107	-	-	4,620
Capital					
Buildings	73	-	-	-	73
Recreation	28	-	-	-	28
Roads	-	-	-	-	-
Drainage	-	-	-	-	-
Total	101	-	-	-	101

5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under *AASB 16 Leases* which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets	Property \$'000	Vehicles \$'000	Other, etc. \$'000	Total \$'000
Balance at 1 July 2021	220	-	-	220
Additions	(8)	-	83	75
Amortisation charge	(72)	-	(21)	(93)
Balance at 30 June 2022	140	-	62	202

Lease Liabilities	2022 \$'000	2021 \$'000
Maturity analysis - contractual undiscounted cash		
Less than one year	60	-
One to five years	137	224
Total undiscounted lease liabilities as at 30 June:	197	224

Lease liabilities included in the Balance Sheet at 30 June:

Current	60	73
Non-current	137	147
Total lease liabilities	197	220

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	2022 \$'000	2021 \$'000
Short-term leases	-	23
Total	-	23

Note 6 Assets we manage	2022	2021
6.1 Non current assets classified as held for sale	\$'000	\$'000
Industrial Land - Cost of acquisition	245	245
Total non current assets classified as held for sale	245	245
Capitalisation rate used in the allocation of borrowing costs	0%	0%

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	Carrying amount 30 June 2021 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Write-off \$'000	Transfers \$'000	Carrying amount 30 June 2022 \$'000
Property	11,673	-	332	12,849	-	-	-	-	24,854
Buildings	32,492	-	-	7,376	(1,490)	-	-	1,545	39,922
Plant and equipment	5,239	11	66	-	(546)	(2)	-	670	5,437
Infrastructure	255,568	-	-	20,961	(4,397)	(17)	-	5,363	277,479
Work in progress	3,764	10,691	-	-	-	-	-	(7,521)	6,934
	308,735	10,702	398	41,186	(6,433)	(19)	-	57	354,626

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
Land	1,063	1,260	-	(919)	1,405
Buildings	866	3,338	-	(430)	3,773
Plant and equipment	-	673	-	(653)	20
Infrastructure	1,835	5,420	-	(5,519)	1,736
Total	3,764	10,691	-	(7,521)	6,934

(a) Property

	Land - specialised	Land - non specialised	Land improvements	Total Land & Land Improvements	Heritage buildings	Buildings - specialised	Buildings - non specialised	Building improvements	Leasehold improvements	Total Buildings	Work In Progress	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2021	381	11,292	-	11,673	-	90,756	-	-	-	90,756	1,929	104,359
Accumulated depreciation at 1 July 2021	-	-	-	-	-	(58,265)	-	-	-	(58,265)	-	(58,265)
	381	11,292	-	11,673	-	32,492	-	-	-	32,492	1,929	46,094
Movements in fair value												
Additions	-	-	-	-	-	-	-	-	-	-	4,598	4,598
Contributions	332	-	-	332	-	-	-	-	-	-	-	332
Revaluation	(43)	12,892	-	12,849	-	7,376	-	-	-	7,376	-	20,225
Disposal	-	-	-	-	-	-	-	-	-	-	-	-
Write-off	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	1,545	-	-	-	1,545	(1,349)	196
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-	-	-	-
	289	12,892	-	13,181	-	8,921	-	-	-	8,921	3,249	25,351
Movements in accumulated depreciation												
Depreciation and amortisation	-	-	-	-	-	(1,490)	-	-	-	(1,490)	-	(1,490)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	(1,490)	-	-	-	(1,490)	-	(1,490)
At fair value 30 June 2022	670	24,184	-	24,854	-	99,677	-	-	-	99,677	5,178	129,709
Accumulated depreciation at 30 June 2022	-	-	-	-	-	(59,755)	-	-	-	(59,755)	-	(59,755)
Carrying amount	670	24,184	-	24,854	-	39,922	-	-	-	39,922	5,178	69,954

(b) Plant and Equipment

	Heritage plant and equipment \$'000	Plant machinery and equipment \$'000	Fixtures fittings and furniture \$'000	Artwork collection \$'000	Library collection \$'000	Works in progress \$'000	Total plant and equipment \$'000
At fair value 1 July 2021	-	7,352	1,545	535	357	-	9,788
Accumulated depreciation at 1 July 2021	-	(3,889)	(660)	-	-	-	(4,549)
	-	3,462	885	535	357	-	5,239
Movements in fair value							
Additions	-	-	-	11	-	673	684
Contributions	-	-	-	66	-	-	66
Revaluation	-	-	-	-	-	-	-
Disposal	-	(50)	-	-	(2)	-	(52)
Write-off	-	-	-	-	-	-	-
Transfers	-	550	120	-	-	(653)	17
Impairment losses recognised in operating result	-	-	-	-	-	-	-
	-	500	120	77	(2)	20	715
Movements in accumulated depreciation							
Depreciation and amortisation	-	(276)	(269)	-	-	-	(545)
Accumulated depreciation of disposals	-	49	-	-	-	-	49
Impairment losses recognised in operating result	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
	-	(227)	(269)	-	-	-	(496)
At fair value 30 June 2022	-	7,852	1,665	612	355	20	10,504
Accumulated depreciation at 30 June 2022	-	(4,116)	(929)	-	-	-	(5,045)
Carrying amount	-	3,735	736	612	355	20	5,458

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Other Infrastructure	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2021	241,042	41,373	9,579	22,492	34,562	1,835	350,882
Accumulated depreciation at 1 July 2021	(56,678)	(12,833)	(4,123)	(7,062)	(12,784)	-	(93,480)
	184,363	28,540	5,456	15,430	21,778	1,835	257,402
Movements in fair value							
Additions	-	-	-	-	-	5,420	5,420
Contributions	-	-	-	-	-	-	-
Revaluation	14,627	2,270	426	1,864	1,774	-	20,960
Disposal	(57)	-	-	-	-	-	(57)
Write-off	-	-	-	-	-	-	-
Transfers	4,425	44	593	16	286	(5,519)	(156)
Impairment losses recognised in operating result	-	-	-	-	-	-	-
	18,995	2,314	1,019	1,880	2,060	(99)	26,168
Movements in accumulated depreciation							
Depreciation and amortisation	(3,115)	(415)	(180)	(225)	(462)	-	(4,397)
Accumulated depreciation of disposals	40	-	-	-	-	-	40
Impairment losses recognised in operating result	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
	(3,075)	(415)	(180)	(225)	(462)	-	(4,357)
At fair value 30 June 2022	260,037	43,687	10,598	24,372	36,621	1,736	377,050
Accumulated depreciation at 30 June 2022	(59,753)	(13,248)	(4,303)	(7,286)	(13,246)	-	(97,836)
Carrying amount	200,283	30,439	6,295	17,085	23,376	1,736	279,214

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit
<i>Asset recognition thresholds and depreciation periods</i>		\$'000
Land & land improvements		
land	-	-
land improvements	5 - 100 years	2
Buildings		
buildings	25 - 250 years	5
building and leasehold improvements	15 - 125 years	2
Plant and Equipment		
Fixture, fittings and furniture	2 - 20 years	2
plant, machinery and equipment	2 - 40 years	2
computers and telecommunications	2 - 10 years	2
Infrastructure		
roads - pavements, substructure, formation and earthworks	15 - 60 years	10
roads - kerb, channel and minor culverts and other	20 - 50 years	1
pathways	30 - 50 years	1
bridges and major culverts	70 - 100 years	10
drainage	40 - 100 years	3
minor culverts	80 years	1
monuments	200 years	2
waste water assets	20 - 60 years	10
traffic control facilities	50 years	5
Intangible assets	5 - 100 years	2

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Leasehold improvements

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, leasehold improvements are amortised over a 10 year period.

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer VRC Property Pty Ltd and valuer registration no.: 63349 & 63083. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these. The date of the current valuation is detailed in the following table. No indexed based revaluation was conducted in the current year, this valuation was based on, rates per square metre, a full revaluation of these assets will be conducted in 2022/23.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation
Land	-	-	24,184	1/01/2022
Specialised land	-	-	670	1/01/2022
Buildings	-	-	39,922	1/01/2022
Total	-	-	64,776	

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with a management valuation undertaken by Shepherd Services Pty Ltd - Stephen Hegedus (Registered Professional Civil Engineer and the Direct of Client Services) and Jodie Tydings (Project Manager - Asset Accountant).

The date of the current valuation is detailed in the following table. An index based revaluation was conducted in the current year, this valuation was based on, Australian Bureau of Statistic(ABS) price indices table 6427.0 Producer Price Indexes, Australia. Table 17. Index Number 3101, "Road and bridge Construction Victoria" for each asset class, a full revaluation of these assets will be conducted in 2022/23.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation
Roads	-	-	200,283	30/06/2022
Bridges	-	-	30,439	30/06/2022
Footpaths and cycleways	-	-	6,295	30/06/2022
Drainage	-	-	17,085	30/06/2022
Other infrastructure	-	-	23,376	30/06/2022
Total	-	-	277,478	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$185 and \$375 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$350 to \$5,500 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 3 years to 77 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2022 \$'000	2021 \$'000
Reconciliation of specialised land		
Land under roads	670	381
Total specialised land	670	381

6.3 Investments in associates, joint arrangements and subsidiaries

(a) Investments in associates

Council does not have any investments in associates, joint ventures or subsidiaries.

(b) Community Asset Committee

All entities controlled by Council that have material income, expenses, assets or liabilities, such as community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

The below is a listing of relevant committees of management.

- a) Adelaide Lead Hall
- b) Daisy Hill Community Hall
- c) Dunolly Historic Precinct Management
- d) Talbot Community Homes
- e) Talbot Town Hall
- f) Tullaroop Leisure Centre

Note 7 People and relationships

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

Central Goldfields Shire Council is the parent entity.

Subsidiaries and Associates

As at 30 June 2022, Council does not have any interests in any subsidiaries and/or associates.

(b) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Central Goldfields Shire Council. The Councillors, Chief Executive Officer and General Managers are deemed KMP.

Details of KMP at any time during the year are:

Councillors
Mayor - Chris Meddows-Taylor
Councillor Liesbeth Long
Councillor Gerard Murphy
Councillor Grace La Vella
Councillor Wayne Sproull
Councillor Geoff Lovett
Councillor Anna De Villiers

Executive
Chief Executive Officer - Lucy Roffey
General Manager Infrastructure Assets & Planning (Acting) - Phillip Schier (March 2022 to Jun 2022)
General Manager Infrastructure Assets & Planning - Rebecca Stockfeld (July 2021 - March 2022)
General Manager Community Wellbeing - Martin Collins (July 2021 - April 2022)
General Manager Community Wellbeing (Acting) - Emma Little (April 2022 to Jun 2022)
General Manager Corporate Performance - Mick Smith

	2022	2021
	No.	No.
Total Number of Councillors	7	7
Total Number of Administrators	-	3
Total of Chief Executive Officer and other Key Management Personnel	6	6
Total Number of Key Management Personnel	<u>13</u>	<u>16</u>

(c) Remuneration of Key Management Personnel

	2022	2021
	\$	\$
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,047,702	1,011,318
Long-term benefits	8,983	-
Post employment benefits	-	85,216
Termination benefits	26,506	-
Total	<u>1,083,191</u>	<u>1,096,534</u>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2022	2021
	No.	No.
\$10,000 - \$19,999	-	6
\$20,000 - \$29,999	6	-
\$30,000 - \$39,999	-	2
\$40,000 - \$49,999	-	1
\$60,000 - \$69,999	-	1
\$70,000 - \$79,999	1	2
\$80,000 - \$89,999	-	1
\$140,000 - \$149,999	2	-
\$150,000 - \$159,999	1	-
\$170,000 - \$179,999	-	1
\$180,000 - \$189,999	1	1
\$190,000 - \$199,999	1	-
\$240,000 - \$249,999	-	1
\$250,000 - \$259,999	1	-
Total	<u>13</u>	<u>16</u>

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	2022	2021
	No.	No.
Income Range:		
\$1,000 - \$9,999	2	-
\$ 50,000 - \$59,999	1	-
\$ 60,000 - \$69,999	-	1
\$130,000 - \$139,999	2	-
\$150,000 - \$159,999	2	-
\$180,000 - \$189,999	-	1
Total	7	2

	2022	2021
	\$	\$
Total Remuneration for the reporting year for Senior Officers included above, amounted to:	659,657	338,876

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Purchase of goods and services under normal trading terms

- Payments to Central Victorian Greenhouse Alliance (Councillor Liesbeth Long is a board member)

11	-
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Purchase of goods and services under normal trading terms

- Payments to Coliban Water (CEO Lucy Roffey is Chair of the Board)

11	22
----	----

Purchase of goods and services under normal trading terms

- Payments to Unified Community Sports & Leisure (Councillor Gerard Murphy is a Director)

772	687
-----	-----

(d) Commitments to/from related parties

Payments to Unified Community Sports & Leisure (Councillor Gerard Murphy is a Director)

2,888	-
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A contract with Unified Community Sports and Leisure expires June 2026

Note Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

Developer contributions are to be received in respect of land currently under development. At this point in time, their timing and potential amount cannot be reliably assessed.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

At balance date the Council are not aware of any contingent liabilities.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, Central Goldfields Shire Council has paid unfunded liability payments to Vision Super totalling \$69k (2019/20 \$135k paid during the 2020/21 financial year). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$70k to be paid in the 2022-23 financial year.

Landfill

Council owns a non operational landfill.

Liability Mutual Insurance

Council is (was) a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

MAV Workcare

The net financial impact on Council as a result of the cessation of the MAV WorkCare Scheme for the 2021-22 financial year is yet to be determined. Any obligation is dependent upon the Authority's initial actuarial assessment of the tail claims liabilities of the MAV WorkCare Scheme. In accordance with the Workplace Injury Rehabilitation and Compensation Act 2013, there is a six- year liability period following the cessation of the MAV WorkCare Scheme. During the liability period, adjustment payments may be required (or received) by Council. The determination of any adjustment payments is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by the Authority. Council makes further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

(c) Guarantees for loans to other entities

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

(1) Reinstatement of quarries	2022	2021
	\$'000	\$'000
Council has provided a bank guarantee to DELWP for the reinstatement of quarries		
At balance date Council's exposure as a result of these guarantees is:		
Bank Guarantee - Department of Environment, Land, Water and Planning	61	61
	<hr/>	<hr/>
(2) Waste disposal site rehabilitation	2022	2021
	\$'000	\$'000
Council operated a waste disposal site and the Carisbrook landfill. This has now been rehabilitated in accordance with EPA requirements. A separate bank guarantee is provided for any remedial works if they are required in the future		
	460	460
	<hr/>	<hr/>

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. Council assesses the impact of these new standards. As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rates have changed with the current environment over the last 12 month but have not had a material impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
 - council may require collateral where appropriate; and
 - council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.
- Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 2 % and - 1 % in market interest rates (AUD) from year-end rates of 2.5%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by the Company at year end, if the above movements were to occur.

		Interest Rate Risk			
		-1%		2%	
		-100 Basis points		200 Basis points	
		Profit	Equity	Profit	Equity
		\$'000	\$'000	\$'000	\$'000
2022	\$'000				
Financial Assets					
Cash and Cash Equivalents	\$ 20,552	(206)	(206)	411	411
Trade and Other Receivables	\$ 789				
Financial Liabilities					
Trade and Other Payables	\$ 2,897				
Interest Bearing Liabilities	\$ 2,089	21	21	(42)	(42)

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Note 9 Other matters

9.1 Reserves	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Share of increment (decrement) on revaluation by an associate \$'000	Balance at end of reporting period \$'000
(a) Asset revaluation reserves				
2022				
Property				
Land and land improvements	4,813	12,848	-	17,661
Buildings	12,968	7,376	-	20,344
	<u>17,781</u>	<u>20,224</u>	<u>-</u>	<u>38,005</u>
Property and equipment				
Library book stock	367	-	-	367
	<u>367</u>	<u>-</u>	<u>-</u>	<u>367</u>
Infrastructure				
Roads	121,718	14,626	-	136,344
Kerb and channel	10,193	853	-	11,046
Bridges and major culverts	19,914	2,270	-	22,184
Pathways	4,137	426	-	4,563
Drainage	5,716	1,864	-	7,580
Minor culverts	7,198	763	-	7,961
Monuments	304	67	-	371
Waste water assets	263	14	-	277
Traffic control facilities	90	79	-	169
Offstreet car parks	-	-	-	-
Other infrastructure	-	-	-	-
	<u>169,533</u>	<u>20,962</u>	<u>-</u>	<u>190,495</u>
Total asset revaluation reserves	187,681	41,186	-	228,866
2021				
Property				
Land and land improvements	4,817	-	-	4,817
Buildings	12,969	-	-	12,969
	<u>17,786</u>	<u>-</u>	<u>-</u>	<u>17,786</u>
Property and equipment				
Library book stock	28	339	-	367
	<u>28</u>	<u>339</u>	<u>-</u>	<u>367</u>
Infrastructure				
Roads	121,716	-	-	121,716
Kerb and channel	10,193	-	-	10,193
Bridges and major culverts	19,913	-	-	19,913
Pathways	4,143	-	-	4,143
Drainage	5,716	-	-	5,716
Minor culverts	7,198	-	-	7,198
Monuments	304	-	-	304
Waste water assets	263	-	-	263
Traffic control facilities	90	-	-	90
Offstreet car parks	-	-	-	-
Other infrastructure	-	-	-	-
	<u>169,536</u>	<u>-</u>	<u>-</u>	<u>169,536</u>
Total asset revaluation reserves	187,349	339	-	187,688

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2022				
Unfunded superannuation	450	-	-	450
Open space	28	103	-	130
Total Other reserves	478	103	-	580
2021				
Unfunded superannuation	450	-	-	450
Open space	16	-	-	16
Total Other reserves	466	-	-	466

Unfunded Superannuation.

This reserve is used to assist in funding future liabilities related to Defined Benefits Superannuation. Transfers to and from the reserve are based on the budgeted reserve position at the end of the reporting period.

Open Space

This reserve contains contributions paid by developers undertaking the subdivision of residential land. These funds are required to be expended on the creation or expansion of recreational opportunities for the community, and are held until such time the relevant expenditure is incurred.

	2022 \$'000	2021 \$'000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	4,490	(1,602)
Profit/(loss) on disposal of property, infrastructure, plant and equipment	19	10
Works in progress expensed during the year	-	225
Finance costs	35	39
Depreciation and amortisation	6,526	6,518
Contributions - Non-monetary assets	(398)	-
Bad Debts	13	-
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	354	(551)
(Increase)/decrease in prepayments	(25)	63
Increase/(decrease) in accrued income	-	(109)
Increase/(decrease) in trade and other payables	(11)	7,003
(Decrease)/increase in unearned income /revenue	(168)	-
(Increase)/decrease in inventories	(5)	-
(Decrease)/increase in provisions	214	323
Increase/(decrease) in financial and other assets	-	78
Increase/(decrease) in trust funds and deposits	(40)	-
Net cash provided by/(used in) operating activities	11,004	11,997

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2022, this was 10.0% as required under Superannuation Guarantee (SG) legislation (2021: 9.5%)).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Central Goldfields Shire Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2021, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category.

The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 109.8%. The financial assumptions used to calculate the VBI were:

Net investment returns 4.75% pa

Salary information 2.75% pa

Price inflation (CPI) 2.25% pa.

As at 30 June 2022, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2022.

Vision Super has advised that the VBI at 30 June 2022 was 102.2%. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). The financial assumptions used to calculate this VBI were:

Net investment returns 5.5% pa

Salary information 2.5% pa to 30 June 2023 and 3.5%pa thereafter

Price inflation (CPI) 3.0% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2021 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020/21). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2021 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2021 (Interim) \$m	2020 (Triennial) \$m
- A VBI Surplus	214.7	100.0
- A total service liability surplus	270.3	200.0
- A discounted accrued benefits surplus	285.2	217.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2022. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

Scheme	Type of Scheme	Rate	2022 \$'000	2021 \$'000
Vision super	Defined benefits	10.0% (2021:9.5%)	69	135
Vision super	Accumulation	10.0% (2021:9.5%)	608	621
Other super fund	Accumulation	10.0% (2021:9.5%)	603	-

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2022.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$70k.

10 Change in accounting policy

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on council.

Capital Works Prepaid Grants 30 June 2022

Capital Grant Account	Prepaid Unspent Grant 2022-23	New Unpent grant FY22	Prior Year Unpent grant
54306.024. Carisbrook Drainage Mitigation Construction Grant (no gst)	\$ 1,200,000	\$ 1,200,000	
51156.44. Maryborough Railway Station Project RIF Grant	\$ 1,252,129	\$ 648,000	\$ 604,129
50225.18. Art Gallery Development (Phases 2 and 3) State Revenue Grant non-recurrent	\$ 819,218	\$ 360,000	\$ 459,218
52466.53. Carisbrook Recreation Reserve Upgrades Stage 1 Project	\$ 641,475	\$ 150,000	\$ 491,475
52466.54. Carisbrook Recreation Reserve Upgrades Stage 2 Project Grant State	\$ 1,845,872	\$ 165,790	\$ 1,680,082
50218.08. Health Hearts Infrastructue Grant - Stream 3	\$ 73,602	\$ 73,602	
51023.08. Energy Breakthrough (EBT) State Non-recurrent Grant 2020-2022	\$ 802,808	\$ 750,000	\$ 52,808
52336.14. Maryborough Outdoor Pool - Octagon Pool, Pavilion & Plant Room Heritage Works Grant	\$ 1,774,481	\$ 200,000	\$ 1,574,481
52466.68. Maryborough Skate and Scooter Park Capital Grant State Non-recurrent	\$ 69,261	\$ 20,000	\$ 49,261
52351.03. Goldfields Reservoir Dam Stabilisation Grant	\$ 553,819	\$ 250,000	\$ 303,819
54118.1. Carisbrook Transfer Station Pavement Rehabilitation Grant	\$ 30,689	\$ 17,500	\$ 13,189
54118.05. Transfer Station Upgrade (Carisbrook,Dunolly,Talbot) Kerbside Grant(DELWP)	\$ 320,408	\$ -	\$ 320,408
52589.08. Phillips Gardens Irrigation System State Revenue Grant Non-Recurrent	\$ 150,000	\$ -	\$ 150,000
Total	\$ 9,533,763	\$ 3,834,892	\$ 5,698,871

Operating Prepaid Grants 30 June 2022	Prepaid Unspent Grant 2022-23	New Unpent grant FY22	Prior Year Unpent grant
Operating Grant Account	2,179,275	\$ 1,541,012	\$ 638,263
50362.21. Municipal Emergency Resourcing Program Grant	120,000	\$ -	\$ 120,000
50616.28. CCC Family Centre Improving Opportunities Grant	8,786	\$ 8,786	
50618.15. CCC Kindergarten School Readiness Revenue State Grant non recurrent	129,188	\$ 111,772	\$ 17,416
50618.22. CCC COVID19 Early Childhood Ventilation Support Grant	9,000	\$ 9,000	
50618.24. CCC Kindergarten Master Plant Revenue Grant	115,500	\$ 115,500	
51025.36. Castlemaine Maryborough Rail Trail Grant	12,000	\$ 12,000	
51152.21. COVID Safe Outdoor Activation Grant	13,317	\$ 13,317	
51156.71. Social and Affordable Housing Needs Analysis Proposal Grant	15,000	\$ 15,000	
51156.72. Streamlining for Growth (SFG) Program Land Use Framework Plan	150,000	\$ 150,000	
51261.051. Talbot Futures Project (Talbot Waste Water) Grant	562,635	\$ 63,000	\$ 499,635
52215.73. Play Space Strategy Grant	27,000	\$ 27,000	
54118.12. Kerbside Reform Support Funding Implementation Grant (DELWP)	21,288	\$ 21,288	
54306.09. Central Goldfields Flood Mapping Project Grant	150,000	\$ 150,000	
50221.03. Go Goldfields Regional Development Victoria Grant	707,315	\$ 707,315	\$ -
50751.01. Planned Activity HACC PYP Grant	2,016	\$ 2,016	
51590.23. Libraries Change Lives Sector Advocacy Program Community Campaign Grant	1,500	\$ 1,500	
51635.14. Art Gallery Gordon Darling Foundation Dean Bowen Catalogue Grant	8,895	\$ 8,895	
54755.01. VicHealth LG Partnership State Revenue Grant Recurrent	78,337	\$ 77,125	\$ 1,212
54755.04. Central Goldfields Live4Life Grant	45,498	\$ 45,498	
50911.22. Youth Festival Grant	2,000	\$ 2,000	

Central Goldfields Shire Council

Performance Statement

For the year ended 30 June 2022



Performance Statement

For the year ended 30 June 2022

Description of municipality

Located at the geographical centre of Victoria, Central Goldfields Shire covers 1,532 square kilometres and has an approximate population of 13,000 people.

Maryborough is the Shire's major business centre with a population of around 7,900. Maryborough has gained recognition in recent years as having some of the finest sporting facilities in regional Victoria, together with significant historical buildings dating back to the goldmining era of the 1850's.

Other towns in the shire include, Bealiba, Carisbrook, Dunolly, Majorca, Talbot and Timor-Bowenvale and the rural districts surrounding these centres. All are famous for their heritage architecture and significant agricultural industries.

The shire is currently experiencing moderate growth with key infrastructure projects and residential developments reaching fruition.

The State Government's commitment to the shire has seen investments in the areas of health, education, and law and order, together with assistance to economic development activities initiated by Council.

The shire is located within one hour's drive from main regional centres of Ballarat and Bendigo and just two hours from Melbourne.

The first democratically elected council for Central Goldfields Shire was elected on 15 March, 1997. In 2005, the Minister for Local Government determined that the number of Councillors to represent the shire be increased from five to seven.

Central Goldfields Shire Council elected seven Councillors during 2020/21 for a four year term, beginning in November 2020.

Overview of 2022 – to be completed

Sustainable Capacity Indicators

For the year ended 30 June 2022

<i>Indicator / measure</i> [formula]	Results				Comment
	2019	2020	2021	2022	
Population					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,287.69	\$2,174.20	\$2,421.53	\$2,475.21	Expenses increased relative to CPI for the year with an increase of 2.22% on the prior year.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$23,173.26	\$22,493.02	\$22,690.37	\$25,188.82	The increase in this measure was driven by the asset revaluation process required as part of the audit process to ensure assets are correctly valued in the Financial Statements. The asset revaluation was an increase of \$41M.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	10.22	10.30	9.92	9.88	Population density per length of road remains in line with previous years.
Own-source revenue					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,586.78	\$1,378.36	\$1,373.37	\$1,428.89	Council paused some charges in the 2020/2021 to provide financial relief to residents; revenue has increased slightly for the 2021/22 year as some charges were reinstated in line with the easing of COVID restrictions.
Recurrent grants					

<i>Recurrent grants per head of municipal population</i>	\$704.20	\$711.13	\$794.49	\$809.96	Slight increase with the Roads to Recovery grant being the main change from the prior year of \$790K.
[Recurrent grants / Municipal population]					
Disadvantage					
<i>Relative Socio-Economic Disadvantage</i>	1.00	1.00	1.00	1.00	Relative Socio-Economic Disadvantage figure remains as per previous years.
[Index of Relative Socio-Economic Disadvantage by decile]					
Workforce turnover					
<i>Percentage of staff turnover</i>	17.6%	14.5%	20.3%	21.6%	There continues to be staff movement across the State post the pandemic and as staff shortfalls are highlighted nationally. The Council has been able to recruit a number of new staff and this turnover figure is similar to other Councils in the region.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100					

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2022

Service/indicator/measure [formula]	Results				Comment
	2019	2020	2021	2022	
Aquatic Facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	7.55	5.69	4.03	4.65	More visitors across all aquatic facilities as COVID-19 restrictions were eased during the year.
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	0%	0%	0%	No prosecutions were undertaken by Central Goldfields Shire Council
Food Safety Health and safety					

<p><i>Critical and major non-compliance outcome notifications</i></p> <p>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p>	0.00%	75.00%	100.00%	100.00%	All Major and Critical non-compliance outcomes of Food Safety Inspections/Audits were notified. Follow up inspections were conducted within the required timeframe.
<p>Governance</p> <p>Satisfaction</p> <p><i>Satisfaction with council decisions</i></p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	52	49	51	50	Satisfaction rating from the community around Council decisions remains consistent with last three (3) years of data.
<p>Libraries</p> <p>Participation</p>					

<p><i>Active library borrowers in municipality</i></p> <p>[Number of active library borrowers in the last three years / The sum of the population for the last three years] x100</p>	14.87%	11.16%	9.20%	7.86%	Covid 19 has impacted patronage of the library, as well as closures due to renovations, but there has been an increase in the last quarter
<p>Maternal and Child Health (MCH)</p> <p>Participation</p> <p><i>Participation in the MCH service</i></p> <p>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</p> <p>Participation</p> <p><i>Participation in the MCH service by Aboriginal children</i></p> <p>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</p>	84.20%	82.97%	70.15%	87.93%	Increase in participation due to full recruitment to EFT and therefore service ability and capacity.
	87.32%	81.58%	100.00%	88.16%	There has been a decrease in families identifying as aboriginal whilst overall MCH participation has increased.
<p>Roads</p> <p>Satisfaction</p>					

<p><i>Satisfaction with sealed local roads</i></p> <p>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p>	48	51	50	45	Decrease in satisfaction rating is most likely related to the current La Nina event with significant rainfall leading to quicker deterioration of roads.
<p>Statutory Planning</p> <p><i>Decision making</i></p> <p><i>Council planning decisions upheld at VCAT</i></p> <p>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</p>	100.00%	100.00%	100.00%	100.00%	Number of planning decisions upheld at VCAT is consistent with previous years.
<p>Waste Collection</p> <p><i>Waste diversion</i></p> <p><i>Kerbside collection waste diverted from landfill</i></p> <p>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</p>	42.96%	45.07%	45.00%	43.31%	Kerbside collection waste diverted percentage remains consistent with previous years.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2022

Dimension/ <i>indicator/measure</i>	Results				Forecasts				Material Variations and Comments
	2019	2020	2021	2022	2023	2024	2025	2026	
Efficiency									
<i>Expenditure level</i>									
<i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,738.38	\$3,385.97	\$3,962.83	\$4,050.69	\$3,922.50	\$3,833.50	\$3,946.50	\$4,042.75	Expenses per property assessment remain consistent year on year for the past 3 years for Council.
<i>Revenue level</i>									
<i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges) / Number of property assessments]	New in 2020	\$1,419.04	\$1,543.80	\$1,580.63	\$1,614.63	\$1,616.13	\$1,648.00	\$1,684.75	Average rate per property assessment remains consistent year on year for the past 3 years for Council
Liquidity									
<i>Working capital</i>									
<i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	161.82%	160.79%	135.38%	131.44%	111.69%	132.06%	153.45%	146.89%	Slight reduction on previous year still above expected range for current assets compared to current liabilities.
<i>Unrestricted cash</i>									

<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	-10.07%	-1.12%	-46.30%	43.28%	70.57%	85.01%	103.73%	99.91%	Council also holds cash for unspent grants not captured in this measure that would improve the ratio
Obligations									
<i>Loans and borrowings</i>									
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	26.45%	21.88%	17.54%	12.92%	8.47%	4.48%	0.00%	0.00%	Loan owing reduced by principal repayments during 2021-22 period which has consequently reduced the obligation.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	4.91%	4.16%	3.84%	4.29%	4.13%	4.06%	4.40%	0.00%	Loans and borrowings repayments compared to rates percentage remains consistent over the last 3 years, ranging between 4-4.5%
<i>Indebtedness</i>									
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	1.78%	3.10%	13.40%	9.87%	4.95%	1.22%	1.20%	1.18%	Increase in income in 2021-22 and reduction in non-current loans and borrowings due to principal repayments compared to 2020-21.
<i>Asset renewal and upgrade</i>									
<i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	97.12%	87.95%	103.66%	262.06%	79.83%	78.56%	81.11%	2021-22 \$1m additional expense carried out on asset renewal and upgrades to increase obligation on our assets to over 100%.
Operating position									
<i>Adjusted underlying result</i>									

<p><i>Adjusted underlying surplus (or deficit)</i></p> <p>[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100</p>	1.08%	-3.63%	-11.70%	-7.05%	4.30%	-1.88%	-2.72%	-5.24%	Council budgeted for a deficit of 5% for the 21/22 period; results reported of -7.05 are in line with this figure when also considering challenges of rate capping in an environment of increased costs above the rate cap
<p>Stability</p> <p>Rates concentration</p> <p><i>Rates compared to adjusted underlying revenue</i></p> <p>[Rate revenue / Adjusted underlying revenue] x100</p> <p>Rates effort</p> <p><i>Rates compared to property values</i></p> <p>[Rate revenue / Capital improved value of rateable properties in the municipality] x100</p>	48.59%	54.86%	55.37%	53.40%	51.18%	55.80%	55.72%	56.98%	<p>Consistent movement year on year with rate capping an ongoing challenge for Council</p> <p>Valuations increasing over time and the impact of rate capping see this measure reducing over time.</p>

Retired indicators <i>Service / indicator / measure</i>	Results	
	2019	Comment
<p>Animal Management</p> <p>Health and safety</p> <p><i>Animal management prosecutions</i></p> <p>[Number of successful animal management prosecutions]</p>	0	This measure was replaced by <i>Animal management prosecutions</i> (%) for 2020.
<p>Efficiency</p> <p>Revenue level</p> <p><i>Average residential rate per residential property assessment</i></p> <p>[Residential rate revenue /</p>	\$1,516.46	This measure was replaced by <i>Average rate per property assessment</i> for 2020.

Number of residential property assessments]		
Obligations Asset renewal <i>Asset renewal compared to depreciation</i> <i>[Asset renewal expense / Asset depreciation] x100</i>	47.43%	This measure was replaced by <i>Asset renewal and upgrade compared to depreciation</i> for 2020.

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants

"population "means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant "means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2022

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its financial plan on 28 June 2022 and which forms part of the council plan. The financial plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The financial plan can be obtained by visiting Council's website.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

Mick Smith

Principal Accounting Officer

Dated: *(Date)*

In our opinion, the accompanying performance statement of the *Central Goldfields Shire Council* for the year ended 30 June 2022 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2020 to certify this performance statement in its final form.

Chris Meddows-Taylor

Mayor

Dated: *(Date)*

XXXX

Councillor

Dated: *(Date)*

Lucy Roffey

Chief Executive Officer

Dated: *(Date)*

Governance and Management Item	YES or NO	Date if YES (single item/date)	Date if YES (multiple items/dates)	Reason(s) if answer is No
GC1	Community engagement policy	YES	23/02/2021	Community Engagement Policy was adopted by Council at the 23 February Council Meeting
GC2	Community engagement guidelines	NO		Council has not adopted guidelines, however, uses the guidelines provided by Rural Councils Victoria. Under Council's Communications and Engagement Strategy Council has committed to produce a community engagement toolkit; work has begun and is anticipated to be finalised by 2023.
GC3	Financial Plan	YES	26/10/2021	Long-Term Financial Plan was adopted by Council at the 26 October 2021 Council Meeting
GC4	Asset Plan	YES	28/06/2022	The Asset Plan was adopted by Council at the 28 June 2022 Council Meeting
GC5	Revenue and Rating Plan	YES	28/06/2022	The amended Rating and Revenue Plan was adopted by Council at the 28 June 2022 Council Meeting
GC6	Annual budget	YES	28/06/2022	The 22/23 Council Budget was adopted at the 28 June 2022 Council Meeting
GC7	Risk policy	YES	24/03/2020	Risk Management Policy adopted by Council at the 24 March 2020 Council Meeting
GC8	Fraud policy	YES	24/04/2018	Prevention of Fraud and Corruption Policy adopted 24 April 2018
GC9	Municipal emergency management plan	YES	15/09/2020	Northern Victorian Integrated Municipal Emergency Management Plan: Central Goldfields Shire adopted 15 September 2020
GC10	Procurement policy	YES	21/12/2021	Procurement Policy was updated and adopted by Council at the 21 December 2021 Council Meeting.
GC11	Business continuity plan	YES	29/10/2018	Business Continuity Plan adopted 29 October 2018
GC12	Disaster recovery plan	YES	29/10/2018	Disaster Recovery Plan and the Business Continuity Plan are contained in the same document (adopted 29 October 2018)
GC13	Risk management framework	YES	24/03/2020	Risk Management Policy provides details of risk management framework. Adopted 4 March 2020. Strategic Risk Register and Risk Appetite Statement adopted by Council on the 22 February 2022. Risk Management Framework to be further developed in 22/23
GC14	Audit and Risk Committee	YES	26/09/2017	Committee established in accordance with section 53 of the Local Government Act on 26 September 2017. Updated Charter was reviewed, updated and subsequently adopted by Council on the 22 February 2022
GC15	Internal audit	YES	30/10/2017	Internal Auditor engaged on the 30 October 2017, contract extended until 31/10/2023
GC16	Performance reporting framework	YES	1/08/2019	Set through the Local Government (Planning and Reporting) Regulations 2014
GC17	Council Plan report	YES	7/09/2021	Council Plan was adopted 7 September 2021. Action Plan Progress Report presented to Council quarterly at the following Council meetings for noting: 24 August 2021 20 October 2021 22 February 2022 26 April 2022
GC18	Quarterly budget reports	YES		Finance Report presented to Council at least quarterly at the following Council meetings for noting: 26 October 21 December 2021 22 February 2022 29 March 2022 24 May 2022 28 June 2022
GC19	Risk reporting	YES		Audit and Risk Committee agendas 13 September 2021 6 December 2021 7 March 2022 20 June 2022 Audit and Risk Bi-annual Report to Council 22 February 2022
GC20	Performance reporting	NO		Current resource and data issues means this indicator is only reported annually.
GC21	Annual report	YES	21/12/2021	Annual Report presented to Council on the 21 December 2022
GC22	Councillor Code of Conduct	YES	23/02/2021	Councillor Code of Conduct 23 February 2021
GC23	Delegations	YES	22/02/2022	s5 28 July 2020 s6 22 February 2022 s1 Financial delegations 24 August 2020 S 14 VicSmart PEA 1987 24 August 2020 S 18 Subdelegation EPA Act 22 October 2021 S 13 Instrument 24 August 2020 S7 Sub-delegation by CEO 14 January 2022

8.2 AUGUST FINANCIAL REPORT 2022

Author: Manager Finance

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to advise Council on its financial performance for the year to date, how it is tracking against the adopted budget.

RECOMMENDATION

That Council:

1. Receives and notes the attached Finance Report for the period to 31 August 2022.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Growing Economy

The Community's vision 4. Effective and sustainable financial management.

Initiative: Review budget and financial reporting processes to improve monitoring of financial performance

BACKGROUND INFORMATION

This finance report is provided for the period to 31 August 2022.

The report compares year to date results against the adopted budget.

REPORT

The monthly financial report comprises the following:

- Income Statement;
- Balance Sheet;
- Statement of Capital Works
- Cash Flow Statement

Income Statement

The operating result for the period ending 31 August 2022 is a surplus of \$8.6 million.

Total income year to date is greater than budget however the timing of capital and operating grant receipt has influenced this position. There were several operating and capital grants that were received in advance in 2021-22 which were carried forward to 2023-23.

The total grants carried forward into 2022-23 amounted to \$11.7m, \$2.2m operating and \$9.5m in capital grants.

The main projects that make up the carried forward amount of \$11.7m are:

- Operating \$2.2m
 - Go Goldfields \$0.7m
 - Talbot waste water \$0.6m
 - Flood mapping \$0.2m
 - Municipal energy resourcing \$0.1m

- Capital \$9.5m
 - Carisbrook drainage mitigation \$1.2m
 - Maryborough railway station \$1.2m
 - Carisbrook recreation reserve \$1.8m
 - Maryborough outdoor pool \$1.8m
 - Art Gallery \$0.9m

The balance of \$11.7m was moved to the balance sheet at year end (30 June 2022) and has now all been accounted for as revenue in the current Income Statement.

This income will be offset over the course of the financial year as Council meets its funding obligations delivering these services and projects.

Rates notices have been issued for the financial year. Rates are in line with budget.

All other revenue and expense categories are in line or favourable to budget as the new financial year has only just commenced.

Capital Works Statement

The 2022/23 budget included a capital works program of \$19.4m across property, plant and equipment and infrastructure asset classes.

At 31 August 2022, Council had expended \$0.3 million on capital works.

When reviewing the Capital Works statement, it is important to note that there are numerous projects which have no budget but spend attached. These projects are either carryover projects or allocated projects. Where possible, there is commentary included on these projects.

Carry over projects were expected to be finished by 30 June 2022 when preparing the budget, however these projects were not completed in the 2021/22 financial year. This will in effect increase the Capital Works spend for the year with an offsetting reduction in the prior year.

Allocated projects are items such as seals or road designs which were budgeted as bulk amounts to be allocated to specific projects. These will be reforecast during the mid-year review. This allocation to the specific projects is not expected to result in an increased spend.

Balance Sheet

Rate notices have been issued for the year and have resulted in an increase in rate debtors. The balance of the rate debtors will decrease during the year as rates are paid. The rates debtor balance as at the end of August 2022 was \$17.2m.

Cash flow is monitored to enable completion of scheduled works and meet recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue. The invested cash is spread across numerous options to ensure manage risk. A cash flow statement has now been included in the finance report which notes the cash in and outflows.

