



ORDINARY COUNCIL MEETING

Tuesday 23rd October 2018
6:00pm

Community Hub
Room 1
48 Burns Street, Maryborough

AGENDA

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9. Documents for Sealing Confirmation NIL

10. Notices of Motion Nil

11. Urgent Business

12. Confidential Business Nil

13. Meeting Close

5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

Author: Acting Manager Governance

Responsible Manager: 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:

To present for confirmation, the minutes of the Ordinary Council Meeting held on 25 September 2018.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION:

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

REPORT:

Section 93 of the *Local Government Act 1989* requires Council to keep minutes of each meeting of the Council and Special Committees, and for minutes to be submitted to the next appropriate meeting for confirmation.

CONCLUSION:

The unconfirmed minutes of the Ordinary Council Meeting held on 25 September 2018 are presented for confirmation.

ATTACHMENTS:

1. Minutes of Ordinary Council Meeting held 25 September 2018.

RECOMMENDATION:

That Council confirms the Minutes of the Ordinary Council Meeting held on 25 September 2018.



ORDINARY MEETING OF COUNCIL MINUTES

Tuesday 25 September 2018
6:00pm

Council Chamber
Room 1 Community Hub
48 Burns Street
Maryborough

MEMBERSHIP

Administrator Noel Harvey
Administrator Karen Douglas
Administrator Hugh Delahunty

To be confirmed at the Ordinary Council Meeting
scheduled for 23 October 2018

UNCONFIRMED MINUTES

1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

The Chair, Administrator Noel Harvey read the Council Prayer and acknowledgement statement:

Council Prayer

Almighty God, we ask you to be present in this Council.

Direct and guide our deliberations.

We ask you to grant us wisdom and sensitivity as we deal with the business of our Shire.

May each decision that we make advance the wellbeing of all our residents.

This we pray. Amen.

Acknowledgement of Country

I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the Elders from other communities who may be here today.

PRESENT

Administrator Noel Harvey
Administrator Karen Douglas
Administrator Hugh Delahunty

IN ATTENDANCE

Chief Executive Officer, Lucy Roffey
General Manager Corporate Performance, Paul Brumby
General Manager Infrastructure, Assets and Planning, Rebecca Stockfeld
General Manager Community Wellbeing, Brenton West
Manager Governance, Marita Turner

2. APOLOGIES

Nil

3. LEAVE OF ABSENCE

It was noted that Administrator The Hon. Hugh Delahunty would not be available for the Ordinary Council Meeting 23 October, 2018.

4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING

The purpose of this report was to present for confirmation, the minutes of the Ordinary Council Meeting held on 28 August 2018.

Council Resolution

That Council confirms the Minutes of the Ordinary Council Meeting held on 28 August 2018.

Moved **Administrator Delahunty**
Seconded **Administrator Douglas**

CARRIED

UNCONFIRMED MINUTES

6. REPORTS FROM COMMITTEES

6.1 NOTING OF THE APPROVED MINUTES OF SPECIAL COMMITTEE MEETINGS

The purpose of this report was to present for noting the confirmed minutes of Council's Special Committees established under section 86 of the Local Government Act.

Council Resolution

That Council notes;

1. *The confirmed Minutes of the Go Goldfields Collaborative Table held on 18 July 2018.*

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

7. PETITIONS

Nil

8. OFFICER REPORTS

8.1 ASSEMBLIES OF COUNCILLORS

The purpose of this report was to provide the record of any assembly of Councillors so that they are recorded in the minutes of the formal Council Meeting.

Council Resolution

That Council note the record of assemblies of Councillors as outlined in the report.

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.2 UPDATE ON PROGRESS OF ORGANISATION AND GOVERNANCE REFORM PROGRAM

The purpose of this report was to provide a status update on the progress of the organisation and governance reform program as at 19 September 2018.

Council Resolution

That Council notes the achievements of the Organisation and Governance Reform Program.

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

UNCONFIRMED MINUTES

8.3 FINANCIAL AND PERFORMANCE STATEMENTS

The purpose of this report was to seek in-principle approval for the 2017/18 draft Financial and Performance Statements and authorize two Administrators on behalf of Council to certify the statements in their final form.

Council Resolution

- 1) That Council gives its approval in principle to the Annual Financial Report and Performance Statement for the 2017/2018 financial year; and*
- 2) That Council authorises Chair, Administrator Noel Harvey and Administrator Karen Douglas to certify the Financial and Performance Statements in their final form on behalf of, and with the full authority of the Council.*

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.4 TIMING OF ANNUAL MUNICIPAL VALUATION REPORT

The purpose of this report was to propose Council advocate to bring forward the timing of the annual valuation process to ensure councils have adequate time to consider the impact of valuations on ratepayers when setting the annual budget.

Council Resolution.

That Council:

- 1) Write to the Minister for Local Government, the Valuer General Victoria, Rural Councils Victoria (RCV), Victorian Local Governance Association (VLGA), Regional Cities Victoria, Member for Ripon, Members for Western Victoria Region and the Shadow Minister for Local Government, to request that Stage 4 of the annual valuation be brought forward to allow councils to adequately consider and consult on the impact of the annual valuation on all ratepayers; and*
- 2) Vote in support of Glenelg Shire Council's MAV State Council motion on the Annual Valuation Process on 19 October 2018.*

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

UNCONFIRMED MINUTES

8.5 LODDON CAMPASPE REGIONAL FREIGHT STUDY

The purpose of this report was to present to Council, a copy of the Loddon Campaspe Freight Hub Study which outlines opportunities/next steps for Central Goldfields Shire.

Council Resolution

That Council:

- 1) *Endorse the Loddon Campaspe Freight Hub Study;*
- 2) *Consider the recommendations and findings of the Study when preparing the economic development strategy;*
- 3) *Engage and support freight operators and freight generators through actions including land use planning and economic development activity.*

Moved **Administrator Delahunty**
Seconded **Administrator Douglas**

CARRIED

8.6 OFFER OF LEASE – MARYBOROUGH AERODROME

This report was presented to inform Council of the outcome of the statutory process to enter into new lease agreements for three lease sites at the Maryborough Aerodrome, 152 Leviathan Road, Maryborough.

Council Resolution

That in regard to the three sites located at 2/134 Leviathan Road, 3/134 Leviathan Road and 132 Leviathan Road, Maryborough Aerodrome, Council:

- 1) *Note that Council gave public notice in accordance with Section 190 and Section 223 of the Local Government Act 1989 advertising its intention to lease these sites.*
- 2) *Note that no submissions were received in response to the public notice advertising Council's intention to lease these sites.*
- 3) *Enters into 21 year lease agreements for these sites with Transaero Pty Ltd, with an initial term of seven years plus two options for a further seven years each.*
- 4) *Authorises the CEO to sign and seal all documentation required to effect the lease agreements for these sites to Transaero Pty Ltd.*

Moved **Administrator Douglas**
Seconded **Administrator Delahunty**

CARRIED

8.7 GRANT APPLICATIONS FOR THE SPORT AUSTRALIA – COMMUNITY SPORT INFRASTRUCTURE GRANT PROGRAM

This report detailed both council and community club applications for the Federal Government's Sport Australia - Community Sport Infrastructure Grant Program.

UNCONFIRMED MINUTES

The purpose of the report was to confirm Council's support for the six noted applications for small to medium scale projects up to \$500,000 to improve local community sport infrastructure which will support greater community participation in sport and physical activity and/or offer safer and more inclusive community sporting hubs.

Council Resolution

That Council support the grant applications made to the Federal Government's Sport Australia - Community Sport Infrastructure Grant Program, including:

- 1) The Maryborough Sports & Leisure Centre Accessibility 'Changing Places Change room';*
- 2) The Maryborough Tennis Club – Court Upgrade;*
- 3) The Dunolly Bowls Club – Accessible Ramp Project;*
- 4) The Carisbrook Bowling Club – Synthetic Green Upgrade;*
- 5) The Royal Park Football Netball Club - Hedges Oval – Netball Court Upgrade; and,*
- 6) The Talbot Football and Netball Club – Talbot Recreation Reserve – Football Oval Fence.*

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.8 AUGUST 2018 FINANCE REPORT

The purpose of this report was to present the monthly financial reports to Council to show Council's financial performance and how it was tracking against the adopted (original) budget.

Council Resolution

That Council receives and notes the attached August 2018 Financial Report showing progress against the budget as presented.

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

UNCONFIRMED MINUTES

8.9 AGED SERVICES ADVOCACY – MUNICIPAL ASSOCIATION OF VICTORIA (MAV) STATE COUNCIL MEETING

The purpose of this report was to provide support to advocacy efforts regarding the future of the Commonwealth Home Support Program and Regional Assessment Service.

Council Resolution

- 1) *That Central Goldfields Shire Council support the Motion from the Macedon Ranges Shire Council on the Commonwealth Home Support Program and Regional Assessment Service at the Municipal Association of Victoria (MAV) State Council meeting to be held on 19 October 2018.*
- 2) *That Council write to the Macedon Ranges Shire Council advising of support for their motion.*
- 3) *That Council write to the Member for Wannon, the Federal Minister for Senior Australians and Aged Care and the Shadow Minister for Senior Australians and Aged Care, outlining Council's concerns.*

Moved **Administrator Delahunty**
Seconded **Administrator Douglas**

CARRIED

9 DOCUMENTS FOR SEALING CONFIRMATION

Nil

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS

Nil

12 CONFIDENTIAL BUSINESS

Nil

13 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 6:26pm

To be confirmed at the Ordinary Council Meeting
held on 23 October 2018.

Chair, Administrator Noel Harvey

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

Author: Acting Manager Governance

Responsible Manager: 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:

To present for noting the confirmed minutes of Council's Special Committees established under section 86 of the *Local Government Act 1989*.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION:

In accordance with section 86 of the *Local Government Act 1989*, 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 section 86 Committee of Council has provided confirmed minutes from its recent committee meeting for consideration:

- Talbot Town Hall Minutes 8 August 2018
- Talbot Town Hall AGM Minutes 17 September 2018
- Audit and Risk Committee Minutes 10 July 2018
- Dunolly Historic Precinct Committee AGM Minutes 25 September 2017
- Go Goldfields Collaborative Table Minutes 8 August 2018

CONSULTATION/COMMUNICATION:

Not applicable.

RESOURCE IMPLICATIONS:

No resource implications.

CONCLUSION:

Recently received, confirmed minutes of Council's Special Committees established under section 86 of the *Local Government Act 1989*, are presented to Council for noting.

ATTACHMENTS:

1. Talbot Town Hall Committee Minutes for 8 August 2018 (confirmed 24 September 2018)
2. Talbot Town Hall Committee AGM Minutes for 17 September 2018 (confirmed 24 September 2018).
3. Audit and Risk Committee Minutes for 10 July 2018 (confirmed 10 September 2018)
4. Dunolly Historic Precinct Committee AGM Minutes for 25 September 2017 (confirmed 24 September 2018).
5. Go Goldfields Collaborative Table Minutes for 8 August 2018 (confirmed 10 October 2018).

RECOMMENDATION

That Council notes the confirmed Minutes of the:

- *Talbot Town Hall Committee Minutes held on 8 August 2018*
- *Talbot Town Hall Committee AGM Minutes held on 17 September 2018*
- *Audit and Risk Committee Minutes held on 10 July 2018*
- *Dunolly Historic Precinct Committee AGM Minutes held on 25 September 2017*
- *Go Goldfields Collaborative Table held on 8 August 2018*

**Talbot Town Hall Committee
Extra General Meeting
Held on 8th August 2018
Meeting Held At: Town Hall, Talbot
Meeting Started at: 7 pm**

Present: Tina Fowler, Steven Perry, Bev Wells, Daryl Greenwood, Michael Fowler, Ethan Fowler.

Apologies: Maria Wolfe & Gerry Seymour, Diane Appleby, Leanne Boyle.

General Business

Steven informed Tina that she has to give 14 days notice to pull a meeting and that she has to ask him about calling a meeting before doing so. Tina then apologized that she had done the wrong thing as she did not know.

Conflict of interest:

- **Hall Hire Fees:** for a community group who wish to hire the ANA hall for 2 days during the spring fling.
A motion was put forward that we only charge the Art Group \$50 for the 2 days hire of the ANA hall. Moved by: Bev Wells Seconded by: Daryl Greenwood Carried
- **BBQ allocation recommendations:** the Evansford community group and Burnbank Fire Brigade would like the opportunity to be put on our next year barbecue allocation. The recommendation was that the spare barbecue is to be given to the Talbot Fire Brigade if they want it and if the fundraising site is available it is to be offered to the Evansford Community group and the Burnbank Fire Brigade.
- **Hall Cleaner:** To be held over until the meeting after the AGM.
- **Mobile Phone:** It was discussed about the Town Hall and Market getting a phone so that all enquires extra is not going through a private number. A motion was put forward that Tina & Leanne purchase a phone.
Moved By: Steven Perry **Seconded By:** Daryl Greenwood Carried

*** Meeting Closed: 7.25pm**

**Talbot Town Hall Committee
Annual General Meeting
Held on 17th September, 2018
Meeting Held At: Town Hall, Talbot
Meeting Started at: 7pm**

Present:

Steven Perry, Tina Fowler, Daryl Greenwood, Bev Wells, Ethan Fowler, Leanne Boyle, Chris Meadows-Taylor, Lynda Kent, Alan Knight

Apologies:

Nil

Minutes of Previous Meeting:

Read

Business Arising from Previous Meeting:

No Business arising from the previous annual general meeting.

***Moved by:** Steven Perry

***Seconded by:** Daryl Greenwood

Carried:

Steven Perry gave his presidents report for the previous year.

Treasurer's Report: Read

***Moved by:** Leanne Boyle

***Seconded by:** Steven Perry

Carried:

*Steven handed the chair to Chris Meadows-Taylor

*All seats are declared vacant.

President: Daryl Greenwood

Secretary: Tina Fowler

Treasurer: Leanne Boyle

Committee Members: Lynda Kent
Steven Perry
Ethan Fowler

All positions where elected unopposed.

Meeting Closed: 7.25pm

Central Goldfields Shire Council - Audit and Risk Committee

Meeting Minutes

Location: Community Hub Room 5 – 48 Burns Street, Maryborough

Date/Time: Tuesday 10 July 2018 – 10:00am

Members:

- Mr John Watson – Independent Chair
- Mr Robert Tommasini – Independent Member
- Ms Cheryl Fitzgerald – Independent Member
- Hon Hugh Delahunty - Administrator

Officers Attending:

- Ms Lucy Roffey – Chief Executive Officer, CGSC
- Mr Paul Brumby – General Manager Corporate Performance, CGSC
- Mrs Rebecca Stockfeld - General Manager Infrastructure Assets & Planning, CGSC
- Mr Brenton West – General Manager Community Wellbeing, CGSC
- Mrs Anna Bartlett – Finance Manager, CGSC
- Ms Kristie Berry – Property & Risk Officer, CGSC

Visitors Attending:

- Mr Brad Ead – AFS & Associates Pty Ltd (Internal Auditor)

1. Welcome and Introduction

The Chair welcomed all attendees to the meeting, acknowledging the recent Council appointments of the three General Managers. The Chair then invited a round table of introductions by all meeting attendees.

2. Apologies

Mrs Karen Douglas – Administrator

Mr Noel Harvey – Chair of Administrators

Mrs Melanie Rogers – Director Business Transformation, CGSC

Mr John Gavens – Crowe Horwath (External Auditor)

3. Declaration of Conflicts of Interest

Nil.

4. Consideration of the Agenda

Nil

5. Declarations

5.1 CEO – Any impending legal action or legislation breaches, or instances of fraud?

Ms Lucy Roffey advised of a legislative breach, noting that the Administrators primary returns were unable to be located. Contact had been made with the former Interim CEO, who advised that he was confident that they were signed and returned to Council. Governance have now created document management folders for primary returns to be filed and easily located to ensure future compliance.

5.2 Internal Auditors- Any obstruction of the work of Internal Audit?

Mr Brad Ead indicated that there had been no obstructions, and that all staff have been cooperative.

6. In Camera Session

6.1. CEO – in camera report conducted at the end of meeting.

7. Adoption of minutes of the meeting held on 1 May 2018

Agreed that the minutes of the meeting held on 1 May 2018 be adopted, noting that requested changes have been made.

8. Matters Arising/Action List

The Committee reviewed the outstanding action items from prior meetings, noting the following;

- Mr Robert Tommasini noted that some action items had not been identified on the action list from the previous minutes. These included;
 - CEO to provide a written CEO's report; - **ACTION**
 - Grant Acquittal Process Review report including comments was not circulated out of session (however had been incorporated into the July meeting's progress report on prior recommendations);
 - RACV Energy Breakthrough Event Review report was to be circulated out of session (however this was part of the July meeting's agenda); and
 - Process maps for approval of Committee meeting minutes and Audit Scopes out of session were to be circulated out of session. - **ACTION**
- Hon Hugh Delahunty noted that an EBA report, item 8 from previous minutes had not been circulated. - **ACTION**
- Mr John Watson queried the Aerodrome Leases identified as action item 1, noting the expected completion was 30 June 2018. Ms Kristie Berry advised that the statutory processes were underway with a view to have the leases in place by year end.
- The report on risk management (Item 2) was raised as this had not been provided, Mr Paul Brumby advised that the primary function of the Property and Risk Officer role at this time

is Property, being the major risk to Council. Council as part of the restructure is looking to address the risk management function. - **ACTION**

- Ms Cheryl Fitzgerald advised that risk reporting should occur regardless of resourcing; as this information provides the committee with a proper understanding of risk and assurance. Ms Cheryl Fitzgerald requested that the committee be made aware of changes to key functions relating to risk and that updates be provided once a resource is employed.
- **ACTION**

Decision

That the status of actions arising noted by the Committee.

9. Interim CEO's Report

The CEO advised that a written report will be provided in prior to future meetings.

The CEO verbally reported that;

- The 2018/2019 Budget has been adopted by Council (copy provided to the Committee).
- The refresh of the Council Plan has been undertaken and is currently undergoing the submission process in accordance with Section 223 of the Local Government Act. The CEO indicated that it is a more strategic document, and that following the submission process, and after making any required amendments, the Plan will be adopted by Council.
- Council has endorsed a Priority Projects Plan. The plan identifies seven projects that align with the Council Plan (copy provided to the Committee) and a copy will be provided to the Committee. - **ACTION**
- It was noted that the Grant Acquittal Process Review report has been provided to the Department of Human Services. Mr Brenton West is currently looking to schedule a meeting with the Department contact to discuss HACC Funding and acquittal processes.
- Councils recently released Community Satisfaction Survey results were poor, however it was noted that these results followed a survey conducted in February, and prior to the appointment of a permanent CEO. The results generally were under 50% across most measures with Customer Service and Roads rating higher. Councils approach with open communication and continual media updates will hopefully shift to improve the results next year. Mr John Watson requested that Media releases/CEO Bulletins be provided to the Committee. The CEO indicated that a cut down version of the CEO Bulletin will be provided to the Committee in future. - **ACTION**

Decision

The CEO's report was noted by the Committee.

10. Internal Audit Update

10.1 Status report against outstanding action items (Attachment 3)

The Committee discussed the Audit Plan status update as presented by Mr Brad Ead. The following was noted;

- Mr Brad Ead advised that a number of items have been deferred due to recent organisational changes and were to be rescheduled in the near future. Further discussion regarding the deferred items, identified that there could be an opportunity to change the program.
- The Committee raised concerns regarding dates that had not been rescheduled for 2018/2019, such as Key Internal Controls (scheduled for July 2018). Mr Brad Ead advised that rescheduling will occur after completion of the Annual Report/External Audit.
- It was requested that an additional column is added to the program status update to note if the Committee have received each report, and comments should also be included where changes to dates have occurred. - **ACTION**
- Mr Brad Ead noted that a number of the items were rescheduled due awaiting funding under the Local Government FAST Program.

Mr John Watson advised that the draft agenda should be provided to the chair for review prior to circulation.

Decision

The report on the status of outstanding action item be noted.

10.2 Review of the Energy Breakthrough (Attachment 4)

The Committee discussed the report as presented by Mr Brad Ead. The following was noted;

- Mr Brad Ead advised that the Section 86 compliance issue had been rectified. The highlighted areas that require further action were risk management and business/strategic planning.
- Mr John Watson raised concerns that insurance cover was not identified within the scope, which had been requested by the Committee. Mr Brad Ead advised that he will investigate - **ACTION**
- Mr Robert Tommasini advised that management responses provided in the report were inadequate and requested that further detail/ explanation be provided. Ms Cheryl Fitzgerald also noted that the comments generally were vague. - **ACTION**
- The Committee discussed the report in general and requested the following improvements;
 - Completed items to contain further detail/ information. - **ACTION**
 - An additional column be included to enable management to address recommendations (Agree/ Agree In-Principle/ Do Not agree) and then provide detailed commentary. - **ACTION**
 - It was noted that Item 5 is not required as a Council resolution (made after the time of conducting the audit) removes this requirement for the S86 committee to complete ordinary returns. The resolution date is to be recorded in the commentary. - **ACTION**

- Item 6- Questions regarding the Gift Policy, which will be adopted by the end of July. It was requested that a copy be provided to committee - **ACTION**
- Item 7- Wording in management response is to be updated as the Instrument of Delegation is complete. - **ACTION**
- Item 11- Hon Hugh Delahunty suggested that the pricing and funding risk level be increased to major, given the withdrawal of RACV sponsorship. CEO Ms Lucy Roffey advised that the rating should remain as there has been positive feedback from potential sponsors and other revenue opportunities are being investigated. This also includes the possibility of splitting the event over two weekends in future.
- Items 13 & 14- The recommendation and management response refer to previous items. There should be further detailed comments/ discussions under each item. - **ACTION**
- Item 16- Management response refers to all payments being migrated to follow Council's system and processes including procurement.
- Item 17 - It was noted that sponsorship agreements should be non-exclusive and allow breaking of sponsorship, and protect Council and employees.
- Item 18- Not worded as a recommendation.
- Item 22- Ms Cheryl Fitzgerald advised that Framework for risk management was vital. Risk management should be included within the event management plan.
- Item 25- Mr Robert Tommasini advised that the safety of employees (OHS) in cash handling situations needs to be further addressed.
- Item 30- Mr Robert Tommasini questioned the ownership of data given the third party involved. There may be security deficiencies of the third party that may impact Council. Ms Cheryl Fitzgerald further stated that privacy of all information should be maintained at the same level as Council.

It was requested that the minutes were expanded to incorporate action items that were discussed.

Decision

The report on Energy Breakthrough item discussed and noted.

10.3 Review of Payroll (Attachment 5)

Mr Brad Ead advised that payroll is running well, and document maintenance is good. Minor issues were identified around leave management.

The Committee discussed the report as presented and noted the following;

- Item 9- Mr Robert Tommasini noted that no management response had been provided. Mr Brad Ead advised this was not required, as the recommendation provided as an opportunity.
- Item 15- The action date is currently listed as ongoing – to be changed to complete. Due to monitoring processes in place.
- Mr John Watson requested that an annual report be provided to the committee on leave balances, and noted that the report was good overall.

Decision

The report on Payroll review item discussed and noted.

10.4 Review of Fleet Management (Attachment 6)

Mr Brad Ead advised the key message following the review was that Fleet was costly to Council and implementation of a policy to address fleet will drive change.

The Committee discussed the report as presented and noted the following;

- Ms Cheryl Fitzgerald noted the actions would be driven by the policy and fleet management system and requested information on progress. Mr Paul Brumby advised that a purchase order had been placed for a fleet management system and the policy was in progress with a view of completion in the next quarter. - **ACTION**
- That the Executive Summary appeared to have the incorrect light vehicle cost based. Mr Brad Ead to review. - **ACTION**
- Mr Robert Tommasini advised that the Motor Vehicle Policy review should be reported to the Committee for information – **ACTION**

Decision

The report on Fleet Management Review item discussed and noted.

11. Organisation Reform Program

The committee discussed the progress report noting good progress across the program. The following items were noted:

- Item 11- Ms Cheryl Fitzgerald questioned the percentage complete as it contradicted the completion date of June 2018. CEO Ms Lucy Roffey noted that the report was as at 14 June 2018, and advised that policy training had been scheduled.
- It was noted that items 13 & 15 were similar where the percentage complete does not reflect the planned completion date. It was noted that the Organisational KPI's were signed off by 30 June 2018.
- Ms Cheryl Fitzgerald queried best practice OH&S principles and what Council is doing to achieve this. CEO Ms Lucy Roffey advised similar to the audit process, an independent review would take place with the report to be provided in July.

Decision

The Organisation Reform program was discussed and noted by the Committee.

12. Risk and Insurance Report

The committee discussed the report and a query regarding the increase in the insurance premiums was raised. Mrs Anna Bartlett advised that JLT had negotiated on Council's behalf, as the Renewal Report provided initial negotiations had commenced with 20%+ premium increases.

It was noted by Ms Cheryl Fitzgerald that the Executive Summary of the Renewal Report provided a number of risks which will assist to guide Council's direction with regard to Risk Management.

Recommendation

The report was noted by the Committee.

13. VAGO Interim Management Letter

It was requested that in future if the External Auditor cannot attend in person, that they be contacted to arrange to dial in to the meeting to present agenda items.

The committee discussed the report noting the following items;

- It was confirmed that management accepted both recommendations (18.1 & 18.2) and collectively they will be addressed in the next 12 months.
- It was confirmed that 17.2 regarding off-site backups had been resolved. Mr Paul Brumby additionally advised that issues were relating to the internet connectivity onsite, with this being addressed in the next quarter with the NBN becoming available.
- Regarding Item 17.4 -Ms Cheryl Fitzgerald queried the delay in removing staff from the system, noting that the process should be managed by HR not finance. CEO Ms Lucy Roffey advised that the HR system is decentralised, HR make the relevant forms available however it is the responsibility of the manager to ensure appropriate and timely termination/ exit process of staff. The executive team intend to create automatic workflows to improve these processes. - **ACTION**

Decision

The report was noted by the Committee.

14. Land Under Roads

The committee had a general discussion regarding the information provided and noted that newly roads are recognised by Council, after application of a 90% discount rate, with the current valuation being approximately \$223k.

Decision

That the information and response to the Guidance Note be noted.

15. Progress Report on Prior Audit Recommendations

The Committee discussed the recommendations and noted the following;

- The DHHS compliance report requires a revised target date.
- Item 2.1 Excessive Annual Leave is completed however information should be provided annually.
- Mr John Watson suggested that columns be numbered sequentially with a percentage status provided for detail. It was also requested that the column headings be consistent. Ms Cheryl Fitzgerald agreed and additionally suggested that applying colour coding may assist with readability. - **ACTION**
- Mr Robert Tommasini noted the AFS information is good, however there were some missing information/comments. - **ACTION.**
- Hon Hugh Delahunty noted that the HACC cash handling remains an issue. CEO Ms Lucy Roffey advised that the original audit noted no procedure in place, however the unit does have procedures regarding invoice payments and shopping assistance. Transactions are generally small and seen as a low risk. Council have not received any complaints and receipts are obtained on each transaction. Mr Brenton West further advised a similar

approach is taken by other Council's as it is deemed a low risk. Mr Robert Tommasini advised that cash handling be changed to complete. - **ACTION**

- The committee discussed other matters relating to HACC service, which is currently under review by the Federal Government. Mr Brenton West advised that the contract is in place until June 2020 and it is unclear of the service after that date. CEO Ms Lucy Roffey noted that redundancy issues may arise from the service change which will need to be addressed by the Federal Government.

Decision

The progress report noted by the Committee.

16. Reports by Sector and Related Agencies

The Committee considered the information on sector reports, noting the inclusion of management comments.

Decision

The summary of recent reports was noted by the Committee.

17. May Financial Report

A copy of the operating statement was provided to the Committee providing the variance analysis. Mr John Watson questioned if the end result is looking good and Mrs Anna Bartlett advised that all was tracking well, indicating that an additional \$1.5m in Flood Recovery funding was received during June, and 50% of Councils' 2018-2019 Financial Assistance Grants had also been received during June 2018.

The committee discussed generally the funds going forward, noting the following;

- That the Carisbrook Flood Mitigation works have been deferred and funds will carry forward into future years.
- It was requested by Mr John Watson that the previous year's receivables/ rates collection information be provided within a graph. - **ACTION**
- Ms Cheryl Fitzgerald requested that additional investment information be provided such as maturity dates/period of investment. It was noted that an investment policy is in place and that cash flow projections have been completed. - **ACTION**

Decision

The report was noted by the Committee.

18. Central Goldfields Shire VicRoads Agency Compliance Report

The Committee considered the report noting one corrective action. Mrs Anna Bartlett confirmed that matter had since been addressed.

Decision

The report was noted by the Committee.

19. Annual Report from Audit & Risk Committee

The Committee considered the draft annual report prepared by the committee chair noting amendment required to dates (e.g September 2017 and May 2018 meetings not listed) and some wording issues.

Further review and comments are to be provided post meeting. CEO Ms Lucy Roffey advised that the draft report can be finalised later in the year. Pending further review/ comments the committee agreed and noted the draft annual report.

Decision

Noted.

20. Other Business

Nil

21. Next meeting

Monday, 10 September 2018 at 11am

22. In Camera Session

All Council Officers and Visitors with the exception of the CEO left the meeting for the In Camera Session.

23. Meeting Close

Minutes of the Dunolly Historic Precinct Annual General Meeting held on Tuesday, 25 September 2017 at 1pm in the Dunolly Town Hall

Present: Rachel Buckley, Judy Meldrum, Fiona Lindsay, Brian and Gail Phillips, Jenny Scott, Faye Arnold, Jan Ford, Margaret Edgcumbe, Marion Da Costa,

Minutes of the last Annual General Meeting

Circulated. Taken as read. Moved Marion that the minutes be accepted. Second Judy. Carried.

Presidents Report

See attached.

Treasurer's Report

See attached. Jan moved that the report be received. Second Marion Carried

Election of Office Bearers

Fiona declared all positions vacant and asked Faye Arnold to conduct the elections. Faye congratulated the committee on its work.

There being no other nominations Faye declared all positions filled.

President: Fiona Lindsay

Secretary: Marion Da Costa

Treasurer: Jan Ford

Committee: Rachel Buckley, Judy Meldrum, Margaret Edgcumbe, Jenny Scott, Brian Phillips

Fiona took the chair and declared the meeting closed.



COLLABORATIVE TABLE



Attachment 5

Wednesday August 8th 2018

Welcome & Acknowledgement:

Acknowledgement to Country

Declaration of Conflict of interest: No conflicts of interest.

Story to bring the work into the room:

'Ensuring our children are loved and safe' – presentation by Sharyn Huggett, Go Goldfields Early Years Facilitator.