Council liabilities at the reporting date are \$10m. This total is made up of the Fire Services Property Levy (FSPL of \$1.6m), creditors (\$3.4m), employee benefits (\$2.8m) and loans and borrowings (\$2.1m split between current and non current).

Employee benefits provision is \$2.8m and of this \$1.7m is long service leave. Probability of employee entitlement provisions is reviewed on an annual basis currently however with continued improvements in processes and month end processing this is anticipated to be done on a more regular basis.

Summary

As this is only the early into the financial year the Income Statement is tracking ahead of budget for the two months to 30 August 2022. This relates to the recognition of previously received grants. This is forecast to reduce in line with capital and operational spend on these grant funded projects.

The balance sheet remains strong with a strong cash position. This cash is anticipated to be drawn down on as the Capital Works program ramps up.

The Capital Works statement is showing a spend of \$0.3m year to date.

CONSULTATION/COMMUNICATION

Internal only required for this report.

FINANCIAL & RESOURCE IMPLICATIONS

The financial statements were prepared internally by Council officers.

RISK MANAGEMENT

This report addresses Council's strategic risk Financial sustainability - Failure to maintain our long term financial sustainability . Any risks in relation to this report have been discussed in the report above.

CONCLUSION

Council's financial position at the end of August 2022 is sound with cash and cash equivalents totalling \$16.3 million and no major issues of concern in either the operating or capital budgets.

Surplus funds have been invested to ensure interest earnings are maximised, and cash flows continue to be monitored closely.

ATTACHMENTS

1. August Finance Report

Income Statement Period to 31 August 2022

	2021/22 Actuals	2022/23 Total Budget	2022/23 YTD Budgets August	2022/23 YTD Actuals August	2022/23 YTD Variance August
Income					
Rates and service charges	16,166,155	16,781,170	2,779,016	2,784,491	5,475
Contributions - monetary	768,269	119,417	694	83,397	82,703
Grants - capital	6,645,637	11,957,536	1,640,832	7,104,031	5,463,199
Grants - Operating	10,774,026	10,062,879	805,126	3,197,351	2,392,225
Other Income	274,697	487,670	12,222	(8,506)	(20,728)
Statutory fees and fines	532,443	541,400	60,464	88,740	28,276
User Charges	1,753,120	2,077,344	313,800	426,553	112,753
Total Income	36,914,347	42,027,416	5,612,154	13,676,058	8,063,904
Expenses					
Bad and doubtful debts	12,885	1,000	0	174	(174)
Borrowing costs	35,385	25,271	0	9,451	(9,451)
Depreciation	6,526,455	6,750,433	1,125,068	1,204,640	(79,572)
Employee costs	12,573,800	11,448,737	2,489,902	2,469,108	20,794
Materials and services	12,901,903	12,791,369	1,612,550	1,343,811	268,739
Net loss on disposal of property, infrastructure, plant and equipment	18,994	(90,000)	0	0	0
Other Expenses	355,072	344,000	41,332	36,998	4,334
Total Expenses	32,424,494	31,270,811	5,268,852	5,064,183	204,669
Surplus / (Deficit)	4,489,853	10,756,605	343,302	8,611,875	8,268,573

Balance Sheet Period to 31 Aug 2022

	2021/22 Actuals	2022/23 Actuals
	\$	\$
Assets		
Current Assets		
Cash and cash equivalents	20,552,441	16,316,777
Inventories	13,559	44,930
Non-current assets classified as held for sale	245,223	245,223
Other financial assets	793,202	1,588,961
Trade and other receivables	2,853,234	20,008,342
Total Current Assets	24,457,658	38,204,233
Non-current assets		
Property, infrastructure, plant and equipment	354,828,403	353,900,838
Total Non-Current Assets	354,828,403	353,900,838
Total Assets	379,286,061	392,105,071
Liabilities		
Current Liabilities		
Interest-bearing loans and borrowings	(2,089,000)	(2,089,000)
Provisions	(2,774,938)	(2,831,758)
Trade & other payables	(14,918,192)	(3,408,210)
Trust funds & deposits	(480,012)	(2,380,845)
Total Current Liabilities	(20,262,142)	(10,709,813)
Non Current Liabilities		
Other NC Liabilities	(197,041)	(187,136)
Prepaid Revenue	0	0
Provisions NC	0	0
Total Non-Current Liabilities	(197,041)	(187,136)
Total Liabilities	(20,459,183)	(10,896,950)
Net Assets	358,826,878	381,208,122
Equity		
Accumulated Surplus	(129,482,306)	(151,863,550)
Reserves		
Asset Revaluation Reserve	(228,764,222)	(228,764,222)
Open Space Reserve	(130,350)	(130,350)
Other Reserves	(450,000)	(450,000)
Total Equity	(358,826,878)	(381,208,122)

Capital Works Statement Period to 31 Aug 2022

Project	2022/23 Total Budget	2022/23 YTD Budgets August	2022/23 YTD Actual August	Comments
Infrastructure				
Bridges and major culverts	30,500	5,084	7,353	
63241.01. Minor Culverts Renewal	15,500	2,584	-	
63330.622. Major Culvert Renewal Program	-	-	7,353	
63340.01. Minor Culverts New	15,000	2,500	-	
	30,500	5,084	7,353	
Drainage	1,797,398	444,166	55,140	
63271.01. Kerb & Channel Renewal	118,400	-	44,351	
64306.21. Drainage Renewal	168,000	-	2,860	
64306.25. Tabledrain Renewals	66,000	-	4,447	Reactive capital - no current expenditure
64306.344. Carisbrook Drainage Mitigation - Stg 3 North Pyrenees Hwy	-	-	3,482	Main project works complete, minor works remain (Pleasant St drainage), funding still to be claimed
64306.345. Carisbrook Drainage Mitigation - Stg 4 South Pyrenees Hwy	1,219,998	406,666	-	Contract awarded - Construction timing expected 1st/ 2rd quarter 22/23 FY
64306.38. Central Goldfields Flood Mapping Project	225,000	37,500	-	
	1,797,398	444,166	55,140	
Other Infrastructure	1,014,146	169,026	9,145	
63251.01. Street Furniture Renewal	30,600	5,100	802	Reactive capital
63261.01. Signs Renewal	24,000	4,000	6,308	
63281.01. Traffic Control Facilities Renewal	10,000	1,668	-	Reactive capital - no current expenditure
63360.01. Signs New	10,000	1,668	2,036	Reactive capital
63410.02. (LRCI 3) Extension	789,546	131,590	-	
63510.02. Aerodrome Fence Renewal	150,000	25,000	-	
	1,014,146	169,026	9,145	
Parks, Open Space & Streetscapes	15,000	2,500	0	
63352.01. Streetscape Renewal	15,000	2,500	-	Reactive capital - no current expenditure
	15,000	2,500	0	
Pathways	200,000	16,666	0	
63291.01. Pathways Renewal	100,000	16,666	-	
63390.01. Pathways New	100,000	-	-	
	200,000	16,666	-	
Roads	3,315,999	50,000	24,830	
63200.01. Design Capital Works	150,000	50,000	-	Designs currently in progress
63210.127. Main Street - Davies Street to Grant Street (R1412) R2R \$350,000	-	-	569	
63210.131. Rowe Street - Chapman Street to Barkly Street (R1216 & R1217)	-	-	174	
63210.132. Road Renewal Porter Avenue FY22-23 (R2R \$289,546/CGS \$470K)	470,000	-	-	
63210.134. Road Renewal Cotswold Road FY22-23 (R2R \$500K/CGS\$760K)	760,000	-	-	
63210.135. Road Renwal Primrose Street	370,000	-	-	
63210.4. Major Patches RG	120,000	-	8,195	Reactive capital
63212.01. Sealed Road Shoulders Renewal	60,000	-	-	Reactive capital
63215.01. Unsealed Roads Renewal	466,000	-	15,891	

Capital Works Statement Period to 31 Aug 2022

Project	2022/23 Total Budget	2022/23 YTD Budgets August	2022/23 YTD Actual August	Comments
63220.01. Seals Renewal Reseals	820,000	-	-	
63220.011. Seals Renewal Asphalt	100,000	-	-	
	3,315,999	50,000	24,830	
Infrastructure Total	6,373,043	687,442	96,468	
Plant and equipment				
Fixtures, fittings and furniture	594,500	317,332	16,299	
64751.03. General Office Equipment			13,560	
64751.04. PC Network/Hardware	65,000	10,832	2,739	
64751.33. IT Strategy	306,500	306,500	-	
64751.362. IT Strategy Initiatives - Human Resources Information System	80,000	-	-	
64751.363. IT Strategy Initiatives - Financial Management System and Payroll	55,000	-	-	
64751.37. Customer Service and Mobility Module	88,000	-	-	
	594,500	317,332	16,299	
Plant, machinery and equipment	770,000	75,000	0	
63820.91. Operating Plant WIP	450,000	75,000	-	
63820.93. Vehicles Cars WIP	200,000	-	-	
63820.94. Vehicles Utes WIP	120,000	-	-	
	770,000	75,000	0	
Plant and equipment Total	1,364,500	392,332	16,299	
Property				
Buildings	6,101,996	2,541,496	73,876	
60217.24. Worsley Cottage - Internal and external wall repairs	200,000	66,667	-	
60217.25. Building Renewal - Unallocated	110,000	18,332	-	
60217.26. Maryborough Railway Station Activation Project	1,500,000	500,000	15,667	
61511.2. (LRCI) Hall Improvements - Talbot	58,000	38,666	-	
61511.26. Maryborough Town Hall - Building Upgrade	220,000	-	-	
61511.27. (LRCI 3) Hall Improvements - Talbot			13,909	
61565.01. Essential Safety Measures Buildings Upgrade	5,000	-	1,326	Reactive capital
61565.12. Building Insurance Risk Reduction Upgrades	21,000	2,500	-	Reactive capital
61575.02. Living Libraries - Capital Expenditure	-	-	2,783	
61611.17. Art Gallery Expansion	200,000	100,000	1,190	
61611.18. Art Gallery Development (Phases 2 and 3)	600,000	240,000	11,511	
61611.19. Art Gallery Development (Phase 4)	300,000	50,000	-	
62470.28. Carisbrook Recreation Reserve Upgrades Stage 1 Project	954,997	636,665	15,416	
62470.29. Closed Carisbrook Recreation Reserve Building Project Management	-	-	652	
62470.291. Carisbrook Recreation Reserve Upgrades Stage 2	1,332,999	888,666	8,239	
64225.02. Rene Fox Gardens Toilet Refurbishment	200,000	-	-	

Capital Works Statement Period to 31 Aug 2022

Project	2022/23 Total Budget	2022/23 YTD Budgets August	2022/23 YTD Actual August	Comments
64751.014. Building Upgrades Civic Centre	400,000	-	3,182	
	6,101,996	2,541,496	73,876	
Land Improvements	5,539,350	385,562	86,618	
60180.06. Healthy Hearts Infrastructure Grant - Carisbrook Market Reserve Fitness Equipme	-	-	870	
60181.01. Energy Breakthrough (EBT) Land Improvements	61,912	10,318	70,293	Part carry forward project to 2022/23
60216.21. Bike Racks New	30,000	-	-	
62121.7. Recreation Planning - Splash Park	30,000	-	-	
62121.73. Whirakee Rise Public Space Enhancement	30,000	-	-	
62316.03. Maryborough Outdoor Pool - Octagon Pool, Pavilion & Plant Room Heritage Work	1,799,996	332,744	9,584	Approval from grant authority for scope change. All works anticipated to be complete by Dec 2022
62316.04. (LRCI 3) Pool Upgrades Dunolly, Talbot and MSLC Pool Maintenance Works	1,542,000	-	4,545	
62316.15. Swimming Pool Renewal	15,000	-	-	Reactive capital
62400.16. Parks Renewal	12,000	-	-	Derby Rd beautification
62400.18. Parks Renewal Derby Road Beautification Stage 3	40,000	-	-	
62410.01. Renewal Surrounds	20,000	-	-	
62410.08. Growing Victoria Botanic Gardens Phillips Gardens Round one	200,000	33,332	-	
62411.03. Gordon Gardens Master Plan Works	150,000	-	-	
62421.21. Rubbish Bins Renewal General	10,000	1,668	-	Reactive capital
62430.01. Renewal Playgrounds	15,000	2,500	-	Reactive capital
62470.3. Maryborough Skate and Scooter Park	538,443	-	1,792	
62470.31. Goldfields Reservoir Dam Stabilisation	700,000	-	-	
63820. Asset Clearing Account	-	-	648	
64110.35. Carisbrook Transfer Station Pavement Rehabilitation Grant (Sus Vic)	-	-	181	Reactive capital
64110.76. Bealiba Landfill Rehabilitation	15,000	2,500	-	Reactive capital
64110.77. Dunolly Landfill Rehabilitation	15,000	2,500	-	Reactive capital
64110.79. Transfer Station Upgrades(Carisbrook,Dunolly,Talbot) Kerbside	300,000	-	-	
64150.02. Recycled Watermain Replacement	15,000	-	-	
	5,539,350	385,562	86,618	
Property Total	11,641,346	2,927,057	160,494	
Capital Works Total	19,378,890	4,006,831	273,261	

Cash Flow Period to 31 August 2022

	2021/22 Actuals	2022/23 YTD Aug
	\$'000	\$'000
Cash Flows from Operating Activities		
Rates and charges	16,520	1,373
User fees, statutory fees and fines	2,419	1,267
Grants - operating	10,067	3,197
Grants - capital	7,417	(2,042)
Contributions - monetary	370	83
Interest received	80	33
Trust funds and deposits taken	195	(81)
Other receipts	1,809	(42)
Net GST refund/(payment)	(14,979)	0
Employee costs	(12,499)	(2,469)
Materials and services	(40)	(1,850)
Other payments	(355)	(37)
Net cash provided by/(used in) operating activities	11,004	(567)
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(10,831)	(273)
Proceeds from sale of property, infrastructure, plant and equipment	0	0
Payments for other financial assets	250	0
Net cash provided by/(used in) investing activities	(10,581)	(273)
Cash flows from investing activities		
Finance costs	(26)	0
Repayment of borrowings	(668)	0
Repayment of lease liabilities	(32)	0
Net cash provided by/(used in) financing activities	(726)	0
Net increase (decrease) in cash and cash equivalents	(303)	(840)
Cash and cash equivalents at the beginning of the financial year	3,855	3,552
Cash and cash equivalents at the end of the financial year	3,552	2,712

8.3 WELCOME TO CENTRAL GOLDFIELDS PROJECT

Author: General Manager Community Wellbeing

Responsible Officer: Chief Executive Officer

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to update Council on the Welcome to Central Goldfields project, outlining the outcomes from the project, the intention of the community reference group and Council's involvement in the project.

RECOMMENDATION

1. *That Council notes:*
 - a. *this update on the Welcome to Central Goldfields project;*
 - b. *the report on Recruitment and Retention of Staff in the Shire and the issues being faced by local employers in attracting and retaining skilled staff; and*
 - c. *the Welcome To Central Goldfields – Community Reference Group – Statement of Intention.*
2. *That Council endorses the use of Council resources to participate in the project, including the facilitation of filming of the project by Blackfella films.*

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Community's Wellbeing

The Community's vision 1. Socially connected, creative, inclusive, healthy, and safe 'all ages' friendly communities

Initiative: Celebrate and recognise cultural diversity

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Growing Economy

The Community's vision 2. A vibrant and thriving economy with a growing population

Initiative: Promote the liveability of Central Goldfields

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Growing Economy

The Community's vision 2. Well supported business and industry

Initiative: Develop a skilled and diverse workforce

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Activated, engaged, and informed citizens who have a say, volunteer, get involved in community matters

Initiative: Provide an opportunity for the community to have a say, engage in deliberation and work collaboratively with Council

BACKGROUND INFORMATION

Over a number of years, local business leaders have been in conversation with Council regarding increasingly complex issues with attracting and retaining staff, particularly for skilled roles.

This issue was also recognised in Council's Economic Development Strategy 2020-2025 and to better understand the problems facing local businesses, Council's Economic Development Team invited over 200 businesses to respond to a detailed survey (See attached Recruitment and Retention of Staff in the Shire).

While grappling with workforce issues, local business and community leaders have come together to develop and implement a pilot project which involves relocating skilled migrants to the Shire by matching them with vacant jobs (not being filled by local people).

Key leaders of the project have formed a Community Reference Group, including:

- David Sutton, MEC Principal
- Annie Constable, Asteria Services CEO
- Chris Meddows-Taylor, Central Goldfields Shire Mayor
- Craig Young, Havilah CEO
- John Sedunary, Committee for Maryborough Chair
- Nickola Allan, MDHS CEO
- Gary Higgins, Rotary President OAM
- Lucy Roffey, Central Goldfields Shire Council CEO
- Kelly Mason, Bounce
- Simon Cox, Sonac
- Bronwen Haywood
- Bec Schroeder, True Foods
- Taren Gill, Priceline
- Elisa Luu, Priceline

Together, the Community Reference Group have developed a statement of intention, which outlines the partnership approach to delivery of the project and identifies the purpose of the group to:

- Provide stewardship and overall direction for the project
- Focus on delivery of key benefits to the community
- Empathise with and understand the needs, wants and desires of new residents
- Be a reassuring voice and mobilise the community to support new residents
- To ensure the delivery of support network activities to meet the duty of care requirements of the pilot project
- Identify risks and resolve challenges that arise throughout the project
- To think strategically and advocate to all levels of government for funding

REPORT

Welcome to Central Goldfields is a 12-month pilot project which aims to attract skilled migrants to Central Goldfields Shire to address staff shortages and promote a younger, more culturally diverse community overtime.

Key intended outcomes include:

Retention of skilled workers recruited through the pilot project

- New skilled workers choose to stay longer term in Central Goldfields
- A Relocation Playbook is delivered to repeat and scale the process of attracting and retaining skilled migrant workers to Central Goldfields

Deeper insights into how to expand as a diverse and inclusive community

- Deeper insights into what it means to be an inclusive community
- A growth and expansion of community leadership
- A model for integrated, place based, partnership work for leading change (community groups, services and local government)

Deeper insights into how to facilitate sustainable growth through workforce and housing strategies

- Deeper engagement with local business leaders and Council
- Insights into how to access housing that's not on the market (solving a key workforce challenge)
- Promotional materials to help shape Central Goldfields as a great place to live, work and learn
- Data and insights to develop an Attraction and Retention Strategy for Central Goldfields
- Advocacy on workforce and housing needs at all levels of government for the medium and long term

Accountability

- Deliver on and expand existing economic development and community wellbeing strategies
- Deliver real research to feed into other projects, including social and affordable housing and proponent led developments
- Lead by example and help other regional communities learn how to solve their problems through innovative approaches

The project will be delivered across three phases:

Phase one - Project planning (July – August)

- Community Reference Group establishment
- Project plan development
- Communication plan development
- Skills and housing audits

Phase two - Welcoming new residents - October - December (and ongoing)

- Communications campaign
- Welcome pack
- Buddy system
- Events

Phase three - Refine the economic development strategy for the Shire - January – June 2023 (and ongoing)

- Documentation of progress and key learnings (inc. community benefits)
- Advocacy
- Relocation playbook
- Attraction and retention strategy

CONSULTATION/COMMUNICATION

A partnership approach to delivery has been adopted, which includes a number of local businesses and community leaders who form the Community Reference Group. Meetings are held fortnightly, with every effort made to meet at times when most members are available to ensure that the project reflects the insights, experiences and expertise of all members.

Additionally, there is significant strategic precedence for the pilot project across several CGSC strategies, all of which have had extensive community consultation during development.

CGS Community Vision 2021 - 2031

- *We are a welcoming shire*

CGSC Council Plan 2021 - 2025

- *Changing the narrative*
- *Multicultural celebration*

CGSC Economic Development Strategy 2020 – 2025

- *Invest in People and Place*
- *A Thriving Business Community*

- *Tailored Economic Development Practice*

Municipal Public Health and Wellbeing Plan 2021-2025

- *Advocate for social change*
- *Foster social connection and diversity*

Tourism and Events Strategy 2020 - 2025

- *Shift the narrative around the Shire's Identity and Perception*

FINANCIAL & RESOURCE IMPLICATIONS

An internal working group comprising the following officers meets on a weekly basis to help align the project to the strategic intent set out in several of Council's strategies:

- Emma Little, General Manager Community Wellbeing
- Kylie Long, Manager Community Engagement + Project lead
- Alisha Chadwick, Acting Manager Tourism, Events & Culture
- Philip Schier, Manager Strategy and Economic Development
- Brian Gould, Economic Development Officer
- Angela Tucker, Digital Communications Officer + Project liaison officer

The pilot project will be filmed by Blackfella Films from mid-October until the end of 2022, a production agreement has been negotiated including a \$10,000 contribution toward costs incurred by Council to facilitate filming.

RISK MANAGEMENT

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by working with businesses and local leaders to trial an innovative solution to a known problem.

This project is a pilot, which by its very nature means there are a lot of emergent and unknown elements which make it difficult to predict what will or won't work. The Community Reference Group, however, are working together to give the project every chance of success, with the support of Council's Manager Community Engagement, who brings exceptional facilitation experience to the table.

A production agreement and location agreement are being negotiated to ensure any risks in relation to filming in the Shire are appropriately managed.

CONCLUSION

Businesses and community leaders are partnering to lead a pilot project to attract skilled migrants to the Shire – and specifically Maryborough. It's an ambitious initiative but an exciting opportunity to create a long-term plan for relocation to the Shire.

The 12-month pilot - Welcome to Central Goldfields - is in response to staff and skills shortages that are affecting businesses big and small – both locally and nationally and will provide a platform for advocacy at all levels of government on workforce and housing needs.

But this project is not only about filling jobs. It's about the Shire becoming more culturally diverse and learning and growing together with residents from various backgrounds. Through

the Community Vision locals said they want to be an inclusive place and this pilot is another step towards that goal.

The pilot project will be filmed by Blackfella Films from mid-October until the end of 2022.

ATTACHMENTS

1. Recruitment and Retention of Staff in the Shire
2. WTCG – Community Reference Group – Draft Statement of Intention



Central Goldfields Shire Council

Recruitment and Retention of Staff in the Shire

June 2022



Central Goldfields Shire Council

Recruitment and Retention of Staff in the Shire



Central Goldfields Shire Council acknowledges the ancestors and descendants of the Dja Dja Wurrung. We acknowledge that their forebears are the Traditional Owners of the area we are on and have been for many thousands of years. The Djaara have performed age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region.

Executive Summary

- Central Goldfields Shire Council (CGSC) conducted a survey with businesses following feedback that recruiting and retaining staff was becoming more problematic. They were concerned this was having a detrimental effect on their businesses reaching their full potential.
- The survey was distributed electronically to over 200 businesses in the Shire. Fifty-one responded.
- The survey asked a range of questions, from workforce size to supports and incentives.
- The largest groups of responding businesses were retail, followed by hospitality and manufacturing.
- The biggest employee groups were semi/unskilled workers and those in customer service and sales.
- The majority of the businesses had less than 20 employees, most of whom live within the Shire.
- Most employees were full-time and on permanent contracts – although a significant number were employed casually.
- The majority of participants said finding staff was either difficult or very difficult. Whilst there was difficulty in attracting all occupational groups some, such as qualified professionals, qualified trades people, and skilled workers, were particularly hard to recruit.
- Rates of staff turnover varied significantly. The majority of businesses had a rate of under 20%. Nearly a third reported a turnover of zero. Those businesses were most likely to be small enterprises.
- Some businesses paid award wages, others above award and the balance a combination.
- Flexible work arrangements and on the job training were the most common supports offered to both new and existing employees. A significant number of businesses also offer existing employees additional financial compensation.
- There were not strong associations between variables such as turnover and business size, business sector or wages (award versus above award).
- Participants talked about the importance of workplace culture, pay and conditions, infrastructure and work readiness.

Background

In January 2022 staff in the CGSC's Economic Development Team spoke with some larger employers in the area about how they were dealing with COVID-19. They were generally optimistic and managing well. They said the two most significant issues were supply and staffing. Whilst for some businesses supply-side issues appear to be slowly resolving, they continue to be a problem for others. Shortages in supply and rising costs are impacting on profit margins.

The pandemic continues to make the perennial issue of recruitment and retention in the region more difficult. Businesses in the Shire are concerned about labour market issues in the region impacting on the efficient running of their business. Although infection rates are dropping, businesses are reporting that COVID-19 and seasonal influenza are causing staffing problems. In addition, there is competition from the larger labour markets of Ballarat and Bendigo. Existing labour market data is either insufficient or too broad to be confidently applied to our Shire¹. A better understanding of the issues associated with recruitment and retention is required. The importance of this issue is recognised in Council documents, including the *2020-2025 Economic Development Strategy*².

The Survey

As a result of these issues, a labour force survey was developed. It asked a number of questions³ including:

- Workforce size and make-up;
- Employment type;
- Pay rates and occupational awards;
- Staff turnover;
- Supports and incentives offered to employees; and
- Levels of difficulty recruiting specific groups of employees.

The survey also asked employers to comment on what they think are the most important issues impacting on their ability to find and keep staff.

¹See Appendix One for 2016 Census Data regarding education, occupations and industries for CGS. Basic descriptive data from the 2021 Census is due to be released imminently, with more complex data (including education and employment) due for release August 2022.

² CGSC 2020-2025 Economic Development Strategy <https://www.centralgoldfields.vic.gov.au/Council/Policies-Plans-Strategies-and-Documents/Council-Strategies>

³See Appendix Two for the complete survey.

The survey was distributed on 21st April 2022, via email to approximately 230 businesses in the Shire who employ people. This included micro/small, medium and larger businesses across all sectors. Given the topic of the survey, sole traders were not in-scope. The survey was promoted in the Maryborough Advertiser. Potential participants were followed-up via email and telephone. The survey was complemented by seven in-depth interviews with participants who volunteered to have further discussions with CGSC staff.

Findings

Fifty-one businesses responded to the survey. All the businesses were located in the Shire – one each in Talbot and Carisbrook, four in Dunolly and the balance with a 3465 postcode. As the table below illustrates, the largest groups of businesses were retail (27%), food and beverage services (15%), and manufacturing (15%).

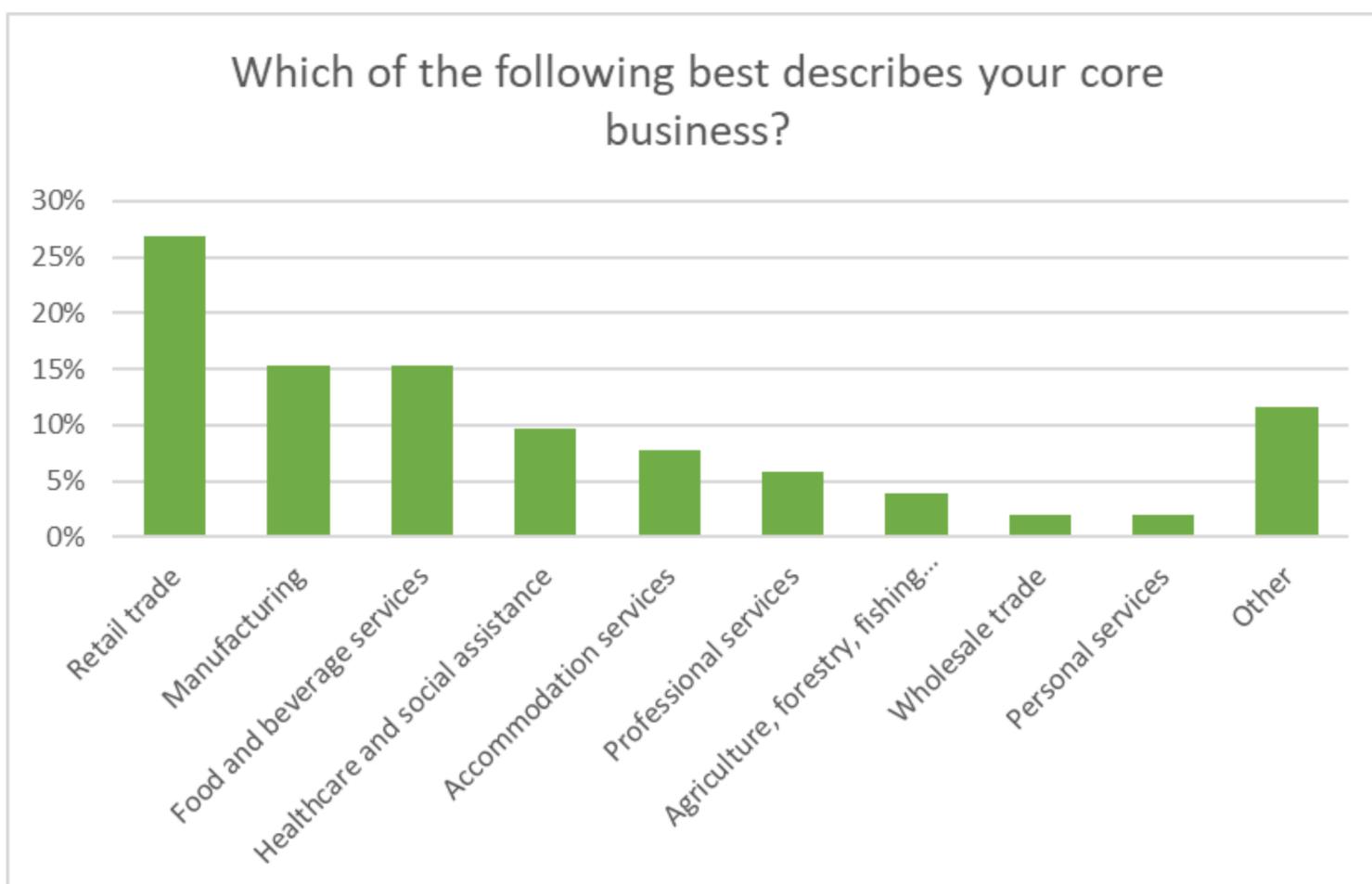


Table 1: Participants by Core Business.

The survey then asked participants four questions about their staff. The first asked the size of their workforce – both the total number of people and the number of full-time equivalents (FTEs⁴).

⁴The Australian Bureau of Statistics uses 'head-count' – the total number of employees, rather than FTEs in its labour definitions.

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Recruitment and Retention of Staff in the Shire

A significant majority (67%) were small businesses – employing less than 20 people. This reflects what we know about the importance small business plays in providing services and generating employment and wealth for the Shire. In five small and one medium sized business, the number of FTEs employed was the same as the total number of people employed. In all other cases, the number of FTEs was lower.

Across the total workforce covered by this survey, 14% commute to Central Goldfields Shire to work and 5% have shifted to the Shire since being employed. The remaining 81% lived in the Shire prior to employment.

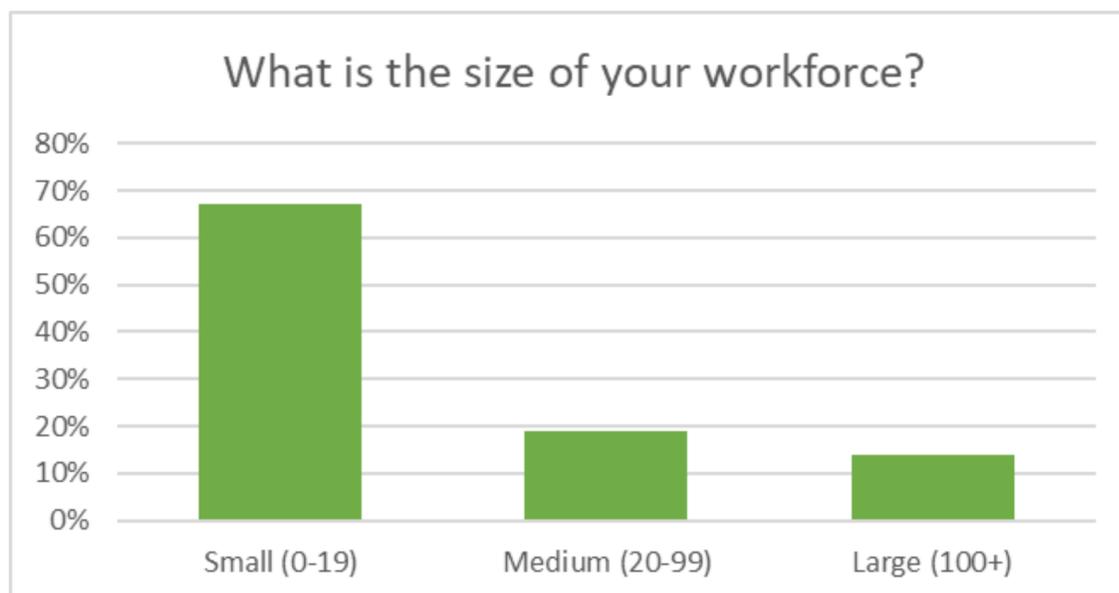


Table 2: Size of Business defined by Number of People Employed.

The next workforce question asked about the percentage of workers in each category. Semi/unskilled workers and customer service and sales are the two largest groups – at 21.6% and 21% respectively. Managerial staff accounted for 13% of all staff and hospitality workers were a further 11.4%. These figures, illustrated in Table 3, reflect participants core business as shown in Table 1.

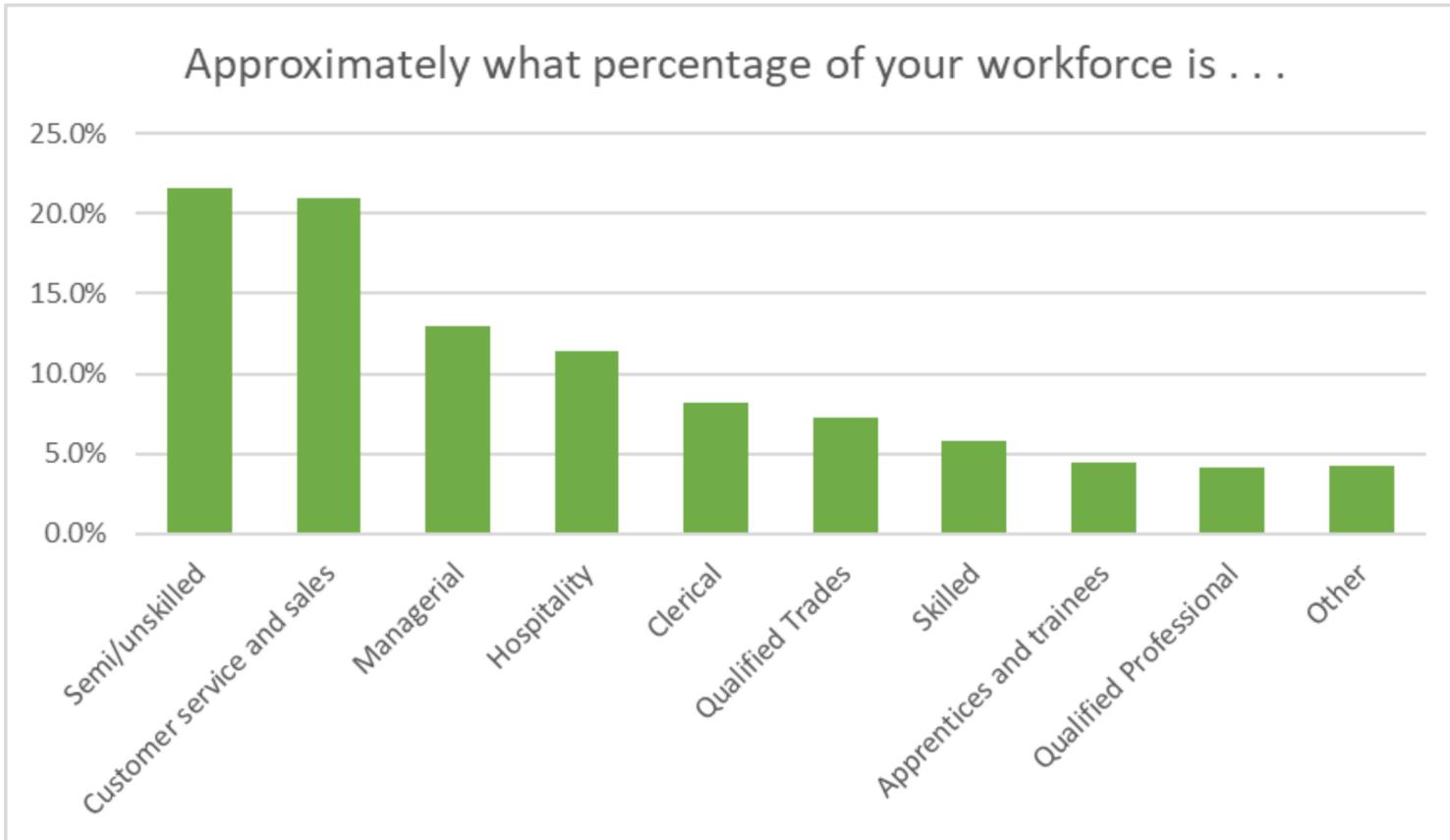


Table 3: Workforce Groups.

We expect the figures in Table 3 to be participants ‘best estimates’. Staff, managers and owners in businesses, particularly small and medium sized ones, may perform roles across multiple categories.

“Casual versus permanent makes a difference for some people... so casual conversion, that is a positive. For some, losing the 25% loading is a negative incentive”

The next two questions⁵ asked about the hours worked and employment arrangements. The majority of employees covered by this survey are permanently employed (60%) and work full-time (59%). For those who are not permanent workers, most are employed casually rather than on a fixed term contract.

⁵ Questions 4 and 5

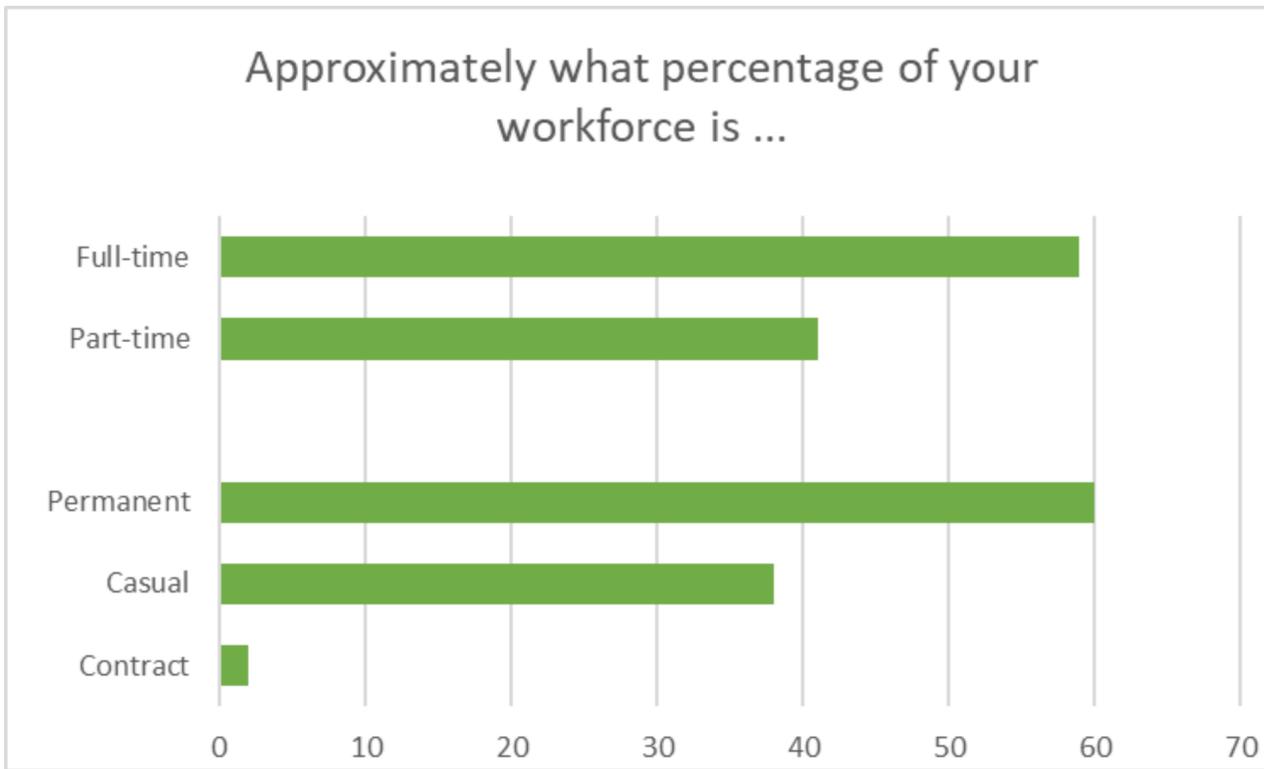


Table 4: Employment Arrangements

Participants were then asked whether their business found it easy or difficult to recruit staff. As illustrated in Table 5, a significant majority (67%) reported attracting staff was either difficult or very difficult. Eighteen percent said recruitment was easy or very easy.



Table 5: Ease or Difficulty Recruiting.

There is not a strong discernible pattern between ease or difficulty in recruiting and other business characteristics. Those who reported recruiting as 'easy or very easy' were, with one exception, all small businesses. They were predominantly retail. It is important to note that the majority of small businesses said finding staff was 'difficult' or 'very difficult'. All of the large businesses that answered the question said recruiting was hard.

We then asked a follow-up question "does your business find it more difficult to attract specific types/groups of employees? Seventy six percent said 'yes' – they found some types of employees more difficult to attract. However, nearly one quarter said the ease or difficulty in finding staff did not change based on the employment group or 'type' of employee required.

Question 8 asked how difficult specific groups or types of employees were to recruit. This question was only asked of that sub-set of respondents who said recruiting was difficult or very difficult and who indicated some groups were more difficult to attract than others. It used a 5-point Likert-type scale to ask participants to comment on each of the nine groups of employees⁶.

As Table 6 shows, a quarter of participants said they did not have difficulty recruiting apprentices and trainees, or clerical, customer service and sales, and hospitality staff. However, 50% of respondents reported they did have difficulty attracting people to fill those positions. Well in excess of half of businesses reported difficulty in recruiting all other groups of workers. This was particularly evident in the skilled workers and qualified trades group, at 90% and 89% respectively.

⁶ Participants were being asked to answer for each group, from 1 = Not at all difficult through to 5 = Very difficult. They were not being asked to compare one group to another.

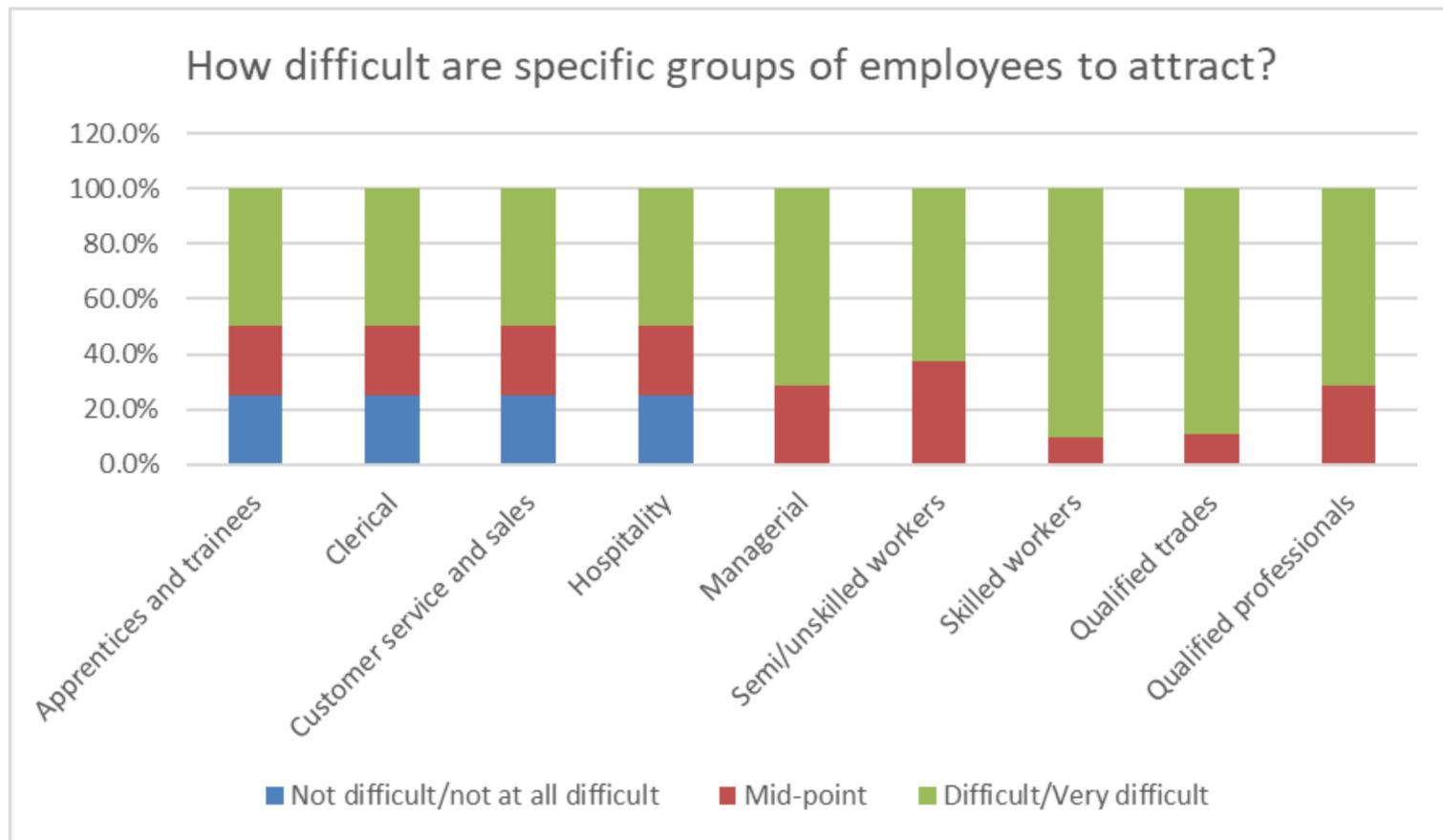


Table 6: Ease or Difficulty Recruiting Specific Groups.

Slightly more than half (54%) of respondents said their business did not have Enterprise Agreement as defined by the Fair Work Act⁷. With respect to the number of awards covering their workplace, 39% of businesses were covered by one award and 32% by between two and five awards. Nearly one third of respondents (29%) were not sure how many awards were in play. No one reported that the question was ‘not applicable’ in their circumstances⁸.

Question 11 asked businesses about their annual staff turn-over. As Table 7 shows, there was a broad range of responses. Most respondents said business turn-over was between one and 20%. Nearly one third of participants reported an annual staff turn-over of zero. These businesses all employed a total of five or less staff. They were retail businesses and those providing professional or personal services. However, there was not a clearly observable association between business size and turnover. Whilst some of the businesses reporting a turnover of 25% or more were large, a similar number were small or medium sized businesses.

⁷ Question 9.

⁸ Question 10.

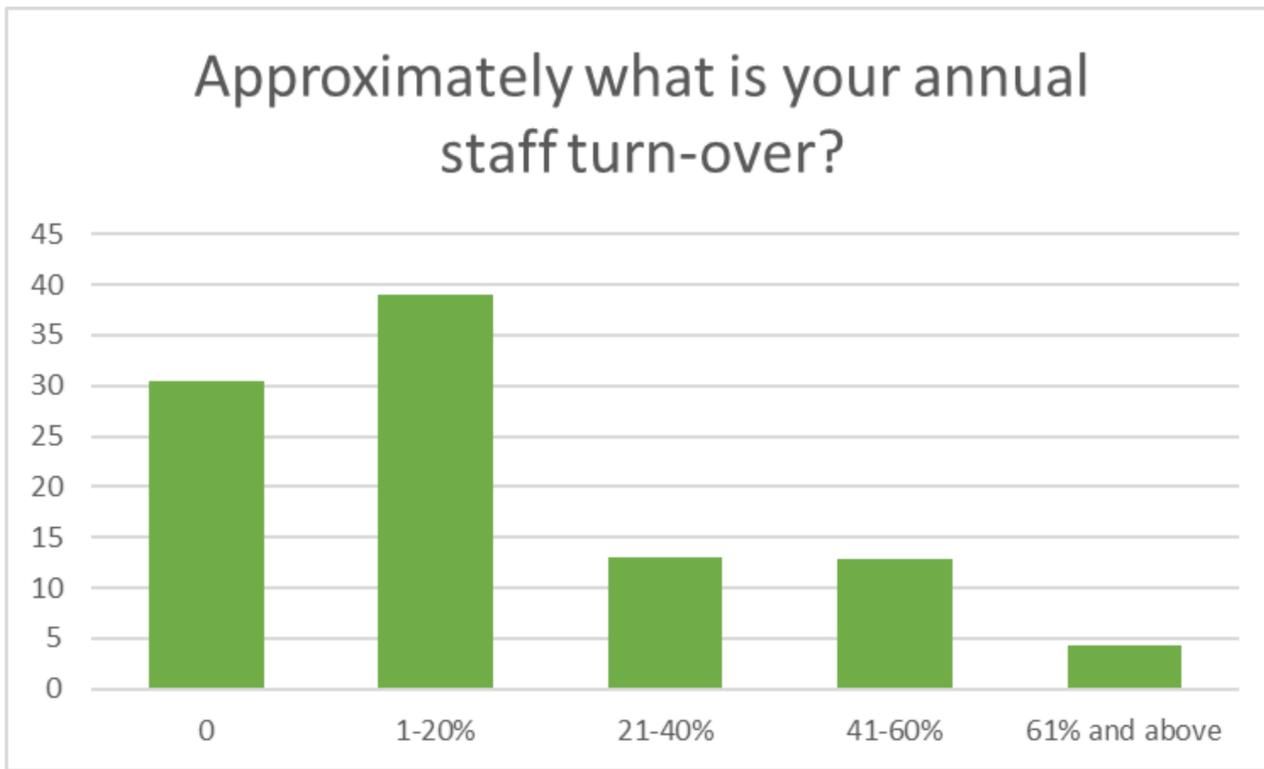


Table 7: Annual Staff Turnover.

Thirty percent of participating businesses said they paid award wages. The same number paid above award wages. The balance (40.7%) paid a combination of award and above award rates.

There is not an observable pattern in the responses. The small number of businesses who reported recruiting for staff as easy or very easy paid either award or the combination of award and above award wages. No one in this category said they paid above award wages. Businesses who find attracting staff difficult are evenly split between those who pay award, above award or a combination of both.

“The location effects retention too. People say they will drive all the way here and they do for a while, but then they get tired.”



Table 8: Wages and Salaries.

“The main incentive is financial. We pay above award. We have to pay extra to get people to come to this location.”

Questions 13 and 14 asked businesses what supports and benefits they offered to both new and existing employees. Significantly more than 50% of participants reported offering flexible conditions⁹ and on the job training to both groups of employees. As Table 9 shows, over half (53.6%) offered existing employees additional financial incentives and more than one quarter (28.6%) offered those same benefits to new employees¹⁰. People listed other incentives, including vehicles, phones; computers and equipment, and additional superannuation percentages.

⁹ Both flexible hours and options to work remotely.

¹⁰ Additional financial compensation included bonuses and incentives.

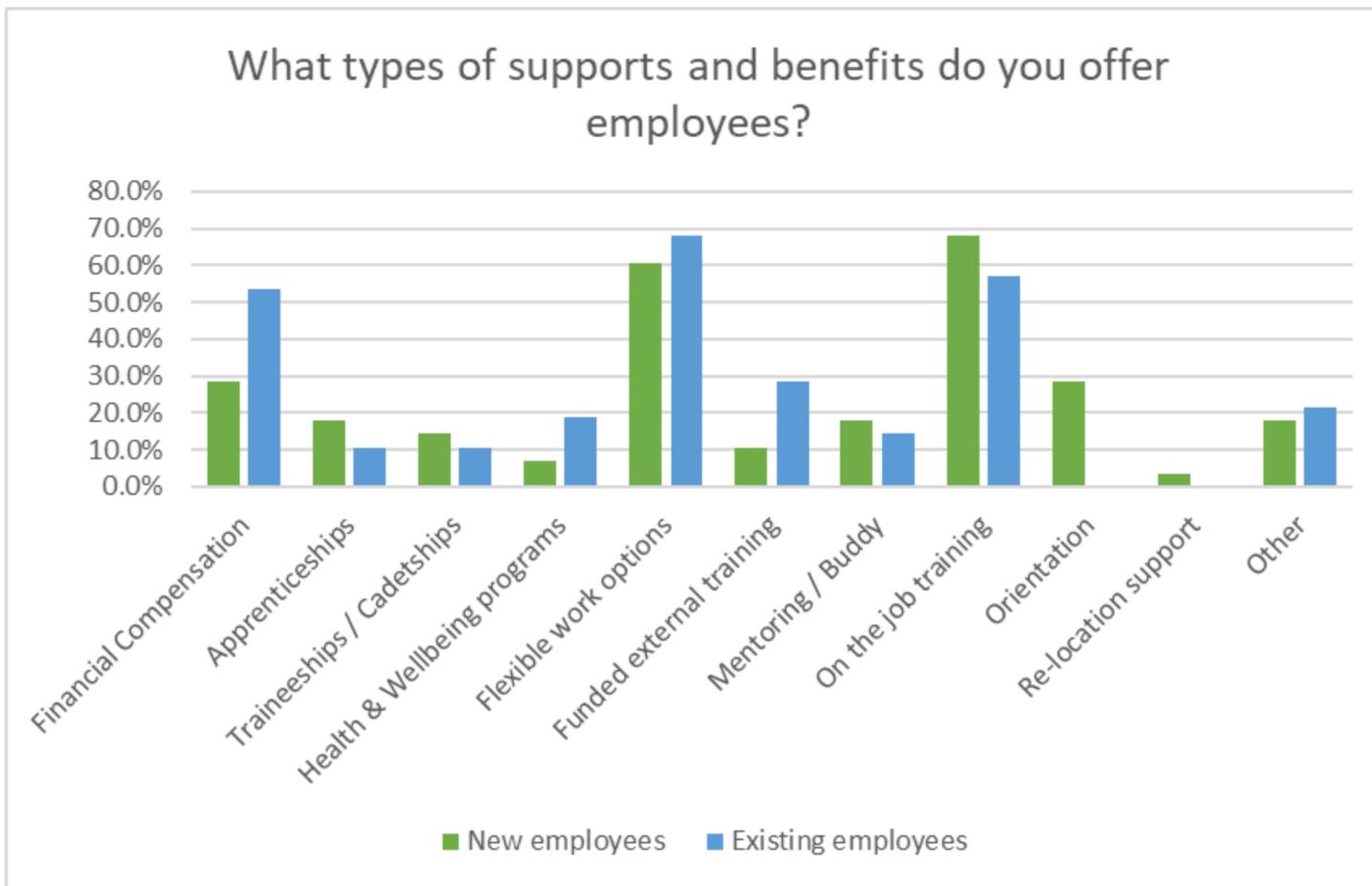


Table 9: Benefits Offered to New and Existing Employees.

“The committed ones aren’t working for the money, well not just for the money... our good people are overworked. They are overworked and tired.”

The final question was open-ended and asked people what they thought were the most important issues that influence finding and keeping staff. There were a range of answers and some common themes. The most referenced response was workplace culture “respect and creating a safe and friendly workplace” “looking after and valuing staff”. Other themes included the importance of pay

Central Goldfields Shire Council

Recruitment and Retention of Staff in the Shire

and conditions, local infrastructure (including housing, schooling and public transport), and people's willingness to work. These themes are illustrated in Figure 1.



Figure 1: Major Issues that Influence Finding and Keeping Staff.

“Changing culture takes leadership and work. It isn't a ‘thing’. It is the sum of all your actions”

Appendices

Appendix One – Education, Industry and Occupations of People in Central Goldfields Shire.

Highest Year of School Completed	Percentage
Year 12 or equivalent	30
Year 11 or equivalent	15
Year 10 or equivalent	23
Year 9 or equivalent	11
Year 8 or below	10
Not stated	11

Table 1 Highest Year of School Completion¹¹

Occupation	Percentage
Labourers	15
Technicians and trade workers	15
Professionals	16
Community and personal service workers	14
Managers	15
Sales workers	12
Clerical and administrative workers	10
Machinery operators and drivers	6

Table 2 Occupation of Employed Residents

¹¹Data for Table 10, 11 and 12 from Australian Bureau of Statistics (2016) Census of Population and Housing, Community Profiles, <https://www.abs.gov.au/census/find-census-data/community-profiles/2016/LGA21670>

Central Goldfields Shire Council

Recruitment and Retention of Staff in the Shire

Industry	Percentage
Healthcare and social assistance	17
Retail trade	14
Manufacturing	13
Education and training	9
Accommodation and food services	7
Agriculture, forestry and fishing	6
Public administration and safety	5
Construction	4
Transport, postal and warehousing	4
All others	20

Table 3 Industry of Employed Residents

Appendix Two – Survey Questions

Q1: Which of the following best describes your core business?

- Agriculture, Forestry, Fishing and Mining
- Manufacturing
- Electricity, Gas, Water, and Waste Services
- Construction
- Wholesale Trade
- Retail Trade
- Accommodation Services
- Food Services
- Transport, Postal and Warehousing
- Information, Media and Telecommunications
- Professional Services (including banking, accounting, and law)
- Education and Training
- Healthcare and Social Assistance
- Other Services *please specify* _____

Q2: Approximately what is the size of your workforce?

- Total number of people
- Total number of full-time equivalents (FTEs)

Q3: Approximately what percentage of your workforce is

- Apprentices and trainees
- Clerical
- Customer service and sales
- Hospitality (for example kitchen, table and bar staff)
- Managerial
- Semi/unskilled (packers, machine operators, labourers)
- Skilled (for example leading hands, shift managers, drivers)
- Qualified Trades (for example plumbing, electrical, hairdressing)
- Qualified professional (for example lawyers, nurse, doctor, allied health)
- Other

Q4: Approximately what percentage of your workforce is

- Casual
- Contract / Fixed Term
- Permanent / Ongoing

Q5: Approximately what percentage of your total workforce is

- Full-time
- Part-time

Q6: How easy or difficult does your business find it to attract employees?

Central Goldfields Shire Council

Recruitment and Retention of Staff in the Shire

- Very Difficult [directs to Question 7]
- Difficult [directs to Question 7]
- Neither Difficult nor Easy [directs to Question 9]
- Easy [directs to Question 9]
- Very Easy [directs to Question 9]

Q7: Does your business find it more difficult to attract specific types/groups of employees?

- No – the ease or difficulty does not change across types/groups of employees [directs to Question 9]
- Yes – [directs to Question 8]

Q8: What specific types/groups of employees are the most difficult to attract?

- Apprentices and trainees
- Clerical
- Customer service and sales
- Hospitality (for example kitchen, table and bar staff)
- Managerial
- Semi/unskilled (packers, machine operators, labourers)
- Skilled (for example leading hands, shift managers, drivers)
- Qualified Trades (for example plumbing, electrical, hairdressing)
- Qualified Professional (for example lawyers, nurse, doctor, allied health)
- Other

Q9: Does your business have an Enterprise Agreement (EA/EBA) as defined by the Fair Work Act 2009?

- Yes
- No

Q10: Approximately how many industrial/occupational awards cover your workforce?

- 1
- 2-5
- 6-9
- 10 or more
- Not applicable to my business
- I am not sure

Q11: Does your business pay award or above award wages?

- We pay award
- We pay above award
- We pay both award and above award

Q12: What types of initial supports and benefits do you offer **new** employees? *Please select as many as applicable*

- Additional financial compensation (including bonuses and incentives)

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Recruitment and Retention of Staff in the Shire

- Apprenticeships
- Traineeships / Cadetships
- Health and Wellbeing programs (including physical and/or mental health)
- Flexible work options (including flexible hours and/or working remotely)
- Funded external training
- Mentoring / Buddy
- On the job training
- Orientation
- Re-location support
- Other, please specify _____

Q13: What types of supports and benefits do you offer **existing** employees? *Please select as many as applicable*

- Additional financial compensation (including bonuses and incentives)
- Apprenticeships
- Traineeships / Cadetships
- Health and Wellbeing programs (including physical and/or mental health)
- Flexible work options (including flexible hours and/or working remotely)
- Funded external training
- Mentoring / Buddy
- On the job training
- Orientation
- Re-location support
- Other, please specify _____

Q14: Approximately what is your annual staff turnover?

Q15: Approximately what percentage of your workforce

- Commutes to your Council area to work
- Has moved to your Council area since being employed by your business
- Lived in your Council area prior to being employed by your business

Q16: What is your business' postcode? *If you have more than one location in the region, please use the postcode of the facility with the largest workforce.*

Q17: What do you think are the most important issues that influence finding and keeping staff?

**WELCOME TO CENTRAL GOLDFIELDS
COMMUNITY REFERENCE GROUP
DRAFT STATEMENT OF INTENTION**

Context

Welcome to Central Goldfields is a 12-month pilot project which aims to attract skilled migrants to Central Goldfields Shire to address staff shortages and promote a younger, more culturally diverse community overtime. Key phases and outputs for the pilot include:

Phase	Area of focus	Key outputs
One	Project planning July – August	Key documents including: -Community Reference Group -Project plan -Communication plan -Skills and housing audits
Two	Welcoming new residents September – December (and ongoing)	Support network activities including: -Communications campaign -Welcome pack -Buddy system -Events
Three	Refine the economic development strategy for the Shire January – June 2023 (and ongoing)	Documentation of progress and key learnings (inc. community benefits): -Advocacy -Relocation playbook -Attraction and retention strategy

Through the project lead and project liaison roles, Central Goldfields Shire Council will resource the delivery of key outputs (except those in red).

All key outputs will be co-designed with the Community Reference Group (see **Purpose**) and will reflect the insights, experiences and expertise of all members.

Purpose

The Community Reference Group will facilitate a partnership approach to the delivery of the Welcome to the Goldfields project. Specifically, the group will:

- Provide stewardship and overall direction for the project
- Focus on delivery of key benefits to the community
- Empathise with and understand the needs, wants and desires of new residents
- Be a reassuring voice and mobilise the community to support new residents
- To ensure the delivery of support network activities to meet the duty of care requirements of the pilot project
- Identify risks and resolve challenges that arise throughout the project
- To think strategically and advocate to all levels of government for funding

Chair

The CGSC Mayor will facilitate Community Reference Group meetings.

Membership

Members of the Community Reference Group will represent diverse lived experiences and areas of expertise and interest and will comprise leaders from the following groups:

- Business and industry
- Community groups
- People with a lived experience of relocation to the Shire (x2)
- Aboriginal and Torres Strait Islander people
- Young people
- Local government
- Health
- Education

At this stage, there are no constraints around minimum and or maximum member numbers.

Support networks activities

All support network activities will be coordinated through the project lead and project liaison and the role of the Community Reference Group is to oversee these activities to ensure that the duty of care needs of the pilot project are achieved.

Support network activities include:

Activities	Purpose	Lead / support
Communications campaign	-Share key information -Build capacity -Shared lived experience stories	Central Goldfields Shire Council working with key communications professionals in the Shire
Welcome packs	-Provide culturally appropriate information about services, community groups, sporting groups, places of worship, shopping	Central Goldfields Shire Council working with key service agencies in the Shire
Mentoring / buddy system	-Link new residents into community groups, sporting groups, places of worship -Places to buy culturally appropriate food -Links into culturally appropriate services	Maryborough Volunteer Resource Centre with the Community Reference Group and broader community

Calendar of events	-Launch the Welcome to Central Goldfields project (Goldfields Community Festival) -Help facilitate filming of the project	Committee for Maryborough with the Community Reference Group and broader community
--------------------	--	--

Working together

There will be no quorum required for meetings and it is understood that Community Reference Group members may not be able to attend all meetings.

Community Reference Group meetings will be fortnightly, any change to this schedule will be negotiated within the group.

Every effort will be made to meet at times when most members are available to ensure that the project progress reflects the insights, experiences and expertise of all members.

All members will have access to the online project management board TEAMS. Communication can be via TEAMS however; email will be the primary channel for communicating between meetings.

Administration

The project lead will provide administrative support to the Community Reference Group. As part of this role, the project lead will work closely with all members of the group to ensure that meeting agendas and the action register reflect diverse needs, perspectives and insights.

Specifically, the project lead will:

- Gather agenda items
- Brief the chair
- Listen and learn with members
- Maintain the action register
- Be available to provide support and collaborate between meetings

8.4 GOVERNANCE RULES (DRAFT AMENDED 2022) – VIRTUAL MEETINGS

Author: Governance Officer

Responsible Officer: General Manager Corporate Performance

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present to Council the feedback received from the community and Audit and Risk Committee following the online submission process undertaken on the draft amendments proposed to Council's Governance Rules in line with changes to the Local Government Act 2020.

RECOMMENDATION

That Council -

- 1. Receive, acknowledge, and thank the community and the Audit and Risk Committee for providing their feedback on the proposed changes; and*
- 2. Adopts the draft amended Governance Rules as presented.*

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Good planning, governance, and service delivery

Section 60 of the Local Government Act 2020 states that Council must develop, adopt and keep in force Governance Rules for or with respect to the following:

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (da) the appointment of an Acting Mayor;
- (e) an election period policy in accordance with section 69;
- (f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;
- (g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- (h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);
- (i) any other matters prescribed by the regulations.

Section 60 (6) states that A Council must comply with its Governance Rules.

The Regulatory Legislation Amendment (Reform) Act 2022 (the Amendment Act) received Royal Assent on 29 March 2022 and introduces provisions relating to virtual attendance, participation in Council meetings and delegated committees into the Local Government Act 2020 (the Act) on a permanent basis.

These reforms will be incorporated into Division 2, Part 3 of the Local Government Act 2020 (LG Act), which relates to the procedures for Council decision making, including the holding of meetings. From 2 September 2022, these amendments will supersede Part 12 of the LG Act, which currently enables councils to conduct meetings virtually in response to COVID-19.

To comply with this legislative requirement, the Governance Rules must be amended. The Local Government Act 2020 section 60.(4) dictates Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules. There are no transitional provisions relating to the 2 September 2022 amendments.

BACKGROUND INFORMATION

Council resolved to seek feedback from the community and the Audit and Risk Committee on the proposed amendments to the Governance Rules at the 23 August 2022 Council Meeting. The amendments include provisions relating to electronic attendance and participation in Council meetings as well as small amendments to apply more gender-neutral language in the document.

REPORT

A community engagement process was undertaken for a two week period via a submission process on Council's website, with submissions due by the 8th of September. The community were asked to provide feedback on the proposed changes only, noting that a further, more comprehensive review of the Rules would be undertaken in the coming months.

One submission was received from Victorian Pride Lobby and Ratepayers Victoria requesting that the Governance Rules be amended to include provisions for public question time at Council meetings. As Council were seeking feedback on the virtual meeting procedures changes specifically, the submission does not have any impact on the proposed changes.

A response however is recommended to be provided to the Victorian Pride Lobby and Ratepayers Victoria confirming Council's desire to consider public question time at Council meetings when undertaking the broader review of the Governance Rules, which is anticipated to be conducted in the next few months.

Feedback from Audit and Risk Committee was received from their meeting held on the 12 September 2022 and is summarised as follows:

- Removal of incorrect Election Period Policy reference from appearing in previous chapters (typographical error);
- Amendment of Councillor(s) to Councillor in item 69.3 and 69.11

These amendments have been made the marked-up Governance Rules.

CONSULTATION/COMMUNICATION

Community consultation and communication has been conducted in line with the Community Engagement Policy.

FINANCIAL & RESOURCE IMPLICATIONS

Purchase of the updated Governance Rules template from Maddocks, the cost for which is provided for in Council's budget

Ongoing IT infrastructure, maintenance, hardware and support for facilitating virtual meetings moving forward including a "Host" Council Officer being present to facilitate Council meetings is already part of the existing Council Budget.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by ensuring our compliance with updated legislative requirements of the Local Government Act 2020.

CONCLUSION

The draft Governance Rules proposed allow Council to continue their flexible and inclusive approach to Council meetings by including provisions relating to electronic attendance and participation in Council meetings and the livestreaming and recording of Council meetings.

Feedback was received from the Victorian Pride Lobby and Ratepayers Victoria seeking to allow for public question time at Council meetings. It is proposed to consider this request when the broader review is undertaken of the Governance Rules.

Following public consultation and feedback from the Audit and Risk Committee, the draft Rules are recommended for adoption.

ATTACHMENTS

1. Proposed draft amended Governance Rules with marked up changes
2. Submission from the Victorian Pride Lobby and Ratepayers Victoria



**CENTRAL
GOLDFIELDS**
SHIRE COUNCIL

GOVERNANCE RULES

GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of Central Goldfields Shire Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 28 September 2022.~~1 September 2020.~~

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Attend, attending and in attendance include attend, attending or in attendance by electronic means.

Chief Executive Officer includes an Acting Chief Executive Officer.

Community Asset Committee means a Community Asset Committee established under section 65 of the Act.

Council means Central Goldfields Shire Council.

Council meeting has the same meaning as in the Act. and includes a scheduled meeting and unscheduled meeting (whether held as face-to-face (in person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.

Delegated Committee means a Delegated Committee established under section 63 of the Act.

Mayor means the Mayor of Council.

|
|
†*These Rules* means these Governance Rules.

DRAFT

1. Context

These Rules should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act*; and
- (b) the following documents adopted or approved by *Council*:

~~Virtual Council Meeting Procedures~~

Councillor Code of Conduct

2. Decision Making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
 - (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
 - (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (ii) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (iii) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered.

Chapter 2 – Meeting Procedure for Council Meetings

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Part A – Introduction

1. Title

This Chapter will be known as the "Meeting Procedure Chapter".

2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the Mayor and any Deputy Mayor;
- 2.2 provide for the appointment of any Acting Mayor; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

3. Definitions and Notes

3.1 In this Chapter:

"absolute majority" means the number of Councillors which is greater than half the total number of the Councillors of a Council;

"agenda" means the notice of a meeting setting out the business to be transacted at the meeting;

"Chair" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the *Act*;

Note: Section 18(1)(a) of the Act states that the role of the Mayor is to chair Council Meetings.

'Host' means Council Officer who will be the 'Host' of the meeting maintaining the technical operation of the meeting.

"minute book" means the collective record of proceedings of *Council*;

"municipal district" means the municipal district of *Council*;

"notice of motion" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"notice of rescission" means a *notice of motion* to rescind a resolution made by *Council*;

"quorum" means an absolute majority; and

"written" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

Part B – Election of Mayor

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act*.

5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the Chief Executive Officer determines. -

6. Determining the election of the *Mayor*

6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.

6.2 Any nominations for the office of *Mayor* must be:

6.2.1 seconded by another Councillor; and

6.2.2 Accepted by the nominee.

6.3 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*:

6.3.1 if there is only one nomination, the candidate nominated must be declared to be duly elected;

6.3.2 if there is more than one nomination, the Councillors present-in attendance at the meeting must vote for one of the candidates;

6.3.3 in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;

6.3.4 in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present-in attendance at the meeting ~~must~~will then vote for one of the remaining candidates;

6.3.5 if one of the remaining candidates receives an absolute majority of the votes, ~~he or s, that candidate is duly elected. he is duly elected.~~ If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;

6.3.6 in the event of two or more candidates having an equality of votes and one of them having to be declared:

69.1.1 a defeated candidate; and

69.1.2 duly elected

the declaration will be determined by lot.

6.3.7 if a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

69.1.1 each candidate will draw one lot;

69.1.2 the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and

69.1.3 as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected).

7. Election of Deputy Mayor and Chairs of Delegated Committees

7.1 At a meeting to elect the Mayor, Council may resolve to elect a Deputy Mayor.

7.2 Any election for:

7.2.1 any office of Deputy Mayor; or

7.2.2 Chair of a *Delegated Committee*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

7.2.3 Chief Executive Officer is a reference to the Mayor; and

7.2.4 Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).

8. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
- 8.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter, at its discretion.

Part C – Meetings Procedure

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

Division 1 – Notices of Meetings and Delivery of Agendas

9. Dates and Times of Meetings Fixed by *Council*

Subject to Rule 11, *Council* must from time to time fix the date, time and place of all *Council meetings*.

10. *Council* May Alter Meeting Dates

Council may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

11. Meetings Not Fixed by *Council* (Unscheduled or Special Meetings)

- 11.1 The *Mayor* or at least 3 Councillors may by a *written* notice call a *Council meeting*.
- 11.2 The notice must specify the date and time of the *Council meeting* and the business to be transacted.
- 11.3 The *Chief Executive Officer* must convene the *Council meeting* as specified in the notice.
- 11.4 Unless all Councillors are present in attendance and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

12. Notice Of Meeting

- 12.1 A notice of meeting, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically to every Councillor for all *Council meetings* at least 48 hours before the meeting.
- 12.2 Notwithstanding sub-Rule 12.1, a notice of meeting need not be delivered or sent electronically to any Councillor who has been granted leave of absence unless the Councillor has requested the *Chief Executive Officer* in *writing* to

continue to give notice of any meeting during the period of ~~their~~his or her absence.

12.3 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:

12.3.1 for *meetings* which it has fixed by preparing a schedule of meetings annually:

69.1.1 by listing the *Council meeting dates* on its website and;

69.1.2 arranging publication of such schedule in a newspaper generally circulating in the *municipal district* (if such a newspaper exists). either at various times throughout the year, or prior to each such *Council meeting*; and

69.1.3 for any meeting by giving notice on its website and where timing for publishing a notice permits in at least one newspaper generally circulating in the municipal district (if such a newspaper exists).

Division 2 – Quorums

13. Inability To Obtain A Quorum

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

13.1 the meeting will be deemed to have lapsed;

13.2 the Mayor must convene another Council meeting, the agenda for which will be identical to the agenda for the lapsed meeting; and

13.3 the Chief Executive Officer must give all Councillors written notice of the meeting convened by the Mayor.

14. Inability To Maintain A Quorum

14.1 If during any Council meeting, a quorum cannot be maintained then Rule 13 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.

14.2 Sub-Rule 14.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

Section 67 of the Act details the process to be followed where a quorum is unable to be maintained because of the number of Councillors who have a conflict of interest in the matter to be considered.

15. Adjourned Meetings

- 15.1 *Council* may adjourn any meeting to another date or time.
- 15.2 *Council* may only adjourn a meeting in session to another location if there is disorder or a threat to the safety of any Councillor or member of Council staff.
- 15.3 The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- 15.4 If it is impracticable for the notice given under sub-Rule 15.3 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

16. Time limits for Meetings

- 16.1 A *Council meeting* must not continue after 3 hours unless a majority of Councillors ~~present~~ who are in attendance vote in favour of it continuing.
- 16.2 A meeting cannot be continued for more than 30 minutes at a time.
- 16.3 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 15.3 and 15.4 apply.

17. Cancellation or Postponement of a Meeting

- 17.1 The *Chief Executive Officer* may, in the case of an emergency necessitating the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.
- 17.2 The *Chief Executive Officer* must present to the immediately following *Council meeting* a *written* report on any exercise of the power conferred by sub-Rule 17.1.

Division 3 – Business of Meetings

18. Agenda and the Order Of Business

The *agenda* for and the order of business for a *Council meeting* is to be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.

19. Change To Order Of Business

Once an *agenda* has been sent to Councillors, the order of business for that *Council meeting* may be altered with the consent of *Council*.

20. Urgent Business

If the *agenda* for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

- 20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 20.2 cannot safely or conveniently be deferred until the next Council meeting.

Division 4 – Motions and Debate

21. Councillors May Propose *Notices Of Motion*

Councillors may ensure that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

22. Notice Of Motion

- 22.1 A *notice of motion* must be in *writing* signed by a Councillor, and be lodged with or sent to the *Chief Executive Officer* at least one week before the *Council meeting* to allow sufficient time for ~~him or her~~ the ~~to include the~~ *notice of motion* to be included in agenda papers for a *Council meeting* and to give each Councillor at least 48 hours notice of such *notice of motion*.
- 22.2 The *Chief Executive Officer* may reject any *notice of motion* which:
 - 22.2.1 is vague or unclear in intention
 - 22.2.2 it is beyond *Council's* power to pass; or
 - 22.2.3 if passed would result in *Council* otherwise acting invalidlybut must:
 - 22.2.4 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - 22.2.5 notify in *writing* the Councillor who lodged it of the rejection and reasons for the rejection.
- 22.3 The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda*.
- 22.4 The *Chief Executive Officer* must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 22.5 Except by leave of *Council*, each *notice of motion* before any meeting must be considered in the order in which they were entered in the notice of motion register.

22.6 If a Councillor who has given a *notice of motion* is absent from the meeting or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.

22.7 If a *notice of motion* is not moved at the *Council meeting* at which it is listed, it lapses.

23. Chair's Duty

Any motion which is determined by the *Chair* to be:

23.1 defamatory;

23.2 objectionable in language or nature;

23.3 vague or unclear in intention;

23.4 outside the powers of Council; or

23.5 irrelevant to the item of business on the agenda and has not been admitted as urgent, or purports to be an amendment but is not,

must not be accepted by the *Chair*.

24. Introducing a Report

24.1 Before a *written* report is considered by *Council* and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than 2 minutes, unless the *Chair* indicates otherwise:

24.1.1 its background; or

24.1.2 the reasons for any recommendation which appears.

25. Introducing A Motion or an Amendment

The procedure for moving any motion or amendment is:

25.1 the mover must state the motion without speaking to it;

25.2 the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;

25.3 if a motion or an amendment is moved and seconded the Chair must ask:

"Is the motion or amendment opposed? Does the mover wish to speak to the motion or amendment?"

25.4 if no Councillor indicates opposition and the mover has no desire to speak to it, the Chair may declare the motion or amendment carried without discussion;

- 25.5 if a Councillor indicates opposition or a desire to speak to it, then the Chair must call on the mover to address the meeting;
- 25.6 after the mover has addressed the meeting, the seconder may address the meeting;
- 25.7 after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the Chair must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;
- 25.8 Apart from the mover's right of reply referred to below, a Councillor may only speak once on the motion and once any amendment of a motion;
- 25.9 if, after the mover has addressed the meeting, the Chair has invited debate and no Councillor speaks to the motion, then the Chair must put the motion to the vote.
- 25.10 A Councillor may, with the leave of the Chair, ask a question for the purposes of clarification. In asking such questions Councillors must not offer opinions on the issue to be considered. Asking a question for the purposes of clarification will not be deemed as speaking to the motion.

26. Right Of Reply

- 26.1 The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 26.2 After the right of reply has been taken but subject to any Councillor exercising ~~his or her~~ their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

27. Moving An Amendment

- 27.1 Subject to sub-Rule 27.4 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 27.2 A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment;
- 27.3 The mover of an amendment has no right of reply;
- 27.4 A motion to confirm a previous resolution of *Council* cannot be amended.
- 27.5 An amendment must not be directly opposite to the motion.

28. Who May Propose An Amendment

- 28.1 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.

28.2 Any one Councillor cannot move more than two amendments in succession.

29. How Many Amendments May Be Proposed

29.1 Any number of amendments may be proposed to a motion but only one amendment may be accepted by the *Chair* at any one time.

29.2 No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

30. An Amendment Once Carried

30.1 If the amendment is carried, the motion as amended then becomes the motion before the meeting, and the amended motion must then be put.

30.2 The mover of the original motion retains the right of reply to that motion.

31. Withdrawal Of Motions

31.1 Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of *Council*.

31.2 If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

32. Separation Of Motions

Where a motion contains more than one part, a Councillor may request the *Chair* to put the motion to the vote in separate parts.

33. Chair May Separate Motions

The *Chair* may decide to put any motion to the vote in several parts.

34. Priority of address

In the case of competition for the right of speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

35. Motions In Writing

35.1 The *Chair* may require that a complex or detailed motion be in writing.

35.2 *Council* may adjourn the meeting while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

36. Repeating Motion and/or Amendment

The *Chair* may request the person taking the minutes of the *Council meeting* to read the motion or amendment to the meeting before the vote is taken.

37. Debate Must Be Relevant To The Motion

- 37.1 Debate must always be relevant to the motion before the Chair, and, if not, the *Chair* must request the speaker to confine debate to the motion.
- 37.2 If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker to be seated and not speak further in respect of the motion then before the Chair.
- 37.3 A speaker to whom a direction has been given under sub-Rule 38.2 must comply with that direction.

38. Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by the *Chair*.

- 38.1 the mover of a motion or an amendment which has been opposed: 5 minutes;
- 38.2 any other Councillor: 3 minutes; and
- 38.3 the mover of a motion exercising a right of reply: 2 minutes.

39. Addressing the Meeting

- 39.1 Except for the *Chair*, any Councillor or person who addresses the meeting must stand and direct all remarks through the Chair, However, the *Chair* may permit any Councillor or person to remain seated while addressing the *Council meeting* for reasons of injury, sickness, disability or otherwise at the *Chair's* discretion.
- 39.2 Any person addressing the *Chair* must refer to the *Chair* as:
 - 39.2.1 Mayor; or
 - 39.2.2 Chairas the case may be;
- 39.3 All Councillors, other than the *Mayor*, must be addressed as
Cr(name).
- 39.4 All members of Council staff, must be addressed by their official title.

40. Right to Ask Questions

- 40.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 40.2 The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

Division 5 – Procedural Motions

41. Procedural Motions

- 41.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chair*.
- 41.2 Procedural motions require a seconder.
- 41.3 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his <u>or her</u> <u>their</u> right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Division 6 – Rescission Motions

42. Notice of Rescission

It should be remembered that a notice of rescission is a form of notice of motion.

Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

- 42.1 A Councillor may propose a *notice of rescission* provided:
- 42.1.1 it is in writing;
 - 42.1.2 the resolution proposed to be rescinded has not been acted on; and
 - 42.1.3 the *notice of rescission* is delivered to the *Chief Executive Officer* within 24 hours of the resolution having been made setting out -
 - 69.1.1 the resolution to be rescinded; and
 - 69.1.2 the meeting and date when the resolution was carried.
- 42.2 Any Councillor proposing a *notice of rescission* is required to provide written justification that must include one or more of the following:
- 42.2.1 The vote may not have accurately reflected the opinion held by the meeting due to the misunderstanding of the motion or for some other reasons; or
 - 42.2.2 New information has become available which may affect the decision of *Council*; or
 - 42.2.3 Some vital information was overlooked in *Council* forming its decision.
- 42.3 A *notice of rescission* must include the written endorsement of one other Councillor.
- 42.4 A resolution will be deemed to have been acted on if:
- 42.4.1 its contents have or substance has been communicated in *writing* to a person whose interests are materially affected by it; or
 - 42.4.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 42.5 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 42.5.1 has not been acted on; and

42.5.2 is the subject of a *notice of rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 42.1.3,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 42.5 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

43. If Lost

If a motion for rescission is lost, a similar motion may not be put before *Council* for at least three months from the date it was last lost, unless *Council* resolves that the *notice of motion* be re-listed at a future meeting.

44. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

45. May Be Moved By Any Councillor

A motion for rescission listed on an *agenda* may be moved by any Councillor *present in attendance* but may not be amended.

46. When Not Required

46.1 Unless sub-Rule 46.2 applies, a motion for rescission is not required where *Council* wishes to change policy.

46.2 The following standards apply if *Council* wishes to change policy:

46.2.1 if the policy has been in force in its original or amended form for less than 12 months, a *notice of rescission* must be presented to *Council*; and

46.2.2 any intention to change a *Council* policy, which may result in a significant impact on any person, should be communicated to those

affected and this may include publication and consultation, either formally or informally.

Division 7 – Points of Order

47. **Chair To Decide**

The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which ~~he or she~~they considers applicable to the point raised without entering into any discussion or comment.

48. **Chair May Adjourn To Consider**

48.1 The *Chair* may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

48.2 All other questions before the meeting are suspended until the point of order is decided.

49. **Procedure For Point Of Order**

A Councillor raising a point of order must:

49.1 state the point of order; and

49.2 state any section, Rule, paragraph or provision relevant to the point of order before resuming ~~his or her seat~~their seat.

50. **Valid Points Of Order**

A point of order may be raised in relation to:

50.1 a motion, which, under Rule 23, or a question which, under Rule 51, should not be accepted by the Chair;

50.2 a question of procedure; or

50.3 any act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Division 9 – Petitions and Joint Letters

51. **Petitions and Joint Letters**

51.1 Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next *Council meeting* after that at which it has been presented.

- 51.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint ~~himself or herself~~themselves with the contents of that petition or joint letter, and to ascertain that it does not contain language disrespectful to *Council*.
- 51.3 Every Councillor presenting a petition or joint letter to *Council* must:
- 51.3.1 write or otherwise record ~~his or her~~their name at the beginning of the petition or joint letter; and
- 51.3.2 confine ~~himself or herself~~themselves to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request.
- 51.4 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), ~~typing or printing~~, contain the request of the petitioners or signatories and be signed by at least 12 people.
- 51.5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
- 51.6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 51.7 Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 51.751.8 Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposes for Rule 51, qualify as the address and signature of such petitioner or signatory.
- 51.851.9 If a petition, joint letter, memorial or other like application relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.

Division 10 – Voting

52. How Motion Determined

To determine a motion before a meeting, the *Chair* must first call for those in favour of the motion and then those opposed to the motion, and must then declare the result to the meeting.

53. Silence

Subject to Rule 56, vVoting must take place in silence.

54. Recount

The *Chair* may direct that a vote be recounted to satisfy ~~himself or herself~~themselves of the result.

55. Casting Vote

In the event of a tied vote, the *Chair* must exercise a casting vote.

56. How Votes are Cast y Show Of H_ands

Voting on any matter is by show of hands or such other visible or audible means as the Chair determines.

57. Procedure For A Division

57.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.

57.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.

57.3 When a division is called for, the *Chair* must:

57.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of ~~his or her hands~~their hands or otherwise signify their support in a manner recognised by the Chair. The *Chair* must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the affirmative; and

57.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of ~~his or her~~their hands or otherwise signify their opposition in a manner recognised by the Chair. The *Chair* must then state, and the *Chief Executive Officer* or any *authorised officer* must record, the names of those Councillors voting in the negative.

57.3.3 Any Councillor which abstains from voting on the question, motion or amendment will be recorded as having abstained from voting.

Although a Councillor who abstains from voting on a matter will be recorded as so in a division section 61(5)(e) of the Act states that for the purposes of determining the result of a vote, a Councillor present in attendance at the meeting who does not vote is taken to have voted against the question.

58. No Discussion Once Declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

58.1 a Councillor requesting, before the next item of business is considered, that ~~his or her~~their opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or

- 58.2 foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

For example, Rule 58 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule 58 would permit discussion about a matter which would otherwise be left in limbo because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference, in sub-Rule 58.2, to discussion about a positive motion were a resolution has just been rescinded.

Division 11 – Minutes

59. Confirmation of Minutes

- 59.1 At every *Council meeting* the minutes of the preceding meeting(s) must be dealt with as follows:
- 59.1.1 a copy of the minutes must be delivered to each Councillor no later than 48 hours before the meeting;
 - 59.1.2 A Councillor can express opposition in regard to the items in the minutes on the basis that the record is incomplete or inaccurate;
 - 59.1.3 The Councillor who indicates opposition must specify the particular item or items in the minutes concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record;
 - 59.1.4 if no Councillor indicates opposition, the minutes must be declared to be confirmed;
 - 59.1.5 a resolution of *Council* must confirm the minutes and the minutes must, if practicable, be signed by the *Chair* of the meeting at which they have been confirmed;
 - 59.1.6 unless otherwise resolved or required by law, minutes of a *Delegated Committee* requiring confirmation by *Council* must not be available to the public until confirmed by *Council*.

60. No Debate on Confirmation Of Minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

61. Deferral Of Confirmation Of Minutes

Council may defer the confirmation of minutes until later in the *Council meeting* or until the next meeting if considered appropriate.

62. Form and Availability of Minutes

62.1 The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record:

62.1.1 the date, place, time and nature of the meeting;

62.1.2 the names of the Councillors present in attendance and the names of any Councillors who apologised in advance for their non-attendance;

62.1.3 the names of the members of Council staff present in attendance;

62.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5;

62.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the meeting;

62.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);

62.1.7 the vote cast by each Councillor upon a division;

62.1.8 the vote cast by any Councillor who has requested that ~~his or her~~ their vote be recorded in the minutes;

62.1.9 questions upon notice;

62.1.10 the failure of a quorum;

62.1.11 any adjournment of the meeting and the reasons for that adjournment; and

62.1.12 the time at which standing orders were suspended and resumed.

62.2 The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:

62.2.1 published on *Council's* website; and

62.2.2 available for inspection at *Council's* office during normal business hours.

62.3 Nothing in sub-Rule 62.2 requires *Council* or the *Chief Executive Officer* to make public any minutes relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

Division 12 – Behaviour

63. Public Addressing The Meeting

- 63.1 Members of the public do not have a right to address *Council* and may only do so with the consent of the *Chair* or by prior arrangement.
- 63.2 Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.
- 63.3 A member of the public present in attendance at a *Council meeting* must not disrupt the meeting.

64. Chair May Remove

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 63.2.

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens their his or her authority in chairing the meeting.

65. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, the Chair he or she may adjourn the meeting to a later time on the same day or to some later day as he or she they thinks proper. In that event, the provisions of sub-Rules 15.2 and 15.3 apply.

66. Removal from Chamber

The *Chair*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the gallery under Rule 64.

Division 13 – Additional Duties of Chair

67. The Chair's Duties And Discretions

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- 67.1 must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- 67.2 must call to order any person who is disruptive or unruly during any meeting.

Division 14 – Suspension of Standing Orders

68. Suspension of Standing Orders

- 68.1 To expedite the business of a meeting, *Council* may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- 68.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

"That standing order be suspended to enable discussion on....."

- 68.3 No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders, other than a motion to resume standing orders.

- 68.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

Division 15 – ~~Miscellaneous~~ Physical and Remote Attendance

~~69. Mode of Attendance~~ Meetings Conducted Remotely

~~69. If:~~

- ~~69.1~~ by law a meeting may be conducted electronically; and Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:

~~69.1.1~~ wholly in person;

~~69.1.2~~ wholly by electronic means; or

~~69.1.3~~ partially in person and partially by electronic means (hybrid).

- ~~69.2~~ Council decides that a meeting is to be conducted electronically. The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council* meetings are to be conducted;

~~69.2.1~~ wholly in person;

- 69.2.2 wholly by electronic means; or
- 69.2.3 partially in person and partially by electronic means (hybrid)
- 69.3 If a *Council meeting* is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.
- 69.4 Any request made under sub-Rule 69.3 must:
- 69.4.1 Be in writing;
- 69.4.2 Be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and
- 69.4.3 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in person.
- 69.5 The *Chief Executive Officer* must ensure that any request received in accordance with sub-Rule 69.4 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant *Council meeting*.
- 69.6 The *Chief Executive Officer* may approve and must not unreasonably refuse any request.
- 69.7 The *Chief Executive Officer* may approve a request received less than 6 hours prior to the commencement of the relevant Council meeting where there is a personal, health, family emergency or extraordinary circumstance.
- 69.8 A Councillor who is *attending a Council meeting* by electronic means is responsible for ensuring that they are able to access such equipment and are in such an environment that facilitates participation in the *Council meeting*.
- 69.9 Without detracting from anything said in sub-Rule 69.8, a Councillor who is *attending by electronic means* must be able to:
- 69.9.1 hear the proceedings;
- 69.9.2 see all Councillors and members of Council staff who are also *attending the Council meeting*, at least while a Councillor or member of Council staff is speaking;
- 69.9.3 be seen by all Councillors, member of Council staff and members of the public who are physically present at the *Council meeting*, and
- 69.9.4 be heard when they speak.
- 69.10 If the conditions of sub-Rule 69.8 cannot be met by one or more Councillors *attending a Council meeting*, whether because of technical difficulties or otherwise:
- 69.10.1 The Council meeting will nonetheless proceed as long as a quorum is present; and

69.10.2 The relevant Councillors (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting. The absence will be announced by the Chair to enable recording in the minutes.

Unless the Council meeting has been adjourned in accordance with these Rules.

69.11 Nothing in this Rule 69 prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule 69.8 even if the Council meeting has already commenced or has continued in their absence.

69.12 Should the Chair lose visual or audio connection with the meeting, the Host will notify attendees and the meeting will be adjourned for a maximum period of 30 minutes to allow for the Chair to re-join the meeting.

If the Chair re-connects within 30 minutes, the Chair will restart the meeting.

If the Chair is unable able to reconnect within the 30 minute adjournment period the Council meeting is to be chaired by a Councillor who is present at the meeting and is appointed by a resolution of the Council to chair the meeting.

69.13 Should the CEO or a presenting officer's visual or audio disconnect the Chair may decide whether to adjourn the meeting to allow that attendee to reconnect.

Should the meeting be adjourned the same process for "Loss of Councillor's presence" should be followed.

69.14 Should a loss of all Councillors or attendees occur, and a quorum is not able to be regained within 30 minutes, then the meeting will be automatically adjourned. The remaining items will be held over until the next ordinary meeting or another meeting called for that purpose

70. Meetings Conducted Remotely

~~69.2~~

If a Council meeting is conducted wholly or partially by electronic means, the Chair may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

71. Live Streaming and Recording of Proceedings

71.1 Council Meetings will be livestreamed to the public made available through Council's Facebook Page. A recording of proceedings will also be available through the Council website and Council's Facebook page.

71.2 The Host may need to cease the electronic meeting or the livestream should any security threat or technical interruption occur.

71.3 The *Host* will co-ordinate the livestream and alert the meeting *Chair* if the livestream is interrupted or disconnected due to technical issues during the meeting.

The meeting will then be officially adjourned by the meeting chair for a maximum period of 30 minutes to resolve the technical issues. This will be minuted. Should the livestream not be able to be re-connected within 30 minutes the meeting will end and the remaining items will be held over until the next ordinary meeting or an additional meeting called for that purpose.

During adjournment all attendees should remain muted while attempts are made to reconnect the livestream.

Should the livestream be re-connected then the Host will inform the meeting chair who will restart the meeting.

71.4 To comply with its obligations under legislation (including but not limited to the Privacy and Data Protection Act 2014), Council maintains the right to cease transmission of live-streaming at any time in order to prevent the broadcasting of material that it deems to be:

71.4.1 defamatory;

71.4.2 disclosing personal, health or sensitive information about individuals;

71.4.3 offensive on the basis of race colour, national or ethnic origin;

71.4.4 vilification or inciting hatred on religious or racial grounds;

71.4.5 related to sex, drugs, violence or revolting or abhorrent phenomena, which is likely to cause offence to a reasonable person; and/or an

71.4.6 infringement of copyright.

Division 16 – Miscellaneous

70.72. Procedure not provided in this Chapter

In all cases not specifically provided for by this Chapter, resort must be had to the Standing Orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to *Council* proceedings).

71.73. Criticism of members of Council staff

71.73.1 The *Chief Executive Officer* may make a brief statement at a *Council meeting* in respect of any statement by a Councillor made at the *Council meeting* criticising the *Chief Executive Officer*~~him or her~~ or any member of Council staff.

71.273.2 _____ A statement under sub-Rule 71.1 must be made by the *Chief Executive Officer*, through the *Chair*, as soon as it practicable after the Councillor who made the statement has resumed ~~his or her~~their seat.

Chapter 3 – Meeting Procedure for Delegated Committees

1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
 - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
 - 1.2.2 a Councillor is to be read as a reference to a member of the *Delegated Committee*; and
 - 1.2.3 the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

Chapter 4 – Meeting Procedure for Community Asset Committees

1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

Chapter 5 – Disclosure of Conflicts of Interest

~~1. Introduction~~

~~The following Rules in this Chapter apply only upon Division 1A of Part 4 of the Local Government Act 1989 being repealed.*~~

~~3. Definition~~

~~In this Chapter:~~

~~2.01.1 “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and~~

~~3.01.1 a member of a Delegated Committee includes a Councillor.~~

1. Disclosure of a Conflict of Interest at a Council Meeting

In this Chapter:

1.1.1 “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and

1.1.2 a member of a Delegated Committee includes a Councillor.

4.2. 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~~they:

~~4.12.1 is present~~are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance present~~ at the *Council meeting* immediately before the matter is considered; or

~~4.22.2 intends to attend~~be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:

~~4.2.12.2.1~~ 4.2.22.2.1 advising of the conflict of interest;

~~4.2.22.2.2~~ 4.2.22.2.2 explaining the nature of the conflict of interest; and

~~4.2.32.2.3~~ 4.2.22.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:

~~*At the time of making these Rules the date on which Division 1A of Part 4 of the Local Government Act 1989 is expected to be repealed is 24 October 2020.~~

- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) 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 in attendance that ~~he or she~~ they ~~has~~ have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, 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.

2.3 Should an attendee declare a conflict of interest whilst attending the Council meeting through electronic means, then the meeting chair will pause to allow time for that attendee to be placed in the waiting room – a separated holding space where that attendee cannot participate in the main meeting. The Host will place that attendee in the waiting room upon the declaration. The Host will then notify the meeting chair when the meeting can resume.

The attendee will re-join the meeting at the invitation of the meeting chair at the end of the matter being heard. The meeting Host will be able to reconnect that attendee.

The attendee should remain at their screen and muted ready to return to the meeting when the item has been completed.

5.3. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which ~~they~~ he or she:

5.13.1 ~~Are in attendance~~ is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present in attendance at the *Delegated Committee* meeting immediately before the matter is considered; or

5.23.2 Intends to ~~present~~ attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:

5.2.13.2.1 advising of the conflict of interest;

5.2.23.2.2 explaining the nature of the conflict of interest; and

5.2.33.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee*'s relationship with or a gift from another person the:

- (a) name of the other person;

- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

5.2.43.2.4 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-in attendance* that ~~they have~~ ~~he or she has~~ a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* 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.

3.3 Should an attendee declare a conflict of interest whilst attending the Delegated Committee meeting through electronic means, then the meeting chair will pause to allow time for that attendee to be placed in the waiting room – a separated holding space where that attendee cannot participate in the main meeting. The Host will place that attendee in the waiting room upon the declaration. The Host will then notify the meeting chair when the meeting can resume.

The attendee will re-join the meeting at the invitation of the meeting chair at the end of the matter being heard. The meeting Host will be able to reconnect that attendee.

The attendee should remain at their screen and muted ready to return to the meeting when the item has been completed.

6.4. **Disclosure of a Conflict of Interest at a Community Asset Committee Meeting**

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which ~~they~~ ~~he or she~~:

6.14.1 Are in attendance is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those *present-in attendance* at the *Community Asset Committee* meeting immediately before the matter is considered; or

6.24.2 intends to present attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:

6.2.14.2.1 advising of the conflict of interest;

6.2.24.2.2 explaining the nature of the conflict of interest; and

6.2.34.2.3 detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:

- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

6.2.44.2.4 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 in attendance~~ that ~~they have he or she has~~ a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the ~~Community Committee~~ Asset Committee 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.

4.3 ~~Should an attendee declare a conflict of interest whilst attending the Community Asset Committee meeting through electronic means, then the meeting chair will pause to allow time for that attendee to be placed in the waiting room – a separated holding space where that attendee cannot participate in the main meeting. The Host will place that attendee in the waiting room upon the declaration. The Host will then notify the meeting chair when the meeting can resume.~~

~~The attendee will re-join the meeting at the invitation of the meeting chair at the end of the matter being heard. The meeting Host will be able to reconnect that attendee.~~

~~The attendee should remain at their screen and muted ready to return to the meeting when the item has been completed.~~

7.5. **Disclosure at a Meeting Conducted Under the Auspices of Council**

A Councillor who has a conflict of interest in a matter being considered by a meeting ~~held-conducted~~ under the *auspices of Council* at which ~~they are in attendance must: he or she is present must:~~

7.15.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~present in attendance~~ at the meeting immediately before the matter is considered;

7.25.2 absent ~~himself or herself themselves~~ from any discussion of the matter; and

7.35.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those ~~present in attendance~~ at the meeting.

8.6. **Disclosure by Members of Council Staff Preparing Reports for Meetings**

~~8.16.1~~ A member of Council staff who, in ~~his or her~~ their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which ~~he or she~~ they ~~are~~ is preparing or contributing to the preparation of a Report for the consideration of a:

~~8.1.16.1.1~~ 8.1.16.1.1 Council meeting;

~~8.1.26.1.2~~ 8.1.26.1.2 Delegated Committee meeting;

~~8.1.36.1.3~~ 8.1.36.1.3 Community Asset Committee meeting

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 the nature of the conflict of interest.

~~8.26.2~~ 8.26.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

~~8.36.3~~ 8.36.3 If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer*:

~~8.3.16.3.1~~ 8.3.16.3.1 the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and

~~8.3.26.3.2~~ 8.3.26.3.2 the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

~~9.7.~~ 9.7. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

~~9.17.1~~ 9.17.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

~~9.27.2~~ 9.27.2 If the member of Council staff referred to in sub-Rule 8.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

~~10.8.~~ 10.8. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

~~10.18.1~~ 10.18.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

~~8.2~~ 8.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

~~10.2~~ _____

1. Confidential Information

- 1.1 If ~~after the repeal of section 77(2)(c) of the Local Government Act 1989,~~ the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, ~~he or she~~they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 1.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

Directorate:	Chief Executive Office
Responsible Manager:	Manager Governance, Property and Risk
Adoption:	Council
Date Adopted:	25 August 2020

Acknowledgement

Central Goldfields Shire Council acknowledges that we are situated on the traditional lands of the Dja Dja Wurrung people, and we offer our respects to their elders past, present and emerging.

1. Purpose

The purpose of this Policy is to ensure that the election for the Central Goldfields Shire Council is conducted in a manner that is ethical, fair and equitable, and publicly perceived as such.

This Policy will also facilitate the continuation of the ordinary business of local government in Central Goldfields Shire throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established election period conventions.

This Policy also commits Council during the election period to:

- Avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- Ensure public resources, including staff resources are not used in election campaigning in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

2. Application and Scope

This policy applies to Council, all Councillors, Delegated Committees, Community Asset Committees and Council staff.

3. Definitions

Act means the Local Government Act 2020.

CEO means Chief Executive Officer.

Chief Executive Officer includes an Acting Chief Executive Officer.

Election Period means in relation to a general election means the period that starts on the last day on which nominations for that election can be received and ends at 6pm on election day, a period of 32 days.

Electoral Material means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing holding a meeting.

Electoral Matter means matter which is intended to, or likely to, affect voting in an election other than that which is prepared by the Returning Officer for the purposes of conducting the election.

Handbill means a small printed advertisement or other notice distributed by hand.

Publication includes any means of publication including letters and information on the internet and social media.

Significant Decision means a decision that significantly affects the municipality.

Any reference to a Councillor in this Policy is to be read as referring to an Administrator of Council.

4. General Provisions

4.1 Chief Executive Officer

The Chief Executive Officer must ensure, as far as possible, that:

- All Councillors and Council staff are informed of the application of this policy prior to the commencement of the Election period; and
- Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.

4.2 Decisions By Council

Section 69(2) of the Act prohibits any Council decision during the election period for a general election that:

- a) Relates to the appointment or remuneration of the Chief Executive Officer but not the appointment or remuneration of an Acting Chief Executive Officer;
- b) Commits the Council to expenditure exceeding one percent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year;
- c) The Council considers could be reasonable deferred until the next Council is in place;
- d) The Councils considers should not be made during an election period.

Section 69 (4) of the Act states that a decision made in contravention of a) or b) above is deemed to be invalid under the Act.

Section 69(3) of the Act also prohibits any Council decision during the election period for a general election or a by election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

Council will avoid making decisions that significantly affect the municipality and unreasonably bind the incoming Council.

Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Where a delay in making a significant decision would result in a significant detriment to the municipality, Council may make an exception where the issue is:

- Urgent
- Cannot be reasonably deferred without major negative repercussions.

It is the responsibility of the CEO to determine if a matter is significant and urgent.

4.3 Council Meetings

Council meeting papers will be carefully vetted to ensure that no agenda item is included that could potentially influence voters' intentions at the forthcoming election or could encourage councillors and candidates to use the item as part of their electioneering.

4.4 Briefing Sessions

Briefing session meeting papers will be carefully vetted to ensure that no agenda item is included that could be perceived as a disadvantage to candidates.

4.5 Public Consultation and Events

Public consultation will not take place during the election period except where there is a legal obligation or the CEO determines that special circumstances exist.

Scheduling of Council events will be permitted but limited during the election period. Council events will only be organised and run by Council administration if they are part of the normal services or operation of the Council and the scheduling of the event during the election period is deemed appropriate.

Where events occur and whether or not a Councillor is to make a speech, Councillors will be conscious of the fact that they are representing Council and are not to use the opportunity for electioneering.

Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be circulated or available for publication.

4.6 Council Publications

4.7 Prohibition on publishing material that contains electoral material

Section 304(2) of the Act prohibits Council from printing, publishing or distributing any electoral material during an election period unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation. This is to ensure that Council does not utilise public funds that may influence or be seen to influence people's voting intentions.

4.8 Approval Procedures for Council Publications during the Election Period

All proposed publications during the election period must be approved by the CEO, or someone authorised by the CEO for the purpose, that they comply with section 304(2) of the Act.

The CEO will determine if there is any electoral material in the proposed publication (other than factual election process information).

Should the proposed publication contain such information, it will be returned to the author for correction.

Should the proposed publication not contain such information, it will be approved for publishing and forwarded to the Manager Community Engagement.

4.9 Website

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.

Councillor contact information will remain available on the website during the election period, but Councillor profiles will be removed.

Any material published on Council's website during the election period must be certified by the CEO.

4.10 Annual Report

The Annual Report will be compiled during the election period and will not contain any material that could be regarded as electioneering or inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of Committees and other bodies to which they have been appointed by the Council.

4.11 Social Media

Any publication (comments or new content) on Council-managed social media sites during the election period must be certified by the CEO.

At the commencement of the election period, Council may advise social media subscribers that comments containing electoral material will be deleted.

Councillor's individual (personal) social media pages are not managed by Council and are not subject to the same provisions.

4.12 Council Resources

Public resources must not be used by Councillors or a member of Council staff in a manner that would influence the way people vote in elections. Council will ensure Council resources are not used inappropriately during the Council election and comply with the requirements of section 304 of the Act.

Council resources, including offices, Council staff, equipment, electronic equipment and stationery will be used exclusively for normal Council business during the election period, and will not be used in connection with any electioneering activity.

4.13 Use of Council Resources by Councillors

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use. Councillors standing for re-election must not use Council equipment as a resource to assist with election campaigns.

Photocopying for election campaigning by Councillors or staff on office photo copiers is not permitted.

Databases and mailing lists held by the organisation remain the property of the Council and are therefore not available to members of the public, candidates or Councillors.

The organisation will not prepare or produce any materials associated with Councillors' individual election campaigns.

No Council logos, letterheads or other Council branding should be used for, or linked in any way to, a candidate's election campaign.

Councillors will not use Council issued mobile phone and email addresses for election campaigning purposes.

The use of Council's internet and intranet sites for any activity to do with election campaigning is prohibited. This includes linking Council websites to private candidate websites.

Access to the voters' roll is subject to the requirements of the Act and the Privacy and Data Protection legislation. A copy of the voters' roll will be provided to candidates by the Returning Officer. The voters' roll will be available for inspection during the election period at advertised times.

Council facilities booked for electoral campaigning purposes by Councillors, candidates or supporters or other persons during the election period will be let at the same rates to all hirers.

4.14 Staff Discretion

Staff must avoid assisting Councillors in ways that are, or could, create perception that staff are assisting Councillors in their election campaign.

If any staff member considers that a particular use of Council resources may influence voting in the election, or be perceived as influencing voting, or be perceived as being part of an election campaign, they must advise the CEO immediately.

4.15 Councillor Expenses Reimbursement

Reimbursement of Councillor's out-of-pocket expenses during an election period will only apply to costs that have been incurred in the performance of official Council duties as defined and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.

4.16 Media

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the CEO.

All official media statements during the election period will only be made by the CEO.

Media Releases or other media statements will not refer to specific Councillors or feature any photograph, quote from or name of incumbent Councillors during the Election Period. Where it is necessary to make or clarify any public statement, comment on sensitive or political issues or identify a spokesperson in relation to an issue, the matter must be referred to and approved by the CEO.

Media services, including media releases, will not be provided for individual Councillors by any Council officers, including the CEO, during the election period.

Media statements dealing with their election campaign must be issued by Councillors privately. Statements must be clearly communicated as personal opinion and not undermine the standing of the Council in the community.

Councillors must not use their position as an elected representative or their access to Council staff and resources to gain media attention in support of an election campaign.

4.17 Council staff

Staff must not provide advice or assistance in the preparation of media releases or other media statements that contain electoral material.

Staff must not make any public statement that can be interpreted as a political comment or have influence on the electoral process, public statement includes social media platforms. Council staff must make it clear when making comments related to the election that they are expressing their own views and not making an official comment.

It is critical that Council staff be, and appear to be, apolitical throughout the election period to maintain the confidence of the Council, Councillors and the community at all times throughout the electoral process.

4.18 Access to Information

4.19 Candidates

All election related enquiries from candidates or prospective candidates must be directed to the Returning Officer.

Staff must not provide any information to any candidate or prospective candidate that is not publically available. If staff receive requests from candidates, or prospective candidates, for any information that is not publically available these requests must be forwarded to the Manager Governance, Property and Risk.

If the information requested is appropriate to be released to the candidate, the Manager Governance, Property and Risk will ensure that it is made available to all candidates, not just the candidate who requested the information. This is to ensure that all candidates have fair and equitable access to information.

4.20 Current Councillors

As Councillors must continue to perform their elected role during the election period, they may receive all necessary information for them to fulfil that role. Information that can be provided to Councillors includes:

- Information that is publicly and freely available – Council Plans, Annual Reports, strategies, policies etc.;
- Information and advice provided by Council's management as part of Council meeting agendas; and
- Briefing papers in relation to matters to be decided upon at forthcoming Council meetings.

Any information provided to Councillors must be necessary to the carrying out of the Councillor's role and must not be used for election purposes.

Requests for information which require significant resources to be devoted to making a response or which might be perceived to support an election campaign must be referred to the CEO or the Manager Governance, Property and Risk for consideration.

4.21 Displaying Electoral Material

Electoral material, including pamphlets, posters and notices must not be visible or available at any council premises, including libraries, during the election period. The only exception to this is material issued by the Returning Officer for the purpose of conducting the election.

4.22 Use of Title

Councillors may use the title 'Councillor' in their election material as they continue to hold the positions in the period; however to avoid confusion, Councillors must ensure that any election publication using the title Councillor clearly indicates that it is their own material and has not been produced or endorsed by Council.

5 Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

6 Relevant Legislation and Council Policies

- Local Government Act 2020
- Councillor Code of Conduct

8 September 2022

Via email: jess.mead@cgoldshire.vic.gov.au

Dear Jess,

Re: Central Goldfields Governance Rules Proposed Amendments

Thank you for the opportunity to respond to the community consultation on the Central Goldfields Governance Rules Proposed Amendments.

The Victorian Pride Lobby is a community based advocacy group that works towards equality, social justice and advancing human rights for lesbian, bisexual, queer, gay and same-gender attracted Victorians. In 2020, the Lobby launched the Rainbow Local Government campaign to recruit and support LGBTIQ+ candidates and allies to increase diversity and champion change on LGBTIQ+ issues in local government.

Ratepayers Victoria is a not-for-profit, non-partisan volunteer association that advocates for collaboration, accountability and transparency in Victorian local governments. For over 20 years, Ratepayers Victoria has been the leading advocacy group representing residents and ratepayers in Victoria and advocating for reasonably priced, sensible Council services for Victorian local communities.

We believe it is important that Central Goldfields Governance Rules allow for public questions at Council meetings. This ensures that members of the community are able to ask public questions of Council and receive a public response to those questions. It also meets the requirements of the *Local Government Act 2020* to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

We believe that public questions must be able to be asked at Council meetings, and this must happen now. We understand that it is an objective of the Governance team to undertake a full review of the Governance Rules in the coming months, in consultation with Councillors and the community. We expect that if this issue cannot be addressed now, that it is addressed through that full review with community consultation.

Yours sincerely,

Nevena Spirovska and Evie Potter
Co-Convenors, Victorian Pride Lobby

Dean Hurlston
Vice President, Ratepayers Victoria

8.5 USE AND DEVELOPMENT OF THE LAND FOR A SINGLE DWELLING AND SHED

Author: Statutory Planner

Responsible Officer: General Manager Infrastructure Assets and Planning

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to seek a Council determination for Planning permit application 127/21 for the use and development of the land for a single dwelling and shed with associated works at 19 William Street, Majorca.

Notice of the application has been given and 2 objections have been received.

The application has been assessed against the Central Goldfields Planning Scheme and is considered that the proposed use and development is appropriate.

This report recommendation that a Notice of Decision to grant a planning permit be issued.

RECOMMENDATION

That Council, having caused notice of Planning Permit Application No. 127/21 to be given under section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to grant a planning permit and issue a Notice of Decision to Grant a Permit in respect of Planning Permit Application No. 127/21 for the land known and described as 19 William Street, Majorca, for the use and development of the land for a single dwelling and shed with associated works in accordance with the endorsed plans and subject to the following conditions:

Endorsed Plans

- 1. The use and development must be generally in accordance with plans endorsed as part of this permit and must not be altered or modified without the prior written consent of the responsible authority*

Dwelling

- 2. Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.*
- 3. Each dwelling must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from each dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the Environment Protection Act 2017 for an on-site wastewater management system.*

4. *The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.*
5. *The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.*

Shed

6. *The permitted shed must not be used for human habitation.*

Construction Activity

7. *The use and development must be managed during construction to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected through the:*
 - a) *Transport of materials, goods, or commodities to or from the land.*
 - b) *Appearance of any building, works, or materials.*
 - c) *Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, litter, dust, wastewater, waste products, grit, or oil.*
 - d) *Presence of vermin or animals.*

Asset Protection

8. *At any time, the permit holder must ensure that the operation and condition of Council assets (including street trees, drainage pits and covers, footpaths and kerb and channel) are not damaged by the site construction works. If the responsible authority deems Council assets have been detrimentally affected or damaged by development construction access, then the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the responsible authority.*

Engineering

Access

9. *Access to the property must be provided from William Street via an all-weather driveway with dimensions adequate to accommodate emergency vehicles to the satisfaction of the responsible authority.*
10. *The permit holder/landowner must make further application for and have approved a driveway crossing permit(s) for any driveway/crossover works. All works constructed or carried out must be in accordance with the approved permit(s)/plan(s).*
11. *Once constructed, the crossovers must be thereafter maintained by the landowner to the satisfaction of the responsible authority.*

Drainage

12. *All stormwater must be accommodated and treated within the subject land.*

13. *The permit holder/landowner must design a drainage system to drain the lot to the legal point of discharge to the satisfaction of the responsible authority.*

Goulburn-Murray Water

14. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
15. *All wastewater from the dwelling must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.*
16. *The wastewater disposal area must be located at least: 100m from any waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores. Where wastewater is treated to at least a secondary standard, the distance may be reduced in accordance with the current EPA Code of Practice – Onsite Wastewater Management. However, where possible setback distances must be maximised.*
17. *The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 2 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.*
18. *The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.*
19. *No buildings are to be constructed within 30 metres of any waterways or on any drainage lines.*
20. *The shed must not contain bedrooms (or rooms that could be used as bedrooms) or any facilities with the potential to produce wastewater, including toilets, kitchens or other food preparation facilities.*
21. *Stormwater run-off from buildings and other impervious surfaces must be dissipated as normal concentrated overland flow or directed to a storage tank or dam.*
22. *The shed must not encroach on the wastewater treatment system or disposal area or breach the minimum setback distances specified in the relevant EPA Code of Practice – Onsite Wastewater Management. Stormwater run-off from the shed roof must not be directed towards the disposal area.*

Environmental Health

23. *The permit holder/landowner must comply with all the conditions from Goulburn-Murray Water.*
24. *Prior to the commencement of construction of the dwelling and any associated outbuilding(s) as well as prior to any installation works, an Application for a Permit to*

Install a Secondary Treatment septic tank system with pressure compensating sub-surface irrigation must be submitted to and approved by Council.

Department of Environment, Land, Water and Planning

25. *All earthworks are to be designed and constructed to avoid soil erosion. All fill is to be compacted, batters are to be topsoiled and revegetated and all drainage is to be diverted around the disturbed areas/batters. Drainage from benched areas, batters and access tracks is to be diverted on non-scouring grades to stable vegetated areas. Several drainage points are to be used to avoid concentration of drainage water.*

26. *Native vegetation located at a distance greater than 10 metres from the proposed building that is to be retained is to be protected from damage during construction.*

Permit Expiry

27. *The permit will expire if one of the following circumstances applies:*

- a) The development is not started within two (2) years of the date of this permit.*
- b) The development is not completed within four (4) years of the date of this permit.*
- c) The use is not commenced within two (2) years of the date of this permit.*
- d) The use is discontinued for two (2) years.*

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Leading Change

The Community's vision 4. Transparent decision making;

This report has been developed in accordance with the *Planning and Environment Act 1987* (the Act) and the Central Goldfields Planning Scheme (planning scheme).

BACKGROUND INFORMATION

Planning permit application 127/21 was lodged on 15 October 2021. The application proposes the use and development of the land for a single dwelling and shed with associated works within the Farming Zone (FZ), Erosion Management Overlay (EMO), and Salinity Management Overlay (SMO).

REPORT

Proposal

The proposed single-story dwelling contains two bedrooms, two bathrooms, a laundry, and an open plan kitchen/living/dining area. In total the dwelling will be 178.95m² in gross floor area. The dwelling is proposed to be clad in weatherboards with a pitched colorbond roof. The dwelling would be in the site's southwest corner; set back 85m from the southwestern boundary and 14m from the southeastern boundary. A septic system would be installed to

manage wastewater produced by the dwelling. The site would be accessed by an existing crossover from William Street.

The shed is 4m x 10m and would be located to the north of the dwelling. The shed would be clad with weatherboards and roofed with colourbond steel.

The proposal does not require the removal of native vegetation.

Refer to Attachment 1: Proposed plans.

Site and Surrounds

The subject site is approximately 2.3ha in size, triangular in shape, and located on the eastern side of William Street on the northeastern side of the Majorca area. The site is vacant with access provided by an existing crossover from William Street located near the site's southern corner. The site contains patches of native vegetation in the form of established trees in the eastern portion of the site. A drainage line/waterway traverses through the centre of the property and is located to the north of the proposed development. Adjoining the site on two sides are unused road reserves. The reserve to the east contains various established native trees.

The site as well as land to the north and east is within the FZ while land to the west is within the Rural Living Zone (RLZ). The surrounding area is characterised by fragmented lots that are made up of small and irregular shaped land titles. Most of the lots surrounding the subject site contain existing dwellings, including those within the FZ.

There is a parcel of land within the Public Use Zone 2 (PUZ2) to the south and nearby to the site, which also contains an existing dwelling. The Victoria Gardens are located to the west, which is within the Public Conservation and Recreation Zone (PCRZ).

William Street appears to provide access to various dwellings located along its length. The road formation begins at 154 Gibbs Street (William Street provides rear access to this dwelling) and continues until it intersects with Maryborough-Rodborough Road.

Refer to Attachment 2: Site and surrounding area.

Planning Permit Triggers

Under the planning scheme, a planning permit is required for the following:

- Pursuant to clause 35.07- 1, a permit is required for a dwelling as a Section 2 use of land within the FZ. The Section 1 conditions cannot be met as the lot is less than 40ha.
- Pursuant to clause 35.07-4 a permit is required to construct a building or carry out works associated with a use in Section 2 of clause 35.07-1 (as stated above) as well as to construct a building within a 100m setback of a waterway, wetlands, or designated flood plain.
- Pursuant to clause 44.01-2 a permit is required to construct a building or construct or carry out works in the EMO.
- Pursuant to clause 44.02-2 a permit is required to construct a building or construct or carry out works in the SMO.

Planning Scheme Provisions

Planning Policy Framework

13.04-2S Erosion and landslip

- Objective: To protect areas prone to erosion, landslip, or other land degradation processes.

13.04-3S Salinity

- Objective: To minimise the impact of salinity and rising water tables on land uses, buildings and infrastructure in rural and urban areas and areas of environmental significance and reduce salt load in rivers.

13.07-1S Land use compatibility

- Objective: To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

14.01-1S Agriculture

- Objective: To protect the state's agricultural base by preserving productive farmland.

14.02-1S Catchment planning and management

- Objective: To assist the protection and restoration of catchments, waterways, estuaries, bays, water bodies, groundwater, and the marine environment.

15.01-6S Design for rural areas

- Objective: To ensure development respects valued areas of rural character.

16.01-3S Rural residential development

- Objective: To identify land suitable for rural residential development.

Zones

35.07 Farming Zone

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Overlays

44.01 Erosion Management Overlay

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To protect areas prone to erosion, landslip, other land degradation or coastal processes by minimising land disturbance and inappropriate development.

44.02 Salinity Management Overlay

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas subject to saline ground water discharge or high ground water recharge.
- To facilitate the stabilisation of areas affected by salinity.
- To encourage revegetation of areas which contribute to salinity.
- To encourage development to be undertaken in a manner which brings about a reduction in salinity recharge.
- To ensure development is compatible with site capability and the retention of vegetation and complies with the objectives of any salinity management plan for the area.
- To prevent damage to buildings and infrastructure from saline discharge and high water table.

Particular Provisions

Nil.

General Provisions

65.01 Approval of an Application or Plan

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in section 60 of the Act.
- Any significant effects the environment, including the contamination of land, may have on the use or development.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision. Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the environment, human health, and amenity of the area.
- The proximity of the land to any public land. Factors likely to cause or contribute to land degradation, salinity or reduce water quality.

- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction. Whether native vegetation is to be or can be protected, planted, or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development, or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

Operational Provisions

71.01 Operation of the Municipal Planning Strategy

The Municipal Planning Strategy (MPS) provides an overview of important local planning issues in an introductory context, sets out the vision for future use and development in the municipality and establishes strategic directions about how the municipality is expected to change through the implementation of planning policy and the planning scheme.

A responsible authority must take into account and give effect to the MPS when it makes a decision under this planning scheme.

71.02 Operation of the Planning Policy Framework

The Planning Policy Framework (PPF) seeks to ensure that the objectives of planning in Victoria, as set out in section 4 of the Act are fostered through appropriate land use and development planning policies and practices that integrate relevant environmental, social, and economic factors in the interests of net community benefit and sustainable development.

Society has various needs and expectations such as land for settlement, protection of the environment, economic wellbeing, various social needs, proper management of resources and infrastructure. Planning aims to meet these needs and expectations by addressing aspects of economic, environmental, and social wellbeing affected by land use and development.

Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations.

Referrals

The following table outlines referrals undertaken under section 55 of the Act and clause 66 of the planning scheme.

<u>Organisation</u>	<u>Response</u>
Goulburn-Murray Water (GMW) cl. 66.02-5	Conditional consent

Department of Environment Land Water and Planning (DELWP) cl. 44.02-8	<p>Conditional consent</p> <p>The proposal meets the requirements of the written agreement between DELWP and Central Goldfields Shire Council (2018) for planning permit applications within the SMO. If a planning permit application meets the requirements of the agreement, it does not require referral to DELWP. Standard conditions contained within the written agreement will apply to any permit that is issued.</p>
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The application was also referred within the Council for comments and/or conditions.