Minutes from previous meeting: Minutes have been received.

Business Arising:

Actions from previous meeting

Ten20's involvement with Go Goldfields – Caroline Chernov, Executive Director Ten20 Foundation was in attendance at the meeting and responded to this item for discussion.

Brief history of Ten20 Foundation and their activities. Ten20 is a philanthropic organisation that was born out of The Gordon Foundation. The Gordon Foundation operated in child protection for more than 125 years, however after feeling they were not having a big enough impact, they sold all their assets and established the Ten20 Foundation. A decision was made to spend all their funding over ten years, not into perpetuity. Ten20 now fund six communities across Australia and have also started Opportunity Child to act as advocates of policy change and new financing mechanisms. Their aim is to disrupt the system to find better ways of funding and new financing mechanisms.

Ten20 have been a Go Goldfields funder from the very beginning and have committed to fund for another two years.

Ten20 is not theoretical, they are focused on deep connections and different ways of working. They feel that Go Goldfields has fantastic community engagement.

Noel expressed his gratitude on behalf of the Collaborative Table to Caroline Chernov and the Ten20 Foundation for their continuing support of the Go Goldfields work.

Go Goldfields is working with Government in exploring different ways of funding. Looking at outcomes based funding opportunities and strengthening the community voice.

And hence their support for Go Goldfields Partnerships Addressing Disadvantage application to test the viability and the

Proposal for Strategic Learning Workshop

Strategic learning means using evaluation to help organizations or groups learn quickly from their work so they can learn from and adapt their strategies. It means integrating evaluation and evaluative thinking into strategic decision making and bringing timely data to the table for reflection and use (Centre for Evaluation Innovation)

Strategic Learning and Evaluation Working Group met and agreed to set workshop tentatively for Wednesday 29/08.

This workshop will bring together Project Leads, Facilitators and Strategic Learning and Evaluation Working Group members.

The Working Group has been negotiating with Murdoch Children's Research Institute for delivery of the workshop. The outcome of this workshop will be reported to the Collaborative table.

Date for installation of Story Seats, launch arrangements

Story Seats, loosely based on London Book Benches, was discussed with Go Goldfields Arts, Literacy and Communications team based on community advising us they wanted more public seating, visible and accessible community arts and that they wanted to build on previous community arts projects.

The project is complete and six seats have been endorsed by Council. There are discussions about instillation of seats for ready for funding announcements.

Short Flix Festival – update: Maree Elliott, Sandra Hamilton and David Sutton

Six films were shot over recent weeks with lots of community involvement. The young people involved in the project are engaging well with the film company Indimax. IndiMax are guiding the production of the films. Workshops and filming are being conducted on the weekends and during school holidays.

It was acknowledged that the Collaborative Table is appreciative of the support and contribution of both Highview College and Maryborough Education Centre in supporting this project for young people to develop skills and networks through this project. Maryborough Education Centre has generously provided the workshop space for the participants to meet and work together regularly since March this year.

New Business:

'Ensuring our children are loved and safe' – presentation by Sharyn Huggett, Go Goldfields Early Years Facilitator.

Children and Families Partnership common agenda statement:

'Children in Central Goldfields Shire are confident, creative, safe and healthy'

The key focus of the partnership:

- Children and families actively engage and participate in Maternal and Child Health, playgroup, kindergarten and school
Kindergarten enrolment
2014: 80% 2017: 100%
- All children experience a positive, supportive family environment
Children vulnerable on one or more domains
2009: 35.7% 2015: 27.9%
- All children engage and participate in community activities
Survey being circulated throughout August 2018 to measure the numbers of babies aged up to 12 months engaged in community activities.

Children and Families Partnership is committed to Restacking the Odds – Murdoch Children's Research Institute project focusing on reducing intergenerational disadvantage. Researchers will be looking at developmental inequities across ages and stages. At the end of the research, we will use a whole of systems approach to assist this community. Researchers have already started collecting basic data.

Strategic conversation 'Renewal plan and different modes of participation' – Collaborative Table participation and functioning.

Collaborative Table – discussion. Noel suggested reviewing the way the Collaborative Table operates to make it work better for everyone. People make a great deal of effort to be involved at the table and attend meetings and we need to ensure the meeting discussions are worthwhile and meaningful. There are some concerns about lack of representation at the table by some services as well as lack of continuity due to staff changes in departments.

Action: Discuss further at next meeting.

Other Business:

- Draft copies of 'Benjamin in Bealiba' story book shared with the Table
- Benjamin Bear has become a mascot for Bealiba and features on Bealiba's Story Seat

Action: Agreed to have Go Goldfields logo on the story book.

Action: Sandra to discuss Go Goldfields funding contribution for printing of the story books.

- Children and Families Partnership is working on a Teddy Bears Picnic for September to coincide with National Child Protection Week.
- Loddon Campaspe Regional Partnership met last week. Brenton West presented to them. Message was that Collective Impact is right for Maryborough

Communications from Collaborative Table:

Critical Messages to Action Groups:

- Strategic Learning workshop scheduled for end of August

Agreed communication to community:

- Story Seats to be installed very soon
- Restacking the Odds research has begun
- Short Flix Festival filming continuing over next few weeks.

Actions from this Meeting:

- Discuss Collaborative Table participation and sustainability at next meeting
- Go Goldfields logo to be included in publication of 'Benjamin in Bealiba' story book
- Sandra to discuss Go Goldfields funding contribution for printing of the story books

Next Meeting: Wednesday 10th October 2018, 1.00pm-3.00pm. Maryborough Community Hub.

Focus: Family Violence Action Group Presentation and Collaborative Table participation and functioning.



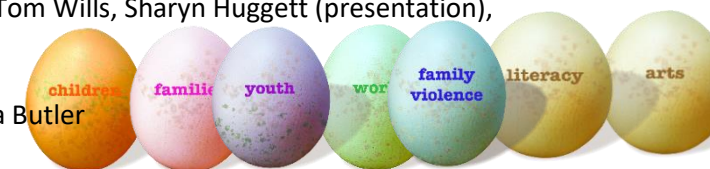
Minutes: Wednesday August 8th 2018 **Where:** The Maryborough Community Hub 1-3pm **Chair:** Noel Harvey, Chief Administrator Central Goldfields Shire Council

Attendees: Sandra Hamilton, David Sutton, Brenton West, Ben Rowbottom, Maree Elliott (left 1.55pm), Caroline Thoroughgood, Margaret Augerinos, Tom Wills, Sharyn Huggett (presentation), Caroline Chernov (special guest)

Notes: Jodie Bennett

Apologies: Lucy Roffey, Paul Huggett, Mary Sayers, David Osborn, Callen Parsons, Francis Lynch, Sue West, Amanda Hubber, Raelene Williams, Rowena Butler

Minutes Confirmed at meeting held on: Wednesday September 12th 2018



8.1 ASSEMBLIES OF COUNCILLORS

Author: Acting Manager Governance

Responsible Manager: 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 provide the record of any assembly of Councillors, which has been held since the last Council Meeting, so that it can be recorded in the Minutes of the formal Council Meeting.

POLICY CONTEXT:

Section 80A of the Local Government Act 1989 requires the record of any assembly of Councillors to be reported to the next practicable Council Meeting and recorded in the Minutes and to include the names of all Administrators and Council Staff attending, the matters considered and any conflicts of interest recorded.

BACKGROUND INFORMATION:

The Local Government Act provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. A planned or scheduled meeting that includes at least half the Councillors and a member of Council staff; or
2. An advisory committee of the Council where one or more Councillors are present.

The requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declarations of conflict of interest.

REPORT:

Outlined below are the details of Assemblies of Councillors since the last meeting:

Date	25 September 2018	Meeting:	CEO KPIs
Councillor Attendees	Noel Harvey, Chief Administrator; Hugh Delahunty, Administrator; Karen Douglas, Administrator		
Council Staff Attendees	Lucy Roffey, Chief Executive Officer		
Guests			
Conflict of interest disclosures:		NIL	
Matters Considered	CEO KPIs		
Date	25 September 2018	Meeting:	Briefing Meeting
Councillor Attendees	Noel Harvey, Chief Administrator; Hugh Delahunty, Administrator; Karen Douglas, Administrator		
Council Staff Attendees	Lucy Roffey, Chief Executive Officer		
Guests			
Conflict of interest disclosures:		NIL	
Matters Considered	Pre meeting to discuss September Ordinary Council Meeting Agenda.		
Date	9 October 2018	Meeting:	Strategy Briefing Meeting
Councillor Attendees	Noel Harvey, Chief Administrator; Karen Douglas, Administrator; Hugh Delahunty, Administrator		
Council Staff Attendees	Lucy Roffey, Chief Executive Officer; Paul Brumby, General Manager Corporate Performance; Rebecca Stockfeld, General Manager Infrastructure Assets & Planning; Brenton West, General Manager Community Wellbeing; Ron Potter, Manager Infrastructure; Miriam Smith, Town Planning		
Conflict of interest disclosures:		NIL	
Matters Considered	<ul style="list-style-type: none">• Grampians Central West Waste and Resource Recovery Group• Go Goldfields – Partnerships Addressing Disadvantage• Rating Strategy• CHCV Incorporation• Final report of Organisation and Governance Reform Program• Councillor and Committee Member Support and Expenses policy• Gifts, Benefits and Hospitality policy for Councillors• 2017-2018 Annual Report• Finance Report – September 2018• 2017-2018 Budget Carry Forwards• Ambulance Victoria site at Aerodrome• Aerodrome Masterplan• Planning Application 008/18• Refreshed Council Plan – Action Plan• Neighbourhood Safer Places Plan		

RECOMMENDATION:

That Council note the record of Assemblies of Council as outlined in this report.

8.2 FINAL REPORT OF ORGANISATION AND GOVERNANCE REFORM PROGRAM

Author: Director Business Transformation

Responsible General Manager: Director Business Transformation

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 provide a final report on the work and achievements of the Organisational Governance and Reform Program over the last twelve months and outlines how the outcomes of the program will be embedded in sustainable systems and processes into the future.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

Initiatives: Develop and implement a cultural change program to develop a high performing, customer focused organisation.

Implement recommendations from the Local Government Inspectorate Report

Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program

BACKGROUND INFORMATION:

In September 2016, following receipt of various allegations, the Local Government Investigations and Compliance Inspectorate (the Inspectorate) commenced a formal investigation into Council matters including an alleged conflict of interest relating to the CEO, alleged false claiming of expenses and numerous allegations of poor governance and noncompliance with legislative requirements.

These investigations, in general terms related to Council's lack of internal controls, inadequate policies and procedures, and an overall lack of compliance.

In August 2017, the Inspectorate delivered its report "Protecting integrity: Central Goldfields Shire Council investigation" (the Report). Due to the comprehensive nature of this investigation and the large number of issues identified, for the purpose of this report, the findings generally related to the following areas:

- Asset mismanagement
- Financial mismanagement
- Human resources mismanagement
- Governance failures.

In addition, Central Goldfields Shire Council has had two instances where a Municipal Monitor has been appointed by the State Government under section 223CA of the Local Government Act 1989. Municipal Monitor Bill Jaboor was in place between 11 October 2016 and 31 December 2016, and again between July 2017 and September 2017. The Municipal Monitor prepared a report which identified the need for a range of governance improvements.

REPORT:

Council accepted the findings of the report in August. In November 2017, Central Goldfields Shire Council finalised a comprehensive action plan to respond to the shortcomings identified in the Report and the Municipal Monitor's reports.

The Organisation and Governance Reform Program (OGR Program) was initiated as a tangible response to the serious and widespread deficiencies in organisational performance. As such a high profile program, the work of the program was well publicised in both the public domain and to government to contribute towards rebuilding confidence in Council's performance. It encompasses the four themes of the report and sought to address all of these issues and ensure a sustainable organisation with strong governance.

A dedicated Business Transformation Team (BTT) was resourced to deliver the thirty seven projects in the OGR program. These projects were identified as the urgent high priority actions needing to be completed within the first twelve months. At the time of writing, all but one of these have been delivered. The Executive Management team have acted as the project management group, discussing progress, resolving project issues and providing direction to the BTT.

Work completed has included seven reviews and audits. Independent audits were conducted of Council grants acquittal processes and Council's accountabilities for the Energy Break Through event. Grants processes including acquittal obligations are now actively managed by the Executive team on a fortnightly basis. Reviews were completed of Council meeting procedure local law, occupational health and safety management system, budgeting processes, Governance records systems and Council's delegation suites. Each of these resulted in actions which have changed processes and practices, with new delegation software and subscription services and governance registers in place and a new budgeting software and chart of accounts to be implemented with support from Local Government Victoria's Finance Accounting and Support Team program.

A review of special committees constituted under s.86 of the Local Government Act resulted in the dissolution of a number of inactive committees, conversion of others to the status of advisory committees with no delegated powers or responsibilities and a new set of Instruments of Delegation to those committees which continued.

Council's capacity to effectively manage its land and building assets has been bolstered through the appointment of a dedicated Property and Risk Officer and the adoption of a

Disposal of Council Assets and Land Policy provides the framework for ensuring future land disposals meet legislative and best value obligations.

An emphasis was placed on training for staff, particularly in matters of good governance, conflicts of interest, protected disclosures and the role and functions of local government probity bodies in Victoria. All staff participated in an extensive program of organisational culture development to support this training and encourage staff to be actively engaged with their teams and Council's goals.

Significant policy and procedure development was completed in the human resources and governance functions, with an entire set of new policies in each area. Eleven policies were reviewed in governance covering fraud and corruption, privacy, delegations, protected disclosures, managing conflicts of interest councillor support and expenses and managing gifts, benefits and hospitality. The human resource policy suite was streamlined and consolidated to nineteen policies and all created or re-written. In addition nine corporate policies were adopted by Council including, online and media communications, complaints and community engagement, information technology related policies, and procurement. These will be reinforced through ongoing staff training and incorporation into the induction program for new staff, and where and when appropriate, new Councillors.

There are two key drivers underpinning future organisation improvement; continuing to strengthen organisational capability and implementing a broader range of internal systems and processes which will be sustainable into the future and which allocate and monitor individual accountability while not being dependent on individual officers. Processes and systems are now being put in place to ensure these changes are embedded in the organisation and sustainable into the future.

Organisational capability has been strengthened within the restructure of the organisation, with a stronger emphasis on strategy development, greater delegation of responsibility to third level managers and a greater priority of service planning and delivery. Council will consider a program of service reviews into the future to ensure it is delivering the best possible quality services to the community at the best value and in consideration of the community's priorities.

Of particular importance to the sustainability of new governance systems is the Manager Governance, Property and Risk position. This position will lead a number of significant projects which will embed a framework for corporate planning, audit and risk, compliance and reporting into an organisational wide software platform. It will continue the implementation of more robust and transparent Council meeting and decision making processes and improved alignment between Council decisions and issues and Executive team agendas. It will also establish closer relationships with delegated committees of Council to ensure compliance and performance consistent with the Local Government Act.

As well as directly scrutinising the financial operations and risk profile and processes of Council, the Audit and Risk Committee will continue to manage a comprehensive program of internal audits testing a wide range of controls and accountabilities across critical areas of risk for Council. This program will also be structured to assess the effectiveness of some of the key outcomes of the OGR program over time.

CONSULTATION/COMMUNICATION:

Audit and Risk Committee members, senior managers and managers of Council were engaged in setting the actions in the original OGR action plan, which was then agreed by Council. The Business Transformation Team worked closely with teams and managers in undertaking its reviews and reports. Staff were actively informed of team activities and new policies and expectations through the regular staff newsletters, emails and workshops. The Management Team, as it is settled through the restructure, will play a leading role in the development of culture plans with their teams.

The progress of the program was reported monthly to Councillors and the community and quarterly to the Audit and Risk Committee. There were also regular press releases bringing the community's attention to the progress being made.

Council and the community have received monthly reports of the progress and outcomes of the Program and Council's Audit and Risk Committee has also received reports at all of its meetings during the period of the Program.

FINANCIAL & RESOURCE IMPLICATIONS:

Dedicated Council resources were allocated to this project over 2018 to ensure that all of the matters identified in the Inspectorate and Monitor's reports are resolved in accordance with the timeframes identified in the Action Plan. With the completion of almost all projects in the original Organisational and Governance Reform Program, the resources of the Business Transformation Team are winding down. The Business Transformation Team is now being de-resourced with the remaining Director position planned to end at the end of October 2018.

The transition from dedicated resources and a high profile program into a continuous improvement program will be achieved by integrating future capacity building with normal management work planning and reporting processes.

CONCLUSION:

With the completion of almost all projects in the original Organisational and Governance Reform Program, the resources of the Business Transformation Team are winding down. However the Program has identified a number of further opportunities for improvement. The focus on continuous improvement needs to transition from the high-profile dedicated resources and reporting systems into become standard expectations of managers in the new structure.

ATTACHMENTS:

Nil

RECOMMENDATION:

That Council note the achievements of the Organisation and Governance Reform Program.

8.3 CONSIDERATION OF DRAFT COUNCIL POLICY – COUNCILLOR AND ADVISORY COMMITTEE MEMBER SUPPORT AND EXPENSES POLICY

Author: Director Business Transformation

Responsible General Manager: Director Business Transformation

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 for Council to consider and adopt the updated Councillor and Advisory Committee Member Support and Expenses Policy.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION:

Section 75 B (1) of the Local Government Act 1989 (the Act) requires Councils to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees. Section 82A (2)(c) of the Act requires Council to publish this Policy on its website. Section 75A permits Councils to pay necessary out-of-pocket expenses incurred while performing duties as a member of a Council Committee, as established under the Act.

In addition to the obligations of S75, the *Recognition and Support, the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources April 2008* (the Policy Statement) sets the formula for determining Councillor and Mayoral Allowances. In 2008 Local Government Victoria issued the *Information Guide, Mayor and Councillor Entitlements November 2008* (the Information Guide), which describes the 'minimum toolkit' for expenses, support and resources for local government elected representatives.

Council has a policy which has not been updated for some years.

REPORT:

The attached Policy has been drafted, based on examples from other small rural Shires.

The most significant change from Council's previous policy has been the understanding of the purpose of the Councillor Allowance. Council's prior position was:

Council has determined that the amount set under Section 74 of the Local Government Act 1989, as the Councillor Allowance, shall be an all-encompassing allowance and be deemed to include allowance for expenses such as travelling, child care and the like and that claims under these categories would be dealt with on an exceptional basis only.

This position is now inconsistent with the provisions of the Act. The Information Guide states:

Under section 74B of the Act, Mayoral and Councillor Allowances are provided separately to reimbursements of expenses and the costs of facilities/resources support. These allowances are further described in Recognition and Support and given effect through the 25 November 2008 Order in Council.

Accordingly, Mayors and Councillors' allowances must not be used to subsidise their entitlements and resources and facilities support provided by policy and legislation.

Any provision of other 'general expenses/allowances' unrelated to actual expenses incurred or to annual allowances provided by the Act, and which could be designed to supplement Councillors' annual allowances entitlements under the Local Government Act 1989 is not permitted.

The attached Policy has been quality tested against the Act, the Policy Statement and the Guide and is compliant with all provisions. The toolkit and resources specified represent entitlements considered necessary and adequate for Central Goldfields Shire Councillors to be accessible to constituents and to meet their obligations under the Local Government Act. They are set at a level to support participation, to be affordable to Council, and to be acceptable to the Central Goldfields community.

Once adopted by Council, the following reporting regime will be put in place:

1. The Policy will be on Council's web-site.
2. The Audit and Risk Committee will receive an annual report of Councillor expense reimbursements paid. This will fulfill Council's obligations under changes to the Local Government Bill 2018 should it pass Parliament and will mitigate the need for a review of this policy at that time.
3. The report of Councillor reimbursements by expense type will continue to be published in Council's annual report and will also be published on Council's web-site annually.
4. The availability for public inspection of details of Councillors interstate and overseas travel will be publicised on Council's web-site.

CONSULTATION/COMMUNICATION:

The draft Policy has been reviewed by the Audit and Risk Committee on 10 September 2018. Feedback has been incorporated into this final draft. Feedback related mainly to details of the processing of claims for reimbursement and ensuring the level of tolerance for non-Council use of mobiles was equitably treated whether a Councillor elected to use a Council provided mobile or a personal phone.

FINANCIAL & RESOURCE IMPLICATIONS:

This policy will be implemented within existing resources. The Manager Governance, Property and Risk is the responsible officer.

CONCLUSION:

Council is required to provide a range of resources to support Councillors in fulfilling their duties under the: Local Government Act 1989. Council's existing policy is out of date. A new policy has been drafted to meet the requirements of all current guidelines issued by Local Government Victoria and to prepare Council for changes proposed in the Local Government Bill 2018 should it pass Parliament. The provisions in the policy meet Council's minimum obligations while not being out of step with community standards. The policy will be due for review in 2020.

ATTACHMENTS:

1. Draft Councillor And Advisory Committee Member Support And Expenses Policy

RECOMMENDATION:

That Council adopt the Councillor And Advisory Committee Member Support And Expenses Policy.



Councillor and Advisory Committee Member Support and Expenses Policy

Draft

Category: Governance
 Adoption: Council Date:.....
 Review Period: Two years
 Responsible Manager: Manager Governance Risk and Property
 Signed by CEO:
 Date:

1. Purpose

This Policy identifies the resources to be provided to Councillors need to support them in their elected representative role as a Councillor.

It is also outlines the provisions for Councillors, and members of Council advisory committees, for claiming out-of-pocket expenses.

2. Scope

This policy applies to the Mayor and Councillors of Central Goldfields Shire Council.

Members of Council advisory committees established by resolution of Council are entitled to reimbursement of out-of-pocket expenses where specified under this Policy.

3. Official duties of a Councillor

Duties of a Councillor are defined in section 75(2) of the Local Government Act 1989 (the Act) as duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.



3.1 Mayoral and Councillor allowances

Council will pay an allowance to the Mayor and Councillors as required under the Act.

The allowance will be in accordance with the level of allowance determined by Council, and the notice published in the Government Gazette following the annual review of Mayor and Councillor allowances by the Minister for Local Government.

3.2 Information and communications technology resources

Each Councillor is entitled to the following home/workplace facilities to assist them to perform their duties as a Councillor:

- A laptop computer; and/or
- A tablet device (iPad or similar); and
- A desktop printer; and
- A mobile telephone.

A cgoldshire.vic.gov.au email address which will be accessible via the above mentioned computer, tablet device and mobile telephone.

Council will pay all connection fees and Council related charges associated with the use of the above noted equipment, including up to \$50 per month towards the monthly internet charge to a Councillor's home.

The equipment is provided for Council business use, however it is recognised that for practical reasons Councillors may make a reasonable number of non-Council business related calls on the Council mobile or access the internet for non-Council business.

A Councillor may choose to use their personal mobile telephone for Council business. The Councillor must agree to have the telephone number publicised as would be the case with a Council issued mobile. Upon a receiving a claim form, Council will reimburse the Councillor for the Council-related portion of their account and a reasonable amount of non-Council use..

It is recognised that the individual level of usage of Council supplied equipment may differ according to individual circumstances and the nature of Council activity and involvement. Each individual Councillor is expected to determine their own reasonable private use. Where private use is deemed by Councillors themselves or the CEO to be beyond reasonable limits, Councillors will be required to reimburse Council.

Unless the Councillor can establish to the contrary, international calls or calls to information/service providers which incur a significant per minute charge, e.g. 1300 telephone numbers, are not considered reasonable.

Councillors must adhere to Council's Information and Communications Technology Security Policy and Records Management Policy in using these resources.

All equipment remains the property of Council therefore any faults or issues with the equipment should be reported to the CEO's Executive Assistant at the earliest possible opportunity. The CEO's Executive Assistant will liaise with Council's Information Technology department to have the fault or issue rectified.

All equipment must be returned to Council immediately at the end of a Councillor's term of office or upon retirement or resignation of a Councillor, unless purchase of equipment by a Councillor is approved by the CEO.



3.3 Insurance

Council will ensure that policies of insurance are maintained in accordance with the provisions of the Act and the Accident Compensation Act 1985 to provide the relevant protections to Councillors and members of Council advisory committees while performing their duties as a Councillor or member of a Council committee.

3.4 Meeting rooms and office accommodation

Councillors may book meeting rooms owned and controlled by Council for meetings, interviews and other functions where the primary purpose is to allow the Councillor to discharge their Council duties. The Councillor must be in attendance and bookings should be made through the CEO's Executive Assistant.

The Mayor is provided with office accommodation in the Community Hub which may be used for Council business.

3.5 Administrative support

The CEO's Executive Assistant will provide administrative support to Councillors to assist them with diary management and in responding to correspondence, enquiries, requests for service, registrations for conferences, reservations for accommodation and meeting rooms as part of their official duties as a Councillor.

Councillors are provided with ICT equipment to assist with the conduct of Council business. All Council and Committee papers, Councillor communications and correspondence will be distributed electronically. Where electronic distribution is not suitable, papers and communications can be distributed weekly to an address specified by individual Councillor.

3.6 Apparel and Stationery

Councillors will be supplied with the following items:

- Name badge; and
- Name plate for Council table; and
- High visibility vest and/or jacket, and/or other personal protection equipment as necessary, for site visits; and
- Business cards; and
- Paper and ink/toner for the Council supplied printer; and
- Sundry stationery items (excluding Council letterhead) on request.

3.7 Meals and refreshments

Where Council or committee meetings are held at times that extend through normal meal times, suitable meals and refreshments will be provided on premises.

3.8 Civic entertainment

All formal Council civic entertainment expenses where Council is the host will be met by Council in accordance with the approved annual Budget.

Councillors will be reimbursed reasonable expenses incurred while entertaining visiting dignitaries on behalf of Council, including the cost of refreshments accompanying a meal.



3.9 Conferences and professional development

Council will cover the registration fees and reasonable travel expenses associated with attendance by Councillors at conferences, seminars and functions held locally, interstate and overseas within the limits of the budget approved by Council. These conferences are normally held by local government related organisations, professional bodies and institutions, and private sector providers on issues and events which impact on the role of Councillors and the Shire in general. The cost of partners attending conferences will not be met by Council.

Approval of Councillors' attendance at conferences and events will be determined by the Mayor in consultation with the CEO. Approval for the Mayor's attendance shall be by Council resolution. Consistent with the approval process for travel, all interstate and overseas conferences must be approved by resolution of Council.

Factors to be considered in approval include:

- Relevance of the program to the efficient and effective operations of Central Goldfields Shire Council; and
- Cost/benefit of being represented; and
- Expertise, interest and experience of Councillors in areas of conference business; and,
- Numbers to attend being regulated by distance/cost.

A report of the conference will be provided to all Councillors at the next available Council meeting.

Should Councillor attendance not be considered relevant by the Mayor, the matter will be referred to Council for information and review.

3.10 Events and functions

Provision of resources or reimbursement of expenses to a Councillor to attend a function or event will only be provided where a benefit to Central Goldfields Shire can be demonstrated e.g. attendance will contribute towards a commitment under the Council Plan.

Council will meet the cost of Councillors attending external events and functions to which they have been invited in their capacity as a Councillor. Council will also meet the cost of a partner attending the event, if a partner has been invited, and where it is necessary for Council to be represented at the function.

Council will meet the cost of the Mayor or his/her representative to attend a charity fundraising event. If other Councillors wish to attend to support the charity, they will be required to make their own contribution to attend.

Council does not financially support political parties. Where Councillors attend a political party fundraising event the cost is to be borne by the individual Councillor.

3.11 Carer expenses

Council will reimburse the out-of-pocket carer expenses incurred by Councillors or members of Council advisory committees in the course of carrying out their duties, including attendance when required at:

- Ordinary and Special Council Meetings
- Meetings of Special Committees of Council
- Formal strategy briefings and hearings



- Meetings scheduled by the Council or the Mayor
- Civic or ceremonial functions convened by the Council or the Mayor
- A meeting, function or other official role as a representative of the Council or Mayor
- Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate or is authorised by Council, except where the body reimburses relevant carer expenses incurred by the Councillor
- Conferences and study tours
- Official visits
- Conferences and professional development

Carers expenses that may be reimbursed include:

- payment to an accredited child care/attendant care provider, or
- a person providing care who does not:
 - have a familial or like relationship with the Councillor or committee member; or
 - reside either permanently or temporarily with the Councillor or committee member; or
 - have a relationship with the Councillor or committee member or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Fees are generally payable per hour or part thereof, subject to any minimum period which is part of the care provider's usual terms.

3.12 Travel expenses

Council will meet transport costs incurred in attending meetings (other than Council meetings), functions and other commitments outside of the Shire but within Victoria. This includes reimbursement for use of a private vehicle while conducting Council business, and car parking fees.

The allowance payable for reimbursement of private vehicle use will be in accordance with the rates determined by the Australian Taxation Office each year.

Accommodation and incidental costs incurred whilst travelling on Council business within the state of Victoria will also be met by Council.

Council will cover costs associated with Councillors travelling interstate on Council business as approved by the Council within the limits of the budget approved by Council. This comprises airfares, accommodation costs, car hire, taxis, ride-sharing fares and meals.

Council will cover costs associated with Councillors travelling overseas on Council business as approved by the Council within the limits of the budget approved by Council. This comprises airfares, accommodation, passports, visas, passports, car hire, taxis, ride-sharing fares and meals. All overseas travel by Councillors must be approved by resolution of full Council.

3.13 Vehicles

A fully maintained vehicle will be provided to assist the Mayor to perform his/her duties and for private use during the Mayoral term.



Where practicable, and by prior arrangement through the CEO's Executive Assistant, a Council pool vehicle may be made available to Councillors for travel to Council related meetings or engagements. Councillors must complete the log book in pool vehicles.

Alternatively Councillors may use their private vehicle for Council business and request reimbursement at the per kilometre rate determined by the Australian Taxation Office annually.

3.14 Miscellaneous expenses

Reimbursement of Councillor and committee member out-of-pocket expenses may only occur once Council is satisfied that the expenses are:

- bone fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor or member of a Council advisory committee; and
- reasonably necessary for the Councillor or member of the committee to perform that role.

If a Councillor or committee member expects to incur an expense of more than \$100, the Councillor or committee member should contact the CEO or CEO's Executive Assistance to check whether an out-of-pocket expense is suitable or whether another method of payment would be more appropriate.

It is recognised however, that there will occasionally be small expenses incurred by Councillors or committee members for which they will seek reimbursement.

Council will reimburse a Councillor for expenses if the Councillor or committee member:

- Applies for reimbursement of expenses on the Councillor/committee member expense claim form; and
- Establishes in the claim form that the expenses were necessary, reasonable, bona fide out-of-pocket expenses incurred while performing duties as a Councillor or committee member; and
- Attaches supporting documentation in the form of tax invoices and receipts to the claim form.

3.15 Claiming expenses

All claims for reimbursement of expenses must be submitted via a Councillor/committee member expense claim form, to the CEO's Executive Assistant, for the CEO's authorisation within one month of the expense being incurred. Tax invoices or receipts must be attached to the claim form to verify the expenditure.

Reimbursement will occur within two weeks of an accurately completed Councillor/committee member expense claim form being received and authorised, and paid via electronic funds transfer into the Councillor/committee member's bank account.

3.16 Access and inclusion

Council commits to provide support to any individual who requires particular assistance to be able to fulfil their role as a Councillor or committee member. Councillors or Committee members requiring particular workplace assistance or modification should contact the General Manager Corporate Performance.



3.17 Councillor welfare

Councillors and committee members may approach the CEO with regard to any specific guidance, counselling or coaching that may be required to enhance their performance as a Councillor or committee member.

Councillors or Council committee members experiencing personal difficulties may seek counselling on a confidential basis through Council's Employee Assistance Program. Details can be obtained from the CEO.

4. Reporting

Full details of all reimbursement of out-of-pocket expenses to Councillors and Council advisory committee members will be provided annually to the Audit and Risk Committee.

Details of interstate and overseas travel made by Councillors will be made available to members of the public upon request. In the interests and transparency and good governance, details of reimbursements to Councillors and Committee members will also be published in Council's Annual Report and annually on Council's web-site.

5. Roles and Responsibilities

Person/s responsible	Accountability
Finance Staff	<ul style="list-style-type: none">Process reimbursement of Councillor/committee member expense claims with 14 days of receiptProvide expense reimbursement report to Audit and Risk Committee annually
CEO's Executive Assistant	<ul style="list-style-type: none">Liaise with Councillors regarding required Councillor resourcesReceive Councillor/committee member expense claim formsEnsure appropriate documentation is attachedEnsure CEO authorises claim formsEnsure authorised claim forms are forwarded to the Finance department in a timely manner
Chief Executive Officer (CEO)	<ul style="list-style-type: none">Authorise Councillor/committee member expense claim formsEnsure details of interstate and overseas travel by Councillors is publicly available and reimbursement of expenses is reported in Council's annual reportEnsure the Audit Committee receives annual report of reimbursement of expenses to Councillors and Council advisory committee members
Audit and Risk Committee	<ul style="list-style-type: none">Complete Councillor/committee member expense claim form if seeking reimbursement within 30 days of incurring expenseReceive expense reimbursement report at quarterly meetings
Council Advisory Committee members	<ul style="list-style-type: none">Complete Councillor/committee member expense claim form if seeking reimbursement with 30 days of incurring expenseAttach appropriate tax invoices and receiptsForward completed Councillor/committee member expense claim forms to CEO's Executive Assistant
Councillors	<ul style="list-style-type: none">Complete Councillor/committee member expense claim form if seeking reimbursement within 30 days of incurring expenseAttach appropriate tax invoices and receipts



Person/s responsible	Accountability
	<ul style="list-style-type: none">Forward completed Councillor/committee member expense claim forms to CEO's Executive Assistant
Mayor	<ul style="list-style-type: none">Approve Councilor attendance at conferences and professional development
Council	<ul style="list-style-type: none">Approve all conference attendances for the MayorApprove all interstate and overseas travel for the Mayor and Councillors

6. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and staff. Council will formally involve elected staff representatives in any workplace change that may affect its staff.

7. Related Policies and Procedures

Councillor Code of Conduct

Information and Communication Technology Security policy

Records Management Policy

8. Relevant Legislation and Guidelines

Local Government Act 1989

Local Government (General) Regulations 2015 No.119

DOCUMENT HISTORY (TO BE REMOVED BEFORE SIGNING)

	Date	Author
Initial Draft	8 August 2018	Marita Turner
Draft Reviewed	22 August 2018	Mel Rogers
Final Draft approved	28 August 2018	EMT
A&R Committee feedback	10 September 2018	Mel Rogers
Strategy Briefing		
Final Draft amended		
Adopted Council meeting		

8.4 CONSIDERATION OF DRAFT GIFTS, BENEFITS AND HOSPITALITY FOR COUNCILLORS AND COMMITTEE MEMBERS

Author: **Business Transformation Project Officer**

Responsible Manager: **Director Business Transformation**

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:

This report presents the draft Gifts, Benefits and Hospitality for Councillors and Committee Members Policy for consideration for adoption by Council.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

This draft policy contributes to this Council plan objective by reinforcing Council's commitment to transparency, impartiality, accessibility and equality. The Policy's aim is to ensure that Councillors and members of Council committees are not influenced, or perceived to be influenced by persons or organisations in the impartial and efficient discharge of their Council duties.

BACKGROUND INFORMATION:

Councils are entrusted with a range of decision making powers so that they can govern in the best interests of their local communities. To do this Councillors and committee members must meet defined standards of integrity and probity, which includes the requirement to declare any gifts, benefits or hospitality offered in the course of their Council duties.

Section 78C of the Local Government Act 1989 (the Act) states that a Councillor would have an indirect interest in a matter on receipt of an applicable gift, either directly or indirectly.

In consideration of those requirements, Councillors are obliged to declare any conflicts of interest in any matters to be considered or discussed by Council.

Additionally, members of special committees (s.86 committees), audit committees and section 223 committees are required by the Act to disclose any conflicts of interest in committee meetings.

Council's current Gifts, Benefits and Hospitality Policy was adopted in 2015 and therefore is due for review. The draft policy presented with this report has been developed by reviewing Council's existing policy and the gifts, benefits and hospitality policies from other Councils,

resulting in a contemporary document which is in line with industry standards and legislative obligations. The draft policy is also consistent with the Victorian Public Service Commission Gifts, Benefits and Hospitality Policy Guide.

REPORT:

The intent of the Gifts, Benefits and Hospitality for Councillors and Committee Members Policy is to ensure that:

1. a high standard of probity and accountability is maintained;
2. legislative requirements are met;
3. community expectations are met;
4. Council activities are not influenced, or perceived to be influenced, by the receipt of gifts, benefits or hospitality; and
5. gifts, benefits or hospitality offered or received are properly disclosed and managed.

The policy's key principle is that unless a gift, benefit or hospitality is only of token value (less than \$20), any offer or acceptance should be declared by Councillors or committee members. It requires the declarations kept on a register for three years, consistent with s. 79 (5) (a) of the Act.

The policy does not specify a maximum value for such benefits. The purpose of the policy is not to restrict offers of gifts, benefits or hospitality, but to ensure such offers are made transparently and not in an attempt to influence Councillors in their decision-making. During consultation with Administrators and the Audit and Risk Committee, it became apparent that the setting of a maximum limit for acceptance created issues with assessing the total value of hospitality or gifts, brought in an element of subjectivity and potentially created embarrassing situations for Councillors or well-meaning gift givers. The requirement to declare all gifts and hospitality removes this subjectivity and aligns the policy more closely with the intentions of the Act.

However, the policy also includes safeguards by stipulating those offers which Councillors and Committee Members must reject. These are offers which are:

- likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest;
- could bring them or Council into disrepute;
- made by a person or organisation about which they will likely make or influence a decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:
 - made by a current or prospective supplier;
 - made during a procurement or tender process by a person or organisation involved in the process; or
 - made by anyone who has a current or imminent application to Council or against whom any enforcement action is current or imminent, including health, building, planning or local laws permits or breaches;
- likely to be a bribe or inducement to make a decision or act in a particular way;
- that extend to their relatives or friends;
- of money, or used in a similar way to money, or something easily converted to money;

- where, in relation to hospitality and events, Council will already be sufficiently represented to meet its business needs;
- where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- made by a person or organisation with a primary purpose to lobby local government; or
- made in secret.

Practice in other Councils varies from non-acceptance of all gifts, acceptance with or without disclosure of token gifts only, through to acceptance and disclosure of all gifts.

This approach of full disclosure for Central Goldfields Shire Council has been proposed for a number of reasons:

- It is the most transparent approach and as such may contribute to rebuilding the community's trust in Council.
- It is the easiest regime to understand and removes any need for subjective judgement on the part of future Councillors or Committee members.
- It is the administrative simplest to maintain and hence ensure compliance.
- It is consistent with the standards being set for Council staff.

CONSULTATION/COMMUNICATION:

A draft policy was reviewed by the Audit and Risk Committee for input and the feedback received has been incorporated into an earlier draft.

FINANCIAL & RESOURCE IMPLICATIONS:

No additional resources are required to implement this policy.

CONCLUSION:

The Gifts, Benefits and Hospitality for Councillors and Committee Members Policy has been developed in accordance with provisions in the Local Government Act 1989. It is based on the intention in the Local Government Act to ensure the acceptance of gifts, benefits or hospitality does not jeopardise transparent and objective decision making by requiring disclosure of all offers of gifts benefits or hospitality valued over a token value of \$20.

ATTACHMENTS:

1. Draft Gifts, Benefits and Hospitality for Councillors and Committee Members Policy

RECOMMENDATION:

That Council adopts the Gifts, Benefits and Hospitality for Councillors and Committee Members Policy.



Gifts, Benefits and Hospitality for Councillors Policy

Draft

Category: Governance
 Adoption: Council Date:.....
 Review Period: Three years
 Responsible Manager: Manager Governance, Risk and Property
 Signed by CEO:
 Date:

1. Purpose

This policy states Council's position on responding to offers of gifts, benefits or hospitality from an external party and the principles to be applied to ensure:

- A high standard of probity and accountability is maintained;
- Legislative requirements and community expectations are met;
- Council activities are not influenced, or perceived to be influenced, by the receipt of gifts, benefits or hospitality; and
- Offers of gifts, benefits and hospitality, are properly disclosed and managed.

2. Scope

This policy applies to all Councillors and their immediate family members. All reasonable steps must be taken to ensure that immediate family members of Councillors do not receive gifts or benefits that could be perceived to be an attempt to influence the behaviour of the Councillor in question.

This policy does not apply to receipt of gifts by Councillors during an election period, as that is covered by Section 62 of the Local Government Act 1989 (the Act). It does also not cover the obligations of Councillors to declare gifts as part of their regular Primary and Ordinary Return obligations under Section 81 of the Local Government Act.

The policy applies to all offers of gifts, benefits or hospitality, whether accepted or not. All offers above the specified token amount must be declared by Councillors and entered into Council's Gifts and Hospitality Register (the Register).



3. Policy

3.1 Policy principles

Council is committed to and will uphold the following principles in applying this policy:

Impartiality – Councillors have a duty to place the public interest above their private interests when carrying out their official functions. They will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Councillors must not seek gifts, benefits of hospitality.

Accountability - Councillors are accountable for declaring all non-token offers of gifts, benefits and hospitality, making necessary enquiries and exercising proper judgement when accepting non-token offers and refusing any offers of gifts benefits or hospitality which are excluded by the policy

Integrity: Councillors strive to earn and sustain community trust through providing or responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations. Councillors will refuse any offer that may lead to an actual, perceived or potential conflict of interest.

Risk-based approach: Council, through its policies, processes and audit committee, will ensure gifts, benefits and hospitality risks are appropriately assessed and managed.

Token offers: A token offer is a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the recipient (such as basic courtesy). Token offers cannot be worth more than \$20.

Non-token offer: A non-token offer is a gift, benefit or hospitality that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value. All offers worth more than \$20 are non-token offers and must be recorded in Council's Gift, Benefit and Hospitality Register.

Offers to be refused: Councillors are to refuse offers:

- likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest;
- could bring them or Council into disrepute;
- made by a person or organisation about which they will likely make or influence a decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:
 - made by a current or prospective supplier;
 - made during a procurement or tender process by a person or organisation involved in the process; or
 - made by anyone who has a current or imminent application to Council or against whom any enforcement action is current or imminent, including health, building, planning or local laws permits or breaches;
- likely to be a bribe or inducement to make a decision or act in a particular way;
- that extend to their relatives or friends;
- of money, or used in a similar way to money, or something easily converted to money;
- where, in relation to hospitality and events, Council will already be sufficiently represented to meet its business needs;



- where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- made by a person or organisation with a primary purpose to lobby local government; or
- made in secret.

3.2 Gifts and Benefits

Gifts are free or discounted items or services and any item or service that would generally be seen by the community as a gift. These include:

- items of high value (e.g. artwork, jewellery, property or expensive pens);
- items of low value (e.g. small bunch of flowers),
- consumables (e.g. chocolates);
- services (e.g. painting and repairs,); or
- a proposal to enter an arrangement which may of personal benefit to a Councillor or their immediate family and may present a conflict of interest for the Councillor e.g. loans of property.

Discounted items refer to goods and services made available at discounted prices where such an offer is not available to others.

Token gifts may be accepted by a Councillor, do not need to be declared and may remain the property of the Councillor unless they are ceremonial gifts. All non-token gifts must be declared, and the declaration forwarded to the Manager Governance, Risk and Property. Individual items which are reasonably estimated by the Councillor to be valued more than \$75 are not to be accepted.

Non-token gifts offered to an individual as a recognition of their work or contribution may be retained by the individual Councillor. Items presented to the Councillor on behalf of Council, official gifts to Council or any gift of cultural significance or value are to be retained by Council.

Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. Ceremonial gifts are usually provided when conducting business with official delegates or representatives from another organisation, community or foreign government.

Ceremonial gifts remain the property of Council, irrespective of value, and should be accepted by Councillors on behalf of Council. The receipt of ceremonial gifts will be recorded on the register.

3.3 Hospitality

Hospitality is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.

Councillors may accept hospitality where they can demonstrate acceptance and attendance furthers Council's interests or goals. Token hospitality may be accepted by a Councillor and does not need to be declared. All non-token hospitality must be declared, and the declaration forwarded to the Mayor for authorisation.



Examples of token hospitality include:

- accommodation, travel, entertainment tickets to sporting events;
- non-alcoholic refreshments offered by a customer, consultant, contractor or developer whilst attending their place of business to discuss, conduct or undertake current Council business;
- Invitations to appropriate out-of-hours social functions organised by groups such as Council committees or community organisations;
- free or subsidised meals, of a modest nature, and/or beverages provided to Councillors who formally represents Council at work related events; or
- Hospitality, such as a luncheon, invitation to an event or other similar corporate hospitality, even where it may be unplanned.

Before accepting offers of hospitality, Councillors should consider the principles outlined in section 3.1 of this policy before accepting, and balance any reputational risk to Council with the likely benefit to the community and Council of accepting the hospitality.

3.4 Considerations in accepting gifts, benefit or hospitality

In addition to the criteria outlined above for not accepting goods, benefits or hospitality, Councillors should consider the following questions when deciding whether to accept any non-token offer:

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select suppliers, award grants, regulate industries or determine Council policies related to this individual? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or a valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

Source: VPSC Model Gift, Benefits and Hospitality Policy

Receiving multiple offers (token or non-token) from the same person or organisation can generate a stronger perception that the person or organisation is attempting to influence a Councillor. Councillors should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage.



3.5 Gifts Benefits and Hospitality Register

The Mayor will sight and authorise all declarations of offers from Councillors and the CEO. They will then be forwarded to the CEO, who will forward them to the Manager Governance, Risk and Property. The Manager Governance, Risk and Property will maintain a register of all offers of gifts, benefits or hospitality benefits and hospitality received and any offers not accepted.

The Gifts, Benefits and Hospitality Register will be tabled at the Audit and Risk Committee at least once per year or more frequently upon request of the Committee.

Under the Act, receipt of a gift from a person or organisation can result in a conflict of interest (as an applicable gift). There are penalties under the Act for breaches of conflict of interest provisions. If a Councillor considers they have been offered a bribe or inducement, the offer must be reported to the CEO, who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission.

Councillors unsure of whether to accept a gift, benefit or hospitality to seek advice from the CEO.

4. Roles and Responsibilities

Person/s responsible	Accountability
Manager Governance, Risk and Property	<ul style="list-style-type: none">• Receive all declaration forms• Maintain a Register of all offers of and accepted gifts, benefits or hospitality• Provide a report of the register at the Risk and Audit Committee at least annually.
Chief Executive Officer	<ul style="list-style-type: none">• Implement policy and procedure for identifying and managing gifts, benefits and hospitality• Complete a declaration form within seven days of personal offer or receipt of a gift, benefit or hospitality and submit to Mayor for signature• Sign off declaration forms authorised by Mayor and forward to Manager Governance, Risk and Property
Councillors	<ul style="list-style-type: none">• Complete a declaration form upon offer or receipt of a gift, benefit or hospitality and submit to Mayor for signature
Mayor	<ul style="list-style-type: none">• Complete a declaration form upon offer or receipt of a gift, benefit or hospitality and submit to CEO for signature• Sign off declaration forms submitted by Councillors or CEO and forward to CEO
Council	<ul style="list-style-type: none">• Policy approval

5. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and staff.



6. Related Policies and Procedures

- Gifts, Benefits and Hospitality Procedure
- Gifts, Benefits and Hospitality Declaration – Councillors
- Gifts, Benefits and Hospitality Policy – Council staff
- Gifts, Benefits and Hospitality Register (maintained by Manager Governance, Risk and Property)
- Councillor Code of Conduct
- Managing Conflict of Interest for Councillors and Committee Members Policy

7. Relevant Legislation and Guidelines

- Local Government Act 1989

DOCUMENT HISTORY (TO BE REMOVED BEFORE SIGNING)

	Date	Author
Initial Draft	29 June 2018	Marita Turner
Approved	11 July 2018	Mel Rogers
Review Draft	18 July 2018	EMT
Review Final draft	18 July 2018	Audit Committee members
Review Final	30 July 2018	Marita Turner
Revised version	31 August 2018	Mel Rogers
Review revised version	12 September 2018	EMT
Consider revised version		Councillor briefing
Approved		

8.5 DELEGATIONS OF POWERS, FUNCTIONS AND DUTIES FROM COUNCIL TO STAFF

Author: Director Business Transformation

Responsible General Manager: Director Business Transformation

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 recommend that Council adopt a new Instrument of Delegation from the Council to various positions in the organisation.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION:

Section 98 of the *Local Government Act* 1989 ("the Act") provides that Council may, by instrument of delegation, delegate to a member of its staff any power, duty or function of the Council under the Act or any other Act other than:

- Council's power of delegation;
- the power to declare a rate or charge;
- the power to borrow money;
- the power to approve any expenditure not contained in a budget approved by the council;
- any power, duty or function of the council under Section 223; and
- any prescribed power.

The delegations are made to the position rather than to the staff member occupying the position.

An Instrument of Delegation is a formal document that allows for certain duties, functions and decision-making powers to be delegated to a Council officer, as a means of reducing the operational decision-making workload upon the Council, allowing it to increase its strategic focus and deal with the issues and matters associated with the long term management of the Shire.

Delegations are essential to enable Council staff to carry out operational duties particularly in areas which involve enforcement, such as town planning, local laws, environmental health, animal management and parking control.

The current delegation from Council to various positions in the organisation was approved on 17 December 2017.

REPORT:

It is important that Council regularly updates its Instruments of Delegation so that changes to legislative requirements and alterations made to the organisational reporting structure are taken into consideration.

The proposed delegations (Refer Attachment 1) are based on a document prepared by Council's solicitors and is similar to that used by many Victorian municipalities.

These updated delegations take account of legislative changes since the last delegations were prepared. Importantly, they also take into account the recent organisational restructure and renaming of positions and changes of reporting relationships and roles.

The proposed amendments to the delegation:

- a) reflect the fact that in relation to the *Cemeteries and Crematoria Act* 2003 and the *Cemeteries and Crematoria Regulations* 2015, Council is the trustee for only two cemeteries (Alma and Dunolly {Old} cemeteries) both of which are inactive and that most of the delegations issued in December 2017 are not required;
- b) are designed to ensure the delegations are to positions occupied by staff with the relevant qualifications;
- c) reflect the fact that the *Heritage Act* 1995 has been repealed;
- d) generally limit the powers to liaise with Ministers, other agencies and senior public servants to General Manager level;
- e) generally limit the powers to institute proceedings, referrals to the courts and the Victorian Civil and Administrative Tribunal etc. to General Manager level;
- f) provide greater consistency across Council departments;
- g) delete inappropriate delegations (e.g.: issuing permits to use coastal land, liaison with the Growth Areas Authority {which no longer exists});

Accordingly, it is recommended that Council revoke the existing delegations and approve new delegations to Council staff.

The delegations from the CEO to Council staff have also been reviewed and will be re-issued to take account of the legislative changes and the new organisational structure. There is no need at this time to amend Council's delegations to the CEO.

CONSULTATION/COMMUNICATION:

Senior staff of business units affected by any legislative changes and organisation realignment have been consulted in the preparation of this report, and amendments required to the Instrument of Delegations have been made.

FINANCIAL & RESOURCE IMPLICATIONS:

There are no financial or resource implications. The review and preparation of the revised delegations are a normal function of the Governance Unit, and completed within its resources.

CONCLUSION:

That the attached Instrument of Delegation from Council to various positions in the organisational structure should be adopted and sealed.

ATTACHMENTS:

1. Instrument of Delegation from Council to other staff

RECOMMENDATION:

It is recommended that:

*In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (**the Act**) and the other 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 those Instrument.*
- 2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.*
- 3. On the coming into force of the Instrument all previous delegations to 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 Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*



CENTRAL GOLDFIELDS SHIRE COUNCIL

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 23 October 2018; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3 and the Schedule; and
 - 2.2.4 must be exercised in accordance with the *Delegation Guidelines* (see Attachment A) approved by the Chief Executive Officer on 15 May 2018 and any other guidelines or policies which Council from time to time adopts;
 - 2.2.5 revokes the delegation made by Council on 12 December 2017;
 - 2.3 the delegate must not determine the issue take the action or do the act or thing:
 - 2.3.1 if the issue action act or thing is an issue action or thing which Council has previously designated as an issue action act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 2.3.3 if the determining of the issue the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 2.3.4 the determining of the issue the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The COMMON SEAL of CENTRAL

GOLDFIELDS SHIRE COUNCIL

Was affixed in the presence of

Lucy Roffey

Chief Executive Officer.

SCHEDULE

In this Instrument of Delegation the acronyms shown having the meaning indicated:

Acronym	Position title
CASS	Coordinator Assets
CCMP	Coordinator Compliance
CEO	Chief Executive Officer
CODP	Coordinator Design and Projects
CSTP	Coordinator Statutory Planning
EHO	Environmental Health Officer
GMCP	General Manager Corporate Performance
GMIAP	General Manager Infrastructure Assets and Planning
MBS	Municipal Building Surveyor
MFIN	Manager Finance
MIFR	Manager Infrastructure
MGPR	Manager Governance Property and Risk
MGSS	Manager Statutory Services
PCO	Planning Compliance Officer
PLNNR	Town Planner
STRAT	Strategic Planner

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CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to councils appointed as a cemetery trust under section 5 of this Act and to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><i>Note – the following cemeteries exist in the municipality:</i></p> <ul style="list-style-type: none"> a) Alma; b) Bealiba; c) Bung Bung/Woreek; d) Carisbrook; e) Dunolly (new); f) Dunolly (old); g) Majorca; h) Maryborough; i) Maliagul; j) Talbot (Amherst); and k) Timor. <p>In the case of the Alma and Dunolly (old) cemeteries (which are inactive cemeteries) the Council is in effect the cemetery trust. Both are Class B cemeteries.</p> <p>The other cemeteries are managed by volunteer cemetery trusts.</p>
s.8(1)(a)(ii)	Power to manage one or more public cemeteries.	GMCP	
s.12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act.	GMCP	Where council is a Class B cemetery trust.
s.12(2)	Duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions.	GMCP	Where council is a Class B cemetery trust.
s.13	Duty to do anything necessary or convenient to enable it to carry out its functions.	GMCP	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to councils appointed as a cemetery trust under section 5 of this Act and to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Power to manage multiple public cemeteries as if they are one cemetery.	GMCP	
s.20(3)	Power to set aside areas for those things in paragraphs (a) – (e).	GMCP	
s.57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act.	GMCP	The report must contain the particulars listed in section 57(2).
s.59	Duty to keep records for each public cemetery.	GMCP	
s.60(1)	Duty to make information in records available to the public for historical or research purposes.	GMCP	
s.70(1)	Duty to prepare a plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed.	GMCP	
s.70(2)	Duty to make plans of existing places of interment available to the public.	GMCP	
s.71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies.	GMCP	
s.71(2)	Power to dispose of any memorial or other structure removed.	GMCP	
s.106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs.	GMCP	
s.109(1)(a)	Power to open examine and repair a place of interment.	GMCP	Where the holder of the right of interment or responsible person cannot be found.

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to councils appointed as a cemetery trust under section 5 of this Act and to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial.	GMCP	Where the holder of the right of interment or responsible person cannot be found.
s.110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find the right of interment holder with consent of the Secretary.	GMCP	
s.110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary.	GMCP	
s.145	Duty to comply with an order made by the Magistrates' Court or a coroner.	GMCP	

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	Power to declare a dog to be a menacing dog.	CCMP	Council may delegate this power to an authorised officer.