<u>Department</u>	<u>Response</u>
Engineering	Conditional consent
Environmental Health	Conditional consent

ASSESSMENT OF APPLICATION

The following assessment addresses the effects that the proposed use and development may have while considering the provisions of the planning scheme and the objectives of planning in Victoria. Further, where relevant, the assessment addresses the objections received as well as the decisions and comments of referral authorities. Finally, the assessment addresses any significant effects the use and development may have on the environment or which the environment may have on the use and development, as well as any significant social effects and economic effects. In this regard, the assessment of the application is consistent with section 60 of the Act.

Use and development of a dwelling the Farming Zone on less than 40ha of land

Primarily, the application proposes the use and development of the land for a dwelling and shed. The subject site is within the FZ and is less than 40ha in area, meaning a planning permit is required. In general, the purpose of the FZ is to provide for the use of land for agriculture, encourage the retention of productive agricultural land, and ensure that non-agricultural uses (including dwellings) do not adversely affect the use of land for agriculture. However, the use of the land for a dwelling is not prohibited but is instead a Section 2 use, where a permit is required. Clause 71.03-2 of the planning scheme sets out that because a use is in Section 2 does not imply that a permit should or will be granted. Rather, the responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the MPS, the PPF, the purpose and decision guidelines of the zone and any of the other decision guidelines in clause 65.

The responsible planning officer has assessed the application and has determined that while the dwelling is not proposed or required to support an agricultural use, it would not adversely affect the use of land for agriculture. This is due to the fragmented and already residentially developed nature of the land surrounding the subject site. To the best of the planning officer's knowledge, there are no existing agricultural uses surrounding the subject site, and the area

is considered to have already been removed from having agricultural potential. This is because of the numerous rural residential dwellings that already exist in the surrounds. The area has the characteristics of 'existing settlement' as there are established roads, power supply is available, and with several existing dwellings in the immediate area. There are public facilities within proximity of the site, including Victoria Park Gardens that is maintained by Council.

Referring to the decision guidelines of the FZ, while the dwelling is in the FZ, it will not result in the loss or fragmentation of productive agricultural land. While it has the potential to lead to a concentration or proliferation of dwellings in the area, this will have limited, if any, impact of this on the use of the land for agriculture. Further, the proposed dwelling will not be adversely affected by agricultural activities on adjacent and nearby land, or that the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.

Referring to the PPF, the proposal is assessed as being consistent with the objectives and strategies of relevant clauses 13.07-1S 'Land use compatibility', 14.01-1S 'Agriculture', 14.02-1S 'Catchment planning and management', 15.01-6S 'Design for rural areas' and 16.01-3S 'Rural residential development'.

Overall, the proposed single dwelling and shed is generally in accordance with the purpose of the zone in ensuring that a non-agricultural use does not adversely affect the use of land for agriculture, and addresses the relevant decisions guidelines of clause 35.07-6.

Buildings and works within the Erosion Management Overlay

The proposal does not present significant risks in terms of landslip and erosion. The site has some undulation and a general rise from northwest to southeast. However, the proposal requires minimal earthworks to construct a standard 150mm concrete dwelling slab and 100mm shed slab. Relevant conditions are recommended to be imposed if a permit is issued to implement both construction measures as well as ongoing measures to avoid erosion and landslip issues. Conditions include the management of stormwater. It is noted that the application does not require or propose the removal of any vegetation.

The proposal meets the purpose of the overlay and the objective of clause 13.04-2S 'Erosion and landslip' to protect areas prone to erosion, landslip, or other land degradation processes by minimising land disturbance and inappropriate development.

Buildings and works within the Salinity Management Overlay

The proposal does not present significant issues in terms of salinity and recharge. The site has some undulation and a general rise from northwest to southeast. However, as noted, the proposal requires only minimal earthworks for the dwelling and shed slabs. Relevant conditions are recommended to be imposed if a permit is issued to implement measures to manage the construction and ongoing management of the site and avoid any salinity issues.

The proposal meets the requirements of the written agreement between DELWP and Central Goldfields Shire Council (2018) for planning permit applications within the SMO, where standard conditions are imposed. It is reiterated that the application does not require or propose the removal of any vegetation.

The proposal meets the purpose of the overlay and the objective of clause 13.04-3S 'Salinity' to minimise the impact of salinity and rising water tables on land uses, buildings and infrastructure in rural areas and areas of environmental significance; to encourage development to be undertaken in a manner which brings about a reduction in salinity recharge; and to ensure development is compatible with site capability and the retention of vegetation.

Municipal Planning Strategy and Planning Policy Framework

Based on the above, the proposal gives effect to the MPS as well as being an orderly planning outcome that represents net community benefit and sustainable development for the benefit of present and future generations.

CONSULTATION/COMMUNICATION

Notice of the application was given to the owners and occupiers of adjoining and surrounding land via letters in the post, with the application documents being placed on Council's website. The application has received two objections. The issues raised in the objections are summarised below:

- Impacts on native vegetation located within the unused road reserve and on the site.
- Requirements of clause 16.03-S1 are not met.
- Impact on the catchment through the installation of a septic tank.
- Impacts on, or blocking of, the watercourses on the site.
- Impacts on native flowers on the site.
- Impacts on the Growling Grass Frog.
- Property is currently listed for sale.
- Proposal does not align with the Framework Plan for infill development within Majorca.
- The land has no access to potable water or electricity.
- The site has no road access, and the creation of road access will impact on the watercourse located on the site.
- The proposed development has no BAL rating and no provision for firefighting.

Planning officer response to objections

- The proposal does not impact on the native trees located on the subject site or those within the unused road reserve. The dwelling and shed are located some distance away from the trees and as such are not considered to have an impact on them. The objection also mentions alleged native flowers being located on the site. The planning officer has undertaken a site inspection and liaised with the Department of Environment Land Water and Planning (DELWP), with no evidence that there are native grasses/flowers on the site. Furthermore, the application does not require or propose the destruction, lopping, or removal of native vegetation. Under the planning scheme, a planning permit is required to destroy, lop or remove native vegetation.
- Clause 16.03-1S relates to the identification of land which is considered appropriate for rural residential development. This clause is primarily used by Council to guide strategic planning outcomes; however, it also provides a broad guideline for applications for dwellings within all rural zones. It is considered that the proposal meets the following strategies within clause 16.03-1S:

- Encourage the consolidation of new housing in existing settlements where investment in physical and community infrastructure and services has already been made.
- Ensure planning for rural residential development avoids or significantly reduces adverse economic, social, and environmental impacts by:
 - Protecting existing landscape values and environmental qualities such as water quality, native vegetation, biodiversity, and habitat.
 - Minimising or avoiding property servicing costs carried by local and state governments.
- Most of the Central Goldfields Shire is located within a 'Special Water Supply Catchment Area' (SWSCA) being the Loddon River (Laanecoorie) catchment. This means that consideration must be given to the treatment and disposal of wastewater resulting from the proposal. In this instance, the application has been referred to GMW, who are a determining referral authority, and Council's Environmental Health Officer (EHO) for assessment. GMW and the EHO have both required that a secondary wastewater treatment system be installed. A secondary treatment system ensures that any wastewater is treated to a high quality, such that it will not have impact on the wider catchment. Both GMW and the EHO have given conditional consent to a permit being issued.
- The proposal is not located within proximity to the watercourse located on the site. The only watercourse identified on the site is approximately 70m to the north of the proposed dwelling and shed. It is not confirmed if the watercourse is a waterway or a drainage line. GMW have provided conditional consent to the proposal, with part of their assessment dealing with groundwater and waterway impacts. The objector makes mention of a second watercourse; however, there is no evidence of this existing on any current mapping.
- The planning officer has consulted with DELWP regarding the presence of the Growling Grass Frog on the site and has been informed of the following:
 - The protection of the frog is covered under Federal Legislation and follows a separate process to Council's planning permit application.
 - The development of the land for one dwelling and a shed is unlikely to displace or impact on the frog (if it is present).
- The sale of a property is not a material planning consideration and does not factor into the decision-making process in this instance. Considering the already highly fragmented and rural-residential nature of the land adjoining and surrounding the subject site, the site is not considered to be appropriate for agriculture.
- Access to the site is proposed from William Street, not Rodborough Road. Any driveways constructed from the William Street access will not be constructed with proximity to the watercourse. The site has access via William Street, which is an all-weather access road.
- The subject site sits directly adjacent to the preferred township boundary of Majorca, in accordance with the Majorca Framework Plan at clause 02.04 of the planning scheme. Development is not prohibited outside of the boundary; only that development is preferred inside of the boundary. The framework plan was added to the planning scheme on 10 September 2020. While the proposal sits just outside of the preferred boundary, it should be further noted that approximately 22 dwellings sit outside of the boundary including sites directly to the north, east and south. The proposal remains consistent with the provisions of the FZ, EMO and SMO.

- The proposal will be required to connect to reticulated services (power, potable water, and sewerage) or be supplied via an alternative source (for example solar power, water tanks and a septic system). This is enforced via permit conditions that are recommended to be placed on any permit for the use and development of a dwelling in the FZ.
- The subject site is not affected by the Bushfire Management Overlay and therefore is not required to submit a Bushfire Management Statement as part of the planning permit application. It is noted that a Bushfire Attack Level (BAL) assessment is required to occur as part of the building permit process as the site is within the Bushfire Prone Area, pursuant to the *Building Regulations 2018*.

FINANCIAL & RESOURCE IMPLICATIONS

The assessment of planning permit applications is within the normal operational budget of Council.

Should any party appeal any decision that Council makes, there would be a Victorian Civil and Administrative Tribunal (VCAT) hearing. Additional costs will be incurred if a VCAT hearing occurs.

RISK MANAGEMENT

This report addresses Council's strategic risk of Governance - Failure to transparently govern and embrace good governance practices by ensuring our assessment of the application meets all relevant legislation and regulations. The risk management issues in relation to this planning permit application have been discussed above.

There is a risk to Council should it not decide within the statutory timeframes of a 'failure to determine' appeal at VCAT.

Should the proposal be approved by Council and VCAT (upon appeal) there is a risk to non-compliance with the permit conditions. Council has a planning compliance function to mitigate this risk.

CONCLUSION

Planning permit application 127/21 seeks approval for the use and development of the land for a single dwelling and shed with associated works at 19 William Street, Majorca.

A Council determination is sought on the application as two objections have been received.

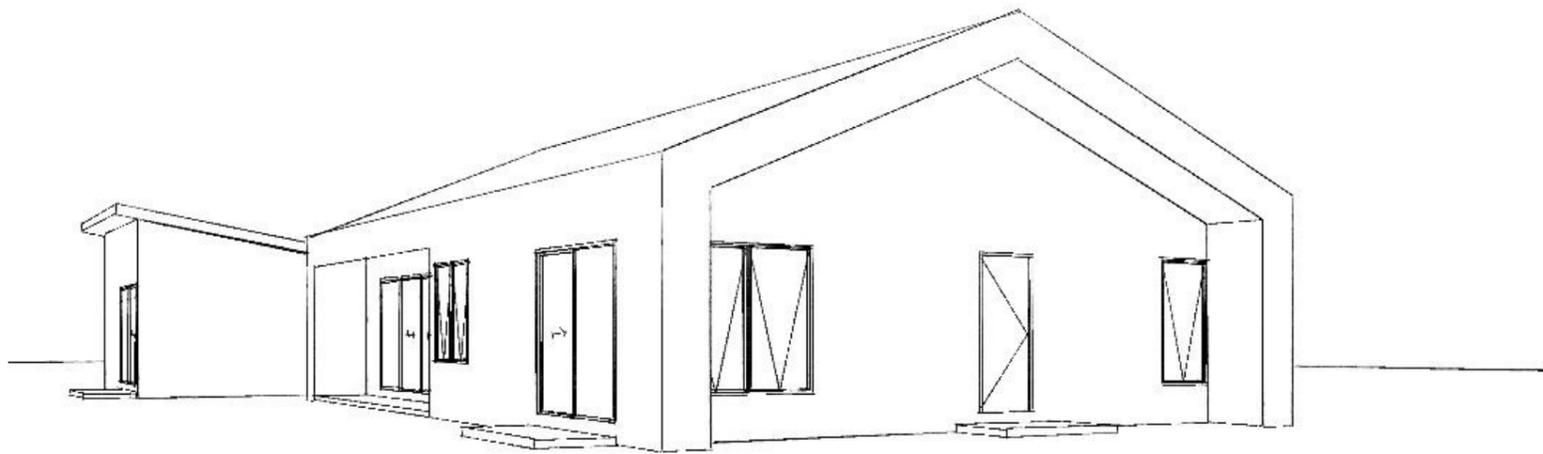
This report recommendation is that a planning permit be granted and a Notice of Decision to Grant a Permit be issued.

Council must determine a position on the planning permit application and take one of the following options:

- I. Grant a planning permit subject to conditions and issue a Notice of Decision to Grant a Permit; or
- II. Refuse to grant a permit on any ground it thinks fit and issue a Notice of Decision to Refuse to Grant a Permit.

ATTACHMENTS

1. Proposed plans.
2. Site and surrounding area.



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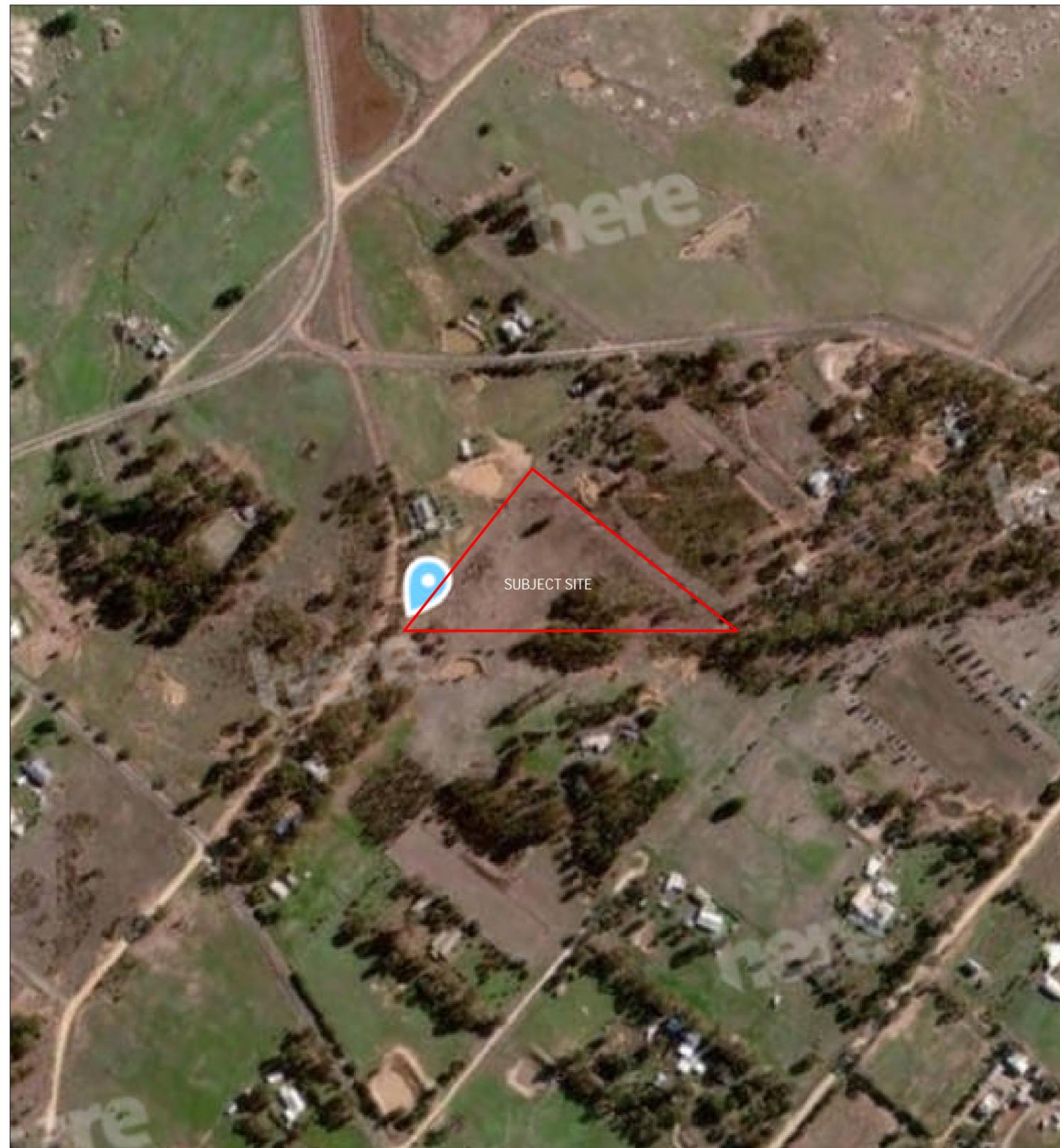
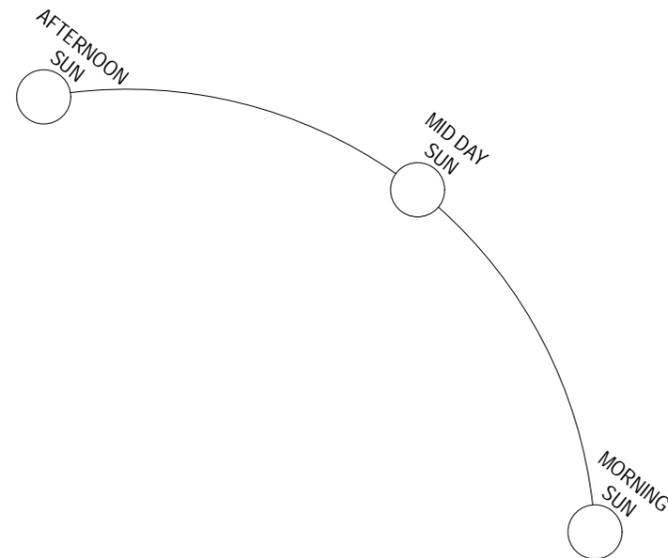
CONTENTS

- A01 COVER PAGE
- A02 NEIGHBOURHOOD & SITE DESCRIPTION
- A03 DESIGN RESPONSE
- A04 SITE LAYOUT & FLOOR PLAN
- A05 ELEVATIONS
- A06 3D

TOWN PLANNING APPLICATION

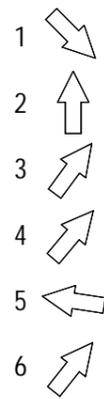
PROPOSED:
RESIDENCE

AT:
19 WILLIAM STREET
MAJORCA VIC 3465



LEGEND

- 1 NOISE DIRECTION
- 2 CBD 11.4 km
- 3 SCHOOL 7.9 km
- 4 PUBLIC TRANSPORT 8.1 km
- 5 PARKLAND 150 m
- 6 SHOPS 8.2 km
- 7 ADJOINING B/V RES
- 8 ADJOINING W/B RES
- 9 ADJOINING SHED
- 10 VACANT LAND
- CP CARPORT
- G GARAGE
- TPF TIMBER PAILING FENCE
- CBF COLOURBOND FENCE
- PW POST & WIRE FENCE
- SF STEEL FENCE
- BF BRICK FENCE
- EXISTING VEHICLE CROSSING
- POS PRIVATE OPEN SPACE
- HABITABLE ROOM WINDOWS
- 4.0 FRONT SETBACK



NEIGHBOURHOOD & SITE DESCRIPTION

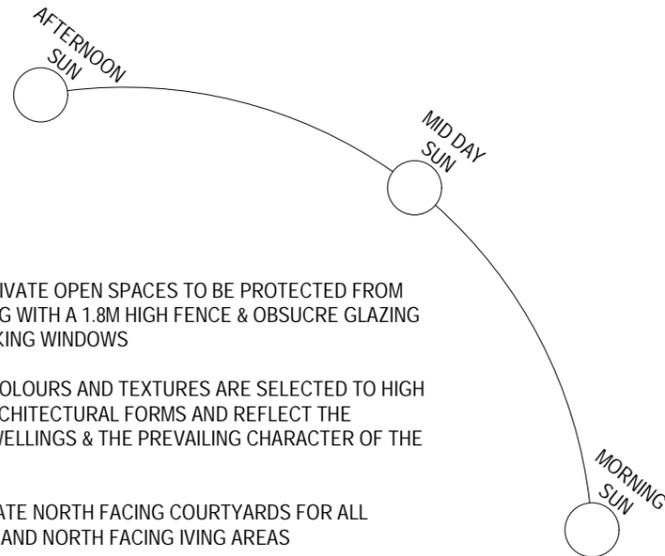
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PROPOSED:
RESIDENCE
AT:
19 WILLIAM STREET
MAJORCA VIC 3465

DATE: 14/10/2021 PROJECT NO: 83350
AMENDMENTS:

SCALE: A2 SHEET: **A02**

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- A ADJACENT PRIVATE OPEN SPACES TO BE PROTECTED FROM OVER LOOKING WITH A 1.8M HIGH FENCE & OBSUCRE GLAZING TO OVERLOOKING WINDOWS
- B MATERIALS, COLOURS AND TEXTURES ARE SELECTED TO HIGH LIGHT THE ARCHITECTURAL FORMS AND REFLECT THE ADJACENT DWELLINGS & THE PREVAILING CHARACTER OF THE AREA
- C CREATE PRIVATE NORTH FACING COURTYARDS FOR ALL RESIDENCES, AND NORTH FACING IVING AREAS
- D BREAK UP LARGE FORMS WITH ARTICULATED DIMENSIONS IN PLAN AND ELEVATIONS TO MAINTAIN A SCALE RELATIVE TO ADJOINING BUILDINGS
- E SETBACK MAINTAINED AT 14.0 METERS SIMILAR TO THE ADJOINING PROERTIES
- F SITE IS RELATIVELY FLAT

LEGEND

- | | | | |
|---------------------------|---------|---|--|
| 1 NOISE DIRECTION | | 1 | |
| 2 CBD | 11.4 km | 2 | |
| 3 SCHOOL | 7.9 km | 3 | |
| 4 PUBLIC TRANSPORT | 8.1 km | 4 | |
| 5 PARKLAND | 150 m | 5 | |
| 6 SHOPS | 8.2 km | 6 | |
| 7 ADJOINING B/V RES | | | |
| 8 ADJOINING W/B RES | | | |
| 9 ADJOINING SHED | | | |
| 10 VACANT LAND | | | |
| CP CARPORT | | | |
| G GARAGE | | | |
| TPF TIMBER PAILING FENCE | | | |
| CBF COLOURBOND FENCE | | | |
| PW POST & WIRE FENCE | | | |
| SF STEEL FENCE | | | |
| BF BRICK FENCE | | | |
| EXISTING VEHICLE CROSSING | | | |
| POS PRIVATE OPEN SPACE | | | |
| ● HABITABLE ROOM WINDOWS | | | |
| 4.0 FRONT SETBACK | | | |



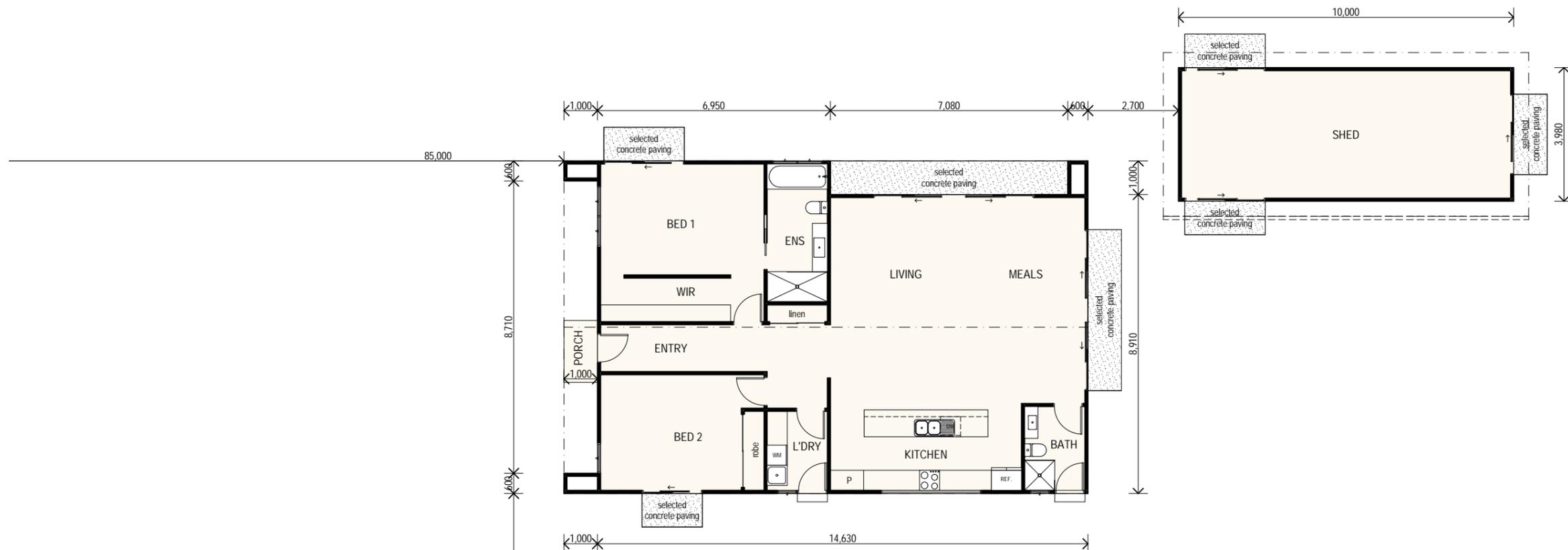
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PROPOSED:
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MAJORCA VIC 3465

DATE: 14/10/2021 PROJECT NO: 83350
AMENDMENTS:

SCALE: A2 SHEET: **A03**

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FLOOR PLAN

SCALE 1:100

AREA: DWELLING 1

ground floor	137.30m ²	14.78sq
shed	39.80m ²	4.28sq
porch	1.85m ²	0.20sq
total	178.95m ²	19.26sq

SITE ANALYSIS

site area	53,682.87m ²
built up area	178.95m ²
site coverage	0.33%
permeability	53,503.92m ²
	99.67%

PROPOSED:
RESIDENCE

AT:
19 WILLIAM STREET
MAJORCA VIC 3465

DATE: 14/10/2021 PROJECT NO: 83350

AMENDMENTS:

SCALE: 1:100 @ A2

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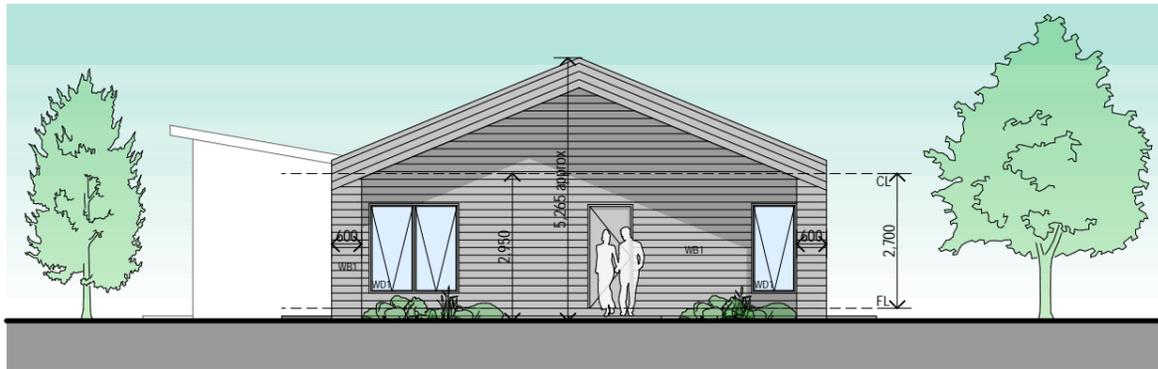
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SOUTH WEST ELEVATION
SCALE 1:100



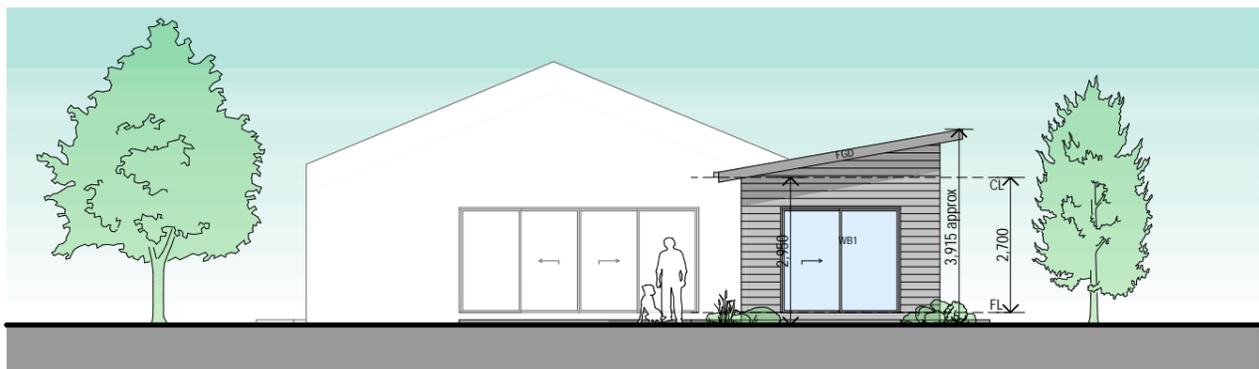
SOUTH EAST ELEVATION
SCALE 1:100



NORTH EAST ELEVATION - INTERNAL
SCALE 1:100



NORTH WEST ELEVATION
SCALE 1:100



NORTH EAST ELEVATION
SCALE 1:100



SOUTH WEST ELEVATION - INTERNAL
SCALE 1:100



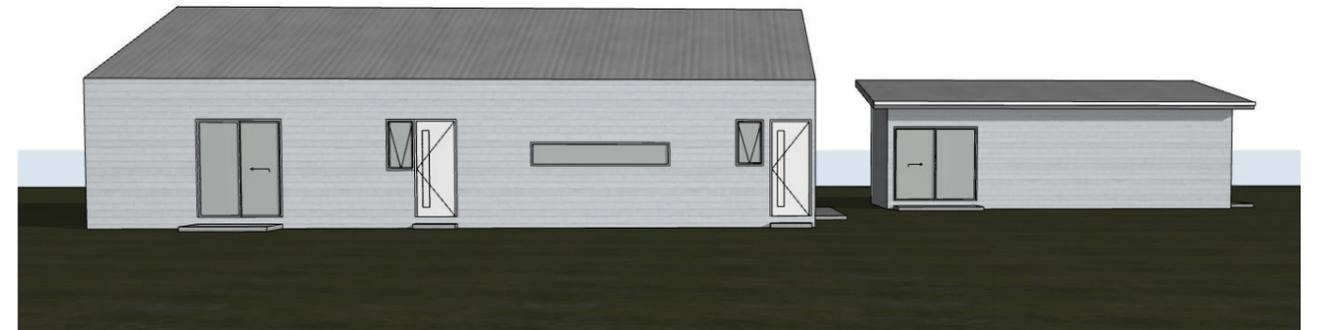
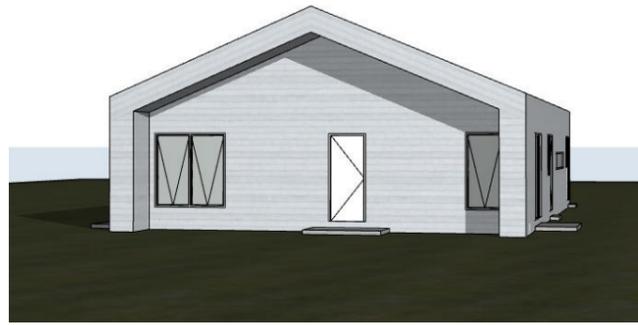
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AT:
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MAJORCA VIC 3465**

DATE:
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PROJECT NO:
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MAJORCA VIC 3465

DATE:
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PROJECT NO:
83350

AMENDMENTS:

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A06

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8.6 NEIGHBOURHOOD SAFER PLACES PLAN 2022/2023

Author: Municipal Fire Prevention Officer

Responsible Officer: General Manager Infrastructure Assets and Planning

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to seek adoption of the 2022/2023 Neighbourhood Safer Places Plan (NSPP).

The NSPP follows the annual review undertaken by Country Fire Authority (CFA) and Council in accordance with the requirements of the Country Fire Authority Act 1958, with no changes or additional sites proposed since the last review in 2021/2022.

RECOMMENDATION

That Council adopt the updated NSP Plan 2022/2023 with Neighbourhood Safer Places (NSPs) within the townships of Maryborough (Princes Park & Pascoe Reserve), Talbot (Pioneer Reserve), Dunolly (Gordon Garden Reserve) and Carisbrook (Market Reserve).

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Community's Wellbeing

The Community's vision 1. Socially connected, creative, inclusive, healthy, and safe 'all ages' friendly communities

Initiative: Work together with key partners and the community to promote and enhance community safety

The Country Fire Authority Act 1958 provide the legislative responsibility to Council to recommend and adopt Neighbourhood Safer Places within the municipal district.

BACKGROUND INFORMATION

The designation of Neighbourhood Safer Places (Places of Last Resort) (NSPs) and the development of the Neighbourhood Safer Places Plan (NSPP) are direct consequences of the Black Saturday fires and the recommendations from the Bushfires Royal Commission. NSPs are legislated under the *Country Fire Authority Act 1958*.

Councils in Victoria, are required to identify, certify, designate, establish and maintain Neighbourhood Safer Places (Places of Last resort) within their Municipal district.

Within the Council assessment criteria there is a need to ascertain ownership of the land being considered as a potential NSP. If the land is owned by Council no further action in this regard is required, however if the potential NSP is on private land, or public land under the control of

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a Crown Land Manager (other than Council), Council can enter into arrangements which allow it to use the land as a potential NSP.

Previous Council Decisions and Date:

At the September 2021 Council Meeting, the recommended designation of five Neighbourhood Safer Places were adopted by Council along with the 2021/2022 Neighbourhood Safer Places Plan.

The Neighbourhood Safer Places Plan identifies that there are five designated Neighbourhood Safer Places (Places of Last Resort) in Central Goldfields Shire Council municipality as follows:

- Talbot, - Pioneer Reserve (Grounds Only) - (Corner of Fyffe and Scandinavian Crescent), Crown Land – Council Committee of Management;
- Maryborough, - Princes Park (Oval Only) Precinct/Jubilee Oval Complex - (as defined by Park Road, Burns Street, Holyrood Street and Earl Street), Crown Land – Council Committee of Management;
- Maryborough - Pascoe Reserve (Oval Only) - (Gillies Street), which is Council owned land;
- Dunolly – Gordon Garden Reserve (Grounds Only) Crown Land – Council Committee of Management; and
- Carisbrook – Market Reserve (Grounds Only) – Adjacent to Green, Birch, Powlett, & Urquart Streets, which is Crown Land – Council Committee of Management.

REPORT

As part of the obligation in the CFA Act 1958 the CFA and Council staff have accordingly reassessed each of the shire's existing NSPs in accordance with the CFA and Council Assessment Guidelines as requested by 31 August each year to produce the NSPP (Refer Attachment 1).

Once a NSP is designated and/or reassessed each year as compliant to the CFA & Council assessment guidelines, Council Staff are required to;

- 1. Maintain the Neighbourhood Safer Place(s) in accordance with the requirements of the Municipal Neighbourhood Safer Places Plan;*
- 2. Record the designated Neighbourhood Safer Place(s) in the Neighbourhood Safer Places Plan and the Municipal Council internet site as per the CFA Act 1958 section 50F;*
- 3. The Municipal Council is required to provide to the CFA, by 30 September each year, an up-to-date list of all designated NSPs in the municipality; and*
- 4. Communicate to the public: the designation of the Neighbourhood Safer Places - Places of Last Resort.*

Under Section 50J of the CFA Act 1958 Council must by 31 August each year conduct a review of each designated neighbourhood safer place in its municipal district to determine if it is still suitable to be designated as a Neighbourhood Safer Place and ask the CFA to assess

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each Neighbourhood Safer Place in its municipal district in accordance with the CFA Assessment Guidelines.

Once the Council assessment and CFA Assessment has been completed and the established NSPs have been assessed by each organisation as compliant, the Municipal Fire Prevention Officer (MFPO) under section 50K of the CFA Act 1958 must provide to the Authority by 30 September in each year an up to date list of all designated neighbourhood safer places and community fire refuges in the municipal district.

In compliance with Section 50J of the CFA Act 1958, Council staff requested in July 2022 that the CFA conduct the annual inspection of the current designated NSPs. The Compliant NSP Reassessment results were received from the CFA in August 2022. The inspections of the NSPs were conducted during August 2022 by the Assistant Municipal Fire Prevention Officer to complete the Neighbourhood Safer Places Plan 2022/2023 (Refer Attachment 1).

CONSULTATION/COMMUNICATION

A consolidated Community Consultation Process was originally undertaken within the development of the Municipal Fire Management Plan (MFMP) process in 2012 which also included an overview of the NSPs located within the municipality.

Council staff have continued to communicate to the community, via local media outlets and Council's web-site, the designation of the Neighbourhood Safer Places - Places of Last Resort as follows;

- a. that the purpose of the Neighbourhood Safer Places - Places of Last Resort is to provide some protection from the effects of radiant heat during the passage of a bushfire;*
- b. that there is no guarantee of safety or survival at the Neighbourhood Safer Places - Places of Last Resort or travelling to the Neighbourhood Safer Places - Places of Last Resort;*
- c. that Neighbourhood Safer Places - Places of Last Resort may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets; and*
- d. that the use of a Neighbourhood Safer Places - Places of Last Resort should only be contemplated when all other bushfire plans have failed.*

FINANCIAL & RESOURCE IMPLICATIONS

An allocation for fire management planning and the provisions for the establishment and maintenance of NSPs is provided under the Community Emergency Management budget. Existing staff resources including inspections, communication and analysis of the places have been included in the preparation of this Plan.

RISK MANAGEMENT

This report addresses Council's strategic risk Climate change - adaptation - Failure to appropriately respond to or prepare for the impacts of climate change by providing a place of last resort when there are increase emergencies.

The endorsement of the Neighbourhood Safer Places recommended within the 2022 NSSP will provide our community with certainty regarding suitable places that provide some protection from the effects of radiant heat during the passage of a bushfire

CONCLUSION

Council is required to adopt the amended NSSP September 2022 which identifies and confirms that the following sites have been designated as NSPs within the Central Goldfields Shire Council boundaries;

- *Talbot - Pioneer Reserve (Grounds Only)*
- *Maryborough - Princes Park (Oval Only)*
- *Maryborough – Jack Pascoe Reserve - (Oval Only)*
- *Dunolly – Gordon Garden Reserve (Grounds Only)*
- *Carisbrook – Market Reserve (Grounds Only)*

Council staff also confirm that the current designated NSPs above were re-assessed under Section 50J of the CFA Act 1958 as compliant to CFA and Councils Guidelines and therefore the designation of these sites will remain in place and that the MFPO has provided to the Authority by 30 September (as per Section 50J of the CFA Act 1958) an up to date list of all designated NSPs within the municipal district.

ATTACHMENTS

1. Neighbourhood Safer Places Plan -2022



CENTRAL GOLDFIELDS SHIRE COUNCIL

NEIGHBOURHOOD SAFER PLACES PLAN

PLACES OF LAST RESORT DURING A BUSHFIRE

SEPTEMBER 2022

Covers:

- Princes Park Maryborough 40 Park Road MARYBOROUGH VIC 3465
- Jacks Pascoe Reserve Maryborough 40 Gillies Street MARYBOROUGH VIC 3465
- Pioneer Reserve Talbot 34 Scandinavian Crescent TALBOT VIC 3371
- Gordon Garden Reserve Dunolly 80 Barkly Street DUNOLLY VIC 3472
- Market Reserve Carisbrook 24 Powlett Street CARISBROOK VIC 3464

Version control

Version 1 - Draft	November 2009	Draft template sent to all council & CEOs for comment
Version 2	December 2009	Feedback incorporated. Template issued to councils for use – Adopted December by Council
Version 3	June 2010	Reissued with amendments: <ul style="list-style-type: none"> • Section 1.3 (f) added • Section 1.4 added
Version 4	September 2011	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2011 by Council
Version 5	August 2012	Designation of two new NSP at Dunolly & Carisbrook. Inspection of current NSP's - Dates & Format Amended and Confirmation of Designation of NSP's -August by Council
Version 6	September 2013	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2013 by Council
Version 7	September 2014	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 23 September 2014 by Council
Version 8	September 2016	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 1 September 2016 by Council
Version 9	September 2017	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 15 September 2017 by Council
Version 10	September 2018	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2018 by Council
Version 11	September 2019	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2019 by Council
Version 12	September 2020	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 18 August 2020 by Council
Version 13	September 2021	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2021 by Council
Version 14	September 2022	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2022 by Council

Introduction and Background

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or ‘**NSPs**’, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.¹

In response to this recommendation, the Victorian Government has introduced the *Emergency Services Legislation Amendment Act 2009* (Vic) (**ESLA Act**) which amends the *Country Fire Authority Act 1958* (Vic) (**CFA Act**) and the *Emergency Management Act 1986* (Vic) (**EM Act**). The effect of these amendments will be to require the Country Fire Authority (**CFA**) to certify NSPs against the CFA’s Fire Rating Criteria, and Victoria’s Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP which is used for an operational purpose at many times meets the CFA’s criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria (**MAV**) to assist the Council in:

- identifying;
- designating;
- establishing;
- maintaining; and
- decommissioning

Places as NSPs within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSPs within the municipality.