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	Power to require further information.	EHO	Section 53 of the Act relates to septic tanks.
s.53M(4)	Duty to advise the applicant that the application is not to be dealt with.		
s.53M(5)	Duty to approve plans issue a permit or refuse a permit.		Refusal must be ratified by council or it is of no effect.
s.53M(6)	Power to refuse to issue a septic tank permit.		Refusal must be ratified by council or it is of no effect.
s.53M(7)	Duty to refuse to issue a permit in the circumstances in (a)-(c) .		Refusal must be ratified by council or it is of no effect.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition.	EHO	If section 19(1) applies.
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared sold or handled is safe and suitable.	EHO	If section 19(1) applies.
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose or for the use of any specified equipment or a specified process.	EHO	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s.19(4)(a)	Power to direct that an order made under section 19(3) (a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise.	EHO	If section 19(1) applies.
s.19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with.	EHO	If section 19(1) applies.
s.19(6)(b)	Duty to give written notice of a revocation under section 19(6) (a) if satisfied that an order has been complied with.	EHO	If section 19(1) applies.
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO	Where council is the registration authority.
s.19AA(4)(c)	Power to direct, in an order made under section 19AA (2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	EHO	Note: the power to direct the matters under section 19AA (4) (a) and (b) not capable of delegation and so such directions must be made by a Council resolution.
s.19AA(7)	Duty to revoke an order issued under section 19AA and give written notice of the revocation, if satisfied that that the order has been complied with.	EHO	Where council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19CB(4)(b)	Power to request a copy of records.	EHO	Where council is the registration authority.
s.19E(1)(d)	Power to request a copy of the food safety program.	EHO	Where council is the registration authority.
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor.	EHO	Where council is the registration authority.
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified.	Not applicable.	Council does not conduct food safety audits.
s.19NA(1)	Power to request food safety audit reports.	EHO	Where council is the registration authority.
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances.	EHO	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection.	Not delegated.	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B (1) (c) or 39. Fees are determined by Council in the annual budget process.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB.	EHO	Where council is the registration authority.
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction.	EHO	Where council is the registration authority.
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises.	EHO	Where council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register, renew or transfer registration.	EHO	Where council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A (2)).
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt.	EHO	Where council is the registration authority.
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1).	Not delegated.	Where council is the registration authority. Fees are determined by Council in the annual budget process.
s.38A(4)	Power to request a copy of a completed food safety program template.	EHO	Where council is the registration authority.
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs.	EHO	Where council is the registration authority.
s.38B(1)(b)	Duty to ensure the proprietor has complied with the requirements of section 38A.	EHO	Where council is the registration authority.
s.38B(2)	Duty to be satisfied of the matters in section 38B (2)(a)-(b).	EHO	Where council is the registration authority.
s.38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39.	EHO	Where council is the registration authority.
s.38D(2)	Duty to be satisfied of the matters in section 38D (2)(a)-(d).	EHO	Where council is the registration authority.
s.38D(3)	Power to request copies of any audit reports.	EHO	Where council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(2)	Power to register the food premises on a conditional basis.	EHO	Where council is the registration authority. Not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	Duty to register the food premises when conditions are satisfied.	EHO	Where council is the registration authority
s.38F(3)(b)	Power to require the proprietor to comply with the requirements of this Act.	EHO	Where council is the registration authority
s.39A	Power to register, renew or transfer food premises despite minor defects.	EHO	Where council is the registration authority. Only if satisfied of the matters in subsections (2) (a)-(c).
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> .	EHO	
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than one year.	EHO	Where council is the registration authority.
s.40D(1)	Power to suspend or revoke the registration of food premises.	EHO	Where council is the registration authority.
s.43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business.	EHO	Where council is the registration authority.
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements.	EHO	Where council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged.	GMIAP	Where council is the registration authority. In accordance with the <i>Delegation Guidelines</i> approved by the CEO on 15 May 2018.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victorian Planning Provisions.	GMIAP MSED	If authorised by the Minister.
s.4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister.	MSED STRAT	
s.4H	Duty to make amendments to the Victorian Planning Provisions available.	MSED STRAT	
s.4I	Duty to keep the Victorian Planning Provisions and other documents available.	MSED STRAT	
s.8A(2)	Power to prepare an amendment to the planning scheme where the Minister has given consent under section 8A.	MSED STRAT	
s.8A(3)	Power to apply to the Minister to prepare an amendment to the planning scheme.	GMIAP MSED	
s.8A(5)	Function of receiving notice of the Minister's decision.	GMIAP MSED STRAT	
s.8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response is received after 10 business days.	GMIAP MSED STRAT	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district.	GMIAP MSED	
s.12(3)	Power to carry out studies and do things to ensure the proper use of land and consult with other persons to ensure co-ordination of the planning scheme with these persons.	GMIAP MSED STRAT	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12A(1)	Duty to prepare a municipal strategic statement (including the power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>).	GMIAP MSED STRAT	
s.12B(1)	Duty to review the planning scheme.	GMIAP MSED STRAT	
s.12B(2)	Duty to review the planning scheme at the direction of the Minister.	GMIAP MSED STRAT	
s.12B(5)	Duty to report the findings of a review of the planning scheme to the Minister without delay.	GMIAP	
s.14	Duties of a Responsible Authority as set out in subsections (a) to (d).	GMIAP MSED STRAT	
s.17(1)	Duty of giving a copy of an amendment to the planning scheme.	GMIAP MSED STRAT	
s.17(2)	Duty of giving a copy of a section 173 agreement.	GMIAP MSED STRAT	
s.17(3)	Duty of giving copies of amendments explanatory reports and relevant documents to the Minister within 10 business days.	GMIAP MSED STRAT	
s.18	Duty to make amendments etc. available.	GMIAP MSED STRAT	
s.19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme.	GMIAP MSED STRAT	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	Function of receiving notice of the preparation of an amendment to a planning scheme.	GMIAP MSED STRAT	Where: <ul style="list-style-type: none"> • Council is not the planning authority and the amendment affects land within Council's municipal district; or • where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	Power to apply to the Minister for exemption from the requirements of section 19.	GMIAP	
s.21(2)	Duty to make submissions available.	MSED STRAT	
s.21A(4)	Duty to publish notice in accordance with the section.	MSED STRAT	
s.22	Duty to consider all submissions.	GMIAP MSED STRAT	
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel.	MSED STRAT	
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment.	GMIAP MSED STRAT	
s.24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D).	GMIAP MSED STRAT	
s.26(1)	Power to make reports available for inspection.	GMIAP MSED STRAT	
s.26(2)	Duty to keep reports of panels available for inspection.	MSED STRAT	
s.27(2)	Power to apply for an exemption if the panel's report is not received.	GMIAP MSED	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.28	Duty to notify the Minister if abandoning an amendment.	GMIAP MSED	Note: the power to make a decision to abandon an amendment cannot be delegated.
s.30(4)(a)	Duty to say if an amendment has lapsed.	GMIAP MSED	
s.30(4)(b)	Duty to provide information in writing upon request.	MSED STRAT	
s.32(2)	Duty to give more notice if required.	MSED STRAT	
s.33(1)	Duty to give more notice of changes to an amendment.	MSED STRAT	
s.36(2)	Duty to give notice of approval of an amendment.	MSED STRAT	
s.38(5)	Duty to give notice of revocation of an amendment.	MSED STRAT	
s.39	Function of being a party to a proceeding commenced under section 39 and the duty to comply with a determination by VCAT.	MSED	
s.40(1)	Function of lodging a copy of an approved amendment.	MSED STRAT	
s.41	Duty to make an approved amendment available.	MSED STRAT	
s.42	Duty to make a copy of the planning scheme available.	MSED STRAT	
s.46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible authority.	Not applicable.	
s.46AS(ac)	Power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria.	GMIAP MSED STRAT	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GF	Duty to comply with directions issued by the Minister.	GMIAP MSED STRAT	
s.46GG	Duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d).	GMIAP MSED STRAT	
s.46GH(1)	Power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction.	GMIAP MSED STRAT	Where council is a collecting agency.
s.46GH(2)	Power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable.	GMIAP	Where council is a collecting agency.
s.46GH(3)	Duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works services or facilities by the applicant.	GMIAP MSED STRAT	Where council is a collecting agency.
s.46GI(1)	Duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i> .	GMIAP MSED MFIN	Must be done in accordance <i>with Local Government Act 1989</i> .
s.46GI(2)	Duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency.	GMIAP MSED MFIN	
s.46GI(3)	Duty to apply the levy amount only in accordance with section 46GI (3) (a) and (b).	GMIAP MSED MFIN	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GI(4)	Power to refund any amount of an infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed.	GMIAP MSED MFIN	
s.46GI(5)	Duty to take action described in section 46GI (5) (c) – (e) where section 46GI(5)(a) and (b) applies.	GMIAP MSED STRAT	
s.46GL	Power to recover any amount of an infrastructure levy as a debt due to Council.	GMIAP MSED MFIN	Where council is a collecting agency.
s.46GM	Duty to prepare report and give a report to the Minister.	GMIAP MSED MFIN	Where council is a collecting agency or development agency.
s.46N(1)	Duty to include conditions in a permit regarding payment of a development infrastructure levy.	MSED STRAT	
s.46N(2)(c)	Function of determining the time and manner for receipt of a development contributions levy.	MSED STRAT	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of the development infrastructure levy.	GMIAP MSED	
s.46O(1)(a) & (2)(a)	Power to ensure that a community infrastructure levy is paid, or agreement is in place, prior to issuing a building permit.	MSED STRAT	
s.46O(1)(d) & (2)(d)	Power to enter into an agreement with the applicant regarding payment of a community infrastructure levy.	GMIAP MSED	
s.46P(1)	Power to require payment of the amount of the levy under section 46N or section 46O to be satisfactorily secured.	GMIAP MSED	
s.46P(2)	Power to accept provision of land, works services or facilities in part or full payment of levy payable.	GMIAP MSED	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1)	Duty to keep proper accounts of levies paid.	MSED MFIN	
s.46Q(1A)	Duty to forward to a development agency part of any levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency.	MSED MFIN	
s.46Q(2)	Duty to apply the levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	MSED MFIN	
s.46Q(3)	Power to refund any amount of a levy paid if it is satisfied the development is not to proceed.	MSED MFIN	Only applies when levy is paid to Council as a 'development agency'.
s.46Q(4)(c)	Duty to pay amount to the current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under section 46Q (4)(a)	MSED MFIN	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister.
s.46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan.	GMIAP MSED	Must be done in accordance with Part 3.
s.46Q(4)(e)	Duty to expend that amount on other works etc.	GMIAP MSED	With the consent of, and in the manner approved by, the Minister.
s.46QC	Power to recover any amount of levy payable under Part 3B.	MSED MFIN	
s.46QD	Duty to prepare a report and give a report to the Minister.	MSED MFIN	Where council is a collecting agency or development agency.
s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available.	Not applicable.	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Y	Duty to carry out works in conformity with the approved strategy plan.	Not applicable.	
s.47	Power to decide that an application for a planning permit does not comply with the Act.	CSTP PLNNR	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits.	CSTP PLNNR	
s.49(2)	Duty to make the register available for inspection.	CSTP PLNNR	
s.50(4)	Duty to amend applications.	CSTP PLNNR	
s.50(5)	Power to refuse to amend an application.	CSTP PLNNR	
s.50(6)	Duty to make a note of an amendment to an application in the register.	CSTP PLNNR	
s.50A(1)	Power to make an amendment to an application.	CSTP PLNNR	
s.50A(3)	Power to require an applicant to notify the owner and make a declaration that notice has been given.	CSTP PLNNR	
s.50A(4)	Duty to note amendments to applications in the register.	CSTP PLNNR	
s.51	Duty to make a copy of applications available for inspection.	CSTP PLNNR	
s.52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of the permit would not cause material detriment to any person.	CSTP PLNNR	
s.52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme.	CSTP PLNNR	
s.52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant.	CSTP PLNNR	
s.52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant.	CSTP PLNNR	
s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected.	CSTP PLNNR	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant.	CSTP PLNNR	
s.52(3)	Power to give any further notice of an application where appropriate.	CSTP PLNNR	
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it.	CSTP PLNNR	
s.53(1A)	Power to require the applicant to give the notice under section 52(1AA).	CSTP PLNNR	
s.54(1)	Power to require the applicant to provide more information.	CSTP PLNNR	
s.54(1A)	Duty to give notice in writing of information required under section 54(1).		
s.54(1B)	Duty to specify the lapse date for an application.		
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information.		

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54A(4)	Duty to give written notice of a decision to extend or refuse to extend time und section 54A (3).		
s.55(1)	Duty to give a copy of an application, together with the prescribed information, to every referral authority specified in the planning scheme.	CSTP PLNNR	
s.57(2A)	Power to reject objections considered made primarily for the commercial advantage for the objector.	CSTP PLNNR	
s.57(3)	Function of receiving the name and address of persons to whom notice of decision is to go.	CSTP PLNNR	
s.57(5)	Duty to make available for inspection a copy of all objections.	CSTP PLNNR	
s.57A(4)	Duty to amend an application in accordance with the applicant's request, subject to section 57A (5).	CSTP PLNNR	
s.57A(5)	Power to refuse to amend an application.	CSTP PLNNR	
s.57A(6)	Duty to note amendments to applications in the register.	CSTP PLNNR	
s.57B(1)	Duty to determine whether and to whom notice should be given.	CSTP PLNNR	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given.	CSTP PLNNR	
s.57C(1)	Duty to give copy of an amended application to a referral authority.	CSTP PLNNR	
s.58	Duty to consider every application for a permit.	CSTP PLNNR	
s.58A	Power to request advice from the Planning Application Committee.		

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60	Duty to consider certain matters.	CSTP PLNNR	
s.60(1A)	Duty to consider certain matters.		
s.60(1B)	Duty to consider the number of objectors in considering whether the use or development may have significant social effect.		
s.61(1)	Power to determine a permit application either to decide to grant a permit or to decide to grant a permit with conditions.	CSTP PLNNR	Applications that have received one or more objection, or where the Planning Office recommendation is to refuse a permit, must be referred to Council for decision. The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to the grant of a permit.	CSTP PLNNR	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of a permit.	CSTP PLNNR	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent.	Not applicable.	
s.61(3)(b)	Duty to refuse to grant the permit without the Minister's consent.	Not applicable.	
s.61(4)	Duty to refuse to grant the permit if the grant would authorise a breach of a registered restrictive covenant.	CSTP PLNNR	
s.62(1)	Duty to include certain conditions in deciding to grant a permit .	CSTP PLNNR.	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(2)	Power to include other conditions.	CSTP PLNNR	
s.62(4)	Duty to ensure conditions are consistent with paragraphs (a) (b) and (c).	CSTP PLNNR	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan.	CSTP PLNNR	
s.62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with a section 173 agreement.	GMIAP CSTP PLNNr	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant.	GMIAP CSTP PLNNR	
s.62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N.	CSTP PLNNR	
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a).	CSTP PLNNR	
s.63	Duty to issue the permit where a decision is made in favour of the application (if no one has objected).	CSTP PLNNR	
s.64(1)	Duty to give notice of a decision to grant a permit to the applicant and objectors.	CSTP PLNNR	This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64(3)	Duty not to issue a permit until after the specified period.		This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64(5)	Duty to give each objector a copy of an exempt decision.		This provision applies also to a decision to grant an amendment to a permit - see section 75.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit		This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57.	CSTP PLNNR	
s.66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities.	CSTP PLNNR	
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit.	CSTP PLNNR	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority.
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	CSTP PLNNR	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65.	CSTP PLNNR	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit.
s.69(1)	Function of receiving applications for extension of time of permits.	CSTP PLNNR	
s.69(1A)	Function of receiving applications for extension of time to complete development.		
s.69(2)	Power to extend time.		

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.70	Duty to make a copy of permits available for inspection.	CSTP PLNNR	
s.71(1)	Power to correct certain mistakes.	CSTP PLNNR	
s.71(2)	Duty to note corrections in the register.		
s.73	Power to decide to grant an amendment subject to conditions.	CSTP PLNNR	
s.74	Duty to issue an amended permit to the applicant if no objectors.	CSTP PLNNR	
s.76	Duty to give the applicant and objectors notice of a decision to refuse to grant amendment to permit.	CSTP PLNNR	
s.76A(1)	Duty to give relevant determining referral authorities a copy of an amended permit and copy of notice.	CSTP PLNNR	
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit.	CSTP PLNNR	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	MGSS CSTP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76.	CSTP PLNNR	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit.
s.76D	Duty to comply with a direction of the Minister to issue an amended permit.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.83	Function of being a respondent to an appeal.	GMIAP CSTP PLNNR	
s.83B	Duty to give or publish notice of an application for a review.	GMIAP CSTP	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against the failure to grant a permit.	GMIAP CSTP PLNNR	
s.84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for a review of a failure to grant a permit.	CSTP PLNNR	
s.84(3)	Duty to tell the principal registrar of VCAT if it is decided to grant a permit after an application is made for a review of its failure to grant a permit.	CSTP PLNNR	
s.84(6)	Duty to issue a permit on receipt of advice within three working days.	CSTP PLNNR	
s.86	Duty to issue a permit at the order of the Tribunal within three working days.	CSTP PLNNR	Note – “Tribunal” means VCAT.
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit.	GMIAP CSTP	
s.90(1)	Function of being heard at a hearing of a request for cancellation or amendment of a permit.	GMIAP CSTP PLNNR	
s.91(2)	Duty to comply with the directions of VCAT.	GMIAP CSTP PLNNR	
s.91(2A)	Duty to issue an amended permit to the owner if the Tribunal so directs.		
s.92	Duty to give notice of the cancellation/amendment of a permit by VCAT to persons entitled to be heard under section 90.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.93(2)	Duty to give notice of a VCAT order to stop development.	CSTP PLNNR	
s.95(3)	Function of referring certain applications to the Minister.	GMIAP.	
s.95(4)	Duty to comply with an order or direction.	CSTP PLNNR	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land.	CSTP PLNNR	
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land.	GMIAP	
s.96A(2)	Power to agree to consider an application for a permit concurrently with preparation of a proposed amendment.	CSTP PLNNR	
s.96C	Power to give notice, to decide not to give notice to publish notice and to exercise any other power under section 96C.	CSTP PLNNR	
s.96F	Duty to consider the panel's report under section 96E.	CSTP PLNNR	
s.96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>).	GMIAP CSTP PLNNR	
s.96H(3)	Power to give notice in compliance with the Minister's direction.	GMIAP CSTP PLNNR	
s.96J	Power to issue a permit as directed by the Minister.	CSTP PLNNR	
s.96K	Duty to comply with a direction of the Minister to give notice of refusal.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96Z	Duty to keep levy certificates given to it under ss. 47 or 96A for no less than five years from receipt of the certificate.	CSTP PLNNR	
s.97C	Power to request the Minister to decide the application.	GMIAP CSTP	
s.97D(1)	Duty to comply with directions of the Minister to supply any document or assistance relating to application.	CSTP PLNNR	
s.97G(3)	Function of receiving from the Minister a copy of a notice of refusal to grant a permit or copy of any permit granted by the Minister.	CSTP PLNNR	
s.97G(6)	Duty to make a copy of permits issued under section 97F available for inspection.	CSTP PLNNR	
s.97L	Duty to include Ministerial decisions in a register kept under section 49.	CSTP PLNNR	
s.97MH	Duty to provide information or assistance to the Planning Application Committee.	CSTP PLNNR	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee.	GMIAP CSTP	
s.97O	Duty to consider an application and issue or refuse to issue a certificate of compliance.	CSTP PLNNR	
s.97P(3)	Duty to comply with directions of VCAT following an application for a review of a failure or refusal to issue a certificate.	CSTP PLNNR	
s.97Q(2)	Function of being heard by VCAT at a hearing of a request for amendment or cancellation of certificate.	GMIAP CSTP PLNNR	
s.97Q(4)	Duty to comply with directions of VCAT.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97R	Duty to keep a register of all applications for certificate of compliance and related decisions.	CSTP PLNNR	
s.98(1)&(2)	Function of receiving claims for compensation in certain circumstances.	GMIAP CSTP	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed.		
s.101	Function of receiving claims for expenses in conjunction with claim.	CSTP PLNNR	
s.103	Power to reject a claim for compensation in certain circumstances.	CSTP PLNNR	
s.107(1)	Function of receiving claims for compensation.	CSTP PLNNR	
s.107(3)	Power to agree to extend the time for making a claim.		
s.114(1)	Power to apply to the VCAT for an enforcement order.	GMIAP	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received.	CCMP PCO	
s.120(1)	Power to apply for an interim enforcement order where section 114 application has been made.	CCMP PCO	
s.123(1)	Power to carry out work required by an enforcement order and recover costs.	CCMP PCO	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1).		Except Crown Land.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.129	Function of recovering penalties.	CCMP PCO	
s.130(5)	Power to allow person served with an infringement notice further time.	CCMP PCO	
s.149A(1)	Power to refer a matter to the VCAT for a determination.	GMIAP	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement.		
s.156	Duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon an amendment or part of it under subsection (4).	CSTP	Where council is the relevant planning authority.
s.171(2)(f)	Power to carry out studies and commission reports.	MGSS CSTP	
s.171(2)(g)	Power to grant and reserve easements.	MGSS CSTP	
s.173(1)	Power to enter into an agreement covering matters set out in section 174.	MGSS CSTP	
s.173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing.	Not delegated.	
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority.	MGSS CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority.	MGSS CSTP PLNNR	
s.177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9.	MGSS CSTP	
s.178	Power to amend a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9.	MGSS CSTP	
s.178A(1)	Function of receiving an application to amend or end an agreement.	CSTP PLNNR	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under section 178A (1).	MGSS CSTP	
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal.	MGSS CSTP	
s.178A(5)	Power to propose to amend or end an agreement.	MGSS CSTP PLNNR	
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement.	MGSS CSTP PLNNR	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement.	MGSS CSTP PLNNR	
s.178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end.	MGSS CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178C(4)	Function of determining how to give notice under section 178C (2).	MGSS CSTP PLNNR	
s.178E(1)	Duty not to make decision until after 14 days after notice has been given.	MGSS CSTP PLNNR	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal.	MGSS CSTP	If no objections are made under section 178D. Must consider matters in section 178B.
s.178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	MGSS CSTP	If no objections are made under section 178D. Must consider matters in section 178B.
s.178E(2)(c)	Power to refuse to amend or end the agreement.	MGSS CSTP	If no objections are made under section 178D. Must consider matters in section 178B.
s.178E(3)(a)	Power to amend or end the agreement in accordance with the proposal.	MGSS CSTP	After considering objections, submissions and matters in section 178B.
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	MGSS CSTP	After considering objections submissions and matters in section 178B.
s.178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal.	MGSS CSTP	After considering objections submissions and matters in section 178B.
s.178E(3)(d)	Power to refuse to amend or end the agreement.	MGSS CSTP	After considering objections submissions and matters in section 178B.
s.178F(1)	Duty to give notice of its decision under section 178E (3) (a) or (b).	CSTP	
s.178F(2)	Duty to give notice of its decision under section 178E (2) (c) or (3)(d).	CSTP	
s.178F(4)	Duty not to proceed to amend or end an agreement under section 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn.	MGSS CSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178G	Duty to sign an amended agreement and give a copy to each other party to the agreement.	MGSS CSTP	
s.178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement.	MGSS CSTP	
s.178I(3)	Duty to notify in writing each party to the agreement of the ending of the agreement relating to Crown land.	MGSS CSTP	
s.179(2)	Duty to make available for inspection copies of agreements.	CSTP PLNNR	
s.181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to the Registrar-General .	MGSS CSTP	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.		
s.181(1A)(b)	Duty to apply to the Registrar of Titles without delay to record the agreement.		
s.182	Power to enforce an agreement.	MGSS CSTP PCO	
s.183	Duty to tell Registrar of Titles of the ending/amendment of an agreement.	MGSS CSTP	
s.184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision.	MGSS CSTP	
s.184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement.	MGSS CSTP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement.	MGSS CSTP	
s.184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision.	MGSS CSTP	
s.184G(2)	Duty to comply with a direction of the Tribunal.	MGSS CSTP CCMP	
s.184G(3)	Duty to give notice as directed by the Tribunal.	MGSS CSTP CCMP	
s.198(1)	Function to receive applications for planning certificates.	CSTP	
s.199(1)	Duty to give a planning certificate to an applicant.	CSTP	
s.201(1)	Function of receiving applications for a declaration of underlying zoning.	CSTP PLNNR	
s.201(3)	Duty to make a declaration.	CSTP PLNNR	
-	Power to decide in relation to any planning scheme or permit that a specified thing has or has not been done to the satisfaction of Council.	CSTP PLNNR	
	Power in relation to any planning scheme or permit to consent or refuse to consent to any matter which requires the consent or approval of Council.	CSTP PLNNR	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit.	CSTP PLNNR	
-	Power to give written authorisation in accordance with a provision of a planning scheme.	CSTP PLNNR	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within the municipal district.	CSTP PLNNR	
s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible.		
s.224(8)	Duty to provide information requested by the Victorian Planning Authority under section 201UAB (1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	Not applicable.	

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	Duty to comply with a direction of the Safety Director under this section.	MIFR	Where council is a utility under section 3.
s.33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under this section.	MIFR	Duty of council as a road authority under the <i>Road Management Act 2004</i> .
s.34	Duty to comply with a direction of the Safety Director to alter demolish or take away works carried out contrary to a direction under section 33(1).	MIFR	Where council is a utility under section 3.
s.34C(2)	Function of entering into safety interface agreements with a rail infrastructure manager.	GMIAP	Where council is the relevant road authority.
s.34D(1)	Function of working in conjunction with a rail infrastructure manager in determining whether risks to safety need to be managed.	MIFR	Where council is the relevant road authority.
s.34D(2)	Function of receiving written notice of an opinion.	MIFR	Where council is the relevant road authority.
s.34D(4)	Function of entering into safety interface agreement with infrastructure manager.	GMIAP	Where council is the relevant road authority.
s.34E(1)(a)	Duty to identify and assess risks to safety.	MIFR	Where council is the relevant road authority.
s.34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E (2)(a)-(c).	MIFR	Where council is the relevant road authority.
s.34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager.	GMIAP	Where council is the relevant road authority.
s.34F(1)(a)	Duty to identify and assess risks to safety if written notice has been received under section 34D (2)(a).	MIFR	Where council is the relevant road authority.

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34F(1)(b)	Duty to determine measures to manage any risks identified and assessed if written notice has been received under section 34D (2)(a).	MIFR	Where council is the relevant road authority.
s.34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager.	GMIAP	Where council is the relevant road authority.
s.34H	Power to identify and assess risks to safety as required under sections 34B 34C 34D 34E or 34F in accordance with subsections (a)-(c).	MIFR	Where council is the relevant road authority.
s.34I	Function of entering into safety interface agreements.	GMIAP	Where council is the relevant road authority.
s.34J(2)	Function of receiving notice from the Safety Director.	MIFR	Where council is the relevant road authority.
s.34J(7)	Duty to comply with a direction of the Safety Director given under section 34J (5).	MIFR	Where council is the relevant road authority.
s.34K(2)	Duty to maintain a register of items set out in subsections (a)-(b).	MIFR	Where council is the relevant road authority.

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	Function of receiving notice regarding an unregistered rooming house.	EHO	
s.142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district.		
s. 142G(2)	Power to enter certain information in the Rooming House Register.		
s.142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry.		
s.252	Power to give tenant a notice to vacate rented premises if subsection (1) applies.	GMIAP	Where council is the landlord.
s.262(1)	Power to give tenant a notice to vacate rented premises.	GMIAP	Where council is the landlord.
s.262(3)	Power to publish its criteria for eligibility for the provision of housing by council.		
s.518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements.	EHO	
s.522(1)	Power to give a compliance notice to a person.	EHO	
s.525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case).	Not delegated.	
s.525(4)	Duty to issue identity card to authorised officers.	MGPR GSO	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.526(5)	Duty to keep record of entry by authorised officer under section 526.	EHO	
s.526A(3)	Function of receiving a report of an inspection.		
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case).	Not delegated.	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	Power to declare a road by publishing a notice in the Victoria Government Gazette.	GMIAP	Obtain consent in circumstances specified in section 11(2).
s.11(8)	Power to name a road or change the name of a road by publishing notice in the Victoria Government Gazette.	GMCP	
s.11(9)(b)	Duty to advise the Registrar.	MIFR	
s.11(10)	Duty to inform the Secretary to the Department of Environment Land Water and Planning of the declaration etc.	MIFR	Clause subject to section 11(10A).
s.11(10A)	Duty to inform the Secretary to the Department of Environment Land Water and Planning or nominated person.	MIFR	Where council is the coordinating road authority.
s.12(2)	Power to discontinue a road or part of a road.	Not delegated.	Where council is the coordinating road authority.
s.12(4)	Power to publish and provide a copy of a notice of proposed discontinuance.	MIFR CASS	Power of coordinating road authority where it is the discontinuing body unless subsection (11) applies.
s.12(5)	Duty to consider written submissions received within 28 days of notice.	MIFR	Duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies.
s.12(6)	Function of hearing a person in support of their written submission.	MIFR	Function of coordinating road authority where it is the discontinuing body unless subsection (11) applies.
s.12(7)	Duty to fix day time and place of meeting under subsection (6) and to give notice.	MIFR	Duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies.
s.12(10)	Duty to notify of the decision made.	MIFR	Duty of coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(1)	Power to fix a boundary of a road by publishing notice in the Victoria Government Gazette.	MIFR	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate.
s.14(4)	Function of receiving notice from VicRoads.	MIFR	
s.14(7)	Power to appeal against a decision of VicRoads.	GMIAP	
s.15(1)	Power to enter into arrangement with another road authority utility or a provider of public transport to transfer a road management function of the road authority to the other road authority utility or provider of public transport.	GMIAP	
s.15(1A)	Power to enter into arrangements with a utility to transfer a road management function of the utility to the road authority.	GMIAP	
s.15(2)	Duty to include details of arrangements in the public roads register.	MIFR CASS	
s.16(7)	Power to enter into an arrangement under section 15.	GMIAP	
s.16(8)	Duty to enter details of a determination in the public roads register.	MIFR CASS	
s.17(2)	Duty to register a public road in the public roads register.	MIFR CASS	Where council is the coordinating road authority.
s.17(3)	Power to decide that a road is reasonably required for general public use.	GMIAP	Where council is the coordinating road authority.
s.17(3)	Duty to register a road reasonably required for general public use in the public roads register.	MIFR CASS	Where council is the coordinating road authority.
s.17(4)	Power to decide that a road is no longer reasonably required for general public use.	Not delegated.	Where council is the coordinating road authority.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(4)	Duty to remove a road no longer reasonably required for general public use from the public roads register.	MIFR CASS	Where council is the coordinating road authority.
s.18(1)	Power to designate an ancillary area.	MIFR CASS	Where council is the coordinating road authority and obtain consent in circumstances specified in section 18(2).
s.18(3)	Duty to record a designation in the public roads register.	MIFR CASS	Where council is the coordinating road authority.
s.19(1)	Duty to keep a register of public roads in respect of which it is the coordinating road authority.	MIFR CASS	
s.19(4)	Duty to specify the details of a discontinuance in the public roads register.	MIFR CASS	
s.19(5)	Duty to ensure the public roads register is available for public inspection.	MIFR CASS	
s.21	Function of replying to a request for information or advice.	MIFR CASS	Obtain consent in circumstances specified in section 11(2).
s.22(2)	Function of commenting on a proposed direction.	GMIAP	
s.22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.		
s.22(5)	Duty to give effect to a direction under this section.		
s.40(1)	Duty to inspect maintain and repair a public road.	MIFR CASS	
s.40(5)	Power to inspect maintain and repair a road which is not a public road.		
s.41(1)	Power to determine the standard of construction inspection maintenance and repair.	MIFR CASS	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42(1)	Power to declare a public road as a controlled access road.	GMIAP	Power of coordinating road authority and Schedule 2 also applies.
s.42(2)	Power to amend or revoke a declaration by notice published in the Victoria Government Gazette.	MIFR CASS	Power of coordinating road authority and Schedule 2 also applies.
s.42A(3)	Duty to consult with VicRoads before a road is specified.	MIFR CASS	Where council is the coordinating road authority. If the road is a municipal road or part thereof.
s.42A(4)	Power to approve the Minister's decision to specify a road as a specified freight road.	MIFR CASS	Where council is the coordinating road authority. If the road is a municipal road or part thereof and where road is to be specified a freight road.
s.48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport).	MIFR CASS	Where council is the responsible road authority infrastructure manager or works manager.
s.48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48M.		
s.49	Power to develop and publish a road management plan.	GMIAP	
s.51	Power to determine standards by incorporating the standards in a road management plan.	MIFR CASS	
s.53(2)	Power to cause notice to be published in the Victoria Government Gazette of an amendment etc of a document in the road management plan.	MIFR CASS	
s.54(2)	Duty to give notice of a proposal to make a road management plan.	MIFR CASS	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals.	MIFR CASS	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	Power to amend the road management plan.	MIFR CASS	
s.54(7)	Duty to incorporate the amendments into the road management plan.	MIFR CASS	
s.55(1)	Duty to cause notice of the road management plan to be published in the Victoria Government Gazette and a newspaper.	MIFR CASS	
s.63(1)	Power to consent to the conduct of works on a road.	MIFR CASS	Where council is the coordinating road authority.
s.63(2)(e)	Power to conduct or to authorise the conduct of works in on under or over a road in an emergency.		Where council is the infrastructure manager.
s.64(1)	Duty to comply with clause 13 of Schedule 7.	MIFR CASS	Where council is the infrastructure manager or works manager.
s.66(1)	Power to consent to a structure etc.	MIFR CASS	Where council is the coordinating road authority
s.67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill.	MIFR CASS	Where council is the coordinating road authority.
s.67(3)	Power to request information.		Where council is the coordinating road authority.
s.68(2)	Power to request information.	MIFR CASS	Where council is the coordinating road authority.
s.71(3)	Power to appoint an authorised officer.	Not delegated.	
s.72	Duty to issue an identity card to each authorised officer.	MGPR GSO	
s.85	Function of receiving reports from authorised officers.	MIFR CASS	
s.86	Duty to keep a register regarding section 85 matters.	MIFR CASS	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(1)	Function of receiving complaints.	MIFR	
s.87(2)	Duty to investigate complaints and provide a report.		
s.112(2)	Power to recover damages in court.	GMIAP	In accordance with the <i>Delegation Guidelines</i> approved by the CEO on 15 May 2018.
s.116	Power to cause or carry out inspections.	MIFR CASS	
s.119(2)	Function of consulting with VicRoads.	MIFR CASS	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads).	MIFR CASS	
s.120(2)	Duty to seek the consent of VicRoads to exercise road management functions before exercising the powers in section 120(1).	MIFR CASS	
s.121(1)	Power to enter into an agreement in respect of works.	GMIAP	
s.122(1)	Power to charge and recover fees.	MIFR	
s.123(1)	Power to charge for any service.	MIFR	
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads.	GMIAP	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads.	Not delegated.	
Schedule 2 Clause 3(2)	Power to amend revoke or substitute policy about controlled access roads.	Not delegated.	
Schedule 2 Clause 4	Function of receiving details of proposals from VicRoads.	MIFR CASS	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 5	Duty to publish notice of a declaration.	MIFR CASS	
Schedule 7 Clause 7(1)	Duty to give notice to the relevant coordinating road authority of the proposed installation of non-road infrastructure or related works on a road reserve.	MIFR CASS	Where council is the infrastructure manager or works manager.
Schedule 7 Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road.	MIFR CASS	Where council is the infrastructure manager or works manager.
Schedule 7 Clause 9(1)	Duty to comply with a request for information from a coordinating road authority an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works.	MIFR CASS	Where council is the infrastructure manager or works manager responsible for non-road infrastructure.
Schedule 7 Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records appear to be in an unsafe condition or appear to need maintenance.	MIFR CASS	Where council is the infrastructure manager or works manager.
Schedule 7 Clause 10(2)	Where Schedule 7 Clause 10(1) applies duty to where possible conduct appropriate consultation with persons likely to be significantly affected.	MIFR CASS	Where council is the infrastructure manager or works manager.
Schedule 7 Clause 12(2)	Power to direct the infrastructure manager or works manager to conduct reinstatement works.	MIFR CASS	Where council is the coordinating road authority.
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed.	MIFR CASS	Where council is the coordinating road authority.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person.	MIFR CASS	Where council is the coordinating road authority.
Schedule 7 Clause 12(5)	Power to recover costs.	MIFR MFIN	Where council is the coordinating road authority.
Schedule 7 Clause 13(1)	Duty to notify the relevant coordinating road authority within 7 days that works have been completed subject to Schedule 7 Clause 13(2).	MIFR CASS	Where council is the works manager.
Schedule 7 Clause 13(2)	Power to vary a notice period.		Where council is the coordinating road authority.
Schedule 7 Clause 13(3)	Duty to ensure the works manager has complied with the obligation to give notice under Schedule 7 Clause 13(1).		Where council is the infrastructure manager.
Schedule 7 Clause 16(1)	Power to consent to proposed works.	MIFR CASS	Where council is the coordinating road authority.
Schedule 7 Clause 16(4)	Duty to consult.		Where council is the coordinating road authority responsible authority or infrastructure manager.
Schedule 7 Clause 16(5)	Power to consent to proposed works.		Where council is the coordinating road authority.
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent.		Where council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions.		Where council is the coordinating road authority.
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal.	MIFR CASS	Where council is the coordinating road authority.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 18(1)	Power to enter into an agreement.	GMIAP	Where council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works.	MIFR CASS	Where council is the coordinating road authority.
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred.		Where council is the coordinating road authority.
Schedule 7 Clause 20(1)	Power to require the removal relocation replacement or upgrade of existing non-road infrastructure.	MIFR CASS	Where council is the coordinating road authority.
Schedule 7A Clause 2	Power to cause street lights to be installed on roads.	MIFR CASS	Power of the responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting where the road is not an arterial road.	MIFR CASS	Where council is the responsible road authority.
Schedule 7A Clause 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas.	MIFR CASS	Where council is the responsible road authority.
Schedule 7A Clause (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4.	MIFR CASS	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs).

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	Function of receiving notice under section 19(1) (c) of the Act from a planning authority of its preparation of an amendment to a planning scheme.	CSTP PLNNR	Where: <ul style="list-style-type: none"> • Council is not the planning authority and the amendment affects land within its municipal district; or • where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	Power of the responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act.	CSTP PLNNR	
r.25(a)	Duty to make a copy of a matter considered under section 60(1A) (g) available for inspection free of charge.	CSTP PLNNR	Where Council is the responsible authority.
r.25(b))	Function of receiving a copy of any document considered under section 60(1A) (g) by the responsible authority and duty to make the document available for inspection free of charge.		Where Council is not the responsible authority but the relevant land is within Council's municipal district.
r.42	Function of receiving notice under section 96C (1) (c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application.	CSTP PLNNR	Where: <ul style="list-style-type: none"> • Council is not the planning authority and the amendment affects land within Council's municipal district; or • where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	Power to waive or rebate a fee relating to an amendment of a planning scheme.	CSTP	
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme.	CSTP	
r.21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20.	CSTP PLNNR	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Function of entering into a written agreement with a caravan park owner.	EHO	
r.11	Function of receiving applications for registration.	EHO	
r.13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations.	EHO	
r.13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations.		
r.13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations.		
r.13(4) & (5)	Duty to issue a certificate of registration.		
r.15(1)	Function of receiving a notice of transfer of ownership.	EHO	
r.15(3)	Power to determine where the notice of transfer is displayed.		
r.16(1)	Duty to transfer registration to a new caravan park owner.	EHO	
r.16(2)	Duty to issue a certificate of transfer of registration.		
r.17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration.	Not applicable.	The fees are a statutory charge.
r.18	Duty to keep a register of caravan parks.	EHO	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.19(4)	Power to determine where the emergency contact person's details are displayed.	EHO	
r.19(6)	Power to determine where certain information is displayed.		
r.22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park on the request of the caravan park owner.	EHO	
r.22A(2)	Duty to consult with relevant emergency services agencies.		
r.23	Power to determine places in which a caravan park owner must display a copy of emergency procedures.	EHO	
r.24	Power to determine places in which caravan park owner must display copy of public emergency warnings.	EHO	
r.25(3)	Duty to consult with relevant floodplain management authority .	EHO	
r.26	Duty to have regard to any report of the relevant fire authority.	EHO	
r.28(c)	Power to approve system for the collection removal and disposal of sewage and waste water from a movable dwelling.	EHO	
r.39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe.	EHO MBS	
r.39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe.		

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.40(4)	Function of receiving an installation certificate.	EHO	
r.42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling.	EHO MBS	
Schedule 3 clause 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling.	EHO MBS	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	Duty to conduct reviews of the road management plan.	MIFR CASS	
r.9(2)	Duty to produce a written report of a review of the road management plan and make the report available	MIFR CASS	
r.9(3)	Duty to give notice where a road management review is completed and no amendments will be made (or no amendments for which notice is required).	MIFR CASS	Where council is the coordinating road authority.
r.10	Duty to give notice of an amendment which relates to the standard of construction inspection maintenance or repair under section 41 of the Act.	MIFR CASS	
r.13(1)	Duty to publish notice of amendments to road management plan.	GMIAP	Where council is the coordinating road authority.
r.13(3)	Duty to record on the road management plan the substance and date of effect of amendment.	MIFR CASS	
r.16(3)	Power to issue permits.	MIFR CASS	Where council is the coordinating road authority.
r.18(1)	Power to give written consent regarding damage to roads.	MIFR CASS	Where council is the coordinating road authority.
r.23(2)	Power to make submissions to the Tribunal.	GMIAP	Where council is the coordinating road authority.
r.23(4)	Power to charge a fee for an application under section 66(1) of the Road Management Act.	MIFR CASS	Where council is the coordinating road authority.
r.25(1)	Power to remove objects refuse rubbish or other material deposited or left on road	MIFR CASS MOPS	Where council is the responsible road authority.

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)).	MIFR CASS MOPS	Where council is the responsible road authority.
r.25(5)	Power to recover in the Magistrates' Court expenses from the person responsible.	GMIAP	In accordance with the <i>Delegation Guidelines</i> approved by the CEO on 15 May 2018.

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	Power to exempt a person from the requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works.	CODP	Where council is the coordinating road authority and where consent is given under section 63(1) of the Act.
r.22(2)	Power to waive the whole or part of a fee in certain circumstances.	CODP	Where council is the coordinating road authority.

CENTRAL GOLDFIELDS SHIRE COUNCIL

DELEGATION GUIDELINES

On 15 May 2018 the Chief Executive Officer approved these *Delegation Guidelines* (Guidelines).

The objectives of the Guidelines are to:

- a) provide clarity about the purpose of delegations;
- b) ensure staff are clear about which positions can:
 - i. institute proceedings;
 - ii. refer matters to courts and tribunals;
 - iii. liaise with Ministers and heads of government departments and agencies; and
- c) provide a consistent approach across the organisation.

The Guidelines provide that:

- a) as a general rule delegations should be to the position(s) normally responsible for exercising the power duty or function;
- b) where the delegate requires specific qualifications the delegation be limited accordingly;
- c) delegations which involve contact with Ministers or secretaries of government departments/agencies will be at General Manager level apart from the submission of routine reporting;
- d) in terms of instituting legal proceedings and obtaining legal advice delegations are to be issued:
 - i. for the Magistrate's Court – General Manager;
 - ii. for VCAT planning matters – General Manager Community Infrastructure Assets and Planning;
 - iii. for VCAT building matters – General Manager Community Infrastructure Assets and Planning;
 - iv. for other VCAT matters – General Manager;
 - v. for the Children's Court – General Manager;
 - vi. for the County Court – not delegated;
 - vii. for the Supreme Court – not delegated;

and that where legal advice and /or representation is required the delegations listed in (d) above are subject to:

- i. the delegate obtaining the advice from one of the firms which generally represent Council (Beck Legal Macquarie Lawyers Maddocks or Russell Kennedy);
- ii. where there is a requirement to engage counsel the approval of the General Manager Corporate Performance is also required;
- e) that when updates are completed Council's delegations be included on the website;
- f) that all approved organisation structure changes be referred to the Governance and Compliance Branch for assessment of the need to make changes to delegations and/or authorisations;
- g) that the Governance and Compliance Branch and the People and Culture Branch conduct an initial training session and follow up sessions as required; and
- h) that the People and Culture Branch include a delegations and authorisation component in staff induction sessions.

8.6 CHCV INCORPORATION

Author: Chief Executive Officer

Responsible General Manager: 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 consider participation in the formation of an incorporated association for the Central Highlands group of Councils.

POLICY CONTEXT:

Under section 193 of the LG Act, a council may participate in the formation and operation of a corporation. However, before a council does this, section 193(5) requires it to have regard to the risks involved. Under section 193(5C)(a), if a council determines that its cost of incorporating exceeds the greater of \$100,000 or 1% of that council's revenue from rates and charges, then an investment and risk assessment report prepared by an appropriately qualified person must be obtained.

BACKGROUND INFORMATION:

The Forum, previously named the Central Highlands Mayors and CEOs Forum, is an unincorporated organisation consisting of the Mayors and Chief Executive Officers from the Moorabool, Golden Plains, Pyrenees, Hepburn, Central Goldfields and Northern Grampians Shires, Ararat Rural City Council and the City of Ballarat. The Forum's primary responsibility is to maintain strategic oversight of the priorities and issues in the Forum's region.

The Forum had previously engaged a private company to perform a secretariat role for the Forum. As the Forum is now out of contract with this private company, and having received advice from Maddocks dated 14 November 2017, the Forum has determined it appropriate to incorporate the Forum as an incorporated association.

Administrators previously considered this issue at a Briefing in July where a company limited by guarantee was proposed as the vehicle for incorporation. The forum has since discussed that at this time an incorporated association is more appropriate.

REPORT:

The purpose of CHCV, as an alliance of Victorian councils, is to further a strong economic and social future for the region. CHCV work collaboratively on issues and advocate for projects of mutual importance to make a positive impact on communities in the region.

CHCV is currently an unincorporated entity and to further the advancement of its purpose its current membership intends to become an Incorporated Association pursuant to the Associations Incorporation Reform Act 2012 with membership being limited to the eight Central Highlands Councils noted above.

The incorporation of CHCV will allow it to:

- maintain a strategic oversight of the priorities and issues of the Central Highlands region;
- continue to investigate, plan and facilitate activities or functions of benefit to Members and the region; and
- undertake such functions and duties to the benefit of Members and as the committee of management determines.

The Association will not have the power to bind any of the Members to undertake any activities or functions.

As the CHCV is currently unincorporated, the City of Ballarat, together with all other member councils is exposed to liability in respect of its operations. To address this, and to enable CHCV to operate with greater independence and ease, it is proposed to incorporate CHCV as an incorporated association.

Pending approval from the Registrar of Incorporated Associations, CHCV will be called 'Central Highlands Councils Victoria Incorporated' and will operate in accordance with the Rules of the Association.

The benefits of CHCV being incorporated include that it:

- is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
- has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
- cannot distribute profit to its members;
- must operate in accordance with a set of rules, including a statement of purpose; and
- is operated by a committee of management and a secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

It is not expected that the manner in which CHCV operates will be significantly different from its current operations. The funding of the Association's operations will remain proportional to the relative size of a member's population determined through ABS census data as will the election of a Chair by representatives appointed by member Councils.

The committee of management will continue to determine the funding requirements for the Association and each member then contributes to the Association's operating costs in accordance with that member's relevant proportion.

CONSULTATION/COMMUNICATION:

The CHCV Mayors and CEOs forums have discussed the option of incorporation including forming an incorporated association or a company limited by guarantee. The option of forming a company limited by guarantee was not supported by all Councils at this time.

Each Council is currently considering the option to form an incorporated association at Council Meetings during September / October with Ballarat and Golden Plains Councils both recently resolving to participate in the incorporated association and nominating their Mayors to be the Council's representative.

FINANCIAL & RESOURCE IMPLICATIONS:

Should Council resolve in favour of the recommendation it will be participating in the formation and operation of a separate legal entity. To do this Council must satisfy the requirements set out in Section 193 of the Local Government Act 1989 and have regard to the risks involved, the investment involved, and total risk exposure of Council.

Under the Local Government Act 1989, if a council determines that its cost of incorporating does not exceed the greater of \$100,000 or 1 percent of Council's revenue, then a risk assessment report does not need to be considered by Council.

The total investment involved in Council's participation in the formation of the association is limited to \$0. As per the above, Council will be required to continue paying membership fees, as fixed by the committee from time to time, relative to Councils population, but will not be required to invest anything in respect of the incorporation. The total risk involved in Council's participation in the formation of the Association is limited to \$0. Any liability for the activities of the Association is limited to it, not to the individual members.

As the thresholds set out in the Local Government Act 1989 would not be reached, a further risk assessment is not required.

If the CHCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the CHCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat or nominated Council to do so.

Council's current contribution to the membership of CHCV is \$8,000 per annum (or 6%) which will remain unchanged as a result of incorporation.

CONCLUSION:

In order for Central Goldfields Council to continue to participate in the CHCV group of Councils it is recommended that Council become a member of the incorporated association, and nominate the Chair of the Administrators as its representative.

ATTACHMENTS:

Nil

RECOMMENDATION:

That Council:

- 1) Authorises the Chief Executive Officer to apply to have Central Goldfields Shire Council join Central Highlands Councils Victoria Incorporated upon its registration.*
- 2) Appoints the Chair of the Administrators as Council's representative for Central Highlands Councils Victoria Incorporated.*
- 3) Notes that the proposed incorporation of Central Highlands Councils Victoria and Council's membership does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the Local Government Act 1989.*

8.7 NEIGHBOURHOOD SAFER PLACES PLAN – SEPTEMBER 2018

Author: Emergency Management Coordinator

Responsible General Manager: 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:

This report recommends Council adopt the updated Neighbourhood Safer Places Plan - September 2018 following the annual review by CFA and Council and confirms that Neighbourhood Safer Places (Places of Last Resort) (NSP's) within the townships of Maryborough (Princes Park & Pascoe Reserve), Talbot (Pioneer Reserve), Dunolly (Gordon Garden Reserve) and Carisbrook (Market Reserve) have been designated.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Community

Outcome: A supported, cohesive community, living a full and healthy life.

1.4 Objective: Provide leadership in municipal emergency and fire prevention planning and strengthen public safety.

The designation of Neighbourhood Safer Places (Places of Last Resort) (**NSP's**) and the development of the Municipal Neighbourhood Safer Places Plan (MNSPP) are direct consequences of the Black Saturday fires and the interim Recommendations' from the Bushfires Royal Commission. NSP's are legislated under the *Emergency Services Legislation Amendment Act 2009 (Vic)* (**'ESLA Act'**) which amends the *Emergency Management Act 1986 (Vic)* (**'EM Act'**) and the *Country Fire Authority Act 1958 (Vic)* (**'CFA Act'**)

BACKGROUND INFORMATION:

Council currently has adopted a Neighbourhood Safer Places Plan (Places of Last Resort) (NSPP) which identifies that there are five designated Neighbourhood Safer Places (Places of Last Resort) NSP's 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; and
- **Maryborough** - Pascoe Reserve (Oval Only) - (Gillies Street), which is **Council**, owned land.
- **Dunolly** – Gordon Garden Reserve (Grounds Only) - Crown Land – Council Committee of Management
- **Carisbrook** – Market Reserve (Grounds Only) – Adjacent to Green, Birch, Powlett, & Urquart Streets, which is Crown Land – Council Committee of Management

Councils in Victoria, under the 'ESLA Act 2009' are required to identify, certify, designate, establish and maintain Neighbourhood Safer Places (Places of Last resort) within their Municipal district. Section one of the MNSPP, the flow chart, sets out the process to follow in establishing a NSP.

In short this process includes:

1. Identification of potential sites by Council
2. Assessment by Council against Council's criteria
3. Assessment by CFA against CFA criteria
4. Designation by Council of the approved sites
5. Establishment and signage of site by Council
6. Annual review of existing and potential new sites by Council and CFA

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 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 Decision(s) Date(s):

17th October 2017 Council meeting confirmed the designation of all 5 Neighbourhood Safer Places and adopted the 2017 Plan.

At the Council meeting in September 2016 Council confirmed the designation of NSP's in Maryborough (2), Dunolly, Talbot and Carisbrook (Market Square) and adopted the updated NSP Plan.

In 2015 the designation of NSP's was able to be confirmed with CFA, utilising the September 2014 Council decision, negating the need for a 2015 Council adoption.

At the Council meeting in September 2014 Council confirmed the designation of NSP's in Maryborough (2), Dunolly, Talbot and Carisbrook (Market Square) and adopted the updated NSP Plan.

At the Council meeting on the 24 September 2013 Council confirmed the designation of NSP's in Maryborough (2), Dunolly & Talbot and rescinded Green Street in Carisbrook and designated of a new site in Carisbrook (Market Square) and adopted the updated NSP Plan. At the Council meeting on the 28 August 2012 Council confirmed the designation of NSP's in Maryborough (2), & Talbot, designated two new sites in Dunolly & Carisbrook and adopted the updated NSP Plan.

At the Council meetings of 22 September 2010 and the 28 September 2011 Council confirmed the designation of NSP's in Maryborough (2) and Talbot and adopted the updated NSP Plan.

At the Special Council meeting on the 23 December 2009 Council designated the establishment of NSP's in Maryborough (Princes Park & Pascoe Reserve) and Pioneer Reserve Talbot and adopted the NSP Plan which included the three designated NSP's.

REPORT:

As part of the obligation in the CFA Act 1958 the CFA and Council staff have accordingly reassessed (as per NSP process above) each of the shire's existing NSP's in accordance with the CFA and Council Assessment Guidelines as requested by 31 August each year to produce the Municipal Neighbourhood Safer Places Plan, 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 Municipal Fire Management Plan in accordance with section 55A(2)(ca) of the Country Fire Authority Act 1958 and in the Municipal Emergency Management Plan in accordance with section 20(2)(ba)(i) of the Emergency Management Act 1986;
3. The Municipal Emergency Management Coordinator (MEMC) is required to provide to the CFA, by 30 September each year, an up-to-date list of all designated NSP's in the municipality; and
4. Communicate to the public: the designation of the Neighbourhood Safer Place(s) - Place(s) of Last Resort as follows;
 - a. that the purpose of the Neighbourhood Safer Place(s) - Place(s) 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 Place(s) - Place(s) of Last Resort or travelling to the Neighbourhood Safer Place(s) - Place(s) of Last Resort;
 - c. that Neighbourhood Safer Places - Place(s) 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 Place(s) - Place(s) of Last Resort should only be contemplated when all other bushfire plans have failed.

Priority/Importance:

The priority importance of the designation of NSP's within the municipality will improve the community's perception of safety and local fire management process. The establishment and requirements to have NSP's, and a Municipal Neighbourhood Safer Places Plan are direct consequences of the Black Saturday fires.

Options/Alternatives:

Under CFA Act 1958 Section 50F-50O Councils are required to identify, establish and maintain NSP's within their municipality and also have established MNSPP in place available to the public on the Councils website.

Timelines:

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 each Neighbourhood Safer Place (Place of Last Resort) in its municipal district in accordance with the Country Fire Authority Assessment Guidelines.

Once the Council assessment and CFA Assessment has been completed and the established NSP's 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.

Progress:

In compliance to the Section 50J of the CFA Act 1958 in July 2018 Council staff requested that the CFA conduct the annual inspection of the current designated NSP's (5 Sites). The Compliant NSP Reassessment Results were received from the CFA in August 2018. The inspections of the NSP's were conducted on 30 August 2018 by the EMC to complete the Municipal Neighbourhood Safer Places Plan 2018, 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 and an overall summary of this process is outlined within the final MFMP.

Council staff have continued to communicate to the public via local media outlets and Council website the designation of the Neighbourhood Safer Place(s) - Place(s) of Last Resort as follows:

- a. that the purpose of the Neighbourhood Safer Place(s) - Place(s) 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 Place(s) - Place(s) of Last Resort or travelling to the Neighbourhood Safer Place(s) - Place(s) of Last Resort;
- c. that Neighbourhood Safer Places - Place(s) 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 Place(s) - Place(s) 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 NSP's is provided in the 2018/19 budget.

Treatment actions from the MFMP provisions for the establishment and maintenance of NSP's will require an integrated approach from a number of emergency agencies including Council such as continuing normal fire prevention and emergency management activities within Councils current and future budgets.

CONCLUSION:

Council is required to adopt the amended Municipal Neighbourhood Safer Places Plan September 2018 (**Attachment 1**) which identifies and confirms that the following sites have been designated as NSP's within the Central Goldfields Shire Council boundaries;

- **Talbot** – Pioneer Reserve (Grounds Only)
- **Maryborough** – Princes Park (Oval Only)
- **Maryborough** – Pascoe Reserve (Oval Only)
- **Dunolly** – Gordon Garden Reserve (Grounds Only)
- **Carisbrook** – Market Reserve (Grounds Only)

Council staff also confirm that the current designated NSP's above were reassessed 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 will provide to the Authority by 30 September (as per Section 50J of the CFA Act 1958) an up to date list of all designated NSP's and community fire refuges (Nil) in the municipal district.

ATTACHMENTS:

1. Municipal Neighbourhood Safer Places Plan – September 2018

RECOMMENDATION:

That Council:

Adopt the amended Municipal Neighbourhood Safer Places Plan – September 2018 which identifies and confirms that the following sites have been designated as NSP's within the Central Goldfields Shire Council boundaries;

- **Talbot**, - Pioneer Reserve (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; and
- **Maryborough** - Pascoe Reserve (Oval Only) - (Gillies Street), which is Council, owned land.
- **Dunolly** – Gordon Garden Reserve (Grounds Only) Crown Land – Council Committee of Management
- **Carisbrook** – Market Reserve (Grounds Only) – Adjacent to Green, Birch, Powlett, & Urquart Streets, which is Crown Land – Council Committee of Management



CENTRAL GOLDFIELDS SHIRE COUNCIL

NEIGHBOURHOOD SAFER PLACES PLAN

PLACES OF LAST RESORT DURING A BUSHFIRE

SEPTEMBER 2018

Covers:

- ***Princes Park Maryborough***
- ***Pascoe Reserve Maryborough***
- ***Pioneer Park Talbot***
- ***Gordon Garden Reserve Dunolly***
- ***Market Reserve Carisbrook***

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

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.

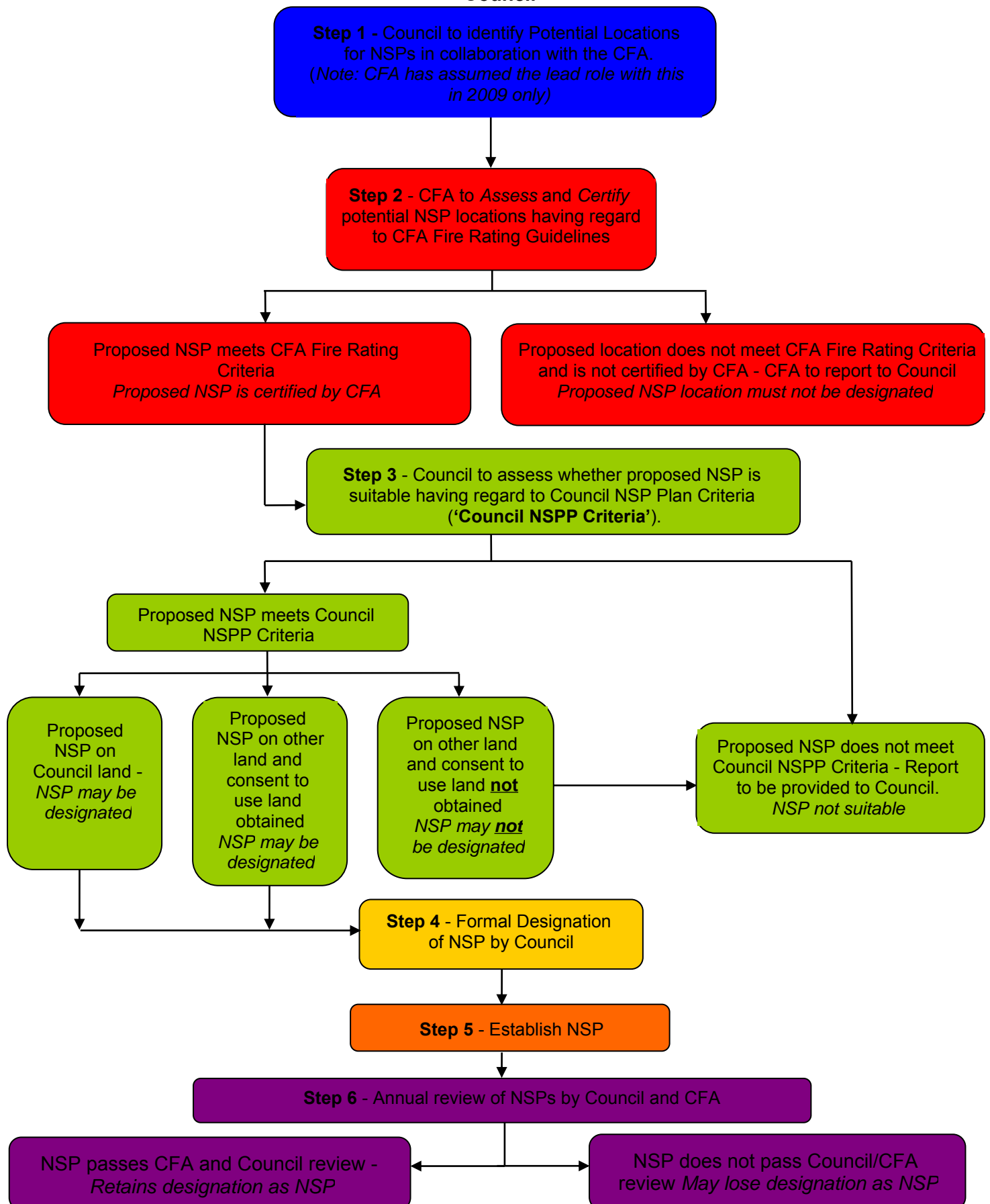
Section 3 contains a summary of the factors for Council to consider in assessing potential NSP locations, prior to designation.

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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 2017-2018 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 Resource Officer ('MERO') 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 Resource Officer (“**MERO**”) 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 MERO’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 MERO 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 of certification, and a summary of the criteria and assumptions upon which the assessment is based.

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.

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 MERO 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 defendable 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.

(l) 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 MERO 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 MERO'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 identified in:

- the MFPP, under section 55A(2) of the CFA Act; and
- The MEMP, under section 20(2) of the EM 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 2018/2019

Covers:

- ***Princes Park Maryborough***
- ***Pascoe Reserve Maryborough***
- ***Pioneer Park Talbot***
- ***Gordon Garden Reserve Dunolly***
- ***Market Reserve Carisbrook***

Princes Park (Oval Only) Maryborough
Factors to Consider in Assessing Potential NSP's –
Inspection Conducted September 2018 and
No Change to RESULTS FROM Inspection Carried out in August 2017

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.	DSE land – Council is the committee of Management	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 Nightingale Street Entrance Pedestrian Only Napier 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? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Wills Street Nightingale Street Entrance Pedestrian Only Napier Street (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 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 <i>See section 3.2(d)</i>	<p>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.</p> <p>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.</p>	<p>Public Park with 24hr access; Park is continually maintained with minimal potential for Infrastructure damage;</p>	YES
	<p>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?</p>	<p>No extra cost required;</p>	YES
	<p>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)?</p>	<p>Possible major event however NSP would have priority over any major event.</p> <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>	<p>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)?</p> <p><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></p>	<p>Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;</p>	YES
	<p>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?</p>	<p>No approval required; No vegetation is to be removed;</p>	YES
Dependability of buildings <i>See section 3.2(f)</i>	<p>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?</p>	<p>Open space - No buildings included in NSP</p>	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 (Main Gate), Wills Street and Napier Street entrances;	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 as Council Manages the Area as CoM	YES
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>	Continually maintained area; Buffer is provided by residential area 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 disable;	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>	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?	<p>Local advertising has been undertaken to make the public aware of where the NSP is situated;</p> <p>NSP's are posted on Council's Website</p>	YES

Inspection Carried out by -

Belinda McKnight – Emergency Management Coordinator – EMC

30th August 2018, 9:45am

Princess Park (Oval Only) Maryborough NSP



Pascoe Reserve (Oval Only) Maryborough

Factors to Consider in Assessing Potential NSP's

Inspection Conducted September 2018 and

No Change to RESULTS FROM Inspection Carried out in August 2017

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 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 St Road - Pedestrian Access Only Possible to have up to 10,000 people within the, has reticulated water supply <ul style="list-style-type: none"> Pedestrian access from Majorca Rd, Cadle St & Gilles S 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, well maintained and signed and will accommodate larger 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.	Public Park with 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)?	Facility to be made available on CODE RED days; main complex is also a Relief Centre;	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>	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 See section 3.2(f)	If the potential NSP is a building, has Council 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?	Signs have been placed in Gillies Street (Main entrance) Front of Skate Park facing Majorca Road	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?	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>	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 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 disable;	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; Building is a nominated Relief Centre	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 has been undertaken to make the public aware of where the NSP is situated; NSP's are posted on Council's Website	YES

Inspection Carried out by -

Belinda McKnight – Emergency Management Coordinator - EMC

30th August 2018, 9:30am

Pascoe Reserve (Oval Only) Maryborough NSP



Pioneer Park (Grounds Only) Talbot

Factors to Consider in Assessing Potential NSPs

Inspection Conducted September 2018 and No Change to RESULTS FROM Inspection Carried out in August 2017

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.	DSE land – Council is the committee of Management	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 <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.	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 <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; 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</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? 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 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?	Signage has been placed at the park entrance off Scandinavian Crescent	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?	NA 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 disable;	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 has been undertaken to make the public aware of where the NSP is situated; NSP's are posted on Council's Website	YES

Inspection Carried out by -

Belinda McKnight – Emergency Management Coordinator – EMC

30th August 2018, 4:00pm

Pioneer Park (Grounds Only) Talbot NSP



Gordon Garden Reserve (Grounds Only) - Dunolly

Factors to Consider in Assessing Potential NSPs

Inspection Conducted September 2018 and

No Change to RESULTS FROM Inspection Carried out in August 2017

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.	DSE land – Council is the committee of Management	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 to be erected at the park boundary off <ul style="list-style-type: none"> Barkly Street Thompson Street and 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 and Market 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 and • 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?	NA 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 disable in adjacent streets;</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 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' plan will be posted on Council's Website</p>	YES

Inspection Carried out by -

Belinda McKnight – Emergency Management Coordinator – EMC

30th August 2018, 11:00am

Gordon Garden Reserve (Grounds Only) Dunolly NSP



Market Reserve (Grounds Only) Carisbrook between Birch, Green, Powlett & Urquhart Streets

Factors to Consider in Assessing Potential NSPs

Inspection Conducted September 2018 and

No Change to RESULTS FROM Inspection Carried out in August 2017

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 will be erected at corner of; <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 and the roads 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</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? 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 will be erected at corner of; <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 disable 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' plan will be posted on Council's Website</p>	YES

Inspection Carried out by -

Belinda McKnight – Emergency Management Coordinator – EMC

30th August 2018, 10:30am

Market Reserve (Grounds Only) Carisbrook



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8.8 MARYBOROUGH AERODROME – AMBULANCE VICTORIA

Author: Property and Risk Officer

Responsible General Manager: 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 determine if Council wishes to commence formal negotiations with Ambulance Victoria for a potential site lease at the Maryborough Aerodrome.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Community

Outcome: A supported, cohesive community, living a full and healthy life.