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSPs. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council’s circumstances, including the resources available to the Council.

Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council’s municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council’s website under section 50F (4) (a) of the CFA Act.

¹ Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

Structure of this Plan

This Plan has been divided up into three distinct sections.

Section 1 contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSPs within their municipal district.

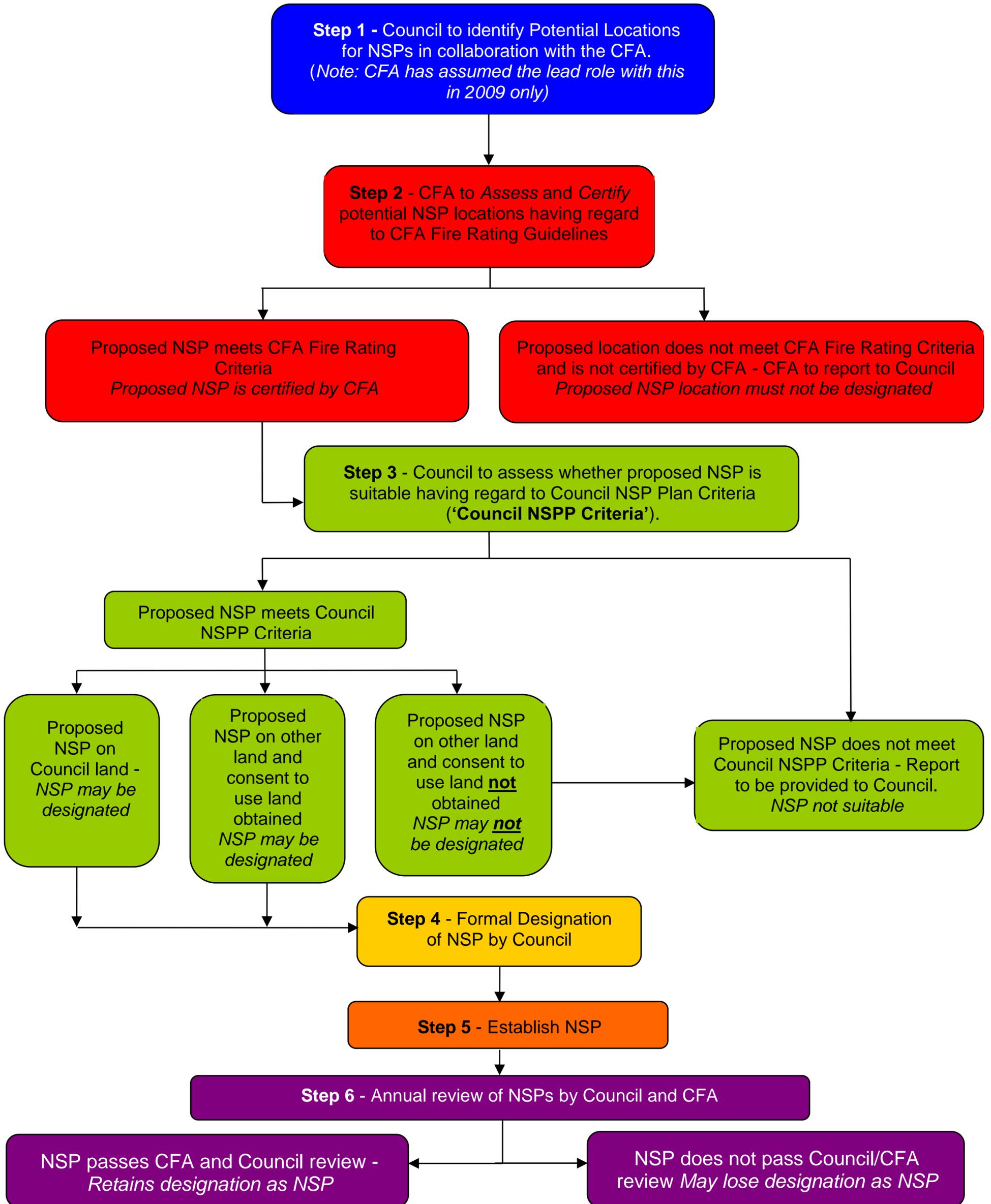
Section 2 contains a more detailed summary of the steps summarised in the flow chart found in Section 1.

Section 3 contains a summary of the factors for Council to consider in assessing potential NSP locations, prior to designation.

Section 1

*Flow chart Showing Process for Identifying,
Designating, Establishing and Maintaining NSPs.*

Overview of the process for establishing and maintaining NSPs after adoption of this Plan by Council



Section 2

Detailed summary of steps for establishing NSPs.

OVERVIEW OF THE STEPS ASSOCIATED WITH NSPs

1 Identification of Potential NSP Locations

1.1 Who is responsible for identifying places as potential NSP's?

In the 2009-2010 fire seasons, the Country Fire Authority (**CFA**) had assumed lead responsibility for identifying potential locations for NSP's. This has been done in consultation with Councils. The initial focus was upon the identification of proposed NSP's within those municipalities with CFA Township Protection Plan (**TPP**) areas in place. However, identification efforts have now expanded beyond these localities.

From 2010-onwards, Council have been responsible for identifying potential places as NSPs within its municipal district. Section 50G of the CFA Act requires Council to identify potential NSP locations.

1.2 When do potential NSPs need to be identified?

The CFA, in conjunction with Council, will continue (where appropriate) to identify potential NSP's in preparation for the 2020-2021 fire seasons.

Where appropriate Councils should identify potential additional places as NSP's by 31 May in each year. This should allow sufficient time for:

- (a) (**CFA Certification**) first, assessment and certification of the potential NSP by the CFA;
- (b) (**Council Designation**) secondly, designation of the potential NSP location by the Council; and
- (c) (**Establishment**) thirdly, and subject to the outcome of the assessment and designation process, establishing the NSP's, including the erection of signage and other steps by Council.

The process of NSP identification is ongoing. Following each fire season, Council should assess whether any additional potentially suitable NSP locations can be identified within the municipal district.

1.3 What factors should be considered when identifying potential NSP locations?

When identifying potential NSP locations, Council should consider matters such as:

- (a) The environment surrounding the potential NSP;
- (b) What other uses are made of the potential NSP, and whether or not those uses could be inconsistent with its designation as an NSP;
- (c) Whether the land on which the potential NSP is located is Council-owned or non-Council owned land;
- (d) Whether there are clear means of access and egress to and from the potential NSP; and
- (e) Whether the potential NSP is in close proximity to population centres.

Council's identification of potential NSP locations should be undertaken by the Municipal Emergency Management Officer (**MEMO**) and the Municipal Fire Prevention Officer

(**MFPO**), or the Emergency Management Coordinator with input from other Council personnel (such as Infrastructure Services Managers, or equivalent) as appropriate.

For those Councils whose municipal district falls within both a CFA region and the Metropolitan Fire District (**MFD**), or borders the MFD but is within the CFA region:

- (a) The risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area; and
- (b) the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor roadway, type and amount of vegetation along key egress routes; capacity of egress routes to accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns).

1.4 Who should undertake the identification of potential NSP's?

Under the CFA Act, all Councils whose municipal district is located wholly or partly in the 'country area' of Victoria are required to identify and designate NSP's.

Council should ensure that the following actions are completed prior to making any determinations regarding the assessment, designation and certification of NSP's:

- (a) A risk assessment considering the matters outlined in section 1.3 (above) must be undertaken by Council's Municipal Emergency Management Officer (**MEMO**) and Municipal Fire Prevention Officer (**MFPO**) (which may be initiated through the Municipal Fire Prevention Committee or the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee (**MEMPC**)), using appropriate available information such as Integrated Fire Management Planning data and/or Victorian Fire Risk Register data and any applicable Township Protection Plans;
- (b) The MEMPC must review the results of the risk assessment, as summarised in the MEMO's and MFPO's/EMO's report prepared under section 1.4(a) (above), and submit a written report to Council with a recommendation as to whether CFA assessment and Council designation of the potential NSP is warranted in the area under consideration.
- (c) Council should formally review the MEMPC report. Council should only decide that NSP assessment and designation is not warranted in the area under consideration where Council is satisfied that:
 - (i) The risk assessment undertaken by the MEMO and MFPO has addressed the matters raised in sections 1.3 of this MNSPP; and
 - (ii) The MEMPC has recommended that assessment and designation of the NSP is not warranted.

2 CFA to Assess and *Certify* Potential NSP Locations

2.1 Who is responsible for assessing potential NSP's against guidelines issued by the CFA ('CFA Fire Rating Guidelines')?

Under section 50G (5) of the CFA Act, the CFA is responsible for assessing potential NSP locations against the CFA Fire Rating Guidelines.² This will be done by appropriately qualified and experienced CFA personnel.

Council is not responsible for the assessment and certification of potential NSPs by the CFA.

2.2 What criteria must the CFA take into account in assessing potential NSP locations?

In assessing potential NSP locations which have been identified by the CFA (for the 2017-2018 fire season), or by Councils (from 2010-onwards), the CFA must consider the criteria and other considerations as set out in the CFA's Fire Rating Guidelines as issued from time to time by the CFA.

The key matters to be considered by the CFA under the current CFA Fire Rating Criteria are:

(a) For Open Spaces:

- (i) The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone')³ should be at least 310 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more than 2 kw/m².

(b) For Buildings:

- (i) The Buffer Zone between the outer edge of the building and the nearest fire hazard should be at least 140 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the building is no more than 10 kw/m².

2.3 When does the CFA assess a potential NSP?

Following identification of a place which may be suitable as an NSP, the potential NSP is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

2.4 When does the CFA certify potential NSP locations?

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion

² The CFA Act refers to "Country Fire Authority Assessment Guidelines". For ease of reference in the context of this MNSP Plan, these guidelines are referred to as the CFA Fire Rating Guidelines.

³ The CFA Guidelines refer to "separation distances". However, for ease of understanding, the term "Buffer Zone" is used throughout this MNSP Plan.

of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

For reasons of community safety, it is a requirement of the CFA Act, and it is also Council policy, that only those places assessed and certified by the CFA may be considered for designation as NSP's by the Council. The Council must not designate a place as an NSP unless it has CFA certification.

3 Council Assessment of NSP's Following CFA Certification

3.1 What factors should be applied by Councils in assessing the suitability of a place as a potential NSP location?

Following certification of a place as an NSP by the CFA, and once Council has received the CFA assessment and any criteria and CFA assumptions which underpin the assessment, Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as an NSP. Unless a potential NSP satisfies each of the criteria outlined below, it should not be designated by Council as an NSP.

Council's assessment of CFA-certified potential NSP's may, if reasonably practicable, be conducted by the Municipal Emergency Management Planning Committee (**MEMPC**), with a preliminary assessment to be provided to the MEMPC by the MEMO and the MFPO.

The factors to determine the suitability of the place as an NSP are as follows: (**Council NSPP Criteria**):

(a) Consents and rights of access

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as an NSP;
- access the site and surrounding areas for maintenance; and
- Erect appropriate signage at the NSP, including the OESC signage and additional NSP information signage.

If the potential NSP is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party; it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

If the potential NSP is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP.

Where it is proposed that a place on privately-owned land is to be used as an NSP, then the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP is required. If the landowner (or occupier) does not consent to the place being designated and used as an NSP on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

Where a potential NSP is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be required to be approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP should not be designated by Council.

(b) Access and Egress

Council must assess whether there is sufficient access to the potential NSP which will allow:

- anticipated potential numbers of people to move to and from the place; and
- The CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSPs are **places of last resort**.

As people may be seeking access to an NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from an NSP are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- (i) The condition of the road surface;
- (ii) The proximity of the NSP to major roadways and population centres;
- (iii) the type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP;
- (iv) The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs;
- (v) Parking at the place;
- (vi) Any hazards that may exist for persons accessing the place by foot, including in the buffer zone;
- (vii) any relevant matter contained in Council's Road Management Plan prepared pursuant to the *Road Management Act 2004 (Vic)*; and

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP should not be designated by Council.

(c) Maintenance of potential NSP in accordance with CFA assessment criteria

Council must ensure that the potential NSP can be maintained in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment.

If additional information is required from the CFA to understand the criteria they have considered in arriving at their fire rating assessment, Council should seek this information from the CFA. If necessary, Council may request the CFA to undertake a further assessment to provide Council with additional information.

(d) Opening of the NSP

Council must consider

- (i) Whether it will be possible or practicable to open the potential NSP or otherwise make it available for use on a 24 hour basis during the declared fire danger period;
- (ii) The potential for damage to the place during times that it is open and available for use, but is not being used as an NSP;
- (iii) The potential costs to Council associated with (i) and (ii) above; and
- (iv) The possibility that a potential NSP could be used for unintended purposes, such as an emergency relief centre.

(e) Defendable space and fire suppression activities

CFA have advised that there is no guarantee that fire units will attend an NSP, and that individuals who use NSP's are doing so at their own risk. There should be **no expectation** that fire units or other emergency services personnel will attend an NSP during a bushfire.

Despite this, the potential NSP should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression operations around the place.

Any open space **should be reasonably** free of obstacles which could hinder fire suppression activities. Obstacles may include, amongst other things:

- Fences;
- Buildings and sheds;
- Steep inclines in close proximity to the potential NSP;
- Vegetation, particularly large trees;
- Other land formations, including rocks, boulders or knolls which could substantially hinder fire suppression operations.

If necessary, advice should be sought from the CFA about their defensible space and fire vehicle access requirements.

When assessing the defensible space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999* (Cwlth) (**EPBC Act**), *Flora and Fauna Guarantee Act 1988* (Vic) (**FFG Act**) or the *Planning and Environment Act 1987* (Vic) (**PE Act**). If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP does not have adequate defensible space around it, or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as an NSP by Council.

(f) Defend-Ability of Buildings

If the potential NSP is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSPs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately-qualified CFA personnel.

If there is an appreciable risk of the proposed NSP being compromised by ember attack which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP and should not be designated by Council.

(g) Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP. Such signage must generally be in accordance with the Signage Template, which is at **Section 4** of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required.

(h) Maintenance and maintainability

Council must assess whether ongoing maintenance of the proposed NSP, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP, but also as to the total number of proposed NSPs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP during each fire season.

Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. It is Council policy that if it is not possible to maintain a potential NSP, then it must not be designated as such.

When assessing the maintainability of the potential NSP, both the NSP and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis. The potential introduction of hazards into the Buffer Zone, such as structures, animals and vehicles, should be taken into account.

There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.

When assessing the maintainability of a potential NSP, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the EPBC Act, FFG Act or the PE Act. If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP is not capable of being satisfactorily maintained, then it should not be designated by Council.

(i) Disabled access

Council must consider whether or not there are clear means of access for disabled and mobility-impaired persons to the potential NSP.

In considering this issue, regard should be had to such matters as whether or not it would be necessary for cars or other vehicles to enter the NSP area to allow persons with disabilities to be dropped off within the place.

(j) Alternative Uses of potential NSP

Council must consider what other uses may be made of the potential NSP which could impact upon its ability to properly function as an NSP.

Where a potential NSP which is used for an operational purpose at many times has been assessed by the CFA as meeting the criteria in the CFA Fire Rating Guidelines, and has been certified by the CFA, then the CFA has advised that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

If the place is used for other uses which could compromise its ability to be used as an NSP, then it should not be designated as an NSP by Council.

(k) Communication with the community

Council must be able to communicate the location of the potential NSP to the community. There should be good community awareness of the location of the place, together with the risks that relate to the use of the potential NSP, and the risks associated with travelling to the potential NSP in the event of a bushfire.

(I) Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- (i) any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as an NSP, as well as travel to an NSP; and
- (ii) Any statutory defences to claims.

3.2 Who is responsible for undertaking the Council assessment of potential NSP's?

A report prepared by the MEMO and MFPO/EMC detailing whether or not the potential NSP meets the above criteria should be prepared and provided to:

- (a) The MEMPC, where it is practicable for the MEMPC to be involved in the Council assessment process; and
- (b) The Council.

The MEMPC must assess the potential NSP, taking into account the MEMO's report, and make a recommendation to Council as to whether or not to designate the potential NSP.

3.3 When are potential NSP locations required to be assessed by Council?

Any potential NSP's certified by the CFA should be assessed by Council no later than 30 June each year, so as to allow time for the places to be designated and established as NSP's by Council, and for any appropriate amendments to be made to the MEMP and MFPP prior to the commencement of the bushfire season.

This timing is obviously subject to the CFA assessing and certifying the potential NSP location in a timely manner.

4 Council Designation of NSP's

4.1 Who is responsible for Council designation of NSP's?

Council must formally determine whether or not to designate a place as an NSP. Council should not designate a place as an NSP unless it is satisfied that the place is suitable, having regard to the Council NSPP Criteria.

An NSP may only be designated by a resolution of the Council.

4.2 When should Council consider the designation of a potential NSP?

Following preparation of an assessment of a potential NSP by the MEMPC, Council should determine whether or not to designate a potential NSP location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

4.3 What must the MFPO do once a potential NSP is designated by Council?

Once the Council has designated a place as an NSP, the MFPO must provide an updated list of all designated NSP's within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

5 Establishment and Maintenance of NSP's following Designation

5.1 Who is responsible for establishing NSP's?

Following designation, Council will establish all designated NSP's within the municipal district.

5.2 What must be done when establishing NSP's?

To establish a NSP after its designation, Council must:

- erect appropriate signage at and near the NSP;
- undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as an NSP;
- publish the location of the NSP on the Council website; and
- Update Council's Municipal Emergency Management Plan and Municipal Fire Prevention Plan to include the location of the NSP.

The MFPO/EMC must provide an up-to-date list of NSP's to the CFA no later than 30 September each year under section 50K of the CFA Act.

Following designation, all designated NSP's within the municipality must be published on the Municipalities website in the Neighbourhood Safer Places Plan (50F CFA Act).

5.3 When must NSP's be established?

NSPs should be established no later than **30 October** each year.

5.4 Maintenance of NSP's

NSP's within the municipality need to be maintained by Council. Maintenance activities must include vegetation management, hazardous tree removal and the maintenance of infrastructure required for the satisfactory functioning of the place as an NSP. If additional works have been required to establish the NSP, then those works should be subject to periodic review.

The fuel load in the vicinity of the NSP must not increase so as to affect the fire rating of the NSP. Council must ensure that defensible spaces, the Buffer Zone and access and egress routes are appropriately maintained.

Council must inspect the NSP, Buffer Zone and access and egress routes on a periodic basis, and in any event not less than once every month during the declared fire danger period, to ensure that the NSP continues to be capable of functioning as an NSP. If Council identifies issues that may impact upon the functioning of the place as an NSP, then Council must:

- (a) Address the issue;
- (b) take reasonable steps to have the issue addressed, such as requesting the owner of the land on which the NSP or Buffer Zone is located to address the issue; or
- (c) Consider decommissioning the NSP and revoking the designation of the place as an NSP.

6 Annual Inspections of NSPs

6.1 Who is responsible for the annual review of NSP's?

Council must undertake an annual review of all designated NSP's within the municipality.

Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP within the municipality on an annual basis.

These reviews are intended to ensure that each NSP remains suitable for use as an NSP during the up-coming fire season.

6.2 What must be considered when undertaking inspections?

NSP's should be assessed annually against the Council NSPP Criteria. The CFA will assess NSP's against the CFA Fire Rating Criteria.

If an NSP no longer meets:

- (a) The CFA Fire Rating Criteria, then it must be decommissioned; and
- (b) The Council NSPP Criteria, then Council must determine whether or not it wishes to address any of the identified non-compliances. If it does not, then the NSP must be decommissioned.

6.3 When must NSP locations be inspected?

NSP's must be inspected prior to 31 August each year under section 50J of the CFA Act.

Section 3

Summary of factors for Council to consider in assessing potential NSP locations prior to confirming continuance of designation for 2022/2023

Covers:

- Princes Park Maryborough 40 Park Road MARYBOROUGH VIC 3465
- Jacks Pascoe Reserve Maryborough 40 Gillies Street MARYBOROUGH VIC 3465
- Pioneer Reserve Talbot 34 Scandinavian Crescent TALBOT VIC 3371
- Gordon Garden Reserve Dunolly 80 Barkly Street DUNOLLY VIC 3472
- Market Reserve Carisbrook 24 Powlett Street CARISBROOK VIC 3454

Princes Park (Oval Only) Maryborough
Council property No.45030.54 - 40 Park Road MARYBOROUGH VIC 3465

Factors to Consider in Assessing Potential NSP's –
Inspection Conducted 2 August 2022 and
No Change to RESULTS FROM Inspection Carried out in August 2021

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council manages and maintains the area, Signage has been erected at the following Entrances: <ul style="list-style-type: none"> Wills Street entrance Nightingale Street entrance Pedestrian only Napier Street entrance 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Wills Street entrance Nightingale Street entrance Pedestrian only Napier Street entrance (gate) Holyrood Street Fire Access track (gate) Possible to have up to 10,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on arterial and local roads, well maintained and signed and accommodating to larger vehicles	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and easily accessible; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public Park which has 24hr access; Park is continually maintained with minimal potential for infrastructure damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No extra cost required;	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Possible major event however NSP would have priority over any major event. <ul style="list-style-type: none"> • Possible events would include -Energy Breakthrough (November) & Highland gathering (New Years Day), Highland Society to be advised. • Facility to be made available on CODE RED days; main complex is also a Relief Centre; 	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Non-native vegetation; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Dependability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signs have been erected Nightingale Street entrance (Main Gate), Wills Street entrance and Napier Street entrance;	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	N/A as Council manages the area as CoM	YES
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential area and park land;	YES
Disabled access <i>See section 3.2(i)</i>	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disabled;	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP's plan will be posted on Council's Website	YES

Inspection Carried out by -

Joanne Gibbs – Assistant MFPO

Date inspected 2 August 2022, 3:00PM

Princess Park (Oval Only) Maryborough NSP



Pascoe Reserve (Oval Only) Maryborough
Council property No. 62790.54- 40 Gillies Street MARYBOROUGH VIC 3465
Factors to Consider in Assessing Potential NSP's
Inspection Conducted August 2022 and
No Change to RESULTS FROM Inspection Carried out in August 2021

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Council land	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council manages and maintains the area, Signage has been erected at <ul style="list-style-type: none"> Gillies Street entrance Majorca Road in front of skate park 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Gillies Street vehicle & pedestrian access Majorca Road - Pedestrian access only Cadle Street - Pedestrian access only Possible to have up to 10,000 people within the zone, has reticulated water supply <ul style="list-style-type: none"> Pedestrian access from Majorca Road, Cadle Street & Gillies Street 	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, and are well maintained and signed and will accommodate larger vehicles	YES
Maintenance of NSP in	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
accordance with CFA assessment <i>See section 3.2(c)</i>	<i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public Park with 24hr access; Park is regularly maintained with minimal potential for infrastructure damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No extra cost required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Facility to be made available on CODE RED days; main complex is also a Relief Centre;	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Open space	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signs have been placed in Gillies Street (main entrance) and front of skate park facing Majorca Road	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	NA – Council Land	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	<p>Continually maintained area; Buffer is provided by residential area and park land;</p>	YES
Disabled access <i>See section 3.2(i)</i>	<p>Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?</p>	<p>Plenty of space provided for drop off and parking for the disabled;</p>	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>Facility will have priority over an event as a NSP in an emergency and on CODE RED days; Building is a nominated Relief Centre</p>	YES
Community Communication <i>See section 3.2(k)</i>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP's plan will be posted on Council's Website</p>	YES

Inspection Carried out by -

Joanne Gibbs – Assistant MFPO

Date inspected 09 August 2022, 8:45AM

Pascoe Reserve (Oval Only) Maryborough NSP



Pioneer Reserve (Grounds Only) Talbot
Council Property No. 35910.536 - 34 Scandinavian Crescent TALBOT VIC 3371
Factors to Consider in Assessing Potential NSPs
Inspection Conducted August 2022 and
No Change to RESULTS FROM Inspection Carried out in August 2021

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance; and • erect appropriate signage at the NSP. 	Council manages and maintains the area, Signage has been erected at the park entrance off Scandinavian Crescent	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place; and • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> • Scandinavian Crescent • Fyffe Street • Camp Street Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate larger vehicles	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP See section 3.2(d)	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and Park are continually maintained with minimal infrastructure to damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No cost required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Talbot Farmers Market (3 rd Sunday of every month) however NSP would have priority over any event. Talbot Farmers Market to be advised. Facility to be made available on CODE RED days;	YES
Defendable space and fire suppression activities See section 3.2(e)	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings See section 3.2(f)	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage See section 3.2(g)	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage has been placed at the park entrance off Scandinavian Crescent	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	N/A as Council manages the area as CoM	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	<p>Continually maintained area;</p> <p>Buffer is provided by residential/commercial areas and park land;</p>	YES
Disabled access <i>See section 3.2(i)</i>	<p>Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?</p>	<p>Plenty of space provided for drop off and parking for the disabled;</p>	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>Facility will have priority over an event as a NSP in an emergency and on CODE RED days;</p>	YES
Community Communication <i>See section 3.2(k)</i>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>Local advertising will be undertaken to make the public aware of where the NSP is situated;</p> <p>NSP's plan will be posted on Council's Website</p>	YES

Inspection Carried out by -

Joanne Gibbs – Assistant MFPO

Date inspected 9 August 2022, 9:25AM

Pioneer Park (Grounds Only) Talbot NSP



Gordon Garden Reserve (Grounds Only) – Dunolly

Council property No. 24010.041- 80 Barkly Street DUNOLLY VIC 3472

Factors to Consider in Assessing Potential NSPs

Inspection Conducted August 2022 and

No Change to RESULTS FROM Inspection Carried out in August 2021

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage has been erected at the park boundary off <ul style="list-style-type: none"> Barkly Street Thompson Street Market Street 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	As there are no fences around the property there is unrestricted emergency access for pedestrians and emergency vehicles from the following streets <ul style="list-style-type: none"> Barkly Street Thompson Street Market Street Adequate parking for vehicles along both sides of the above streets as well Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate large amounts of vehicles	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance of NSP in accordance with CFA assessment See section 3.2(c)	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES
Opening of the NSP See section 3.2(d)	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and park are continually maintained with minimal infrastructure to damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No cost required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Defendable space and fire suppression activities See section 3.2(e)	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Dependability of buildings -See section 3.2(f)	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage See section 3.2(g)	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage to be erected at the park boundary off <ul style="list-style-type: none"> • Barkly Street • Thompson Street • Market Street 	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	N/A as Council manages the area as CoM	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential/commercial areas and park land;	YES
Disabled access <i>See section 3.2(i)</i>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disabled in adjacent streets;	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	NSP will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP's plan will be posted on Council's Website	YES

Inspection Carried out by -

Joanne Gibbs – Assistant MFPO

Date inspected 11 August 2022, 3:00PM

Gordon Garden Reserve (Grounds Only) Dunolly NSP



Market Reserve (Grounds Only) Carisbrook between Birch, Green, Powlett & Urquhart Streets

Council property NO. 35304.524 - 24 Powlett Street CARISBROOK VIC 3464

Factors to Consider in Assessing Potential NSPs

Inspection Conducted August 2022 and

No Change to RESULTS FROM Inspection Carried out in August 2021

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & vested to Council to manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and erect appropriate signage at the NSP. 	Council manages and maintains the area, Signage has been erected at; <ul style="list-style-type: none"> Green Street facing East, Birch Street facing South Urquhart Street facing North Powlett Street facing West 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and the CFA and other emergency services to attend the place for asset and personnel protection activities? 	The area is open with no restrictions for emergency vehicles or personal if required. Carisbrook CFA Station is located adjacent to the NSP. Access to area from Urquhart, Birch, Green & Powlett Streets. Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate larger vehicles. Adequate parking available on road in local streets	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public roads and reserve are continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public has 24hr access to reserve; Roads in area are continually maintained with the potential for minimal infrastructure to damage; when open as a NSP.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No cost required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Area will have priority over an event as a NSP in an emergency and on CODE RED days.	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	N/A - NSP is an Open Space Reserve which is owned by Department of Environment & Primary Industry and vested to Council to manage and maintain.	YES
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage has been erected at; <ul style="list-style-type: none"> • Green Street facing & East, • Birch Street facing South • Urquhart Street facing North • Powlett Street facing West 	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Reserve owned by Department of Environment & Primary Industry and vested to Council to manage and maintain.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	<p>Continually maintained area; Buffer is provided by residential areas and adjacent roads;</p>	YES
Disabled access <i>See section 3.2(i)</i>	<p>Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?</p>	<p>Plenty of space provided for drop off and parking for the disabled on adjacent roads.</p>	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>NSP will have priority over major events on CODE RED days.</p>	YES
Community Communication <i>See section 3.2(k)</i>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP's plan will be posted on Council's Website</p>	YES

Inspection Carried out by -

Joanne Gibbs – Assistant MFPO

Date inspected 9 August 2022, 9:05AM

Market Reserve (Grounds Only) Carisbrook



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8.7 MARYBOROUGH MAJOR RESERVES MASTER PLANS REPORT

Author: Acting Manager Community Partnerships

Responsible Officer: General Manager Community Wellbeing

The Officer presenting this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

SUMMARY/PURPOSE

The purpose of this report is to present the draft Maryborough Major Reserves Master Plans for consideration of adoption by Council.

These plans are for:

- Princes Park
- Jack Pascoe Reserve and
- J. H. Hedges Memorial Park

The draft Master Plans establish clear directions, with strong community support, for the further development and management of high-quality open space, sport and recreation spaces, facilities, and opportunities at the three Reserves.

These Plans will provide a guide for Council and community decision making for the next ten to fifteen years.

RECOMMENDATION

That Council adopts the Maryborough Major Reserves Master Plans & Indicative Cost Estimates and Proposed Staging Plan

LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2021-2025 – Our Spaces and Places

The Community's vision 3. Engaging places and spaces for people to live, work, play and connect.

Initiative: Provide community infrastructure to meet community need.

BACKGROUND INFORMATION

'Active Central Goldfields', the Recreation and Open Space Strategy 2020-2029 (ROSS) was adopted by Council on 22 September 2020. The ROSS recommends that the master plans be updated for all of Council's major sport and recreation reserves.

Council had adopted eight Major Recreation Reserves Master Plans for the period 2011-2020 which are all in need of renewal.

Princes Park was identified as a priority in the ROSS, which recommended development of a comprehensive Master Plan for the entire complex – ‘continue planning to make the Princes Park Complex the Premier Sport, Recreation and Open Space’. Undertaking the Princes Park Master Plan as a ‘stand-alone’ project was considered. However, advice from Sport and Recreation Victoria determined that a clear direction for the major Maryborough reserves would better support grant applications, particularly because of the challenges associated with provision for Australian Rules Football League (AFL) and netball across the three facilities.

Therefore, draft plans have been developed for:

- Princes Park*
- Jack Pascoe Reserve and*
- J.H. Hedges Memorial Park.*

Funding was made available in Council’s 2020-2021 budget to engage consultants and to cover the costs associated with community consultations.

The Otium Planning Group (OPG) was contracted to lead this project.

The following processes have been completed:

- An information review, a catchment review and site analysis for each reserve.*
- An extensive consultation phase which included a range of ways in which groups and individuals could contribute such as interviews and meetings plus a community survey.*
- Analysis of all the information gathered and additional site visits made where necessary to clarify concerns or further explore possibilities. This information is detailed in the draft ‘Maryborough Major Reserves Master Plans Situation Analysis Report’, prepared by the OPG.*

These master plans or future directions plans can be used in the following ways:

- to establish clear directions, with community support, for the further development and management of high-quality open space, sport and recreation spaces, facilities, support services, active and passive opportunities*
- to identify and propose solutions to a range of facility related concerns that are potential risk issues for Council and user groups*
- to assist Council to respond to enquiries from the community and stakeholders*
- to support grant applications.*

REPORT

At the April 2022 meeting Council endorsed the Public Exhibition of the three draft master plans for four weeks.

Community members and user groups were provided with opportunities to further respond to master plans which may impact directly or indirectly upon them.

Council officers and OPG representatives were then able to reconsider proposals where there was community concern.

The possibility of football/netball club mergers was considered but this is a matter for the clubs to determine. The advantages appear to be administrative. If amalgamation was to occur, current participation figures show that the need for facilities would not change.

After professional consideration of issues raised during the feedback processes, some changes have now been incorporated into the final master plans documentation. The estimated costings have also been revised.

Determining the priority of projects will take into consideration factors such as facility compliance standards, asset condition, health and safety requirements, usage and demand, improved accessibility, greater provision of female friendly facilities and ensuring facilities are fit for purpose.

The funding for identified high priority projects will be pursued as a matter of urgency. It is important to note that the timing, sequencing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design.

CONSULTATION/COMMUNICATION

A Communications and Engagement Plan was developed and implemented, which included a range of information provided through Council's media channels about the project, its purpose, its progress, and ways to get involved.

The OPG developed a Community Engagement Plan in partnership with Council officers which included face-to-face meetings with key stakeholders. Due to ongoing Covid restrictions in 2021, this plan had to be modified to include online engagement sessions in place of face-to-face sessions. These restrictions also caused the project timeline to be extended. Despite these challenges the Consultants were able to have in-depth conversations with most user groups and to meet many of them on-site.

A face-to-face feedback forum for representatives of the user groups was held in April 2022. It was an opportunity to present the proposed master plans, to enable them to ask questions, seek clarifications and to ensure that they are well informed before the draft plans become more publicly available.

Additionally, an extensive number of key stakeholders have been approached by the Consultants and invited to contribute including:

- *The Central Goldfields community*
- *Central Goldfields Shire Council internal business units*
- *Clubs and Associations that are based at and/or are users of the facilities*
- *Dja Dja Wurrung Clans Aboriginal Corporation*
- *Senior Citizens clubs*
- *Disability services and support agencies*
- *Country Fire Authority*
- *State Emergency Service*
- *Victoria Police*
- *Local residents near each of the three (3) reserves*
- *Sport and Recreation Victoria (SRV) Regional Office*
- *Department of Environment, Land, Water and Planning (DELWP)*
- *Sports Focus*
- *Relevant regional sporting associations*
- *Relevant State Sporting Associations*
- *Maryborough Skate Park Committee (informal)*
- *Secondary and primary school students*
- *Neighbouring Local Government Areas (LGAs)*
- *Heritage Advisor*

A cross departmental Project Control Group (PCG), chaired by Cnr Murphy has met at key stages during the development of the master plans.

The initial draft plans have been modified to include feedback from OPG presentations made to the PCG, the Executive Management Team and to Councillors.

The Public Exhibition opportunities were promoted through Council's media channels. User groups and other key stakeholders were directly notified.

The draft plans were made available for a four (4) week period commencing 2 May 2022 closing on 29 May 2022. A specific forum was organised for user groups during this period. Two open community consultation sessions were held in the Community Hub on 1 June.

The Council resolution will be communicated to the user groups and key stakeholders by Council officers. It will be communicated to the community through Councils usual media channels

FINANCIAL & RESOURCE IMPLICATIONS

The Consultants have provided notional costings with a staging plan for implementation. The total estimations, for 50+ projects, are:

	High Priority Building & Site Works	Medium Priority Building & Site Works	Low Priority Building & Site Works	15% Design & Authority Fees	Total
Princess Park	\$6,018,000	\$3,775,000	\$1,850,000	\$1,747,000	\$13,390,000
Jack Pascoe Reserve	\$3,778,000	\$735,000	\$3,328,000	\$1,179,000	\$9,020,000
JH Hedges Memorial Park	\$1,665,000	\$331,000	\$688,000	\$401,000	\$3,085,000
Total	\$11,461,000	\$4,841,000	\$5,866,000	\$3,327,000	\$25,495,000

Additional costs, not incorporated into the budget provided above, include staff time, project management, detailed planning, (necessary to have potential grants submissions 'shovel ready'), plus project specific costs that may occur such as removal of hazardous materials including asbestos, site decontamination, provision for geotechnical conditions and upgrading of external services infrastructure.

For major facilities there will need to be detailed planning processes undertaken before projects can be tendered.

Projects would need to be factored into Council's Capital Works Program and Asset Management Program.

Some proposals, such as car parking, concrete walking paths, plus the installation of seating/signage/security lighting/water stations can be advanced progressively over several years.

For projects to proceed additional external funding support will be essential - sourced through grants, club contributions and possible partnership arrangements. Council budget allocations will be required to prepare and support grant applications.

The master plans will be a key document in leveraging grant funding for planning, facility development and programming initiatives.

RISK MANAGEMENT

This report addresses Council's strategic risk Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs by addressing the issues noted below.

Some facilities have deteriorated because of a lack of maintenance and/or a lack of inspection regimes. Others are non-compliant and do not meet the required standard There is the possibility of future closure/removal of facilities because they are no longer fit for purpose or in a dangerous condition – as evidenced by the recent removal of the light towers at the Tennis Complex.

Facilities at the reserves have been primarily developed for competitive sport but to address the health challenges of the Central Goldfields residents, as identified in several Council strategies there is a need to ensure provision of a range of active recreation facilities and opportunities, particularly ones that are low cost or free.

If the sporting, active and passive facilities are not up to contemporary standards it is likely that visitor numbers will drop, and the associated economic benefits lost to local businesses and community organisations.

Also, this report addresses Council's strategic risk Community engagement - Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making.

Importantly, the opportunity for individual groups and organisations to respond to the proposed recommendations has been promoted since the project inception.

Additionally emerging issues can be addressed now rather than becoming inhibitors when implementation commences.

Maintaining a positive relationship with SRV – there is an expectation of community input through the various stages of project and grant proposal development.

CONCLUSION

The Otium Planning Group were engaged to lead the development of master plans for three major reserves in Maryborough:

- *Princes Park*
- *Jack Pascoe Reserve*
- *JH Hedges Memorial Park.*

During the project there have been a range of engagement opportunities seeking user group and community input.

The draft master plans provide a clear direction with community support for the future development of the three reserves.

Realising the vision of the master plans will require significant funding which will need to be secured from multiple sources – across the government, community and business sectors. A critical factor to successfully achieving this will be a whole of community approach to advocacy and alignment to the master plans' goals.

It is recommended that the Maryborough Major Reserves Master Plans & Indicative Cost Estimates and Proposed Staging Plan are adopted by Council.

ATTACHMENTS

1. *Maryborough Major Reserves Master Plans*
2. *Maryborough Major Reserves Master Plans Indicative Cost Estimates and Proposed Staging Plan*

CENTRAL GOLDFIELDS
SHIRE COUNCIL

MARYBOROUGH MAJOR RESERVES MASTER PLANS

SEPTEMBER 2022





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- « Sydney

Otium Planning Group acknowledges the Australian Aboriginal, Torres Strait and South Sea Islander peoples of this nation.

We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and to Elders, past, present and emerging.

Otium is committed to national reconciliation and respect for Indigenous peoples' unique cultural and spiritual relationships to the land, waters and seas, and their rich contribution to society.