1.4 Objective: Provide leadership in municipal emergency and fire prevention planning and strengthen public safety

BACKGROUND INFORMATION:

The Maryborough Aerodrome is Crown Land owned by the Department of Environment, Land, Water and Planning (DELWP), temporarily reserved for aerodrome purposes, and for which Council is the appointed DELWP Committee of Management.

Council commenced initial discussions with Ambulance Victoria in early 2018 in regard to a proposed patient transfer building intended for the aerodrome. Following a site inspection between Council and Ambulance Victoria in March 2018, the site known as 1/136 Leviathan Road, Maryborough, was agreed to be the most suitable location for the proposed use.

It was also identified that the vacant site known as 1/136 Leviathan Road, Maryborough, had been subject to a former aeroclub agreement and that consultation would be required with the former occupant to confirm that they no longer wished to pursue lease negotiations for the site.

REPORT:

Council received correspondence from Ambulance Victoria on 25 July 2018, officially registering their interest to progress with lease negotiations relating to site 1/136 Leviathan Road, Maryborough, as shown on the attached map (**Attachment 1**), for the purpose of providing a patient transfer building for the community.

The subject site 1/136 Leviathan Road is vacant land of approximately 324m². As the site had been subject to a former aeroclub agreement, Council obtained legal advice to help clarify the occupancy status, any legal implications and determine the best approach prior to any further action.

Consultation with the former occupant of the site had been undertaken and whilst no written response had been provided to Council's recent letter, the former occupant had provided verbal advice that they support the Ambulance Victoria proposal on site 1/136 Leviathan Road. This is consistent with correspondence dated 10 May 2017, in which the former occupant indicated that they were unlikely to pursue a new lease.

This proposal was assessed against proposed lease guidelines and the following is recommended:

- the most appropriate tenancy is a lease
- the category of tenant is Community Service
- the appropriate rental is \$104.00 (plus GST) per annum
- the appropriate lease term is 21 years (initial term of seven years plus two further terms of seven years each)

CONSULTATION/COMMUNICATION:

- Internal Council Departments
- Department of Environment, Land, Water and Planning
- Former occupant
- Ambulance Victoria

FINANCIAL & RESOURCE IMPLICATIONS:

Should lease negotiations proceed, Council would generate an income of \$104.00 per annum.

CONCLUSION:

Having a patient transfer building at the Aerodrome is an appropriate use of this site, and will provide significant community benefit. It is therefore considered appropriate for Council staff to commence negotiations with Ambulance Victoria for a potential site lease of site 1/136 Leviathan Road, at the Maryborough Aerodrome on the terms outlined above.

ATTACHMENTS:

1. Map of undeveloped lease sites

RECOMMENDATION:

That Council staff commence negotiations with Ambulance Victoria for a potential site lease of site 1/136 Leviathan Road, at the Maryborough Aerodrome on the following terms:

1. *Lease term of 21 years (initial term of seven years plus two further terms of seven years each)*
2. *Rental of \$104.00 (plus GST) per annum*

Attachment 1- Proposed lease location for Ambulance Victoria



8.9 PLANNING APPLICATION 008/18 – PROPOSED USE FOR SERVICE STATION SIGNAGE AND ASSOCIATED WORKS AT 55 NOLAN STREET, MARYBOROUGH (CROWN ALLOTMENT 1, SECTION 45, TOWNSHIP OF MARYBOROUGH)

Author: Town Planner

Responsible General Manager: 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:

Council has received a planning permit application to upgrade an existing closed mechanical workshop and former petrol station to a new modern service station facility with new signage on the existing overhead canopy, building signage, ID site sign and price boards at the subject land.

A planning permit is required for use and development of the land for a service station and associated works including the display of signage.

The purpose of this report is to advise Council of two written objections (representing three persons) to the proposed service station, and of draft conditions that would be recommended in a notice of decision should the matter be reported to Council at a later date.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Economy

Outcome: A vibrant local economy which contributes to the municipality's economic prosperity.

2.1 Objective: Facilitate an environment which is conducive to industry/business growth and employment growth and retention.

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Built and Natural Environment

Outcome: Central Goldfields Shire celebrates the rich built and natural heritage and a sustainable environment.

3.3 Objective: Protect and enhance the environment while planning for growth.

3.5 Objective: Protect and preserve our heritage assets.

Council decisions will reflect the Council vision to be a vibrant, thriving, inclusive community by considering relevant strategic areas and/or actions when determining planning permit applications.

BACKGROUND INFORMATION:

The subject land is on the southeast corner of Napier and Nolan Streets in Maryborough.

It is the site of a disused service station which has had various uses since being decommissioned several years ago. The site is currently not in use but contains an existing building (workshop/office), circular overhead canopy and the ground surface is completely paved. Refer to Attachment 1 for the site plan of existing conditions and elevations.

Directly opposite this site on Nolan Street is the recently refurbished and re-opened movie theatre, Paramount Theatre. This was also closed for many years and has only recently begun screenings again.

The objections received primarily raise concerns about public/pedestrian safety, increased traffic flow at the intersection, and close proximity to residential dwellings and a place where crowds of people congregate (movie theatre opposite).

REPORT:

Proposal

The application received is seeking to redevelop the subject site into a small but modern service station within the Maryborough Central Business Area (CBA) at 55 Nolan Street. Refer to Attachments 3 to 6 for further information.

The applicant has sought 24 hours / 7 days per week trading hours for the service station.

The proposal is to refurbish the existing facilities – the circular overhead canopy, and the workshop/office building to create a new modern shop within the existing footprint.

The existing underground fuel tank will be removed and replaced with a new modern double insulated fibreglass fuel tank (60,000 litres capacity). This single tank will have four compartments to allow for the dispensing of four different fuel types.

The sales building will incorporate an internal toilet and office, as well as minimalist convenience food shopping, an ATM and cashier. An enclosed bin area will be located next to the sales building along the southern side boundary.

A designated vehicle park loading bay will be provided, as well as six marked car parking spaces. The car park in front of the building also includes an electric car charging point.

The site will be one-way travel, with entry from Nolan Street and exit directly into Napier Street.

There are to be two double-sided fuel bowsers with four different pumps (fuel dispensers) on each side. Four fuels will be dispensed – regular unleaded, premium unleaded, diesel and E10. No provision is made for a hi-flow diesel dispenser at this site.

The site layout allows for four light vehicles to be refuelling simultaneously from the two bowsers.

There will be a three metre high internally lit identification/digital price board sign on Napier Street setback three metres from the intersection and at an approximate 30 degree angle.

Site and surrounds

The site is relatively centrally located within the CBA of Maryborough. The intersection of Nolan and Napier Streets is centrally located within the southeastern edge of the CBA.

Napier Street, between Inkerman and Tuaggra Streets, is the recommended main street bypass route for traffic travelling along the Pyrenees Highway.

The immediate area is within the Commercial 1 Zone (C1Z). Nolan Street, from the historic Post Office Building in the west through to Burke Street in the east, is within the C1Z.

This Nolan Street/Napier Street intersection is an integral part of the commercial district, with Wattle Office Supplies at the northeast corner, Paramount Theatre next to the north-east corner, the existing derelict service station complex at the south-east corner, and Murph's Gymnasium directly opposite on the southwest corner. Immediately to the south of the gymnasium on Napier Street is the IGA supermarket, and next to this is the historic Phillips Gardens.

There is a vacant shop and then *Bric-a-brac* store to the southeast along Nolan Street.

Immediately next door at 86 Napier Street is the first of the residential dwellings to the southwest.

The site is within the Commercial 1 Zone (C1Z) of the Maryborough township. Land to the north, west and southeast is also within a commercial zone. The land to the southeast and south is within the General Residential Zone (GRZ1). Phillips Garden to the west is within the Public Parks and Recreation Zone (PPRZ).

Planning Scheme Provisions

Council must take into consideration the relevant Victoria Planning Provisions (including zones, overlays, and particular provisions) within the Central Goldfields Planning Scheme; the Municipal Strategic Statement (MSS) and Local Planning Policies.

The bulk of referencing with these provisions encourages use of land for commercial uses which are compatible with surrounding residential uses if applicable.

In addition to this, Council's MSS at **Clause 21.12 Strengthening the regional role of Maryborough** includes Objective 3 *Maintain and enhance the character and qualities of the Maryborough CBA by retaining its compact urban form, pedestrian scale and heritage character*. It also states that the Urban Design local policy should also be used *to enhance the visual character, amenity and tourism image of urban areas*.

Local planning policies as clauses **22.01 Urban Design**, and **22.03 Heritage** are applicable to this application.

Clause **22.01 Urban Design** requires applications to preserve and enhance the visual amenity and character of the Shire's city and towns; and ensure that the siting and design of development has regard to the built form, landscape character and visual qualities of urban centres.

Where a permit is required, it is policy for developments to contribute to the overall appearance and character of the town; as well as have the capacity on the site to accommodate the proposed development, including traffic circulation and car parking.

The MSS at clause **21.10 Heritage – Overview** states "Heritage buildings, street scapes and places provide the Shire and its towns with their distinctive identity and image".

Local planning policy 22.03 *Heritage* states that where a permit is required, it is policy to “encourage new development to be sited and designed having regard to the heritage character and values of adjacent sites, buildings, places and landscapes”.

They emphasise the importance of enhancing visual amenity and character:

- to encourage new development where building scale, mass and external finishes reflect dominant building forms, particularly heritage buildings
- contribute well to the overall appearance and character of the town
- the site has capacity to accommodate the development, including traffic circulation and carparking
- concentrate peripheral and mixed use development south east of the Central Business Area
- protection of existing streetscape character, particularly prominent corner properties
- to encourage sympathetic design and construction of “in-fill” developments in the vicinity of listed buildings and heritage precincts and areas.

Further to this the *Heritage policy* requires the consideration of the ***City of Maryborough Heritage Study 1992*** (MHS1992) when a planning permit is required for a development.

The *City of Maryborough Heritage Study* contains a citation for the adjacent building to the southeast at 45-49 Nolan Street and a section on *Signage*, with particular reference to High and Nolan Streets.

MHS1992 contains the citation for the *Spanish Mission style house and Hasting’s buildings, 45-49 Nolan Street, Maryborough* stating that the entire building and site is of local significance and “Maryborough’s only example of a Spanish Mission style combined shop and residence. Nolan Street contains a variety of 19th and mostly early 20th century buildings which result in one of the City’s best streetscapes.”

This subject site is located within the ***Heritage Overlay Schedule HO206 Maryborough Area***, and the signage is expected to meet the decision guidelines, with particular reference to applicable statements of significance, heritage study, conservation policies, and whether the proposed signage will affect the significance, character or appearance of the heritage place.

The land is within the ***Commercial 1 Zone (C1Z)*** and the proposal is considered to meet the intention of this zone which encourages commercial uses and to ensure that uses that can effectively deal with any issues affecting the safety and amenity of adjacent, more sensitive uses.

The land is within a ***Land Subject to Inundation (LSIO)*** where the advice of the relevant Catchment Management Authority is sought when a proposal for development is received.

Car parking requirements for the proposed use are determined at ***Particular Provision 52.06 Car Parking***. Car spaces numbers and sizes are provided for at this clause. *Service station* is not one of the listed uses. The provision requires the application of the closest use than that being sought. Service stations include the sale of food and drinks. *Food and drinks premises* is the most aligned listed use, and requires 4 spaces for every 100m² floor space. The proposed sales area of the building occupies approximately 60m², and therefore requires 2 designated spaces.

Advertising signs are addressed at the **Particular Provision 52.05 Advertising Signs**. The purpose of this provision includes the regulation of signs and associated structures, amenity, visual clutter, and proximity to residential zones. All signs for this subject site require a planning permit under this provision because they are within 30 metres of a residential zone, and include internally illuminated signage exceeding 1.5m² in total. Combined signage exceeding 8 m² in area also requires a permit in the commercial area.

Referrals

The application was referred to the relevant authorities:

- North Central Catchment Management Authority (NCCMA) - as the land and surrounds is within a designated *Land Subject to Inundation Overlay* (LSIO). They offered no objection nor require any conditions.
- VicRoads - as the land fronts a VicRoads (RDZ1) controlled street (Napier Street, as part of the Pyrenees Highway main street bypass route). VicRoads offered no objection and required that one condition be included on any permit issued.
- Environment Protection Authority – seeking advice on a proposal with potentially hazardous storage components. They offered no objection to the proposal providing nine conditions for inclusion on any permit issued. They also confirmed that the relatively small scale proposal does not require any EPA licencing.

Summary of Objections

The grounds of objection are outlined below, along with the council planning officer comments accompanying them. The objectors operate business adjacent or opposite the site.

The objections received primarily raise concerns about public/pedestrian safety, increased traffic flow at the intersection, and close proximity to residential dwellings and a place where crowds of people congregate (movie theatre opposite).

Concern 1: Greatly jeopardise safety of pedestrians using footpaths etc

Objector concerns:

Concerned that theatre patrons will be at increased risk of being hit by a vehicle as the proposed entry point into the service station is from Nolan Street virtually directly opposite the theatre doors.

Council officer response:

While the traffic along this section of Nolan Street may increase, it is a slow turn off Napier Street into Nolan Street usually performed from a complete stop.

The exit of light vehicles including passenger vehicles will be from the site directly into Napier Street further to the south away from the theatre.

Travel through the site will be limited to one way for light vehicle refuelling to minimise driver distraction which may be caused with two-way access.

The proposed service station is not expected to generate additional traffic flow. It is expected that movements to and from the service station will be from passing trade.

This is supported by the traffic flow report provided.

Concern 2: Risk to emergency evacuation of theatre patrons

Objector concerns:

Concerned that theatre patrons will be at increased risk as the official evacuation point is through the front doors. This puts patrons at increased risk should an incident occur at the service station which requires evacuation of the theatre.

Also the area has more people around now that the theatre is operating again than would have been nearby previously.

Council officer response:

While the main exit is through the front doors for the theatre they do have a back door into the side street (Napier Street) should this be required for evacuation. The existing theatre is required to ensure Essential Services are maintained including ensuring that front exits to the theatre have a clear egress to a road or open space. In this instance, egress to either Napier or Nolan Streets is sufficient. While the proposed service station shares access to Nolan Street, the Building Code of Australia requirements for emergency exits are satisfied once patrons exit onto the road (Nolan Street) – use of the service station land is not required.

This is the reactivation of a disused service station so that the two businesses have operated at the same in the past.

Concern 3: Elderly and people with young children feeling unsafe & not needed as there are already two service stations in the CBA.

Objector concerns:

Theatre owners expressing patron concerns about feeling unsafe, especially the elderly and people with young children, due to the proximity of the service station, with refuelling delivery trucks operating in such a confined area, as well as cars refuelling.

Patron numbers will fall as a consequence and less staff employed will also result from this.

Not needed as there are already two service stations in the CBA.

Council officer response:

Planning legislation has no control over commercial decisions and therefore does not consider the impact of the existence of two other service stations on the proposal, or of financial impact on another commercial operation in close proximity.

While safety is a consideration, the risk from refuelling trucks will be minimal and the applicant has assured that refuelling would not occur more than twice a week and would generally be between 9am -5pm, while the major client intake of the theatre would be after 5pm in general.

Concern 4: Increased traffic flow affecting viability of the theatre

Objector concerns:

Increased traffic flow into Nolan Street is a risk to the safety of patrons. If enough patrons feel unsafe and do not come to the movies this may impact the viability of the theatre and force staff reductions and possibly closure.

Council officer response:

Any impact on increased traffic flow is not envisaged, though more cars will turn into Nolan Street than previously. This will be from the existing passer-by traffic.

This may in fact reduce the speed of passing traffic as cars travelling along Napier Street slow, become stationary, and turn into Nolan Street.

As stated previously, the planning assessment is unable to consider financial impacts on nearby businesses.

Concern 5: Petrol stations not an attractive asset.

Objector concerns:

There are plans to landscape/beautify this end of Nolan Street. Jacka Holden already occupy lots of the street with their vehicles and petrol stations are not attractive.

Council officer response:

Planning considers the heritage streetscape impact and this development has been found to take these into consideration and provide a modern community facility with appropriate signage and designated onsite parking.

The service station will not add to street parking congestion as all patrons will be on the site when using the service station.

The renovated existing building and proposed ID sign are set well back from Nolan Street streetscape view line and will not have a direct impact.

In addition the selected signage colours are respectful of the heritage streetscape.

Further to this the site will introduce synthetic grass as part of the landscaping to provide a brighter cleaner environment.

The site is currently disused and becoming increasingly run-down in an area where enhancing existing conditions is of utmost importance. This proposal significantly addresses this highly held heritage and urban design value.

Concern 6: Heavy vehicles travelling along Nolan Street to use the petrol station.

Objector concerns:

Heavy vehicles will travel along Nolan Street to use the petrol station while it is currently a local traffic only street.

Council officer response:

The service station does not cater for refuelling of heavy vehicles. There will not be a hi-flo diesel dispenser.

Trucks delivering fuel will however enter Nolan Street from Napier Street and be parked totally on site while filling the underground tanks. This is only expected to occur twice a week.

In addition, a planning permit condition is proposed to limit the movements of the delivery trucks. They will enter the site from Napier Street after travelling from the south to that point. Delivery trucks will exit into Nolan Street and undertake a left hand turn only in to Napier Street.

The applicant has provided a traffic report which shows that the proposed 14 metre semi-trailer which will make fuel deliveries can legally enter and exit the subject land.

Concern 7: Suggestion that the site is more suitable for a community services neighbourhood house style facility.

Objector concerns:

Cannot think of other places where service stations are in such close proximity to business buildings and residences.

Gives the example of the Kyneton Township *Social Foundry* which has created a café on an old car yard site.

Council officer response:

Planning assessment can only assess proposals submitted. The proposal submitted is a valid option in such a location within a Commercial zone, in addition to the site being that of a former service station.

Installation of an acoustic fence and restriction of operating hours seek to alleviate amenity concerns (including noise), given the proximity of the neighbouring residence.

Concern 8: The company applying is a long way away.

Objector concerns:

The company applying is a long way away from Maryborough.

Council officer response:

This is not a valid planning assessment consideration, and cannot be considered.

Assessment

The applicant has addressed the issues of mass, bulk and scale of operation with respect to the location; basically refurbishing the existing building within the same footprint.

The applicant has taken into consideration the heritage streetscape and view line considerations.

The applicant has provided the required car parking on site to meet the convenience shop component of the proposal.

The applicant has provided a traffic assessment which considered the movement of the truck delivering fuel and recommends that refuelling occur at times when customer demand is low, but identifies that the site is suitable for use by a 14m semi-trailer.

They have minimised signage volume and scale well below usual similar service station levels, as well as providing more subdued corporate logo and branding colouring in respect to heritage values for the area.

In particular the ID business sign/price board at Napier Street has been positioned and modified in consideration of heritage matters. The ID sign/price board will be:

- three metres high with an off-white background; whereas the usual height for such a sign is six metres high.
- a minimalist corporate logo and words “metro petroleum” which will be internally illuminated.
- placed at approximately 30 degree angle to Napier Street to allow visibility from Napier Street and Nolan Street without impacting the heritage streetscape view line along Nolan Street.
- restricted to Napier Street only. No ID sign/price board will be place on Nolan Street.

This land is within CBA and meets expectations within a commercial zone. However it also abuts a residential area to the south. Recommended conditions require the applicant to install an acoustic fence along this boundary with the residential dwelling to help reduce the additional noise levels for the neighbour.

The applicant has sought 24 hour / 7 day trading for the site. The Council Planner recommends that this be limited to a maximum of 6am – 11pm, in consideration of the residential area along Napier Street immediately adjacent to the south of the site.

CONSULTATION/COMMUNICATION:

Public Notice of the application was given to nearby land owners and occupiers and two written objections (representing three persons) was received.

A consultation meeting was offered but was not taken up. The initial objections were provided to the applicant and the written responses were provided to the objectors with the invitation to attend a mediation consultation meeting.

Negotiation between Council's Planners and the applicant has acknowledgement of the street setbacks and use of more subdued corporate logo and branding colours more in keeping with the heritage values for the heritage overlay, HO206 Maryborough Area.

FINANCIAL & RESOURCE IMPLICATIONS:

The assessment of planning permit applications is within the normal operational budget of Council.

Should any party (applicant or objector) appeal the determination of the application (permit condition or issue of permit) additional VCAT appeal costs will be incurred.

CONCLUSION:

The subject site is currently unused. In the past it was previously a service station, and fairly recently was operating as a vehicle repair workshop.

The proposal is to refurbish the site to provide for a modern service station facility.

The application meets the intentions within State and Local Planning Policies, and the objectives of the zone, overlays and particular provisions.

Two written objections (representing three persons) have been received following public notice of the application.

Where an objection has been received to a planning permit application, it is current practice for the application to be presented to Council for a determination.

The responsible authority must determine a position on the application for a planning permit and take one of the following options:

- I. Approve a planning permit and issue a Notice of Decision (NOD) to Grant a Planning Permit for the proposal (with or without conditions)
- II. Issue a Refusal to Grant a Planning Permit for the proposal – appeal rights apply to the applicant

The Council's Planner recommends that a NOD to grant a planning permit be issued including conditions as recommended.

ATTACHMENTS:

1. Site plan of existing conditions
2. Existing conditions elevation plan(s)
3. Site Plan of Proposed development (showing entry from Nolan St & exit to Napier St)
4. Elevation plan(s) of Proposed development
5. Proposed Signage Details
6. Truck swept path – fuel delivery truck movements (showing entry from Napier St)
7. An aerial photograph of the subject land and environs.

RECOMMENDATION:

That Council consider the planning permit application PA008/18, objections received and all matters required to be considered for the Use of a Service Station, Signage and associated works at 55 Nolan Street, Maryborough (Crown Allotment 1, Section 45, Township Maryborough) and determine to issue a Notice of Decision to Grant a Planning Permit subject to the following conditions:--

EPA CONDITIONS (9)

- 1. Nuisance dust and/or airborne particles must not be discharged beyond the boundaries of the premises.*
- 2. Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.*
- 3. Displaced petrol fumes must be collected with a vapour recovery system.*
- 4. Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.*

5. *A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347.1 Bunding Guidelines 2015 or as amended.*
6. *Surface water discharge from the premises must not be contaminated with waste.*
7. *Pollution control devices must be installed to prevent the transportation of waste to the environment and stormwater system.*
8. *All existing tanks must be decommissioned by suitably qualified professionals, as outlined in EPA Publication 888.4 Underground Petroleum Storage Systems (UPSSs) 2015 or as amended and the Australian Standards referenced therein.*
9. *Petroleum storage tanks must be designed, installed and operated in accordance with the Guidelines on the Design, Installation and Management Requirements for Underground Petroleum Storage Systems (UPSSs) (EPA Publication No. 888.4, August 2015).*

VICROADS CONDITION (1)

10. *The luminance of the advertising sign must be such that it does not give a veiling luminance to the driver, of greater than 0.25 cd/m², throughout the driver's approach to the advertising sign.*

COUNCIL CONDITIONS (17)

11. Layout Not Altered

The development (including signage) as shown on the endorsed plans must not be altered or modified without the written consent of the Responsible Authority; except in accordance with any variance from any condition following, in which case, the written condition takes precedence.

12. Bunding

Bunding or suitable drainage shall be provided around the perimeter of the site to retain any fuel spillage. Bunding shall be constructed to the satisfaction of the Responsible Authority.

13. Separate Entry & Exit

Separated entry and exiting by vehicles to the site must be provided in order to minimise conflict with pedestrians and must be constructed to the satisfaction of the Responsible Authority.

14. Restriction on travel direction of trucks delivering fuel

Trucks delivering fuel to the subject site must travel along Napier Street from the south and enter the service station from the southern-most driveway crossover on Napier Street.

Trucks having refuelled the underground tanks must exit the service station site from the Nolan Street driveway crossover and turn left only into Napier Street and proceed towards the south.

Under no circumstances are fuel delivery trucks to travel further northwards of Nolan Street.

15. Maximum size of truck delivering fuel

Trucks delivering fuel to the subject site must be of a maximum length of 14 metres to the satisfaction of the Responsible Authority.

16. No Hi-Flo Diesel pump dispenser

No rapid flow diesel pump dispenser is permitted to be installed or operated at the site. Only low flow diesel dispenser pumps incorporated into the bowsers as part of the four pumps per side shall be permitted.

Trucks having refuelled the underground tanks must exit the service station site from the Nolan Street driveway crossover and turn left only into Napier Street and proceed towards the south.

Under no circumstances are fuel delivery trucks to travel further northwards of Nolan Street.

17. Rear Boundary Fence

The existing south side rear fence, forming the shared boundary with the neighbouring residential dwelling, is to be replaced with an acoustic rated fence at the applicant's expense. The first 3 metres will be 900mm high and the remainder shall be 1.8 metres high. All works shall be to the satisfaction of the Responsible Authority.

18. Hours of Trading

Except with the prior written consent of the Responsible Authority, the use may only operate during the following hours:

Monday – Friday 6:00am - 11:00pm

Saturday - Sunday 6:00am - 11:00pm

A sign must be placed on site indicating the hours of operation.

19. Loading/Unloading

The loading and unloading of vehicles and the delivery of goods to and from the premises shall at all times be carried out entirely within the site as shown on the endorsed plan and be so conducted as to cause minimum interference with other vehicular traffic all to the satisfaction of the responsible authority.

Except with the prior written consent of the Responsible Authority, the loading and unloading of commercial vehicles may only be undertaken during the following hours.

Monday – Friday 7:00am - 5:00pm

Saturday - Sunday 9:00am - 5:00pm

20. Amenity

The amenity of the area must not be detrimentally affected by the use or development, through the:

(i). transport of materials, goods or commodities to or from the land;

(ii). appearance of any building, works or materials;

(iii). emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;

(iv). presence of vermin; or otherwise.

Any detriment to the amenity of the environs in the opinion of the Responsible

Authority shall be remedied to the satisfaction of the Responsible Authority.

21. Rubbish Facilities

An appropriate rubbish collection receptacle enclosed area must be provided upon the land to the satisfaction of the Responsible Authority.

22. Landscaping

All landscaping works shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaped areas and planting must then be maintained to the satisfaction of the Responsible Authority.

23. No outside storage of goods for sale or hire

No goods for sale or hire shall be stored outside or left exposed outside the building so as to be visible from any public road or thoroughfare.

24. Parking on Nearby Roads

Vehicles under the control of the operator or the operator's staff must not be parked on Nolan Street during working hours.

25. Customer Car Park Identification

A customer car park must be clearly identified by a sign having letters with a minimum height of 50mm and showing the words "Customer Parking".

26. External Lighting to be Baffled

Where external lighting is provided it must be fitted with suitable baffles and located so as to prevent the emission of direct light onto adjoining properties or roadways to the satisfaction of the Responsible Authority

27. No Flashing Lights

Flashing or intermittent light must not be displayed on the subject land except with the prior written consent of the Responsible Authority.

28. Heritage Requirements

Paint Colours and surface textures and colours of the building and signage permitted by this permit must be approved by and to the satisfaction of the Responsible Authority.

29. Stormwater drainage

All stormwater drainage from the buildings and hard standing areas shall be retained within the boundaries of the property or discharged to a legally approved external point of discharge.

30. Sign maintenance

The sign(s) must be constructed and maintained to the satisfaction of the responsible authority.

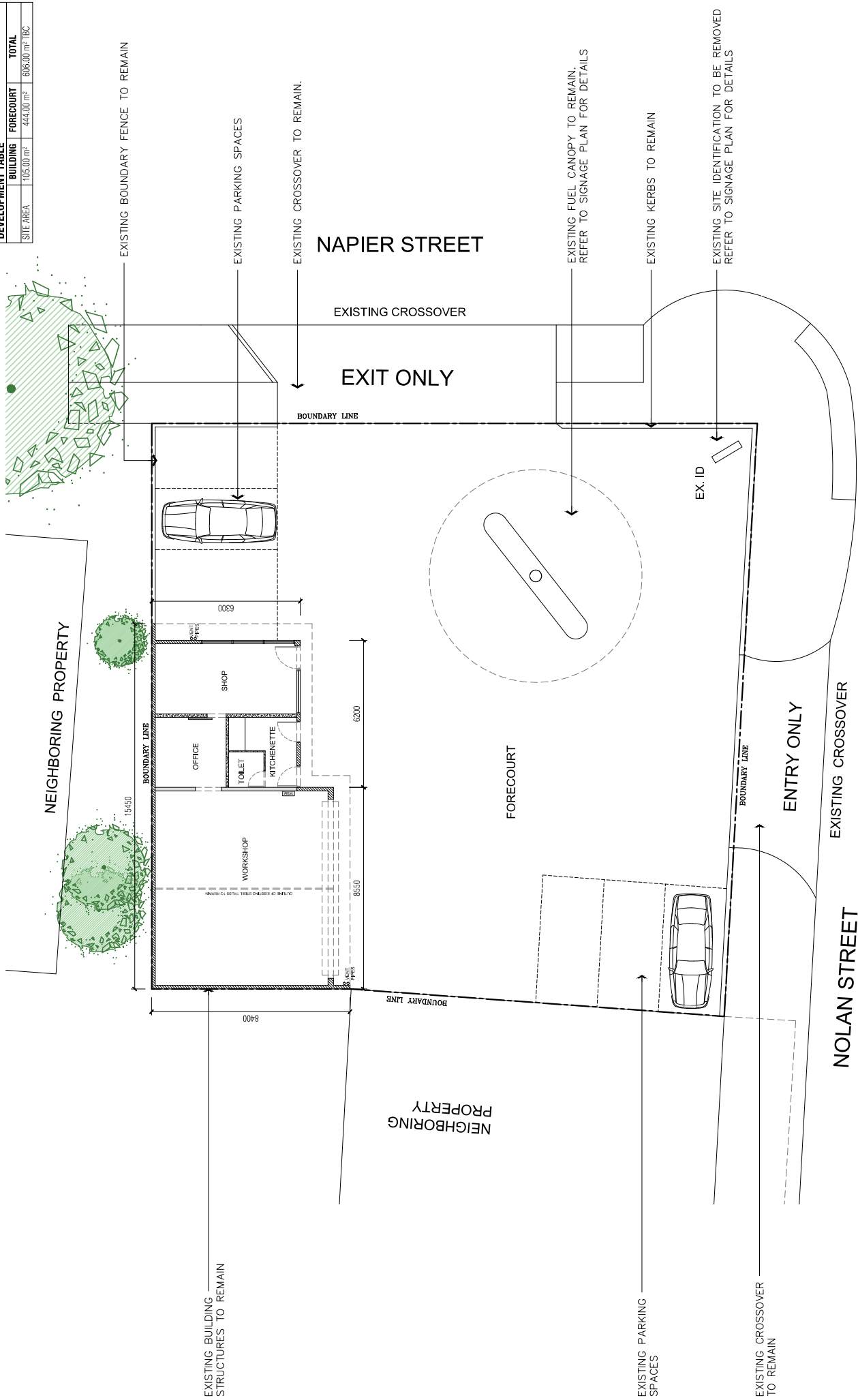
31. Commencement of Development (two years) and Completion of Development (four years) and Commencement of Use (two years)

This permit will expire if the use and development permitted by this permit is not commenced within two (2) years from the date hereof or if the development is not completed within four (4) years.

The Responsible Authority may extend these times on written request made before the expiry of the permit or within:



- six (6) months after the expiry of the permit if the use or development has not commenced*
- twelve (12) months after the expiry of the permit if development has commenced but is not yet completed.*

DEVELOPMENT TABLE			
SITE AREA	BUILDING	FORECOURT	TOTAL
105.00 m ²	105.00 m ²	444.00 m ²	606.00 m ² TBC



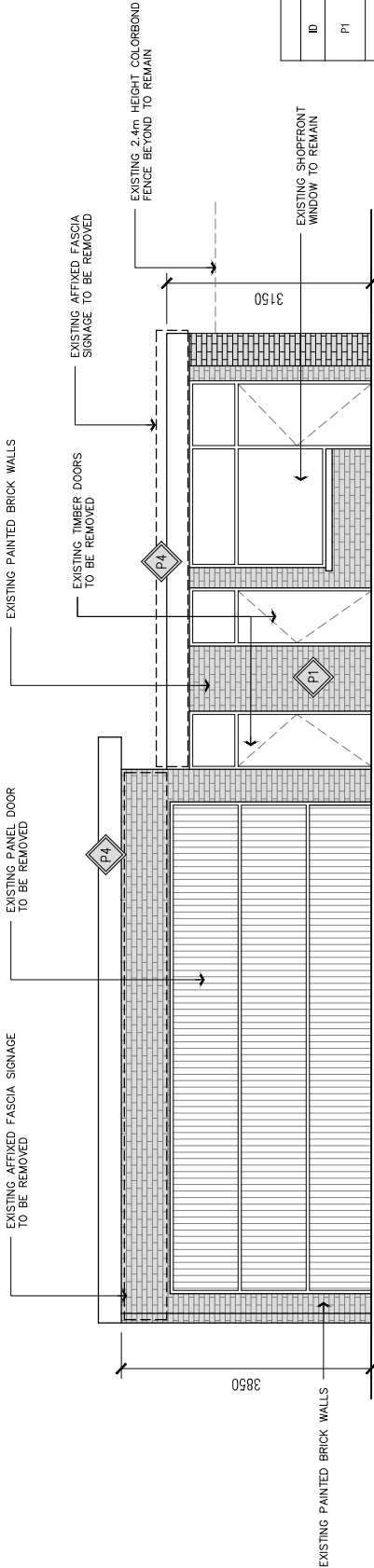
PLANNING PERMIT APPROVAL ONLY
NOT FOR CONSTRUCTION

EXISTING SITE PLAN

 <div>Suite 308/838 Collins St. Docklands VIC 3008 Australia T +61 (03) 9081 1560 E: info@aksara.com.au ACN 141 232 877</div>		PROJECT: MARYBOROUGH SERVICE STATION						AMENDMENT	DATE	SPECIAL COMMENTS	AMENDMENT	DATE	BY	DRAWING No.
		55 Nolan Street												
		MARYBOROUGH VIC. 3465												
		AMENDMENT		DATE										
				DRAWING TITLE										
				SCALE										

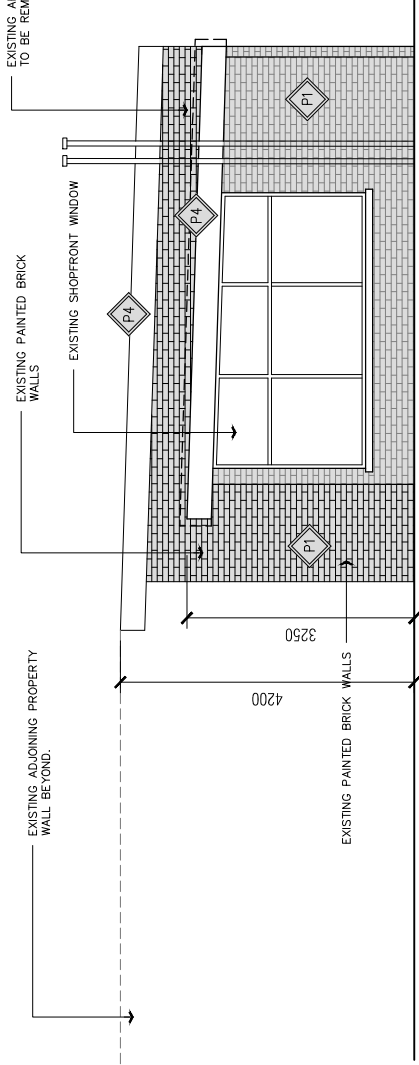
DEVELOPMENT TABLE			
	BUILDING	FORECOURT	TOTAL
SITE AREA	105.00 m²	444.00 m²	606.00 m² TBC

NOTE:
FOR SIGNAGE PLAN DETAILS,
REFER TO DRAWINGS P-06 & P-07

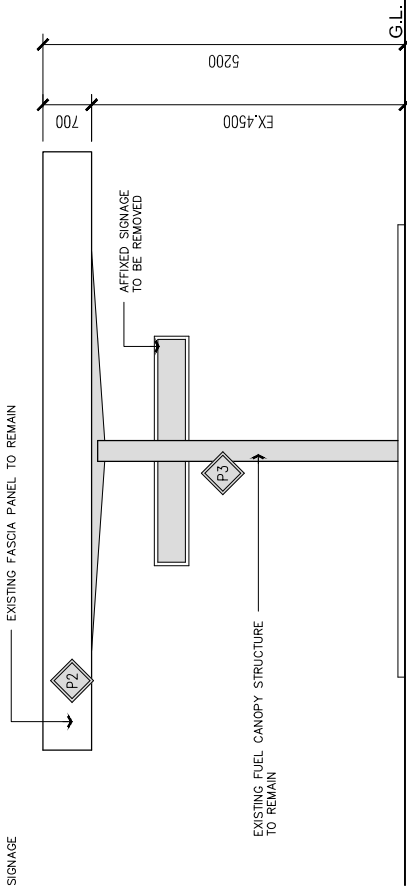


NORTH ELEVATION
SCALE 1 : 75

EXISTING FINISHES SCHEDULE				
ID	FINISH / MATERIAL	SPECIFICATIONS	LOCATION	INTERNAL / EXTERNAL
P1	PAINT	GREY PAINT	EXISTING BUILDING FASCIA WALLS	EXTERNAL
P2	ALUMINIUM COMPOSITE	WHITE COLOUR	EXISTING FUEL CANOPY	EXTERNAL
P3	STEEL	WHITE COLOUR	EXISTING FUEL CANOPY	EXTERNAL
P4	FASCIA CLADDING	GREEN AND WHITE COLOUR	EXISTING ROOF EAVES	EXTERNAL



WEST ELEVATION
SCALE 1 : 75



FUEL CANOPY ELEVATION
SCALE 1 : 75

EXISTING SITE ELEVATIONS

Sule 306/636 Collins st,
Dandenong VIC 3106
T: +61 (03) 9881 1650
E: info@aksara.com.au
ACN 141 232 877



PROJECT: **MARYBOROUGH SERVICE STATION**
55 Nolan Street
MARYBOROUGH VIC. 3465

AMENDMENT	DATE
21/05/2018	
DRAWING TITLE	SCALE
SALES BUILDING ELEVATIONS	1 : 75 @ A3

SPECIAL COMMENTS
INT. DISCUSSION ONLY NOT FOR CONSTRUCTION

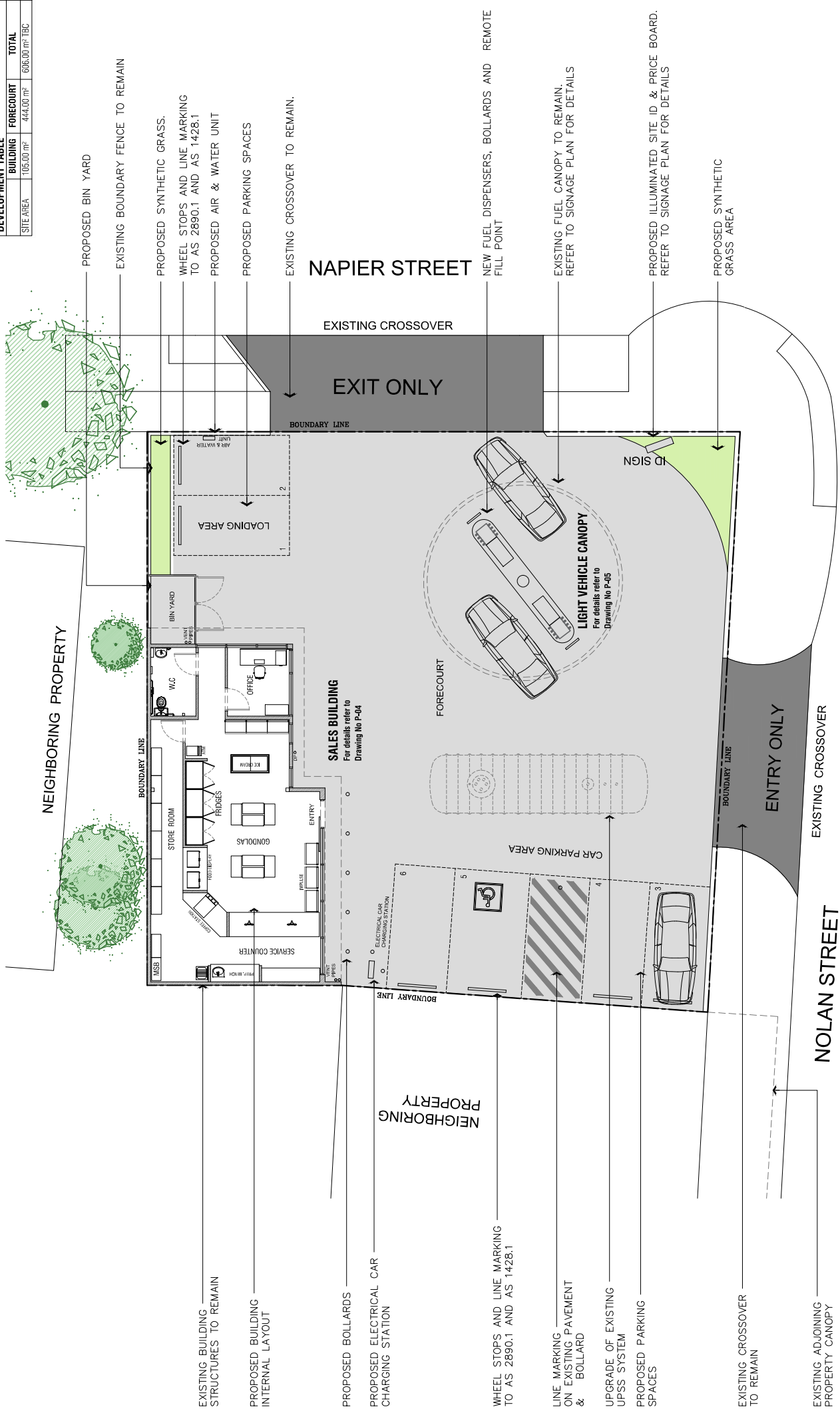
AMENDMENT
PLANNING PERMIT ISSUE PLANNING PERMIT ISSUE

DATE	BY
13/12/2017 30/03/2018	JC JC

P-01b



PLANNING PERMIT APPROVAL ONLY
NOT FOR CONSTRUCTION

DEVELOPMENT TABLE		
BUILDING	FORECOURT	TOTAL
SITE AREA	105.00 m ²	444.00 m ²
		606.00 m ² BSC

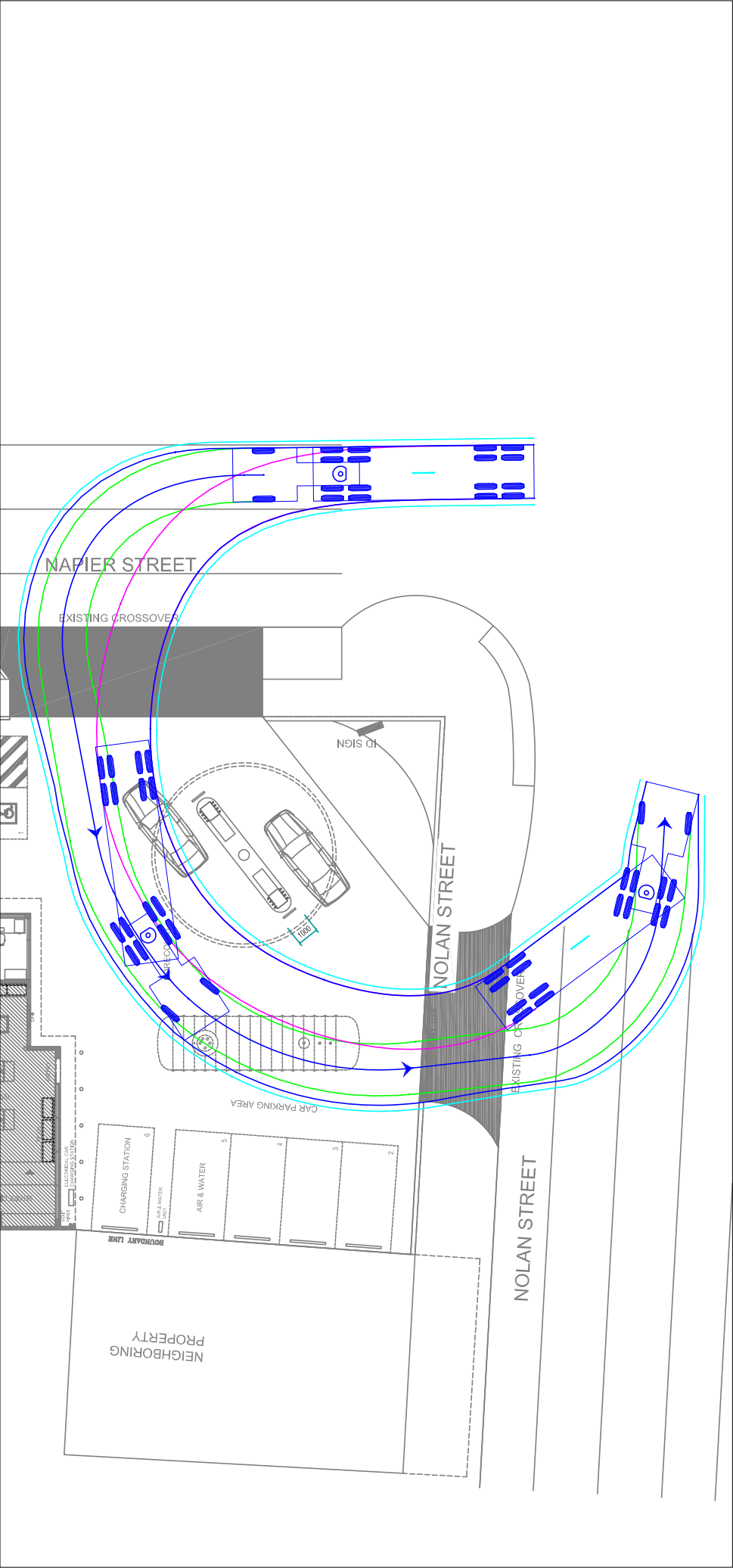


PROPOSED SITE PLAN

PLANNING PERMIT APPROVAL ONLY NOT FOR CONSTRUCTION		
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 Suite 308/830 Collins st. Docklands VIC 3008 Australia T: +61 (03) 9081 1650 E: info@aksara.com.au ACN 141 232 877		PROJECT: MARYBOROUGH SERVICE STATION		AMENDMENT		SPECIAL COMMENTS		AMENDMENT		DATE		BY		DRAWING No.			
		55 Nolan Street		DATE		21/05/2018		INT. DISCUSSION ONLY		PLANNING PERMIT ISSUE		JC		JC			
		MARYBOROUGH VIC. 3465		DRAWING TITLE		PROPOSED SITE PLAN		NOT FOR CONSTRUCTION		PLANNING PERMIT ISSUE		30/03/2018		JC		P-02	
				SCALE		1 : 150 @ A3										REVISION - A	

14m SEMI REFUELLING



PRELIMINARY ONLY
NOT FOR CONSTRUCTION

VEHICLE USED IN SIMULATION

14m SEMI-TRAILER

Tractor Width : 2500 Lock to Lock Time : 6.0
Tractor Width : 2500 Steering Angle : 27.7
Tractor Track : 2500 Articulating Angle : 70.0
Trailer Track : 2500

LEGEND

- REAR WHEELS
- FRONT WHEELS
- BODY CLEARANCE

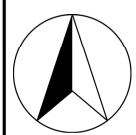
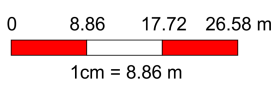
			 <p>Traffic Group Traffic Engineers and Transport Planners</p> <p>244-2411 244-2401 111-111 111-111 GLENELG VICTORIA 3166 TAS. 033 8822-2444</p>		55 NOLAN STREET, MARYBOROUGH 14m SEMI-TRAILER SWEEP PATH PROPOSED SERVICE STATION		JOB NO.: 20754	
			07 SEPT 2018		SCALE: 0 3 6		SHEET NO.: 01/01	
			DESIGNED BY: D. MILDEN					
			CHECKED BY: H. TURNBULL					
			07 SEPT 2018					
			FILE NAME: 20754-02 MARYBOROUGH.dwg		ISSUE: A			



Date: Jan 29, 2018



Scale 1 : 886



8.10 2018/2019 CENTRAL GOLDFIELDS SHIRE COUNCIL ACTION PLAN

Author: Chief Executive Officer

Responsible General Manager: 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 present to Council for consideration the 2018/19 Central Goldfields Shire Council Action Plan

POLICY CONTEXT:

Under Section 125 of the Victorian *Local Government Act 1989* Council must prepare a Council Plan, which identifies the strategic objectives of the Council and strategies for achieving the objectives for at least the next four years. The Council Plan must also be reviewed annually.

BACKGROUND INFORMATION:

In April 2018 the Have Your Say Campaign was launched throughout the Shire. This campaign sought to gather feedback from the community, particularly parts of the community who historically did not have much input to plans and strategies ensuring that future direction of the Shire is community driven. The campaign was designed to be simple, inclusive and mindful of our diverse demographics. The campaign consisted of a post card system with 40 collection points throughout the Shire and social media was also used to gather feedback from our communities via an online survey. Have Your Say was advertised widely through local media outlets. Council received 524 submissions from the community. The Have Your Say Campaign has informed the process of refreshing the 2017-2021 Council Plan to ensure its relevance.

The 2017-2021 Council Plan was endorsed by Council at the 27 June 2017 meeting and put on public exhibition for further feedback. The refreshed Council Plan was adopted by Council at the Ordinary Meeting of Council in August.

REPORT:

Following on from the successful refresh of the Council Plan the organisation has been working on identifying a set of actions to be undertaken during 2018/19. These actions will support the achievement of the strategic objectives identified in the refreshed 2017 – 2021 Council Plan. They will also provide a strong reporting framework for Council to measure its progress of achievement against the strategic objectives over the next 12 months.

A draft 2018/19 Central Goldfields Shire Council Action Plan is presented to the Council for consideration.

CONSULTATION/COMMUNICATION:

Through the Have Your Say Campaign the community had significant involvement in the development of the refreshed 2017-2021 Council Plan. The Corporate Leadership Team have since worked on identifying items for inclusion in the 2018/19 Central Goldfields Shire Council Action Plan which support the achievement of the objectives in the Council Plan.

FINANCIAL & RESOURCE IMPLICATIONS:

The annual budget and the four year Strategic Resource Plan have been prepared in line with the initiatives identified in the Council Plan. The refreshed Council Plan includes the updated Strategic Resource Plan from the adopted 2018/19 Budget. Grant funding from State and Federal Government will be required for some of the initiatives to be delivered. In line with this, appropriate resourcing has been identified and allocated against each of the items in the 2018/19 Council Action Plan.

CONCLUSION:

It is recommended that Council adopt the 2018/19 Central Goldfields Shire Council Action Plan as the items identified will support Council's activities in achieving the strategic objectives in the Council Plan.

ATTACHMENTS:

1. Draft 2018/19 Central Goldfields Shire Council Action Plan

RECOMMENDATION:

That Council adopt the 2018/19 Central Goldfields Shire Council Action Plan.

An aerial photograph of a town, likely Central Goldfields, featuring a large lake in the center, surrounded by residential areas, green spaces, and some industrial or commercial buildings. The town is spread out, with a mix of housing and trees. In the background, there are hills under a clear sky.

2018-2019 Central Goldfields Shire Council Action Plan

1. OUR COMMUNITY

Outcome: A supported, cohesive community, living a full and healthy life.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
1.1 Build an aspiring community, achieving and living a full life where: <ul style="list-style-type: none"> Family Violence is unacceptable in our community Children are loved and safe Everyone has the language and literacy skills needed Young people are celebrated as they strive to reach their full potential Everyone can learn, earn, achieve and dream 	<ul style="list-style-type: none"> Continue delivery of the Go Goldfields program, and work towards program sustainability Advancement of projects in areas of <ul style="list-style-type: none"> Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness Develop a 10 year Community Plan Develop a Gender Equity Policy for the organisation 	Implement Library Strategic Plan	Council	October/November 2018
		Early Years Literacy	RDV	August – September 2018
		• Teddy Bears Picnic (activity)		
		Program Delivery	Council	Ongoing
		• Library, Laptime, Toddler time	DEWLP	
		• Supported Playgroup Small Talk	DET	
		• Maternal and Child Health Lets Read	DET	
		Youth Engagement		
		• Short Flix Festival	BBRF	December 2017 – November 2018
		• Business Case for Youth Hub		Event October 2017
		Empower	Grant (multiple sources)	2018-2022 * four year project development on Grant approval
		Implementation of Family Violence Action Plan – Priority: Change the Story	Grant	Ongoing
		Framework and Gender Equity Statement – Marigolds Project	Family Violence Victoria	November 2018 (annual)
		Free from Family Violence	Grant (dependent on success)	July 2018 – July 2018
		Shire-wide Literacy Strategy	Grant	Commenced July 2018 – 2019
		Youth Engage Program	Youth Central	Current – December 2020
		FreeZa Program	Youth Central	Current – December 2021
		L2P	VicRoads	Current – June 2019
		TAC Road Trip	TAC	Current – June 2021

1. OUR COMMUNITY

Outcome: A supported, cohesive community, living a full and healthy life.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
1.2 Support and encourage volunteerism in the community	<ul style="list-style-type: none"> Provide a safe, fun, encouraging and welcoming environment for volunteers and promote the benefits of a volunteer organisation Develop a Community Support Policy (including Grants Program) to assist the work of community groups 	Support and train volunteers to deliver the annual Energy Breakthrough event	Council, CEP, sponsorships, community groups	November (Annual)
		Continue to engage and train volunteers to support Council operations in services such as the Visitor Information Centre and L2P	Council	Ongoing
		Develop a Community Support Policy	Council	December 2018
1.3 Ensure that all of our community, regardless of diversity, can live a full and healthy life	<ul style="list-style-type: none"> Implement Central Goldfields Public Health and Wellbeing Plan Actively participate in the Healthy Hearts Project Continue participation with Loddon Campaspe Regional Partnership 	Review and refresh the Central Goldfields Public Health and Wellbeing Plan in light of the refresh of the Council Plan	Council	March 2019
		Support and participate in the rollout of the Healthy Hearts Project	DHHS/RDV	Across two financial years 2018/19, 2019/20
		Loddon Mallee Regional Partnership projects include: <ul style="list-style-type: none"> Early Years Language and Literacy Healthy Hearts (see above) Youth Our Critical Asset A Growing Economy – development of a Regional Economic Statement 	DHHS / RDV	2018–2020

1. OUR COMMUNITY

Outcome: A supported, cohesive community, living a full and healthy life.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
1.4 Provide leadership in municipal emergency and fire prevention planning and strengthen public safety	<ul style="list-style-type: none"> • Coordinate Municipal Emergency Management Plans and Committee • Implement recommendations from flood management plans including flood mitigation works • Extend and upgrade township CCTV systems 	Complete Emergency Management Plans of Council facilities and evacuation drills	Council	
		Continue to participate in the Northern Victorian Emergency Management Cluster	Council	June 2019 and ongoing
		Help develop and adopt the Cluster Influenza Pandemic Plan	Council	March 2019
		Review and adopt the Municipal Fire Management Plan 2018–2021	Council	March 2019
		Review and adopt the Neighbourhood Safer Places Plan	Council	October 2018
		Implement the Carisbrook Flood and Drainage Management Plan, specifically the completion of the western levy and additional creek clearing	Natural Disaster Resilience Grant Scheme	June 2019 and on-going
		Conduct a Community Safety Forum	Council	September 2018

1. OUR COMMUNITY

Outcome: A supported, cohesive community, living a full and healthy life.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
1.5 Promote and enhance the arts	<ul style="list-style-type: none"> Develop a Community Arts Strategy Participate in regional cultural programs including the Regional Centre for Culture. 	Complete Story Seats project	Go Goldfields	September – October 2018
		Seek funding to develop an Arts and Culture Strategy	Council	June 2019
		Broaden and extend arts and culture engagement with schools and the community	Council	June 2019 – ongoing
		Support the rollout of the Regional Centre for Culture events	Creative Victoria	December 2018
		Re-establish the Friends of the Gallery	Council	March 2019
1.6 Promote and enhance passive and active recreation	<ul style="list-style-type: none"> Develop a Central Goldfields Shire Recreation Plan Continue to implement priorities from Major Recreation Reserves Master Plans Implement priorities from the Walking and Cycling Strategy 	Develop a Recreation and Open Space Strategy	Sport and Recreation Victoria /Council	June 2019 – on going
		Develop an all-access changing places change room at the Maryborough Sports and Leisure Centre	Sport and Recreation Victoria /Council	June 2019
		Complete designs for recreation reserves in Carisbrook and Dunolly	Council	April 2019
		Develop a design for a Skate Park in Maryborough	Council	April 2019

1. OUR COMMUNITY

Outcome: A supported, cohesive community, living a full and healthy life.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
1.7 Support positive development for residents of all ages and abilities	<ul style="list-style-type: none"> Develop a Municipal Early Years Plan Facilitate the transition of service delivery models for HACC and NDIS Implement priorities from the Positive Ageing Strategy Support positive life opportunities for people living with a disability 	Participate in the development of a regional Early Years Language and Literacy Strategy	DHHS/RDV	June 2019
		Identify and support clients with their transition to the NDIS	DHHS	June 2019
		Implement wellness and reablement model through Home Support Services and Social Support groups	DHHS	April 2019
		Review the Disability Action Plan	DHHS/Council	May 2019
		Develop an interactive space at the Maryborough Regional Library for members of the community with autism, sensory disabilities and other cognitive challenges	DHHS	March 2019
		Examine models of service delivery and viability of aged services	Council	June 2019 and ongoing
		Engage with the community and complete a report on the future of Library services in the Shire	Council	March 2019
1.8 Maximise all forms of connectivity for the community	<ul style="list-style-type: none"> Advocate for enhanced passenger rail services. Advocate for improved digital connectivity Deliver local Community Transport Plan Implement priorities from the Walking and Cycling Strategy 	Include enhanced passenger rail services in all advocacy documents	Council	July – September 2018
		Participate in the Mildura Passenger Rail project	Council	Ongoing
		Facilitate a Community Transport Forum	Council / Transport for Victoria	November 2018 – January 2019

2. OUR ECONOMY

Outcome: A vibrant local economy which contributes to the municipality's economic prosperity.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
2.1 Facilitate an environment which is conducive to industry/business growth and employment growth and retention	<ul style="list-style-type: none"> Develop an Economic Development and Tourism Strategy Develop job creation/retention initiatives Participate in the development and implementation of Regional Economic Development Strategies 	Develop and Economic Development and Tourism Strategy for Central Goldfields Shire	RDV	September 2018 – August 2019
		See below	RDV	
2.2 Develop a skilled workforce to support economic growth	<ul style="list-style-type: none"> Support work readiness initiatives, specifically within the Go Goldfields program. 	Implement the Go Goldfields Work Readiness Action Plan 2018 – 2020	RDV / Go Goldfields	Ongoing
2.3 Promote Central Goldfields as a place of choice to live, work and play	<ul style="list-style-type: none"> Review Council's Population Growth Strategy Participate in Regional Economic Development Strategies Advocate for the development of the Maryborough Ballarat (Rail) Growth Corridor Advocate for a wastewater scheme for Talbot township 	Participate in the development of a Regional Freight Strategy	RDV	December 2018
		Participate in the development of a Regional Economic Statement	RDV / Loddon Campaspe Regional Partnership	December 2018
		Include enhanced passenger rail services in all advocacy documents	Council / CHCV Councils	July – September 2018
		Wastewater for a growing Talbot included in Priority Projects document	Council	July – September 2018
		Review Domestic Animal Management Plan	Council	February 2019
2.4 Provide a supportive environment for existing business to prosper	<ul style="list-style-type: none"> Include support for existing business in the Economic Development and Tourism Strategy Support Committee for Maryborough and other business groups in the Central Goldfields Shire 	Develop an Economic Development and Tourism Strategy for Central Goldfields Shire	RDV	September 2018 – August 2019
		Continued support for Committee for Maryborough		
		Participate on the Board of Bendigo Regional Tourism		

2. OUR ECONOMY

Outcome: A vibrant local economy which contributes to the municipality's economic prosperity.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
2.5 Strengthen and facilitate diversification for the agri-business and food processing sectors	<ul style="list-style-type: none"> Update and renew the Food Cluster Strategy Seek direct and value-adding opportunities in the sector 	Review Food Cluster Strategy when developing the Economic Development Strategy	Council	April/June 2019
2.6 Grow the digital capability of the Shire	<ul style="list-style-type: none"> Encourage NBN connections and advocate for improved NBN services Continue to advocate to minimise mobile phone black spots Encourage growth of digital platforms 	Advocate for mobile towers in black-spots identified in the Regional Development Australia – Loddon Mallee Mobile Coverage Report	Council / CHCV	On-going
2.7 Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences	<ul style="list-style-type: none"> Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing Review and update the business and marketing plan for Energy Breakthrough Identify opportunities for new events in the Central Goldfields Shire 	Participate in State Government review of Regional Tourism Boards	Council	June 2019
		Update Business Marketing Plan for Energy Breakthrough	RDV	September 2018 – August 2019
		Complete Bendigo Regional Tourism website	BRT	October 2018
		Implement Regional Tourism projects through partnerships	BRT/VGTE/VV	June 2019
		Roll out the Maryborough and surrounds branding toolkit project	Council	February 2019
		Produce the Maryborough & Surrounds Official Visitor Guide	Council	December 2019
		Advance and advocate for Goldfields Heritage Project for World Heritage Listing	Council	Ongoing

3. OUR BUILT AND NATURAL ENVIRONMENT

Outcome: Our Shire celebrates the rich built and natural heritage and a sustainable environment.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
3.1 Ensure investment in roads, footpaths and buildings meet community needs now and in the future	<ul style="list-style-type: none"> Undertake service planning to establish asset requirements to deliver services Review and update Asset Management Plans and prepare a 10 year capital works program Develop a plan to divest from assets that are surplus to community needs 	Build an all access change room at the Maryborough Leisure Centre – Indoor Pool	Grant and council funding (SRV or Fed. Community Sport Infra.)	June 2019
		‘E’ Waste Shed Extension and Carisbrook Transfer Station Pavement Rehabilitation	Grant and council funding (Sustainability Victoria)	March 2019
		Porteous Road Bridge Upgrade	Grant (Bridges Renewal program)	May 2019
		Railway St/Gillies St Y Intersection Upgrade	Grant (R2R) and Council	May 2019
		Gordon Rd/Pyrenees Hwy Intersection Upgrade	Grant (R2R) and Council	June 2019
3.2 Improve the appearance of township entrances and streetscapes	<ul style="list-style-type: none"> Renew and update urban design frameworks in the Shire Collaborate with township tree committees on tree plantings and maintenance 	Improve the landscaping associated with the Town Entry signs	Council	October – November 2018
		Reconvene and reconfigure the public places street tree committees	Council	Quarterly meetings, commencing November 2018
		Update the Gordon Gardens Masterplan	Council	February 2019

3. OUR BUILT AND NATURAL ENVIRONMENT

Outcome: Our Shire celebrates the rich built and natural heritage and a sustainable environment.