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1. INTRODUCTION

Master planning for three major recreation reserve sites in the Maryborough township, within the Central Goldfields Shire Council (Shire) area has been undertaken. These three sites include:

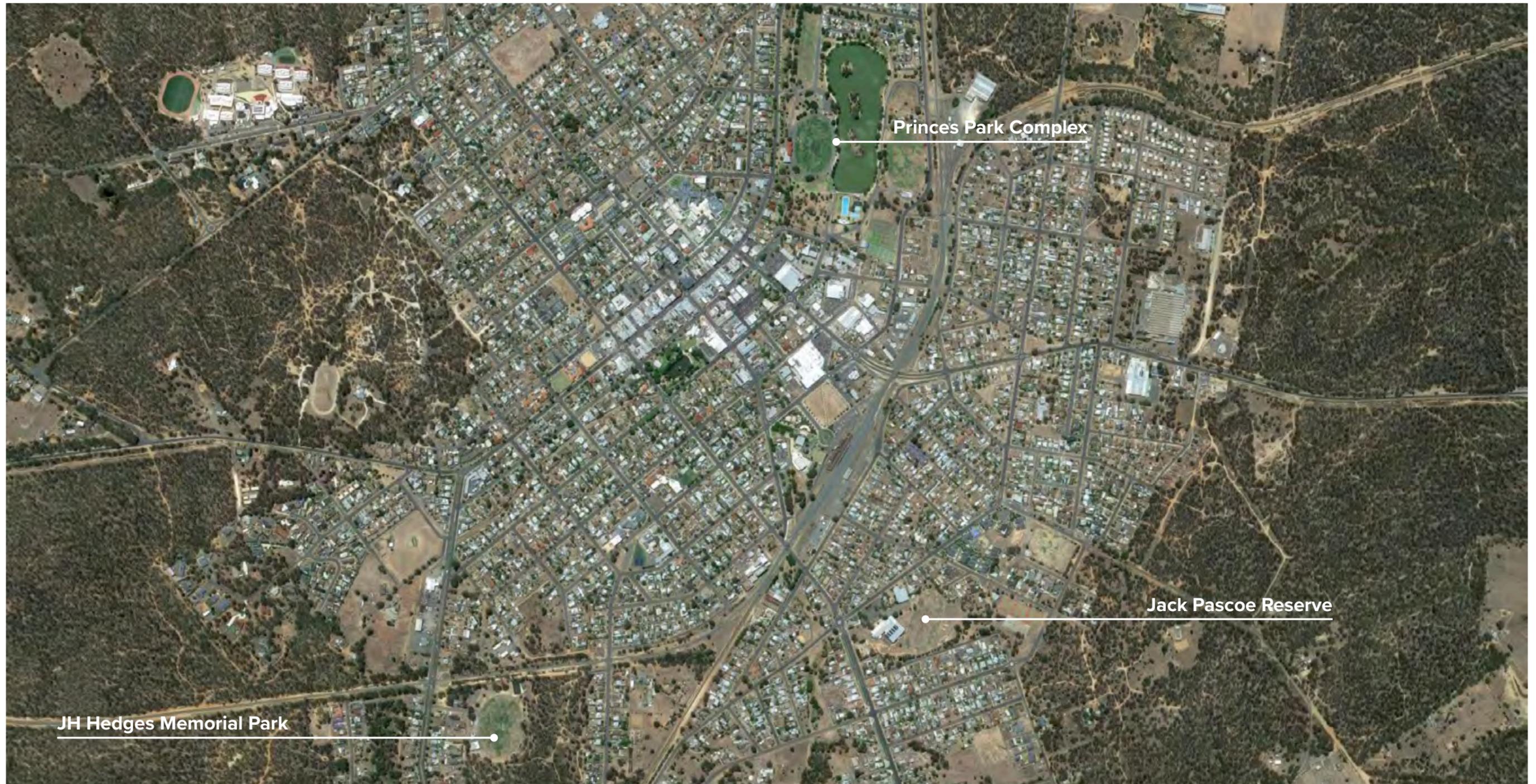
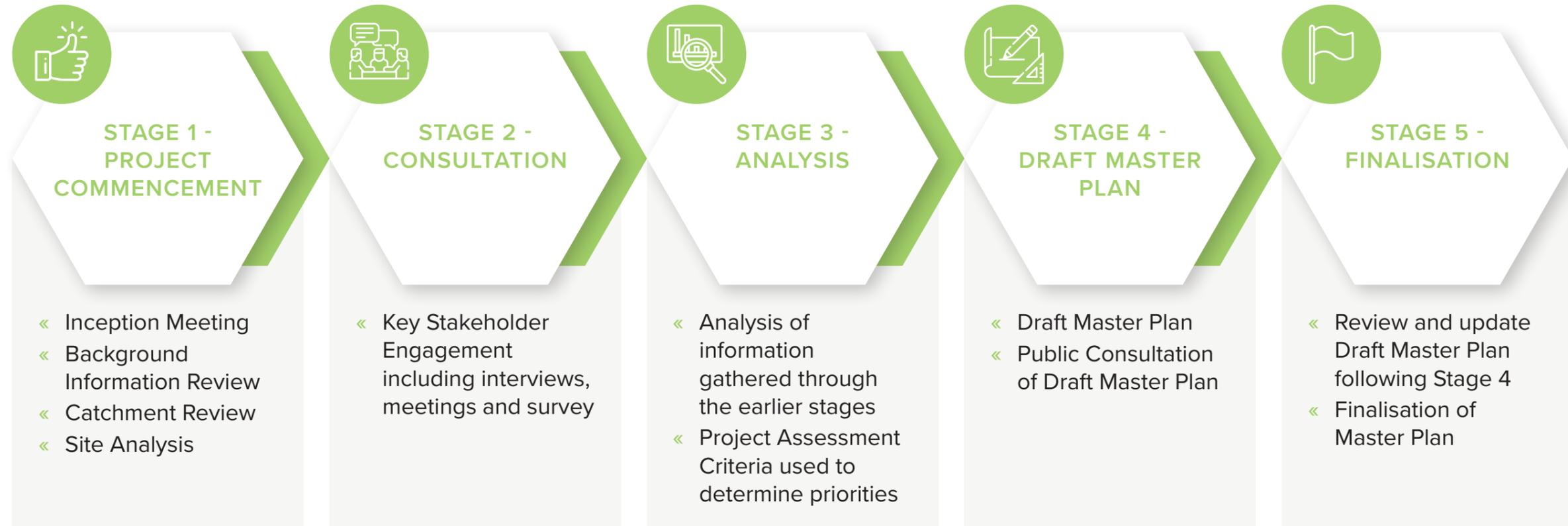


Figure 1: Master Plan Locations in Maryborough

The master plan will develop a strategic direction for each major reserve for the next 10-15 years and identify priority recommendations including implementation processes. Determining the priority of projects will take into consideration factors such as facility compliance standards, asset condition, health and safety requirements, usage and demand, improved accessibility, greater provision of female friendly facilities and ensuring facilities are fit for purpose. The funding for identified high priority projects will be pursued as a matter of urgency. It is important to note that the timing, sequencing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design. The following outlines the process undertaken to develop the master plan for the reserves.



Council would like to increase participation in sport and active recreation by all residents within the Shire. To do so there is the need to build a physically active culture. This includes working to ensure the provision of a range of high-quality facilities for both structured and informal activity. These master plans will therefore establish clear directions, with strong community support, for the further development and management of high-quality open space, sport and recreation spaces, facilities, support services and opportunities at the Princes Park Complex, Jack Pascoe Reserve and JH Hedges Memorial Park. These master plans will ensure that the major reserves continue to be relevant and sustainable community assets, that meet contemporary needs. Realising the vision of the master plans will require significant funding which will need to be secured from multiple sources – across the government, community and business sectors. A critical factor to successfully achieving this will be a whole of community approach to advocacy and alignment to the master plans' goals.

2. LITERATURE REVIEW

A review of background information, reports and previous planning identified the following key information:



Healthy lifestyles

Council has a strategic commitment to supporting healthy lifestyles including promoting and enhancing passive and active recreation



Infrastructure

Providing supporting infrastructure (seating, shade, bike parking) can improve walking and cycling opportunities within Maryborough



Additional court

A feasibility study undertaken in 2009 for an additional indoor court at MSLC determined that it was not considered feasible at the time of the report



Connectivity

Improvements to the connectivity and walkability within the master plans should be considered



Heritage

Princes Park has a number of heritage considerations that need to be factored into future improvements, including both the pool and grandstand which both have conservation management plans that outline rectification works



Soccer

Maryborough Soccer Club has been looking for a home for soccer with consideration for Jack Pascoe Reserve or Jubilee Oval (Princes Park) if their first preference of Frank Graham Oval is not suitable



Improvements

Public open spaces are well utilised by the Central Goldfields community, improvements to footpaths, more or better exercise equipment, sports fields and swimming pools, improved lighting, toilet facilities and disability access have all been suggested improvements by the community to public open spaces



Compliance

- « Netball courts located at Jack Pascoe, JH Hedges Memorial Park and Princes Park have issues with compliance and safety
- « Tennis courts located at Princes Park have issues with compliance and safety
- « Turf wicket at Princes Park was not at optimum level following a 2017 soil analysis



Skate & scooter park

A new skate and scooter park in Princes Park is contracted to be built in mid-2022



Fair Access

Council is committed to implementing the Fair Access Policy Roadmap and Principles to ensure community sports infrastructure and environments are welcoming, safe, inclusive and gender equitable

Previous planning for Princes Park included the following considerations:

- « Expansion of Adventure Playground
- « Inclusion of more adult play equipment
- « Age friendly and older adults' physical activity components
- « Increasing multi-use shared use by clubs and associations
- « Cricket wickets and nets upgrades
- « Netball and tennis courts upgrades
- « Grandstand renewal
- « Potential splash park/ water play
- « Needs of Energy Breakthrough
- « Linking paths including Burns Street multi-use path
- « Seal walking track around Lake Victoria and develop a boardwalk/ fishing deck at the swimming pool end of Lake and outdoor gym equipment
- « Re-level existing hockey ground, upgrade sprinkler heads on playing field, improve drainage (Holyrood end), remove weeds and install additional seating around hockey field
- « Extend and upgrade netball courts and install terraced seating and additional seating alongside the court
- « Relocate some camping from oval and some teams from training on oval
- « Upgrade public toilets
- « Plant additional trees around the precinct for shade and undertake a review of the elm trees near the hockey fields and the oval; install an extended PA system
- « Improve access to outdoor swimming pool for people with disabilities
- « Decommission one bay of tennis courts, upgrade existing hard courts and upgrade change facilities in tennis pavilion.

The previous master plan for Jack Pascoe Reserve suggested the following opportunities:

- « Upgrade netball courts to ensure that they meet Netball Victoria Standards; along with lighting, emergency vehicle access and landscaping around netball courts, to improve visual amenity and to reduce runoff of water
- « Upgrade asphalt on athletics jumps
- « Develop paths through the site
- « Upgrade skatepark area by installing a concrete floor in the shelter and installing power, seats, tables, a BBQ, a storage cupboard, bins and a half-court, double-sided basketball/ netball court
- « Establish a Committee of Management for the site
- « Upgrade Little Athletics canteen and construct a toilet and change facility (including access for people with disabilities).

The previous master plan for JH Hedges Memorial Park suggested changes including:

- « Improve access for people with disabilities to the pavilion
- « Upgrade and expand pavilion, including a sewerage and power upgrade
- « Install an additional light for the netball court and two additional lights for the sportsground
- « Improve the standard of the path around the Reserve so that it can be used for walking, cycling, Energy Breakthrough training and Bike Ed
- « Formalise and extend car parking around the Reserve
- « Develop play facilities for children and families
- « Develop a pedestrian zone free of cars except for emergency vehicles, disabled parking and kitchen deliveries
- « Provide more seats and shade around the Reserve.
- « Extend the run-off on the east and west sides of the netball court to meet Netball Victoria standards and then reline the court.



Princes Park



Jack Pascoe Reserve



JH Hedges Memorial Park



As a result of the strategic review and implications, the following items need to be considered in the preparation of the master plans.



Ensure that each of the reserves provides and enhances opportunities for passive and active recreation. This should include sufficient seating and shaded areas.

.....



Ensure that there is sufficient connection with pathways and walkability both within the site and access to the reserves.

.....



Ensure that the facilities are meeting safety standards and are meeting Crime Prevention Through Environmental Design (CPTED) standards including lighting.

.....



Ensure facilities are accessible for all ages and abilities.

.....



Heritage considerations must be factored into future improvements, however innovative solutions are required to ensure improvements can occur that meet the current and future needs of the community.

3. DEMOGRAPHICS

Following a review of the demographics the following key points are noted:



Density

Maryborough has a large proportion of the overall population within the Central Goldfields Shire, with close to 8000 residents.



Growth

There has only been minimal growth (0.8% per annum) over the past five years, with similar rates expected to continue.



Age

Maryborough is an ageing community especially compared with Victoria as a whole, therefore opportunities for gentle exercise and recreation will be important considerations.

With only limited population growth expected, it would be anticipated that the ageing population will continue. Therefore, each reserve needs to ensure that both passive and active recreation opportunities are present.



Accessibility

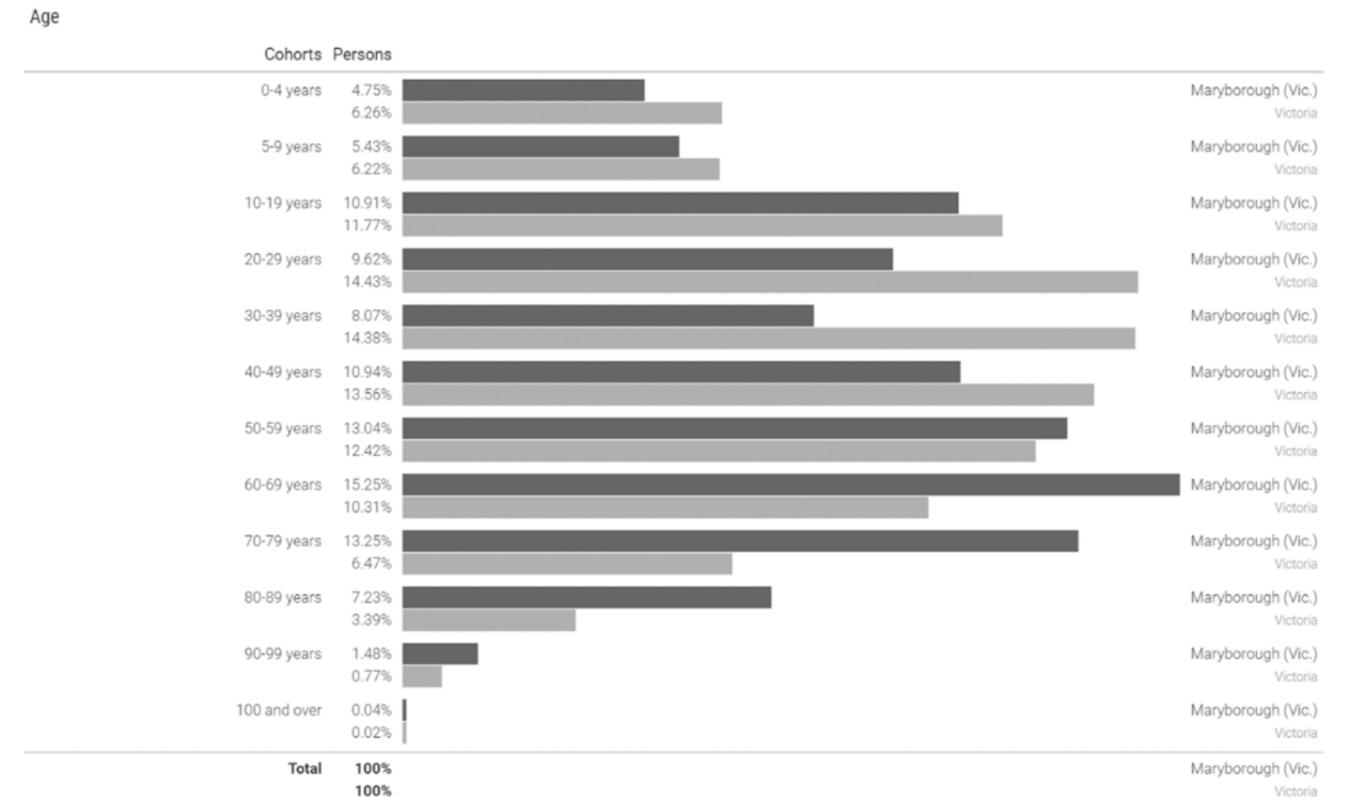
There is a higher rate of individuals that need assistance with core activities, therefore the reserves need to ensure suitable access and inclusion of amenities, pathways and facilities.



Cost

Maryborough has a low SEIFA score demonstrating a relatively greater disadvantage, therefore ensuring a range of free and low-cost opportunities to participate should be considered.

Central Goldfields



Benchmarks: Victoria | Cohorts: All Selected

Figure 2: Age Breakdown Maryborough vs Victoria

As a result of the above items, key considerations for the master plans are:

- « Ensuring pathways and facilities are accessible and are suitable for all genders, ages and abilities will be important
- « Ensuring that there are facilities and areas that can accommodate free play and/ or opportunities for low-cost programming
- « Ensuring that there are open space areas that allow for passive recreation without the need to dedicate facilities in all of the spaces
- « Ensuring suitable car parking and that facilities are accessible to and from the car park.

4. TREND ANALYSIS

An analysis of the latest trends identified the following key information:

- « Public open space is vital for **community health and wellbeing** – physically, socially, environmentally, and economically
- « A **quality network of cycling and walking pathways** are critical to support open space networks
- « Open space has become important for informal and formal **group fitness** and social exercise
- « Lockdowns due to COVID-19 have demonstrated the importance of public open spaces, but planning needs to consider the impacts of **increased use and public health requirements** such as social distancing
- « There is generally an acceptance that open space should achieve several outcomes. This needs to be balanced against the value of the area if it is not **designed correctly**. In certain cases, shared use may not be desirable or cost-effective in the long term
- « Season overlap and **across-season usage** is becoming more prevalent
- « The importance of sport and recreation to help with **mental and physical health, crime prevention and social development**
- « Many community groups are struggling with **facility and program management** and there is an increased pressure on councils to develop or upgrade ageing assets
- « **Walking** for recreation is the highest participated activity for adults (over 15), this has increased by 6% in the past five years, for females the participation rate is much higher than males 62.4% compared to 38.2%
- « Male participation in **cricket** decreased by 4.6% since 2016 with a decrease in children participation of 2.7%
- « **AFL** had a decrease in children's participation in the past five years of 2.1% and netball decreased by 3.3%.

As a result of the above trends, the following items need to be considered for the master plans:



Walking

Suitable opportunities for walking, given it is the highest participated activity which has seen an increase in both male and female participation. This is important not only within the site but also connectivity to access the sites from surrounding areas.



Clubs

Ensure local cricket and AFL clubs are viable and participation is stable or increasing, considering the decrease in participation for both sports at a state level.



Sport

It is important that the reserves are planned to accommodate formal sporting activities but that this does not design out open space areas for a range of social and programming opportunities.



Implementation

Prioritising works within the reserves and seeking funding opportunities, will be significant factors for the master plans, given ageing assets and financial pressure on Council to implement actions.

5. PRINCES PARK OVERVIEW

Princes Park is centrally located within Maryborough and is considered the premier sport, recreation and open space facility in Maryborough and the Shire. The land is Crown Land Reserve with the Central Goldfields Shire Council managing the site and has the following key facilities:

- « Princes Park Oval, Princes Park Grandstand
- « Netball court plus netball court pavilion
- « Cricket practice nets (2)
- « Public toilets
- « Hockey/ soccer field plus pavilion
- « Jubilee Oval plus pavilion
- « Maryborough Lawn Tennis Courts plus pavilion
- « Maryborough Outdoor Swimming Pool plus Pool Pavilion
- « Parkland
- « Lake Victoria with walking track and solar lighting
- « Playground
- « CFA Track and Tower
- « Lions Club Park
- « Caravan Park
- « Energy Breakthrough Track
- « Proposed Skate and Scooter Park is contracted to be built in mid-2022.



Figure 3: Aerial of Princes Park

5.1. ASSESSMENT OF EXISTING FACILITIES



A condition audit undertaken determined that none of the facilities were at end of life and needed to be replaced. Several facilities are likely to require ongoing works throughout the planning horizon of the master plan.



The single netball facility provides for local level facility only, however, the court size is compliant.



The number of tennis courts can cater for large-scale events and opportunities, however, there are some runoff and compliance issues with some courts.



The size of the ovals is slightly less than ideal for both cricket and AFL, particularly with the width of the ovals.



The football field (soccer) width would also appear to only accommodate junior play.



Orientation of all facilities are within generally accepted guidelines.



Interchange benches are provided on the ovals, however, there is the opportunity to also accommodate an umpire's bench.



Similarly, additional facilities for players and officials could be provided for netball.



5.2. ENGAGEMENT

A range of engagement was undertaken with user groups and key stakeholders. The engagement process forms an important part of the master planning process, to understand current use, as well as any issues or opportunities. The findings of the engagement process identify areas of investigation and assist to inform future recommendations within the reserve. The following provides a summary of the feedback received through the engagement.

- « The site has **heritage significance** at a State Level. For any works within the reserve, approval would be required from the Executive Director of Heritage VIC; there are some exemptions outlined in the legislation, whereby some works are exempt (e.g. maintenance to playing fields). A Heritage Impact Statement and a permit application are then required to be submitted for any works.
- « The reserves are located within **Dja Dja Wurrung Country**. Dja Dja Wurrung should be involved throughout the process and implementation to identify opportunities to include cultural recognition as part of any proposed developments as well as ensuring obligations under the Land Use Activity Agreement (LUAA) are adhered to.
- « A community survey to understand **barriers** preventing increased use of reserves identified the standard of facilities as the biggest barrier (29.97%), followed by lack of appropriate facilities for adults and young people (17% and 16.91% respectively). Safety was also an important barrier with 12.97%.
- « There could be opportunities to better use **Lake Victoria**.
- « Access to walking around the lake is suitable and well used, however, there are issues with **access when football is on** and gates are being locked.
- « Possible opportunity for a **pump track** to further attract younger demographics and families near the future skate park.
- « A **splash park** has previously been suggested. Consideration should be given to incorporate this within the pool area and not within the reserve. Development within the reserve would reduce attendance at the pool. A splash park should target a range of ages to also attract tourists.
- « Football **grandstand** needs some work aesthetically.
- « There may be an opportunity to look at **wetland area/ bridge** over to the islands in the middle of the lake – but will have to be careful with the wildlife/ birds.
- « There may be an opportunity to **improve water quality** for additional fishing within the lake.

- « Opportunity to include **gentle exercise/ play equipment** in one of the reserves.
- « Site has been used for **CFA competitions and state championships**. Works to water within the precinct have reduced the water pipes and pressure which now prevents CFA competitions being held.
- « Opportunity for **additional amenities** near the CFA training area.
- « Opportunities to improve **accessibility** could be considered along with universal design for all facilities.
- « Need for **additional netball courts** (minimum 2), improvements to court condition and facilities, limits growth and expansion of the clubs. Revenue for the clubs is impacted when facilities are separated.
- « Improvements can be made to **existing facilities** that are dated and are not universally accessible.
- « **Low socio-economic area** – higher levels of obesity, so programs and services to increase participation have been challenging.
- « **Cricket turf wicket** at Princes Park oval is generally suitable.



6. JACK PASCOE RESERVE

Jack Pascoe Reserve is a multipurpose sport and recreation reserve. It is the location of Council's major indoor aquatic and stadium facility, the Maryborough Sports and Leisure Centre (MSLC). Part of the land is owned by Central Goldfields Shire Council and the remaining portion is owned by Department of Environment, Land, Water and Planning (netball courts). The key facilities include:

- « Athletics Track (Grass) jumps and pits
- « Little Athletics Clubrooms and kiosk
- « Skate Park – will be decommissioned once the new Princes Park skate park is built
- « Maryborough Sports and Leisure Centre – includes 2 multi-use indoor courts, gymnasium, spin room, change facilities, indoor heated pools, spa and sauna
- « Maryborough Netball Association Courts (6) and Pavilion
- « Petanque Piste (currently unused)
- « Car Park
- « Public Toilets - only open for events
- « Dog Off-Leash Park (unfenced).



Figure 4: Aerial of Jack Pascoe Reserve

6.1. ASSESSMENT OF EXISTING FACILITIES



Based on the findings of the condition audit, all of the buildings are only considered in fair condition. Given the planning horizon of the master plan (10-15 years), it is likely that works and or improvements will be required for all of these buildings.

.....



6 netball courts meet sub-regional standards for netball, orientation is within desired guidelines and court sizes also appear compliant.

.....



There is evidence of surface cracking to the netball courts, which suggests the sub-surface has stability issues that will need to be addressed in the short term.

.....



The Athletics track meets standards and desired orientation.

.....



Upgrades to the clubhouse facilities are required for universal design standards compliance.

.....



There is no lighting to the athletics track and lighting levels at netball courts are unknown.



6.2. ENGAGEMENT

A range of engagement was undertaken with user groups and key stakeholders. The engagement process forms an important part of the master planning process, to understand current use, as well as any issues or opportunities. The findings of the engagement process identify areas of investigation and assist to inform future recommendations within the reserve. The following provides a summary of the feedback received through the engagement.

- « The netball courts are generally in poor condition with significant **cracking of the courts.**
- « Improvements to dog **off-leash area** through formalising a fenced area with play equipment.
- « Opportunities to **improve accessibility** could be considered along with universal design for all facilities.
- « Improvements can be made to **existing facilities that are dated** and are not universally accessible.
- « **Low socio-economic area** – higher levels of obesity, so programs and services to increase participation have been challenging.
- « The reserves are located within **Dja Dja Wurrung Country.** Dja Dja Wurrung should be involved throughout the process and implementation to identify opportunities to include cultural recognition as part of any proposed developments as well as ensuring obligations under the Land Use Activity Agreement (LUAA) are adhered to.
- « A community survey to understand **barriers** preventing increased use of reserves identified the standard of facilities as the biggest barrier (29.97%), followed by lack of appropriate facilities for adults and young people (17% and 16.91% respectively). Safety was also an important barrier with 12.97%.



7. JH HEDGES MEMORIAL PARK

JH Hedges Memorial Park is a sport and recreation reserve located in Rinaldi Drive. The main facilities at JH Hedges Memorial Park are for the traditional sports of AFL, netball and cricket. The reserve is owned in part by Central Goldfields Shire Council and the remaining portion is owned by Department of Environment, Land, Water and Planning. The key facilities include:

- « Sports oval with 2 training level lights and play shelters, turf wicket, scoreboard, ticket box.
- « 1 asphalt netball court with 1 light, storage shed and shelters
- « 4 cricket nets
- « 3 storage sheds
- « 1 shared pavilion including change rooms/ social/ meeting room, kitchen, bar and office
- « 1 public toilet block managed and only open by Royal Park Football Netball Club
- « 2 water tanks – 1 off the pavilion and 1 off the public toilet block
- « Bushland with walking tracks



Figure 5: Aerial of JH Hedges Memorial Park

7.1. ASSESSMENT OF EXISTING FACILITIES



Based on the above table the general condition and age of the buildings would indicate that no major issues were identified that are likely to impact the master plan planning horizon.

.....



Oval is long enough but not as wide as preferred standards, however, would still be within suitable standards.

.....



Single netball court does not meet runoff standards.

.....



Both the oval and netball court have the correct orientation.

.....



Four cricket nets meet the requirements for regular club use.

.....



There is some player seating for the oval and netball court which would appear to meet standards for local/ club use.

.....



Officials/ umpire seating appears lacking for both the netball court and the oval.



7.2. ENGAGEMENT

A range of engagement was undertaken with user groups and key stakeholders. The engagement process forms an important part of the master planning process, to understand current use, as well as any issues or opportunities. The findings of the engagement process identify areas of investigation and assist to inform future recommendations within the reserve. The following provides a summary of the feedback received through the engagement.

- « **Parking and viewing areas** to the oval are suitable and should remain.
- « Opportunities to **improve accessibility** could be considered along with universal design for all facilities.
- « Need for **additional netball courts** (minimum 2) as it limits growth and expansion of the clubs. The existing court has safety concerns with significant wear and tear and an area that constantly remains wet.
- « Lighting upgrades for netball court and oval are required.
- « **Low socio-economic area** – higher levels of obesity, so programs and services to increase participation have been challenging.
- « The reserves are located within **Dja Dja Wurrung Country**. Dja DJa Wurrung should be involved throughout the process and implementation to identify opportunities to include cultural recognition as part of any proposed developments, as well as ensuring obligations under the Land Use Activity Agreement (LUAA) are adhered to.
- « A community survey to understand **barriers** preventing increased use of reserves identified the standard of facilities as the biggest barrier (29.97%), followed by lack of appropriate facilities for adults and young people (17% and 16.91% respectively). Safety was also an important barrier with 12.97%.



8. KEY FINDINGS AND IMPLICATIONS FOR MARYBOROUGH MASTER PLANS

Three master plans are being prepared for the Maryborough Region, these include Princes Park, Jack Pascoe Reserve and JH Hedges Memorial Park. A range of background information, demographic reviews and stakeholder engagements have been undertaken to understand the key findings and opportunities for each reserve.

The Maryborough Region has a large population, with close to **8000 residents**. Growth is minimal within the region at **0.8% over the past five years** and is expected to continue at a similar rate into the future. The Maryborough population is an **ageing population** compared with Victoria and is considered to have a relatively **greater disadvantage**, compared to many other areas. Maryborough region also has a higher rate of individuals **needing assistance** with core activities compared with Victoria.

The Central Goldfields Shire Council has a commitment to supporting healthy lifestyles and promoting and enhancing passive and active recreation. Previous planning undertaken by the Council suggests that the public open spaces are well utilised, however, improvements to walkability and connectivity should be considered. Supporting infrastructures such as seating and additional shade would also improve opportunities for the community.

As a result, a number of key findings should be considered for all of the master plans:



Ensuring pathways and facilities are accessible and are suitable for all ages and abilities.



Ensuring that there are facilities and areas that can accommodate free play and/ or opportunities for low-cost programming.



Ensuring that each of the reserves provide and enhance opportunities for passive and active recreation. This should include sufficient seating and shaded areas.



Ensuring that the facilities are meeting safety standards, are meeting Crime Prevention Through Environmental Design (CPTED) standards including lighting.



Ensuring that Dja Dja Wurrung are involved throughout the process and implementation to identify opportunities to include cultural recognition as part of any proposed developments, as well as ensuring obligations under the Land Use Activity Agreement (LUAA) are adhered to.



Ensuring suitable car parking and that facilities are accessible to and from the car park.



Ensuring infrastructure improvements to the reserves consider gender equitable access and use policies and principles

Key findings specific to the Princes Park Master Plan include:

- « Single netball court limits netball opportunities on-site.
- « Tennis courts have issues with compliance (suitable runoff), which limits overall opportunities for the facility.
- « Opportunities to include officials/ umpire seating on the ovals.
- « Additional clubhouse facilities could be considered for netball.
- « Significant heritage consideration on the site, with any improvements needing to be approved by Heritage Vic.
- « Opportunities to improve amenity and use of Lake Victoria could be considered.
- « Opportunity to consider additional spaces/ areas for youth and families – noting that a skatepark and exercise equipment are planned to be developed in the short term.
- « Water pipe to CFA training facility has been reduced, preventing the ability to host competitions and championships.
- « Condition audit findings would suggest work will be required to the grandstand, and Jubilee clubrooms.
- « Given the number of competing uses within the precinct it would be suggested that an overarching committee may be valuable to ensure a planned and coordinated approach to the implementation
- « Council should consider reviewing tenure arrangements for user groups
- « Consider traffic flow and shared use zone particularly along Lake Road (Jubilee Oval entrance)
- « Consider installing bollards along lakeside path to maintain walking access around lake.

Key findings specific to the Jack Pascoe Reserve Master Plan include:

- « Condition audit of buildings suggests that the facilities are only in fair condition, therefore it is likely that work will be required in the future to ensure they are up to standard
- « Opportunity to repurpose unused Petanque Piste facility
- « Size of netball facility meets regional standards, but court condition is considered poor
- « Opportunity to formalise the dog off-leash area with fencing and equipment, however, need to ensure connectivity between the park is maintained (i.e. between netball and athletics)
- « Council should consider reviewing tenure arrangements for user groups.

Key findings specific to the JH Hedges Memorial Park Master Plan include:

- « Condition audit identified no major issues
- « Single netball court does limit overall opportunities for netball on site
- « Some player seating but officials/ umpire seating could be considered
- « Lighting upgrades required for netball court and oval
- « Council should consider reviewing tenure arrangements for user groups.



9. PUBLIC CONSULTATION

The master plans for the three reserves went through a community engagement process from 2 May to 2 June 2022. This included a user groups engagement session on 12 April 2022, two community consultation sessions on 1 June 2022 and an online survey which was promoted through various Council channels. Two additional small group online meetings were held with the Council Events Team and Maryborough Football Netball Club – Netball Representatives. A summary of the feedback received from both the survey and consultation sessions is detailed below:

Survey Summary

A total of 35 responses were received for the survey. Not all responses provided a comment on all three master plans, a breakdown of the total comments received for each plan is shown below:



Princes Park:

22 comments

Jack Pascoe Reserve:

13 comments

JH Hedges:

12 comments

It should be noted that the 35 responses received are insufficient to interpret findings as being representative of the broader Maryborough community. They are summarised as an indication of the views of the residents who responded.

PRINCES PARK	
SURVEY SUMMARY	WORKSHOP SUMMARY
<p>Generally supportive responses, agreeing with upgrading facilities within the park.</p> <p>Key feedback included:</p> <ul style="list-style-type: none"> « Location of the splash park and ensuring it is free « Cricket upgrades being a priority and concern over location of practice nets « Oval upgrades including storage and irrigation (Princes Oval) « Lighting upgrade to Jubilee « Needs of cyclists & pathways catering for multi-use « Soccer needing clubroom « Rovers and tennis need lighting and change rooms « Nets for goals on Oval at Jubilee « Netball needing female change rooms and shelter (Jubilee) « Moving netball to Carrick Street (Jack Pascoe) 	<p>Session 1</p> <ul style="list-style-type: none"> « Site of proposed Water Play/Splash Park <ul style="list-style-type: none"> • Unlikely that it would impact on patronage of the pool. • Pool needs to have some interactive play equipment regardless • Splash Park needs to be free, unfenced, available for much longer dates/times than outdoor pools « Parking <ul style="list-style-type: none"> • Is there a need for improved parking along Holyrood Road to service the community events area? « Off Leash Dog Park <ul style="list-style-type: none"> • Is there room between the fire track and Lake Victoria? « Visitor (Caravan) 'Pull Up'/Day Parking Area <ul style="list-style-type: none"> • Space near Grandstand/public toilets • Would create 'Traveller Friendly' image of Maryborough – easy to walk into town, dog exercise space, need for dump point?? • Similar area could also be considered near adventure playground/skate and scooter park « Current Soccer Building <ul style="list-style-type: none"> • Facility Upgrade required to support proposed community events space « Tennis Courts <ul style="list-style-type: none"> • Integrated Tennis/Netball clubrooms/amenities, more hard courts would be preferred « CGSC Budget 2020/2021 <ul style="list-style-type: none"> • References planning for the Splash Park as 2 different amounts on 2 different pages (\$30,000 and \$50,000)

JACK PASCOE RESERVE	
SURVEY SUMMARY	WORKSHOP SUMMARY
<p>Generally supportive responses, agreeing with upgrading facilities within the park.</p> <p>Key feedback included:</p> <ul style="list-style-type: none"> « Athletics needing upgrades (synthetic track and jump pits) « Making sure car park doesn't take up too much green space « Dog off leash area supportive « Supportive of football moving to Jack Pascoe (although suggestion for field needing to be fenced to stop balls) « Move netball association to Princes Park « More seating / shade 	<p>Session 1</p> <ul style="list-style-type: none"> « Soccer <ul style="list-style-type: none"> • Clarification - one pitch only, is this enough? • Need to allow for junior games. • Need to consider synthetic surface – more costly to install but fewer maintenance issues, more compatible with an athletics track, able to cope with more training « Little Athletics <ul style="list-style-type: none"> • Jump pits etc need to be brought up to standard « Dancing and Gymnastics <ul style="list-style-type: none"> • Popular activities lacking suitable facilities/ home base • Could MSLC be considered (addition?) « Dog Park <ul style="list-style-type: none"> • Agreement that there is need within the Shire/Maryborough • No strong opinion re Jack Pascoe Reserve as a suitable location <p>Session 2</p> <ul style="list-style-type: none"> « Shared Pavilion for Soccer and Little Athletics <ul style="list-style-type: none"> • Should it be an extension of the MSLC rather than a separate building? • Could amenities be shared with Martial Arts? « Future Purchase of Private Land <ul style="list-style-type: none"> • Has this been considered, especially regarding future need for additional parking?

JH HEDGES	
SURVEY SUMMARY	WORKSHOP SUMMARY
<p>Reasonable support for the developments, feedback included:</p> <ul style="list-style-type: none"> « Support for netball upgrades « Need to resurface all entry road / surrounds of ground « Need additional netball court « Change rooms needed / toilets showers (plumbing issues currently) « Oval lights (new needed) « Children's playground needed « Support for MTB / pump track 	<p>Session 1</p> <ul style="list-style-type: none"> « Change/Social Rooms <ul style="list-style-type: none"> • Need to be Female Friendly, particularly address needs of netballers « Netball Court <ul style="list-style-type: none"> • Have additional courts been considered? (Yes, insufficient space) « Parking <ul style="list-style-type: none"> • Parking needs to be extended and improved <p>Session 2</p> <ul style="list-style-type: none"> « Fence <ul style="list-style-type: none"> • Reserve is a paid venue for football therefore issue re accessing proposed trails « Netball Courts <ul style="list-style-type: none"> • Additional half court needed for netball practice « Change/Social Rooms <ul style="list-style-type: none"> • Significant issue with sewerage, every time it rains. Tree root blockages are adding to problem • Previously used by agency supporting people with visual impairments – need to consider 'access for all • Is there enough space for extensions (+ possible inclusion of public amenities) « Oval Boundary Road <ul style="list-style-type: none"> • Needs resurfacing to provide improved access and parking for game days

All of the feedback received was considered and discussed. Amendments were then made to each of the master plans as required taking into account demand, feasibility and cost implications.

10. MASTER PLAN PRINCES PARK

The following table provides details of the master plan for Princes Park. The timing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design.

DESCRIPTION	DETAILS
District Recreation Park	Creation of a district recreation park, co-located with planned skate park and fitness stations. Update playground facilities, including expanding universal play opportunities and sheltered picnic areas
Walking Trails	Maximise internal loop trail walking/running trails including connections to picnic, fitness stations and to broader footpath connections
Seating	Additional Park bench seating along walking trails
Signage (within Park)	Development of way finding, cultural and distance signage along walking trails
Entry Signage	Installation of arrival signage / entry statements
Community Events Space	Connect Lions Park and former hockey field to create open space community events space. Community events space can include installation of 3-phase & 10-amp power outlets, water taps, food van concrete platforms
Aquatic Centre	Include in any future facility improvement planning the incorporation of diversified water options to expand attractiveness for all potential aquatic markets
Public Amenities	Re-life current public amenities throughout the precinct including universal accessibility and CPTED outcomes. Future consideration of adding a changing places facility.
Princess Park Grandstand and Clubroom	Undertake works required to address termite damage Electrical audit and upgrades, roof repairs and drainage maintenance and ongoing maintenance and upgrades to the grandstand, internal club rooms areas, kiosk infrastructure and social room areas. Expansion to include female friendly change rooms.
CFA Training Area	Undertake upgrades to water supply to ensure suitable water pressure for events
Tennis Courts and Clubhouse	Development of a 10-14 synthetic court facility (including retention of existing 5 synthetic courts) new lighting, and shared tennis/netball pavilion extension and upgrades
Princess Park Oval	Improvements to irrigation, drainage, new turf wicket, lighting to competition standard and inclusion of netting behind goals
Jubilee Clubhouse	Expansion of facility to include accessible and female friendly change rooms
Jubilee Oval	Upgrades to lighting to ensure competition standard and inclusion of netting behind goals
Netball (Princes Park)	Second netball court with lighting to be created in location of cricket nets (if feasible or nearby location) New storage and accessible toilet
Cricket	Cricket nets relocated (if required) / redeveloped along western boundary
Netball (Jubilee)	Development of 4 multi-use courts with lighting for netball and tennis (location near disused grass tennis courts)
New tree plantings and protection of heritage listed vegetation	Plant new native trees/vegetation around the Lake edge, walking track and on the three islands in the middle of Lake Victoria to improve the ecology and natural features of the precinct



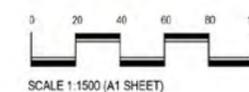
KEY DIRECTIONS

- 1 Improve walking trails, seating and signage throughout the park precinct
- 2 New skate and scooter park
- 3 New outdoor fitness equipment
- 4 Update playspace equipment
- 5 Potential water playspace locations subject to the future playspace strategy investigations
- 6 Public amenities upgrades, including consideration of changing places facility
- 7 Princes Park Grandstand, clubrooms and adjacent public amenities upgrades including a universal female friendly change room extension to the existing social room area (west side)
- 8 Princes Park oval – drainage, irrigation, new turf wicket, lighting improvements, ball catch netting and maintenance
- 9 Princes Park netball area - add an extra court and upgrade the existing netball court, upgrade lighting for both courts, additional storage and accessible toilet added to the existing building
- 10 Cricket training nets - new nets in a new location
- 11 CFA training and events track - water pressure upgrades
- 12 Community events space created
- 13 Tennis club - add 5 new synthetic courts, new lighting and shared tennis/netball pavilion extension and upgrades
- 14 Jubilee oval netball area - add 4 new multi-purpose netball/tennis courts, including lighting
- 15 Jubilee oval - clubrooms upgrades and lighting upgrades
- 16 Upgrade public amenities and change facilities building
- 17 New bike repair station
- 18 Add native trees to the surround of the lake and to the three islands

LEGEND

- | | | | | | |
|--|--|--|--|--|--|
| | Proposed netball court | | Proposed cricket nets | | Energy Breakthrough Tracks |
| | The existing buildings (grandstand, pavilion / clubrooms/changerooms, shelters and public toilets) | | Existing buildings or infrastructure as noted, to be removed | | Existing heritage-listed trees |
| | Existing path to be upgraded | | Synthetic tennis courts | | Proposed multi-purpose tennis and netball courts |
| | Potential Shared Use Zone between the Jubilee Oval entrance and the playspace node | | Existing railway line | | Existing open space and trees |

KEY DIRECTIONS PLAN PRINCES PARK, MARYBOROUGH



Title: Key Directions Plan - Princes Park

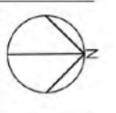
Client: Central Goldfields Shire Council



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11. MASTER PLAN JACK PASCOE RESERVE

The following table provides details of the master plan for Jack Pascoe Reserve. The timing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design.

DESCRIPTION	DETAILS
Netball Courts	Full redevelopment of netball courts to improve sub-surface civil works and to avoid future surface cracking
Netball Clubhouse	Expansion of facility to include expanded universal amenities and improved CPTED outcomes
Dog Off Leash Area	Development of fenced dog off leash area
Childrens Playspace	Potential development of small children's play area near netball and dog off leash area
Food van concrete platform	Connect dog off leash area, recreation area and formalised sport spaces, can include installation of 3-phase & 10-amp power outlets, water taps
Skate Park	Decommission skate park
Maryborough Sport and Leisure Centre	Include in any future facility improvement planning the incorporation of diversified water options to expand attractiveness for all potential aquatic markets and include provision for future expansion of the indoor courts
Soccer Field	Develop new soccer field within the athletics track area
Modified Soccer Field	Development of a modified junior playing field could be considered near the decommissioned skate park
Clubhouse	New shared used Clubhouse for little athletics and soccer including universal change rooms, public amenities, kitchen/kiosk and storage
Walking Trails	Maximise internal loop trail walking/running trails including connections to broader footpath connections
Car Parking	Expand car parking on site
Athletics Upgrades	New long jump pits including synthetic run ups



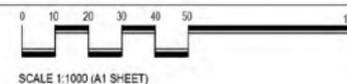
KEY DIRECTIONS

- 1 Full redevelopment of the netball courts, clubhouse, provision of coaches and players shelters between some of the courts and at the ends of courts
- 2 Add a soccer pitch inside the athletic's track
- 3 New shared club house for the soccer club and little athletics club. Removal of the existing little athletics club's facility
- 4 Potential fenced dog park with seating, shade shelter and water stations. Provide a small car parking area.
- 5 Maryborough Sports and Leisure Centre - future development of warm water pool, waterplay and indoor court expansion
- 6 Decommission the former skate park and re-purpose the site for other uses such as passive open space or modified small playing field
- 7 Car parking expansion at key activity areas seal the new car park area and provide WSUD and passive irrigation solutions
- 8 Improve/provide walking paths and seating to the perimeter of the park.
- 9 Upgrade the existing gravel slope to reduce erosion. Provide stormwater WSUD solutions to divert stormwater to the existing wetland
- 10 Enhance the existing wetland/pond through diversion of stormwater flow from the netball courts and the gravel entrance track to the netball pavilion
- 11 Public art/signage feature at the path entrance to celebrate the history of the site as the former Maryborough showgrounds
- 12 Potential new playspace
- 13 Long jump pits with new synthetic surface run ups
- 14 Possible splashpark subject to future playspace strategy investigations
- 15 Bike repair station

LEGEND

-  Existing athletics field with a full size soccer pitch
-  Existing netball court to be upgraded including provision of shelters
-  Existing buildings or infrastructure as noted, to be removed
-  Open space for future use
-  Proposed gravel track
-  Existing steep gravel surface to be reprofiled to provide WSUD solutions

KEY DIRECTIONS PLAN JACK PASCOE RESERVE, MARYBOROUGH



Amendments:
 23.02.2022 Rev A Master plan mark up
 28.02.2022 Rev B Athletics + Existing building mark up
 11.04.2022 Rev C Athletics + Car park mark up
 11.07.2022 Rev D Legend + Key direction mark up

Print Issue:
 23.02.2022 Issue to Malcolm Kuhn
 28.02.2022 Issue to Malcolm Kuhn
 11.04.2022 Issue to Malcolm Kuhn
 11.07.2022 Issue to Malcolm Kuhn

Title: Key Directions Plan - Jack Pascoe Reserve

Client: Central Goldfields Shire Council



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12. MASTER PLAN JH HEDGES MEMORIAL PARK

The following table provides details of the master plan for JH Hedges Memorial Park. The timing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design.

DESCRIPTION	DETAILS
Netball Court	Full redevelopment of netball court to improve sub-surface civil works and to avoid future surface cracking
Netball Lighting	Lighting to meet minimum competition standards
Netball Facilities	Additional undercover area along netball court including seating and upgrade access / pathway
Clubhouse	Expansion to include female friendly change rooms and public amenities to meet universal accessibility outcomes
Southern Viewing Area	Undertake civil works to stabilise ground and prevent erosion. Opportunity to create informal seating / spectator area as part of works
Car Park	Upgrade Car Parking / Entrance Road
Oval	New lighting to meet competition standard
Mountain Bike Facilities	Refurbish and expand existing Mountain Bike Trails including signage, opportunity to develop a dirt pump track, can include a bike repair station near public amenities



KEY DIRECTIONS

- 1 Netball court resurfaced, new lighting and shelter upgrades
- 2 Clubrooms - upgrade existing pavilion and expansion to include female friendly universal design change rooms and new public amenities. Remove the existing public amenities building
- 3 Car park - resurface the existing entrance road and the existing sealed area
- 4 Southern viewing area - terraced seating to the exposed hillside for spectator viewing and to reduce erosion
- 5 Main oval - new lighting towers to be installed
- 6 Enhance the existing tracks as bicycle tracks with bike station facilities. New bike pump track includes way finding, route signage and distance markers. Provide a gate to access the trails and pump track
- 7 Provide for a bicycle repair station
- 8 Continue the gravel road along the eastern side of the oval

LEGEND



Existing netball court resurfaced, new lighting and shelter upgrades



Proposed gravel road along the eastern side of the oval

Upgrade training lights

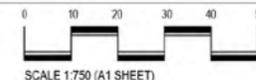


Proposed terraced seating for spectator viewing and strategically located to reduce erosion of the slope



Enhance the existing gravel tracks through the adjacent Box-Ironbark forest as bicycle and walking trails. Provide way finding, including distance signage and route markers

KEY DIRECTIONS PLAN J.H. HEDGES MEMORIAL PARK, MARYBOROUGH



Amendments:
22/02/2022 Rev A Master plan markup
03/03/2022 Rev B Master plan markup
08/04/2022 Rev C Master plan markup
14/07/2022 Rev D Master plan markup

Print Issue:
10/02/2022 Issue to Malcolm Kuhn
03/03/2022 Rev B issue to Malcolm Kuhn
08/04/2022 Rev C issue to Malcolm Kuhn
14/07/2022 Rev D issue to Malcolm Kuhn

Title: Key Directions Plan -
J.H. Hedges Memorial Park

Client: Central Goldfields Shire Council



MICHAEL SMITH AND ASSOCIATES
Landscape Architecture and Urban Design

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Drawn: KL/VL/JG
Date: 10.02.2022
Project No.: 21-040
Cad File:
Drawing No.: Sheet 1 of 1



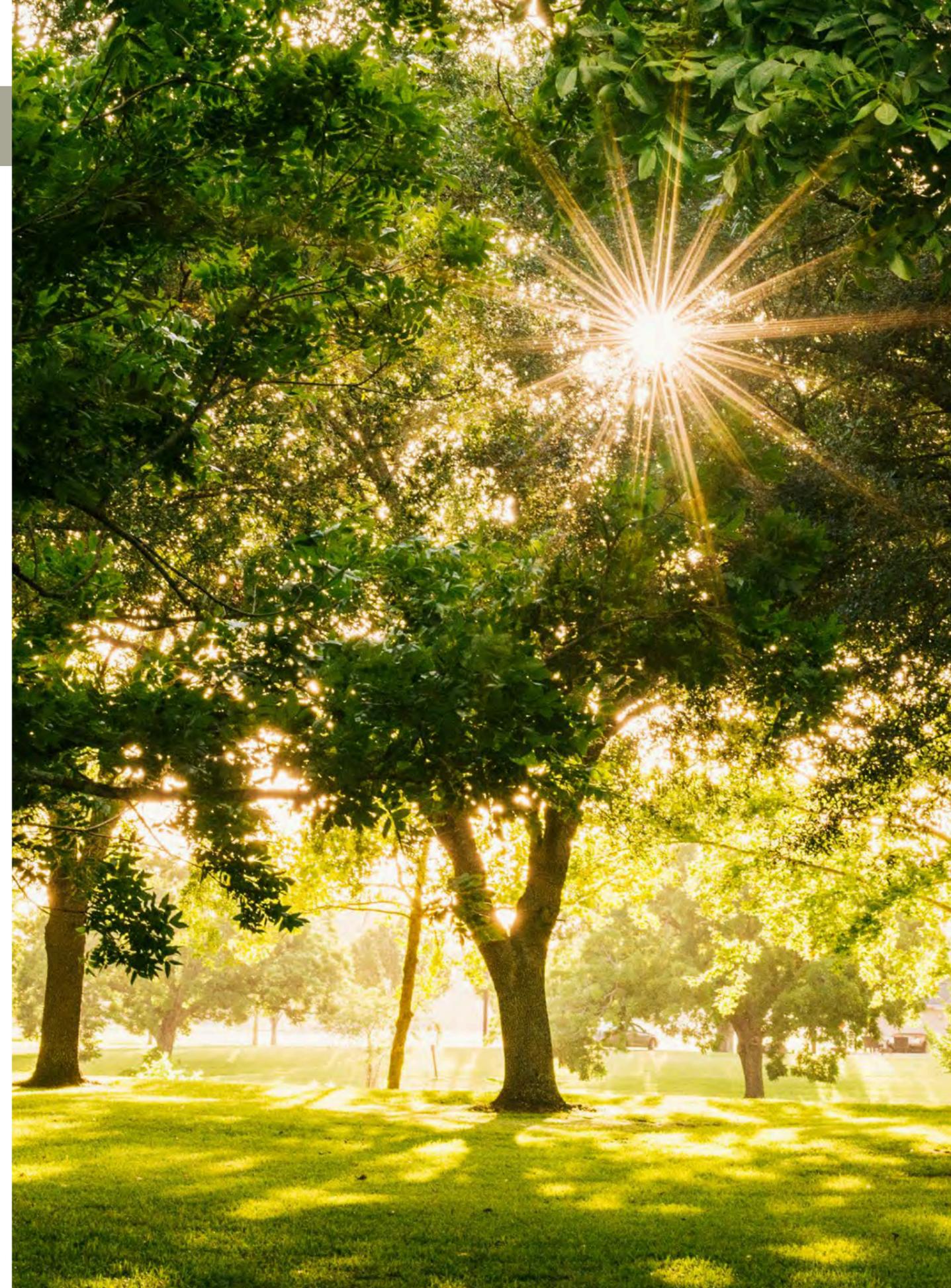
13. WARRANTIES AND DISCLAIMERS

The information contained in this report is provided in good faith. While Otium Planning Group has applied their own experience to the task, they have relied upon information supplied to them by other persons and organisations.

We have not conducted an audit of the information provided by others but have accepted it in good faith. Some of the information may have been provided 'commercial in confidence' and as such these venues or sources of information are not specifically identified. Readers should be aware that the preparation of this report may have necessitated projections of the future that are inherently uncertain and that our opinion is based on the underlying representations, assumptions and projections detailed in this report.

There will be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We do not express an opinion as to whether actual results will approximate projected results, nor can we confirm, underwrite or guarantee the achievability of the projections as it is not possible to substantiate assumptions which are based on future events.

Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.

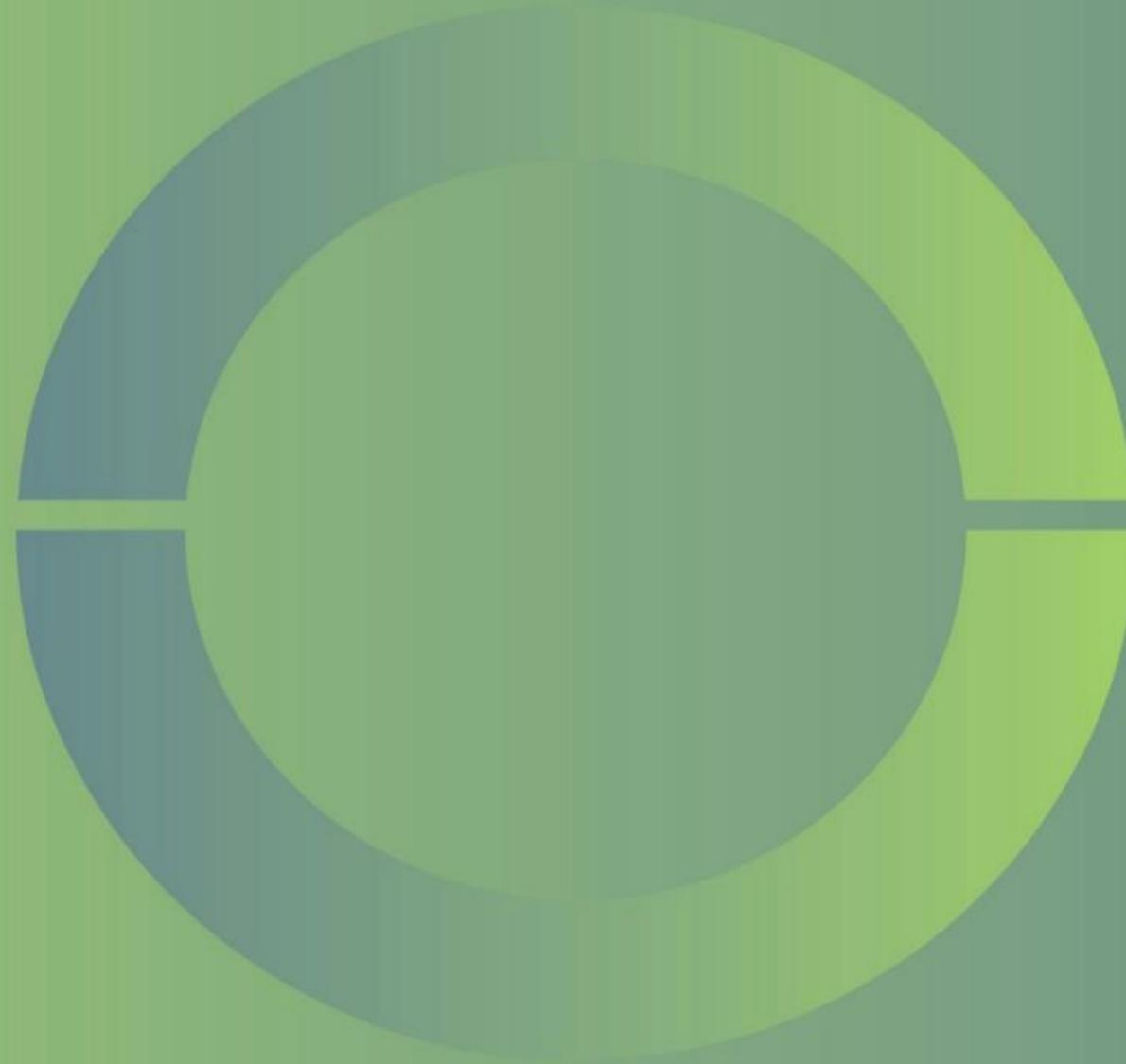




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CENTRAL GOLDFIELDS SHIRE COUNCIL MARYBOROUGH MAJOR RESERVES MASTER PLAN INDICATIVE COST ESTIMATES AND PROPOSED STAGING PLAN

AUGUST 2022



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1.0 Cost Estimates and Staging Plan	2/8/2022	Malcolm Kuhn Jason Leslie	Central Goldfields Shire Council	Jen Dyer
2.0 Cost Estimates and Staging Plan	5/9/2022	Malcolm Kuhn Cameron Bechaz	Central Goldfields Shire Council	Jen Dyer David Leathem
3.0 Cost Estimates and Staging Plan	19/09/22	Malcolm Kuhn	Central Goldfields Shire Council	David Leathem
4.0				

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Otium Planning Group acknowledges the Australian Aboriginal, Torres Strait and South Sea Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and to Elders, past, present and emerging. Otium is committed to national reconciliation and respect for indigenous peoples' unique cultural and spiritual relationships to the land, waters and seas, and their rich contribution to society.



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1. Cost Estimates Summary

A cost estimate has been prepared by Johnson and Cumming Quantity Surveyors. Given the project is in master planning stage, the costings are considered indicative only. The scope of work is subject to future planning and building assessment, geotechnical and other site investigations and subsequent design and engineering processes. **The timing and delivery of projects will be subject to securing external funding and following appropriate design processes, such as concept, schematic and/or detailed design.**

Site	Cost Item	Indicative Cost Estimates
Princes Park		
	Building and Site Works	\$11,643,000
	Design and Authority Fees (15%)	\$1,747,000
	TOTAL	\$13,390,000
Jack Pascoe Reserve		
	Building and Site Works	\$7,841,000
	Design and Authority Fees (15%)	\$1,179,000
	TOTAL	\$9,020,000
J.H. Hedges Memorial Park		
	Building and Site Works	\$2,684,000
	Design and Authority Fees (15%)	\$401,000
	TOTAL	\$3,085,000

Exclusions:

- Headworks
- Contingencies
- Land acquisition costs
- Removal of hazardous materials including asbestos (if required)
- Site decontamination (if required)
- Provision for geotechnical conditions
- Upgrading of services infrastructure external to the site (if required)
- Roadworks external to the site (if required)
- Loose furniture and equipment (FF&E)
- Out of hours work
- Potential cost implications relating to the ongoing COVID-19 pandemic
- Lake Road works to create a shared use zone
- GST

2. Princes Park – Indicative Costs and Proposed Staging

Princes Park	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
<i>Paths and Passive Recreation Areas</i>					
Concrete Walking Paths (allow 3.5m wide)	1	\$850,000			
Seating signage, security lighting, water stations to walking paths	1	\$300,000			
<i>Recreation/Play space area - stages</i>					
New Skate and scooter park – stage 1	2	EXCL (Council funded)			
New Outdoor Fitness Equipment – stage 2	3	EXCL (Council funded)			
Update Play Space equipment – Stage 3	4	\$500,000			
Public Amenities upgrades (as per Council condition audits) – stage 4	6	EXCL			
Water play splashpad (Location TBC) – stage 5	5	\$750,000			
<i>Princes Park Oval Upgrades - Stages</i>					
Grandstand, clubrooms and adjacent public amenities upgrades (as per Council condition audits) – stage 1	7	EXCL			
Changeroom extension to accommodate female friendly change rooms and universal amenities	7	\$750,000			
Princes Park oval sub surface drainage and irrigation – stage 1	8	\$500,000			
Princes Park oval lighting improvements – stage 1	8	\$150,000			
Changing places facility including special equipment (new detached facility including services connections from existing adjacent amenities building) – stage 2	7	\$125,000			
Goal netting including footings, posts	8	\$50,000			
<i>Princes Park Netball/Cricket Nets Project - Stages</i>					
New synthetic cricket training pitches including netting and lighting – Stage 1	10	\$270,000			

Princes Park	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Remove existing cricket practice nets – Stage 2	10	\$5,000			
Resurface existing asphalt netball court – Stage 2	9	\$125,000			
Princes Park new asphalt netball courts and lighting – Stage 3	9	\$425,000			
Additional storage and public amenities	9	\$200,000			
Community Events Space - Stages					
New community events space (3-phase power, water tap and concrete base per food van) – stage 1	12	\$90,000			
CFA training and events track – water pressure upgrades (further investigation required by Council) – stage 2	11	EXCL			
Tennis Centre Upgrades Project - Stages					
New synthetic surface tennis courts x 5 and lighting – Stage 1	13	\$2,000,000			
Tennis clubhouse including kiosk, meeting space, female friendly changerooms, universal amenities	13	\$1,250,000			
Four new acrylic hard surface multipurpose netball / tennis courts and lighting - Stage 2	14	\$1,700,000			
Jubilee Oval Upgrades - Stages					
Jubilee Oval Clubroom upgrades (as per condition audit) – Stage 1	15	EXCL			
Jubilee Oval lighting upgrade (new installation) – Stage 2	15	\$300,000			
Goal netting including footings, posts	15	\$50,000			
Other Precinct Works					
Car parking including pavement, kerbs, line marking, signage, drainage and lighting	Site	\$800,000			
Site / tree clearing allowance	Site	\$50,000			
Native trees to the surround of the lake and to the three islands	18	\$100,000			
Bike repair station	17	\$3,000			

Princes Park

	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Additional site services infrastructure allowance (for works not identified elsewhere)	Site	\$300,000			
TOTAL CAPITAL COST		\$11,643,000	\$6,018,000	\$3,775,000	\$1,850,000

3. Jack Pascoe Reserve – Indicative Costs and Proposed Staging

Jack Pascoe Reserve	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Netball Association Complex - stages					
Clubrooms new amenities extension/upgrades (universal amenities) – stage 1	1	\$520,000			
Coach / player shelter including seating – stage 1 (moveable structures)	1	\$140,000			
Demolish existing netball court and provide new synthetic netball courts – stage 2	1	\$2,400,000			
Little Athletics/Soccer Facility - stages					
Natural turf soccer field inside existing athletics track (assume minimal earthworks) – stage 1	2	\$500,000			
Field lighting – stage 1	2	\$150,000			
New shared clubhouse – stage 2	3	\$1,250,000			
Demolish existing Little Athletics club facility and make good landscape area (no allowance for removal of asbestos) – stage 3	3	\$25,000			
Dog Park Area -stages					
Remove existing bocce courts including shelters, minor earthworks to adjust levels – stage 1	4	\$50,000			
Dog park including landscaping, fencing, shelters and water stations – stage 2	4	\$150,000			
Car parking including pavement, kerbs, line marking, signage, drainage and lighting – stage 2	4	\$78,000			
Maryborough Sports and Leisure Centre - stages					
Maryborough Sport and Leisure Centre Expansion (warm water pool/water play) - Subject to further feasibility studies – stage 1	5	EXCL			

Jack Pascoe Reserve	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Maryborough Sport and Leisure Centre Expansion (stadium extension) - Subject to further feasibility studies – stage 2	5	EXCL			
Existing Skate Park Site					
Decommission skate park, remove shelter and repurpose area for open space or modified small playing field (minor earthworks to level ground, top dress)	6	\$75,000			
Car Parking upgrades and extensions					
Car park including pavement, kerbs, line marking, signage, drainage and lighting	7	\$870,000			
Modify / reconfigure existing sealed car park areas for interface with new car park extensions	7	\$25,000			
WSUD and passive irrigation allowance	7	\$50,000			
Paths and Passive Recreation Areas - stages					
Gravel walking paths (allow 2.5 wide)- stage 1	8	\$120,000			
Seating, signage, public art entrance, security lighting, water stations to walking paths – stage 1	8 & 11	\$100,000			
New playground including equipment, fencing, shade structure/s – stage 2	12	\$500,000			
Upgrade existing gravel slope to reduce erosion including reprofiling provide stormwater WSUD solutions to divert stormwater to existing wetland – stage 3	9	\$250,000			
Enhance the existing wetland / pond through diversion of stormwater flow from netball courts and entrance track – stage 3	10	\$250,000			
Athletics					
New long jump pits including synthetic run-ups	13	\$100,000			
Other Precinct Works					
Public Art / Signage feature at path entrance to celebrate the history of the site as the former Maryborough showgrounds	11	\$10,000			

Jack Pascoe Reserve	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Bike Repair Station	15	\$3,000			
Site / Tree Clearing Allowance	Site	\$25,000			
Additional site services infrastructure allowance (for works not identified elsewhere)	Site	\$200,000			
TOTAL CAPITAL COST		\$7,841,000	\$3,778,000	\$735,000	\$3,328,000

4. J.H. Hedges Memorial Park – Indicative Costs and Proposed Staging

J.H. Hedges Memorial Park	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Netball Area - stages					
Demolish existing netball court and provide new synthetic netball court and lighting – stage 1	1	\$440,000			
New shelter including seating (no services) – stage 2	1	\$10,000			
Clubrooms and Amenities					
Clubrooms expansion to include female friendly change rooms and public amenities	2	\$750,000			
Demolish public amenities building including terminating services and making good	2	\$15,000			
Terraced Viewing Area					
Terraced concrete seating to exposed hillside for spectator viewing and erosion reduction (plan area, no roof or services)	4	\$150,000			
Main Oval					
Main oval lighting (new installation)	5	\$300,000			
Bike Trail Facilities – stages					
Enhance existing tracks as bicycle tracks with way finding, route signage and distance markers – stage 1	6	\$250,000			
Bike repair station (x2) – stage 2	7	\$6,000			
Bike pump track – stage 2	6	\$250,000			

J.H. Hedges Memorial Park	Master Plan – Key Directions Reference Number	Amount	Proposed Staging Prioritisation		
			High	Medium	Low
Provide pedestrian access gate in existing fence to access trails and pump track	6	\$2,000			
Car Parking and Internal Roads					
Resurface existing entrance road and sealed car park area including minor subgrade / base course work, traffic signage and line marking (no allowance for new kerbs, drainage, lighting)	7	\$325,000			
Gravel road to Eastern side of oval	8	\$80,000			
Other Precinct Works					
Site / tree clearing allowance	Site	\$6,000			
Additional site services infrastructure allowance (for works not identified elsewhere)	Site	\$100,000			
TOTAL CAPITAL COST		\$2,684,000	\$1,665,000	\$331,000	\$688,000

5. Warranties and Disclaimers

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Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.

6. Appendix One: Quantity Surveyor Cost Estimates

JOHNSON & CUMMING

Quantity Surveyors / Construction Cost Managers

2 September, 2022
Job No.:22-20

Otium Planning Group
Level 1, 16 Marie Street
MILTON Q 4064

ATTENTION: Mr Cameron Bechaz

**SUBJECT: MARYBOROUGH, VICTORIA – PARK/RESERVE
DEVELOPMENT MASTER PLANS**

Dear Sir,

As requested, we have prepared *revised* Indicative Costings (construction costs only) prepared on a *cost-per-square-metre basis generally* for the proposed sites as outlined below:-

Princes Park

- Building and site works \$11,643,000.00
- Design and authority fees allowance (approx. 15%) \$1,747,000.00

Total Current Indicative Cost \$13,390,000.00

Jack Pascoe Reserve

- Building and site works \$7,841,000.00
- Design and authority fees allowance (approx. 15%) \$1,179,000.00

Total Current Indicative Cost \$9,020,000.00

J.H. Hedges Memorial Park

- Building and site works \$2,684,000.00
- Design and authority fees allowance (approx. 15%) \$401,000.00

Total Current Indicative Cost \$3,085,000.00

A copy of our Full Estimate Summary is enclosed for your reference.

The Costings are based on the revised conceptual Key Directions Plans for each site received 15 July, 2022, and your subsequent verbal clarifications. Pricing of the netball, tennis and multipurpose courts has been increased in line with the recent local advice provided, and our subsequent discussions. No input has been received from specialist design consultants.

Maryborough Park/Reserve Development Master Plans
J&C Job No.:22-20

1

Given the preliminary nature of the documentation provided, the Costings are to be considered *notional only*. The scope of work is subject to future planning and building code assessment, geotechnical and other site investigations, and subsequent design input by appropriate design and engineering disciplines.

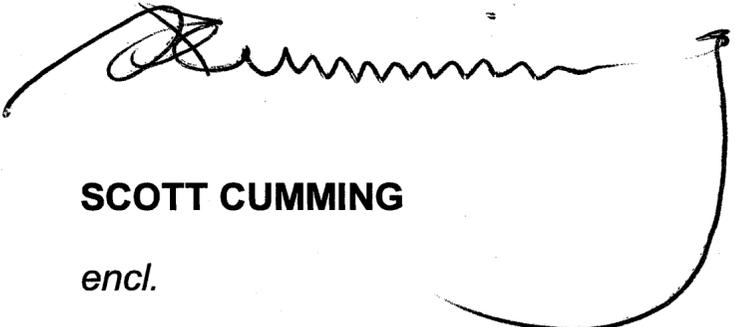
We are aware that materials supply prices broadly, and skilled labour costs across a number of trades are escalating rapidly. This is the result of a very high level of construction activity across the country, and supply and logistics issues relating to the ongoing COVID-19 pandemic. On this basis, it may prove difficult to attract tenderers and/or to achieve competitive pricing and value for money in the current environment, particularly for regional work. We are also aware of widespread difficulties in accessing certain construction materials in a timely manner. This could have a further detrimental impact on the successful completion of projects. It may be prudent to consider delaying the issue of projects to the tender market until conditions have improved.

The Costings *exclude* the following:-

- Future cost escalation
- Headworks
- Contingencies
- Land acquisition costs
- Removal of hazardous materials including asbestos (if required)
- Site decontamination (if required)
- Provision for geotechnical conditions
- Upgrading of services infrastructure external to the site (if required)
- Roadworks external to the site (if required)
- Loose furniture and equipment (FF&E)
- Out-of-hours work
- Potential cost implications relating to the ongoing COVID-19 pandemic
- G.S.T.

Should you require any further information or advice on this Project, please do not hesitate to contact the undersigned.

Yours sincerely
JOHNSON & CUMMING


SCOTT CUMMING

encl.

Full Estimate Summary

Job Name : <u>22-20 EST2A</u>	Job Description
Client's Name: <u>Central Goldfields Shire Counc</u>	MARYBOROUGH PARK/RESERVE DEVELOPMENT MASTER PLANS

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	PRINCES PARK	52.52		11,643,000		11,643,000
	JACK PASCOE RESERVE	35.37		7,841,000		7,841,000
	J.H. HEDGES MEMORIAL PARK	12.11		2,684,000		2,684,000
		100.00		22,168,000		22,168,000
Final Total : \$						22,168,000

Trade Breakup

Job Name : 22-20 EST2A

Job Description

Client's Name: Central Goldfields Shire Council

MARYBOROUGH PARK/RESERVE DEVELOPMENT
MASTER PLANS

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 1 PRINCES PARK</i>						
1	All rates/allowances include head contractor preliminaries and margin		Note			
	Item 1					
2	Concrete walking paths (allow 3500mm wide)	1,500.00	m	566.67		850,000.00
3	Seating, signage, security lighting, water stations to walking paths		Item			300,000.00
	Item 2					
4	New skate and scooter park (as per separate Council funding)		Item			EXCL
	Item 3					
5	New outdoor fitness equipment incl. shade structure/s, water station (as per separate Council funding)		Item			EXCL
	Item 4					
6	Update play space equipment		Item			500,000.00
	Item 5					
7	Water play/splashpad to existing pool site incl. fencing, shade structures, services connections		Item			750,000.00
	Item 6					
8	Public amenities upgrades (as per Council condition audit)		Item			EXCL
	Item 7					
9	Grandstand, clubrooms and adjacent public amenities upgrades (as per Council condition audit)		Item			EXCL
10	Changeroom extension to accommodate female-friendly change rooms and universal amenities	150.00	m2	5,000.00		750,000.00
11	Changing places facility incl. special equipment (new detached facility incl. services connections from existing adjacent amenities building)	18.00	m2	6,944.44		125,000.00
	Item 8					
12	Princes Park oval sub-surface drainage and irrigation	15,500.00	m2	32.26		500,000.00
13	Lighting improvements		Item			150,000.00
14	Goal netting incl. footings, posts	2.00	Ends	25,000.00		50,000.00
	Item 9					
15	New netball court incl. lighting (assume minimal earthworks - generally follow existing levels)	1.00	No.	425,000.00		425,000.00
16	Resurface existing asphalt netball court		Item			125,000.00
17	Additional storage and public amenities	50.00	m2	4,000.00		200,000.00
	Item 10					

Trade Breakup

Job Name : 22-20 EST2A	Job Description
Client's Name: Central Goldfields Shire Council	MARYBOROUGH PARK/RESERVE DEVELOPMENT MASTER PLANS

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 1 <u>PRINCES PARK</u></i>						<i>(Continued)</i>
18	Remove existing cricket practice nets		Item			5,000.00
19	New synthetic pitch incl. netting and lighting	6.00	No.	45,000.00		270,000.00
	<u>Item 11</u>					
20	CFA training and events track - water pressure upgrades (excluded - subject to further investigation by Council)		Item			EXCL
	<u>Item 12</u>					
21	New community events space (3-phase power, water tap and concrete base per food van)	6.00	No.	15,000.00		90,000.00
	<u>Item 13</u>					
22	New synthetic surface tennis court incl. lighting (assume minimal earthworks - generally follow existing levels)	5.00	No.	400,000.00		2,000,000.00
23	Clubhouse extension incl. kiosk, meeting space, female-friendly changerooms, universal amenities	300.00	m2	4,166.67		1,250,000.00
	<u>Item 14</u>					
24	New synthetic surface multipurpose netball/tennis court incl. lighting (assume minimal earthworks - generally follow existing levels)	4.00	No.	425,000.00		1,700,000.00
	<u>Item 15</u>					
25	Jubilee Clubroom upgrades (as per Council condition audit)		Item			EXCL
26	Field lighting upgrade (new installation)		Item			300,000.00
27	Goal netting incl. footings, posts	2.00	Ends	25,000.00		50,000.00
	<u>Item 16</u>					
28	Upgrade public amenities and change facilities building (as per Council condition audit)		Item			EXCL
	<u>Item 17</u>					
29	Bike repair station	1.00	No.	3,000.00		3,000.00
	<u>Item 18</u>					
30	Native trees to the surround of the lake and to the three islands		Item			100,000.00
	<u>Car parking</u>					
31	Car park incl. pavement, kerbs, linemarking, signage, drainage and lighting	4,000.00	m2	200.00		800,000.00
	<u>General site works</u>					
32	Site/tree clearing allowance		Item			50,000.00
33	Additional site services infrastructure allowance (for works not identified elsewhere)		Item			300,000.00

Trade Breakup

Job Name : 22-20 EST2A	Job Description
Client's Name: Central Goldfields Shire Council	MARYBOROUGH PARK/RESERVE DEVELOPMENT MASTER PLANS

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<u>PRINCES PARK</u>						Total : 11,643,000.00
<i>Trade : 2 <u>JACK PASCOE RESERVE</u></i>						
1	All rates/allowances include head contractor preliminaries and margin		Note			
	<u>Item 1</u>					
2	Demolish existing netball court and provide new synthetic surface netball court (assume minimal earthworks - generally follow existing levels; existing lighting to remain - protect/maintain)	6.00	No.	400,000.00		2,400,000.00
3	Coach/player shelter incl. seating	14.00	No.	10,000.00		140,000.00
4	New amenities block (universal amenities and PWD)	105.00	m2	4,952.38		520,000.00
	<u>Item 2</u>					
5	Natural turf soccer field inside existing athletics track (assume minimal earthworks - field to generally follow existing levels)		Item			500,000.00
6	Field lighting		Item			150,000.00
	<u>Item 3</u>					
7	Demolish existing single-storey Little Athletics club facility and make good/landscape area (no allowance for removal of asbestos)	200.00	m2	125.00		25,000.00
8	New shared Clubhouse	350.00	m2	3,571.43		1,250,000.00
	<u>Item 4</u>					
9	Remove existing bocce courts incl. shelters, minor earthworks to adjust levels	2,850.00	m2	17.54		50,000.00
10	Dog park incl. landscaping, fencing, shelters and water stations		Item			150,000.00
11	Car park incl. pavement, kerbs, linemarking, signage, drainage and lighting	390.00	m2	200.00		78,000.00
	<u>Item 5</u>					
12	Subject to further feasibility studies - no work		Note			EXCL
	<u>Item 6</u>					
13	Decommission skate park, remove shelter and repurpose area for open space or modified small playing field (minor earthworks to level ground; top dress)	1,250.00	m2	60.00		75,000.00
	<u>Item 7</u>					
14	Car park incl. pavement, kerbs, linemarking, signage, drainage and lighting	4,350.00	m2	200.00		870,000.00
15	Modify/reconfigure existing sealed car park areas for interface with new car park extensions		Item			25,000.00
16	WSUD and passive irrigation allowance		Item			50,000.00

Trade Breakup

Job Name : 22-20 EST2A

Job Description

Client's Name: Central Goldfields Shire Council

MARYBOROUGH PARK/RESERVE DEVELOPMENT
MASTER PLANS

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 2 <u>JACK PASCOE RESERVE</u></i>						<i>(Continued)</i>
	<u>Item 8</u>					
17	Deco walking paths (allow 2500mm wide)	1,000.00	m	120.00		120,000.00
18	Seating, signage, security lighting, water stations to walking paths, food van station		Item			100,000.00
	<u>Item 9</u>					
19	Upgrade existing gravel slope to reduce erosion incl. reprofiling; provide stormwater WSUD solutions to divert stormwater to existing wetland		Item			250,000.00
	<u>Item 10</u>					
20	Enhance the existing wetland/pond through diversion of stormwater flow from netball courts and entrance track		Item			250,000.00
	<u>Item 11</u>					
21	Public art/signage feature at path entrance to celebrate the history of the site as the former Maryborough showgrounds		Item			10,000.00
	<u>Item 12</u>					
22	New playground incl. equipment, fencing, shade structure/s		Item			500,000.00
	<u>Item 13</u>					
23	Long jump pit incl. synthetic run-up	2.00	No.	50,000.00		100,000.00
	<u>Item 14</u>					
24	Not costed at this site		Note			EXCL
	<u>Item 15</u>					
25	Bike repair station	1.00	No.	3,000.00		3,000.00
	<u>General site works</u>					
26	Site/tree clearing allowance		Item			25,000.00
27	Additional site services infrastructure allowance (for works not identified elsewhere)		Item			200,000.00
<u>JACK PASCOE RESERVE</u>						Total : 7,841,000.00
<i>Trade : 3 <u>J.H. HEDGES MEMORIAL PARK</u></i>						
1	All rates/allowances include head contractor preliminaries and margin		Note			
	<u>Item 1</u>					
2	Demolish existing netball court and provide new synthetic surface netball court incl. lighting (assume minimal earthworks - generally follow existing levels)	1.00	No.	440,000.00		440,000.00
3	New shelter incl. seating (no services)	10.00	m2	1,000.00		10,000.00

Trade Breakup

Job Name : 22-20 EST2A	Job Description
Client's Name: Central Goldfields Shire Council	MARYBOROUGH PARK/RESERVE DEVELOPMENT MASTER PLANS

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 3 <u>J.H. HEDGES MEMORIAL PARK</u>						<i>(Continued)</i>
<u>Item 2</u>						
4	Clubrooms expansion to include female-friendly change rooms and public amenities	150.00	m2	5,000.00		750,000.00
5	Demolish public amenities building incl. terminating services and making good	75.00	m2	200.00		15,000.00
<u>Item 3</u>						
6	Resurface existing entrance road and sealed car park area incl. minor subgrade/base course works, traffic signage and linemarking (no allowance for new kerbs, drainage, lighting)	2,750.00	m2	118.18		325,000.00
<u>Item 4</u>						
7	Terraced concrete seating to exposed hillside for spectator viewing and erosion reduction (plan area; no roof or services)	285.00	m2	526.32		150,000.00
<u>Item 5</u>						
8	Main Oval lighting upgrade (new installation)		Item			300,000.00
<u>Item 6</u>						
9	Enhance existing tracks as bicycle tracks with way-finding, route signage and distance markers		Item			250,000.00
10	Provide pedestrian access gate in existing fence to access rails and pump track incl. modifying and making good fence		Item			2,000.00
11	Bike repair station	1.00	No.	3,000.00		3,000.00
<u>Item 7</u>						
12	Bike repair station	1.00	No.	3,000.00		3,000.00
<u>Item 8</u>						
13	Gravel road to Eastern side of oval	964.00	m2	82.99		80,000.00
<u>Bike pump track</u>						
14	Bike pump track		Item			250,000.00
<u>General site works</u>						
15	Site/tree clearing allowance		Item			6,000.00
16	Additional site services infrastructure allowance (for works not identified elsewhere)		Item			100,000.00
<u>J.H. HEDGES MEMORIAL PARK</u>						Total : 2,684,000.00

Notices of motion

Council meeting

Notices of Motion

The Governance Rules provides that Councillors May Propose Notices Of Motion, Chapter 2, Division 4:

Councillors may ensure that an issue is listed on an agenda by lodging a Notice of Motion.

22. Notice Of Motion

22.1 A notice of motion must be in writing signed by a Councillor, and be lodged with or sent to the Chief Executive Officer at least one week before the Council meeting to allow sufficient time for him or her to include the notice of motion in agenda papers for a Council meeting and to give each Councillor at least 48 hours notice of such notice of motion.

22.2 The Chief Executive Officer may reject any notice of motion which:

22.2.1 is vague or unclear in intention

22.2.2 it is beyond Council's power to pass; or

22.2.3 if passed would result in Council otherwise acting invalidly

but must:

22.2.4 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and

22.2.5 notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.

22.3 The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.

22.4 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.

22.5 Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register.

22.6 If a Councillor who has given a notice of motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.

22.7 If a notice of motion is not moved at the Council meeting at which it is listed, it lapses.

Urgent business

Council meeting

Urgent Business

The Governance Rules provide for urgent business as follows:¹

If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

1. 1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
2. 2 cannot safely or conveniently be deferred until the next Council meeting.

¹ Chapter 2, Rule 20.

Confidential business

Council meeting

Confidential Business

The public transparency principles include that Council decision making processes be transparent except when the Council is dealing with information that is confidential by virtue an Act.¹

Except in specified circumstances, Council meetings must be kept open to the public.² One circumstance is that the meeting is to consider confidential information.³

If a Council determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection:⁴

- (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in Act's definition of confidential information;⁵
- (b) an explanation of why the specified ground or grounds applied.

Confidential information, as defined by the *Local Government Act 2020*,⁶ is:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- (f) personal information, being information which if released would result in the unreasonable disclosure of information affairs;
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);

¹ *Local Government Act 2020*, s 58 (a).

² *LGA 2020* s 66 (1).

³ *LGA 2020* s 66 (2) a).

⁴ *LGA 2020* s 66 (5).

⁵ Section 3 (1).

⁶ Section 3 (1).

- (i) internal arbitration information, being information specified in section 145;
- (j) Councillor Conduct Panel confidential information, being information specified in section 169;
- (k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- (l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989;

The Governance Rules provide for information relating to a meeting to be confidential:⁷

- If the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the *Local Government Act 2020*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

⁷ Chapter 6.

Meeting closure

Council meeting