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
3.3 Protect and enhance the environment while planning for growth	<ul style="list-style-type: none"> Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement Develop a Strategic Planning program Participate in regional environmental projects through the Central Victorian Greenhouse Alliance Implement the actions from Council's Sustainability Plan 	Undertake an Energy Audit of council buildings to determine works to reduce council's energy consumption	Sustainability Victoria Grant	January 2019
		Develop Strategic Planning Program	Council	December 2018
		Review Municipal Strategic Statement	Council	June 2019
		Prepare the Maryborough Flood Study		February 2019
		Prepare and exhibit and finalise the Planning Scheme Flood Amendment	Subject to Natural Disaster Resilience Grant Scheme funding	June 2019
		Participate in the development of Central Highlands Integrated Water Management Plan	Central Highlands Water	December 2018
3.4 Ensure waste management meets current and future demand and standards	<ul style="list-style-type: none"> Review and update Council's Waste Management Plan Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group 	Undertake a Waste Management Strategy Refresh	Council	March 2019
		Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	Council / Sustainability Victoria	Ongoing
3.5 Protect and preserve our heritage assets	<ul style="list-style-type: none"> Implement recommendations from Cultural Heritage Plans for heritage listed buildings Seek funding assistance to maintain and preserve heritage assets 	Seek external heritage funding to undertake repairs to the Maryborough Outdoor pool	Council / Heritage Victoria	On-going

4. OUR ORGANISATION

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

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
4.1 Ensure the financial sustainability of Council through efficient and effective delivery of services	<ul style="list-style-type: none"> Undertake service planning across the organisation to set sustainable service levels that meet community needs Develop a 10 year financial plan Review budget and financial reporting processes to improve monitoring of financial performance Develop a fees and charges policy 	Implement a Fleet Management System	Council	October/November 2018
		Develop 10 year financial plan	Council / Local Government Victoria	November – March 2019
		Review budget and financial reporting	Council / Local Government Victoria	October – December 2018
		Develop Fees and Charges Policy	Council	Completed June 2018
4.2 Provide effective and accessible community information and opportunities community contributions to policy and program development	<ul style="list-style-type: none"> Implement the Community Engagement Framework Develop a website that is accessible and easy to use 	Introduce new engagement program including listening posts, Administrator meeting times and Community Voice Panel	Council	Ongoing
		Update Council's Website	Council	December 2018
		Roll out and embed Customer Service Charter across Council	Council	Ongoing
4.3 Provide leadership in governance and Council decision making	<ul style="list-style-type: none"> Develop and implement a cultural change program to develop a high performing, customer focused organisation Implement recommendations from the Local Government Inspectorate report Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program 	Implement the Culture Change program	Council	Commenced – ongoing
		Complete the Governance and Reform Program actions	Council	October 2018
		Complete Internal Audit program	Council	Commenced (4 year program)

4. OUR ORGANISATION

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

OBJECTIVES	INITIATIVES	PROJECT	FUNDING SOURCE	TIMING
4.4 Ensure the health and wellbeing of our staff	• Review and update Occupational Health and Safety policies and practices	Review and update OHS policies and procedures	Council	December 2018
	• Re-establish and support a Health and Wellbeing Committee	Support activities of the Health and Wellbeing Committee	Council	Ongoing
	• Implement health and wellbeing initiatives in the Enterprise Agreement	Update HR Policies incorporating Health and Wellbeing initiatives in Enterprise Agreement		October 2018
		Reactivate the Workplace Achievement Program	Council	December 2018

8.11 SEPTEMBER FINANCIAL REPORT

Author: Finance Manager

Responsible General Manager: 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:

Monthly financial reports are presented to Council to show Council's financial performance and how it is tracking against the adopted (original) budget.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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.

BACKGROUND INFORMATION:

This finance report is provided for the year to 30 September 2018 and does not include results for Council's Section 86 Committees such as the Tullaroop Leisure Centre and Energy Breakthrough which are consolidated within the annual financial report at year end.

FINANCIAL REPORT:

The monthly financial report comprises the following:

- Operating Statement;
- Balance Sheet;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Statement of Capital Works
- Rate and General Debtor Information;
- Investment Schedule.

Operating Statement

The operating result for the year to date as at 30 September was a surplus of \$10.67 million. Income is at \$17.85 million compared to a budgeted income of \$18.17 million, a change of (1.7%), primarily due to the payment of 50% of Council's 2018-2019 Financial Assistance Grant funding in June 2018.

Expenditure is at \$7.19 million compared to budgeted expenditure of \$7.52 million, a change of 4.4% for the year to date. The variation is primarily attributable to the timing waste related expenditure.

Statement of Financial Position

Council's equity position has increased from 30 June 2018, due to the levying of rates and charges during August. Refer to the receivables summary for an explanation for the movement in current receivables.

The creditors balance includes the Fire Services Property Levy (FSPL) which totaled \$1.40 million as at 30 September 2018. This balance includes arrears, however, excludes the FSPL Concession (which effectively reduces the payable amount). Council's first quarterly instalment for 2018-2019 is payable to the CFA by 28 October 2018.

Statement of Changes in Equity

Council has not budgeted to make any transfers to reserve during the 2018-2019 year, with the movement within the statement of changes in equity equating to the operating result.

Cash Flow Statement

The balance of cash and investments as at 30 September 2018 is \$6.17 million, which includes \$4.50 million in short-term deposits.

Council's cash position is higher than budget, due to the cash at the beginning of the period being \$4.04 million more than budget. This was primarily due to the early payment of 50% of Council's 2018/2019 Financial Assistance Grant funding in June 2018 (\$1.98 million), and deferred capital works.

Future cash flows are being monitored closely to enable completion of scheduled works and meeting recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue.

Capital Works Statement

The 2018-2019 budget included a capital works budget of \$6.21 million, across property, plant and equipment and infrastructure asset classes. As at 30 September, Council had expended \$805,000 on capital works, including \$280,000 on capital projects brought forward from 2018-2019.

Receivables Summary

The Rate Debtor balance at 30 September is \$13.19 million (excluding FSPL), which is \$430,000 or 3% higher than this time last year, primarily due to the 2.25% increase in rates and increase in garbage service charges.

This level of arrears is consistent with the same time last year at 7.2% (7.0% as at 30 September 2017). Those ratepayers with arrears are currently being progressed for additional debt collection action in accordance with Council's Debt Collection Policy.

The Other Debtors balance totals \$635,000 which is \$134,000 or 17% lower than this time last year. This is primarily due to Council's GST Debtor being \$113,000 lower than this time last year, as a result of increased contractor expenditure (including GST) in the prior year due to flood recovery works.

Operating and Cash Flow Budget Amounts

Council's budget forecast for 2018-2019 has been divided into monthly amounts. While every attempt is made to accurately predict when income and expenditure will occur and phase budgets appropriately, Council should make allowances for variations in these monthly budget allocations throughout the year. This is especially true for receipt of non-recurrent Government grants and completion of capital and large maintenance works which can be planned but not proceed due to a variety of issues including variable weather.

The monthly year-to-date (YTD) operating budget forecast amounts should be used to indicate budget position rather than an absolute result for each month.

CONSULTATION/COMMUNICATION:

Nil required to this report.

FINANCIAL & RESOURCE IMPLICATIONS:

Nil.

CONCLUSION:

The financial position to the end of September 2018 does not highlight any issues for concern, however is impacted by the following:

- 50% payment of 2018-2019 Financial Assistance Grant funding during June 2018; and
- The timing of waste related expenditure.

Rate Debtor balances will continue to be monitored with debt collection action to be undertaken in accordance with Council's Debt Collection Policy.

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

ATTACHMENTS:

1. 30 September 2018 Financial Report

RECOMMENDATION:

That Council receives and notes the attached September 2018 Financial Report showing progress against the budget, as presented.

CENTRAL GOLDFIELDS SHIRE

Operating Statement

For Period 1 July 2018 to 30 September 2018

	Actual Year to Date \$	Budget Year to Date \$	Variation on Budget	% Variation	Annual Budget \$
Revenues					
Community	526,917	409,875	117,042	28.6%	1,330,223
Health & Human Services	1,023,532	1,041,779	(18,247)	(1.8%)	4,024,892
Economic Development	277,465	218,195	59,270	27.2%	754,247
Culture & Heritage	154,363	69,275	85,088	122.8%	153,062
Recreation & Leisure	9,231	3,340	5,891	176.4%	221,057
Transport	526,804	585,411	(58,607)	(10.0%)	2,797,611
Waste & Environment	3,100,572	3,020,128	80,444	2.7%	3,194,203
Administration	114,824	87,240	27,584	31.6%	298,017
Rates	11,620,978	11,639,988	(19,010)	(0.2%)	11,632,488
Financial Assistance Grants	505,924	973,899	(467,975)	(48.1%)	3,895,595
Profit/(Loss) on sale of Fixed Assets	(6,688)	120,829	(127,517)	(105.5%)	100,829
	17,853,922	18,169,959	(316,037)	(1.7%)	28,402,226
Expenditures					
Community	576,771	390,069	186,702	47.9%	1,603,563
Health & Human Services	1,033,987	1,014,422	19,565	1.9%	4,038,856
Economic Development	419,339	450,946	(31,607)	(7.0%)	1,975,129
Culture & Heritage	225,064	238,380	(13,316)	(5.6%)	846,325
Recreation & Leisure	733,473	871,002	(137,529)	(15.8%)	3,232,287
Transport	2,319,264	2,367,599	(48,335)	(2.0%)	9,151,373
Waste & Environment	513,468	806,644	(293,176)	(36.3%)	3,253,541
Administration	1,366,041	1,382,616	(16,575)	(1.2%)	4,882,368
	7,187,407	7,521,678	(334,271)	(4.4%)	28,983,442
Surplus/(Deficit) on operations	10,666,515	10,648,281	18,234	0.2%	(581,216)

CENTRAL GOLDFIELDS SHIRE

Balance Sheet

	30-Jun-18	30-Sep-18
	\$	\$
Current Assets		
Cash	8,718,243	6,173,849
Receivables	2,212,535	15,475,425
Other	381,081	114,207
Non-current assets held for resale	573,394	573,394
Total Current Assets	11,885,253	22,336,875
Current Liabilities		
Creditors	3,245,044	2,142,424
Borrowings	574,803	557,613
Provisions	2,432,694	2,432,694
Total Current Liabilities	6,252,541	5,132,731
NET CURRENT ASSETS	5,632,713	17,204,144
Non-Current Assets		
Land Under Roads	381,486	381,486
Land & Buildings	46,010,465	45,695,242
Plant & Machinery	3,919,461	3,821,337
Furniture & Equipment	207,917	155,123
Infrastructure	266,524,875	265,277,954
Artwork Collection	210,990	210,990
Library Bookstock	349,277	349,277
Works in Progress	390,181	1,195,628
Total Non-Current Assets	317,994,653	317,087,038
Non-Current Liabilities		
Other Liabilities	69,115	69,115
Borrowings	3,885,313	3,885,313
Provisions	599,357	596,658
Total Non-Current Liabilities	4,553,785	4,551,086
NET ASSETS	319,073,580	329,740,096
Equity		
Accumulated Surplus	122,225,443	132,891,958
Reserves	196,848,137	196,848,137
TOTAL EQUITY	319,073,580	329,740,096

CENTRAL GOLDFIELDS SHIRE

Statement of Changes in Equity

For the period ended 30/09/18

	Accumulated Surplus	Reserves	Total
Balance at beginning of period	122,225,443	196,848,137	319,073,580
Adjustments due to changes in accounting policies	0	0	0
	<hr/> 122,225,443	<hr/> 196,848,137	<hr/> 319,073,580
Increase/(Decrease) in net assets resulting from operations	10,666,515	0	10,666,515
Transfers to reserves	0	0	0
Transfers from Reserves	0	0	0
Balance at end of period	<hr/> 132,891,958	<hr/> 196,848,137	<hr/> 329,740,095

CENTRAL GOLDFIELDS SHIRE

Cash Flow Statement

For the period ended 30/09/18

	Actual Year to Date Inflows/ (Outflows)	Budget Year to Date Inflows/ (Outflows)
Cash flows from operating activities		
Payments		
<i>Community</i>	(567,155)	(390,069)
<i>Health & Human Services</i>	(1,026,346)	(1,014,422)
<i>Economic Development</i>	(395,992)	(450,946)
<i>Culture & Heritage</i>	(195,460)	(238,380)
<i>Recreation</i>	(558,941)	(871,002)
<i>Transport</i>	(3,104,236)	(2,367,599)
<i>Waste & Environ</i>	(479,909)	(806,644)
<i>Administration</i>	(1,285,524)	(1,382,616)
	(7,613,561)	(7,521,678)
Receipts		
<i>Community</i>	545,032	409,875
<i>Health & Human Services</i>	1,023,532	1,041,779
<i>Economic Development</i>	277,465	218,195
<i>Culture & Heritage</i>	154,363	69,275
<i>Recreation</i>	9,231	3,340
<i>Transport</i>	526,801	585,411
<i>Waste & Environ</i>	750,810	450,087
<i>Administration</i>	434,382	87,240
<i>Debtors/Rates</i>	1,455,494	1,740,800
<i>FSPL collected/paid</i>	209,163	0
<i>Grants Commission</i>	505,924	973,899
	5,892,197	5,579,901
Net cash inflow/(outflow) from operating activities	(1,721,363)	(1,941,777)
Cash flows from investing activities		
<i>Proceeds from Sale Fixed Assets</i>	11,312	461,000
<i>Payments for Capital Works</i>	(805,445)	(535,000)
Net cash inflow/(outflow) from investing activities	(794,133)	(74,000)
Cash flows from financing activities		
<i>Financing costs</i>	(11,708)	(27,540)
<i>Repayment of loan borrowings</i>	(17,190)	(18,127)
Net cash inflow/(outflow) from financing activities	(28,898)	(45,667)
Net increase (decrease) in cash	(2,544,394)	(2,061,444)
<i>Cash at beginning of the financial period</i>	8,718,243	4,678,219
Cash at the end of September	6,173,849	2,616,775

CENTRAL GOLDFIELDS SHIRE COUNCIL

Statement of Capital Works

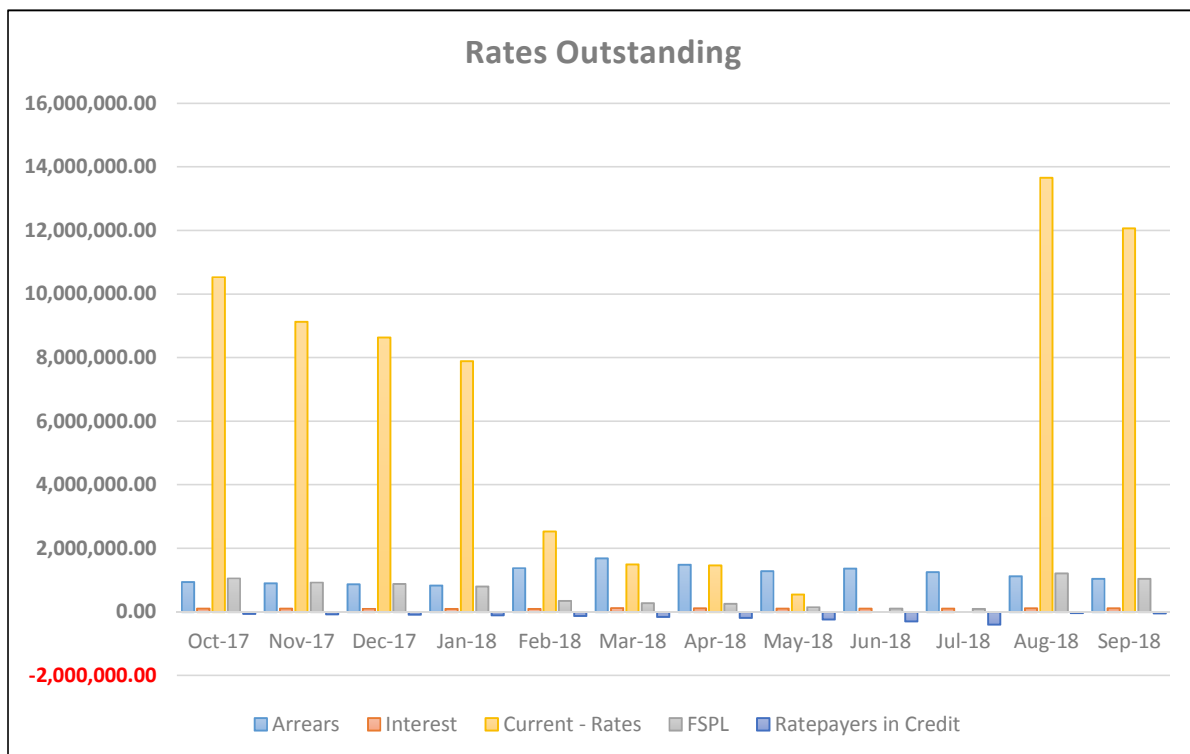
For the period ended 30/09/18

	Budget 2018-2019	Budget Year to Date	Actual Year to Date
Property			
Land	98,000	-	12,464
Land Improvements	15,500	1,000	1,435
Buildings	477,000	13,000	48,393
Total property	590,500	14,000	62,292
Plant and equipment			
Plant, machinery and equipment	619,000	16,000	59,760
Fixtures, fittings and furniture	305,000	105,000	12,042
Total plant and equipment	924,000	121,000	71,802
Infrastructure			
Roads	2,377,000	221,000	333,007
Bridges and major culverts	870,000	-	82,691
Pathways	156,000	50,000	58,207
Drainage	660,000	42,000	52,211
Parks, Open Space & Streetscapes	203,000	38,000	2,937
Car Parks	35,000	-	-
Other Infrastructure	395,000	49,000	142,298
Total infrastructure	4,696,000	400,000	671,351
Total capital works expenditure	6,210,500	535,000	805,445
Represented by:			
New asset expenditure	1,157,000	173,000	140,817
Asset renewal expenditure	2,932,500	311,000	504,329
Asset upgrade expenditure	2,121,000	51,000	160,299
Total capital works expenditure	6,210,500	535,000	805,445

CENTRAL GOLDFIELDS SHIRE

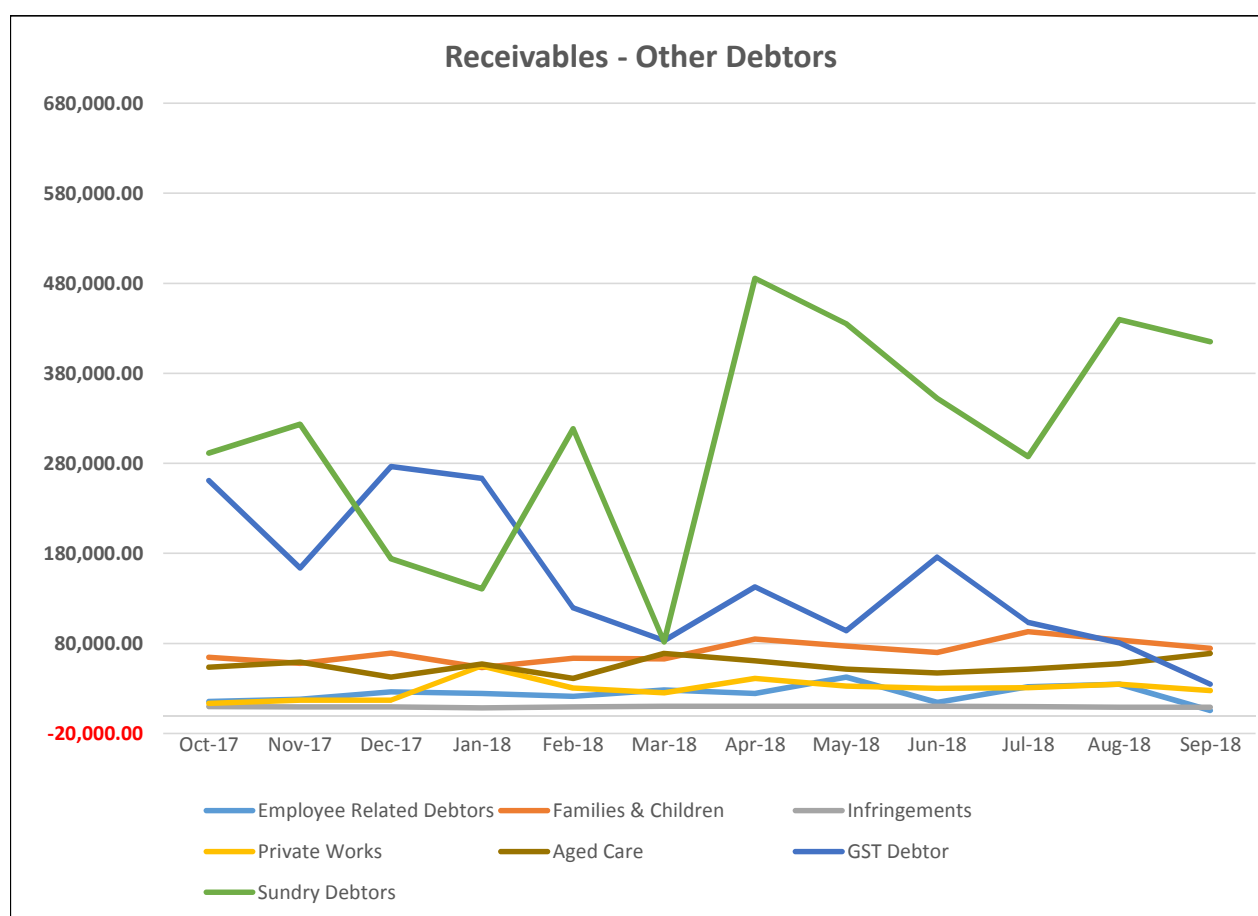
Receivables - Rates

	30 September 2017		30 September 2018	
	Amount \$	% (Rate Income)	Amount \$	% (Rate Income)
Arrears	986,445.53	7.0%	1,046,022.93	7.2%
Interest	109,621.72	0.8%	116,234.26	0.8%
Current - Rates	11,666,747.32	83.2%	12,027,464.28	82.2%
Total (excluding FSPL)	12,762,814.57	91.0%	13,189,721.47	90.2%
Annual Rate Movement			426,906.90	3%
Fire Services Property Levy (FSPL)	1,177,690.54		1,041,575.23	
Total Rates (including FSPL)	13,940,505.11		14,231,296.70	



Receivables - Other Debtors

	30 September 2017		30 September 2018	
	Amount \$	% (Budget Income)	Amount \$	% (Budget Income)
Employee Related Debtors	19,389.63	0.1%	5,453.81	0.1%
Families & Children	70,856.02	0.5%	74,469.67	0.8%
Infringements	10,414.70	0.1%	9,134.06	0.1%
Private Works	14,706.78	0.1%	27,669.04	0.3%
Aged Care	67,570.69	0.4%	68,758.60	0.7%
GST Debtor	147,369.40	0.9%	34,765.50	0.4%
Sundry Debtors	439,344.31	2.8%	415,113.61	4.2%
	769,651.53	1.2%	635,364.29	2.0%
Annual Movement			(134,287.24)	-17%

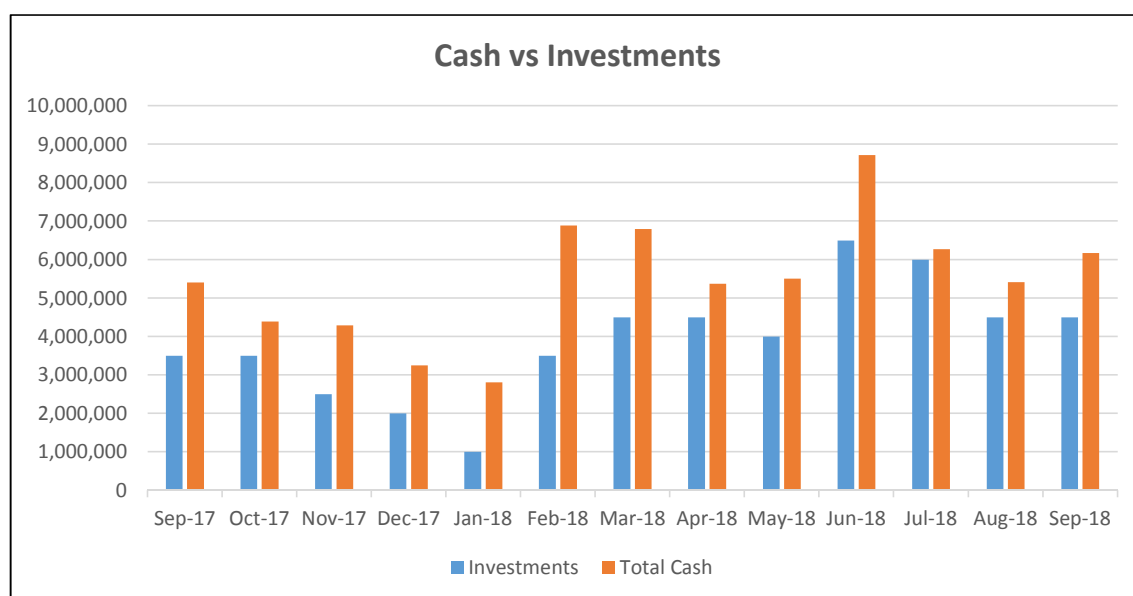


CENTRAL GOLDFIELDS SHIRE

Investment Register as at 30 September 2018

Financial Institution	Rating	Amount \$	Interest Rate
Bank Australia	A2	500,000.00	2.87%
IMB Ltd	A2	1,000,000.00	2.72%
ME Bank	A2	500,000.00	2.80%
Bankwest	A1+	500,000.00	2.50%
ME Bank	A2	500,000.00	2.65%
Bankwest	A1+	500,000.00	2.65%
NAB	A1+	500,000.00	2.60%
ME Bank	A2	500,000.00	2.66%
Total		\$ 4,500,000	

NB: The balance of cash is held within Cheque Accounts and At Call Accounts.



8.12 CENTRAL GOLDFIELDS SHIRE COUNCIL 2017-2018 ANNUAL REPORT

Author: General Manager Corporate Performance

Responsible General Manager: 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 the Central Goldfields Shire Council 2017-2018 Annual Report for Council's consideration.

POLICY CONTEXT:

Local Government Act 1989 (Sections 131-134).

BACKGROUND INFORMATION:

The Local Government Act provides that Council must:

- prepare an annual report in respect of each financial year (containing specific information)
- submit the annual report to the Minister within 3 months after the end of the financial year
- consider the annual report at a meeting of Council held as soon as practicable after the Council has sent the report to the Minister.

REPORT:

The report provides an overview of Council's operations and achievements for 2017-2018, including a summary of activity for each of the four Council Plan themes – Our Community, Our Economy, Our Built and Natural Environment and Our Organisation. A comprehensive review of the 2017-2018 highlights and challenges is included on pages 8-11 of the report.

The report also contains the audited financial statements, the audited performance statement and the Victorian Auditor-General's opinion on the financial and performances statements.

A copy of the annual report was forwarded to the Minister on 27 September 2018.

CONSULTATION/COMMUNICATION:

Public notice of a meeting to consider the annual report has been given, as required by Section 134 of the Local Government Act.

The annual report is an important communication tool and reference source for Council stakeholders.

FINANCIAL & RESOURCE IMPLICATIONS:

The cost of producing the Annual Report is provided for in the budget.

CONCLUSION:

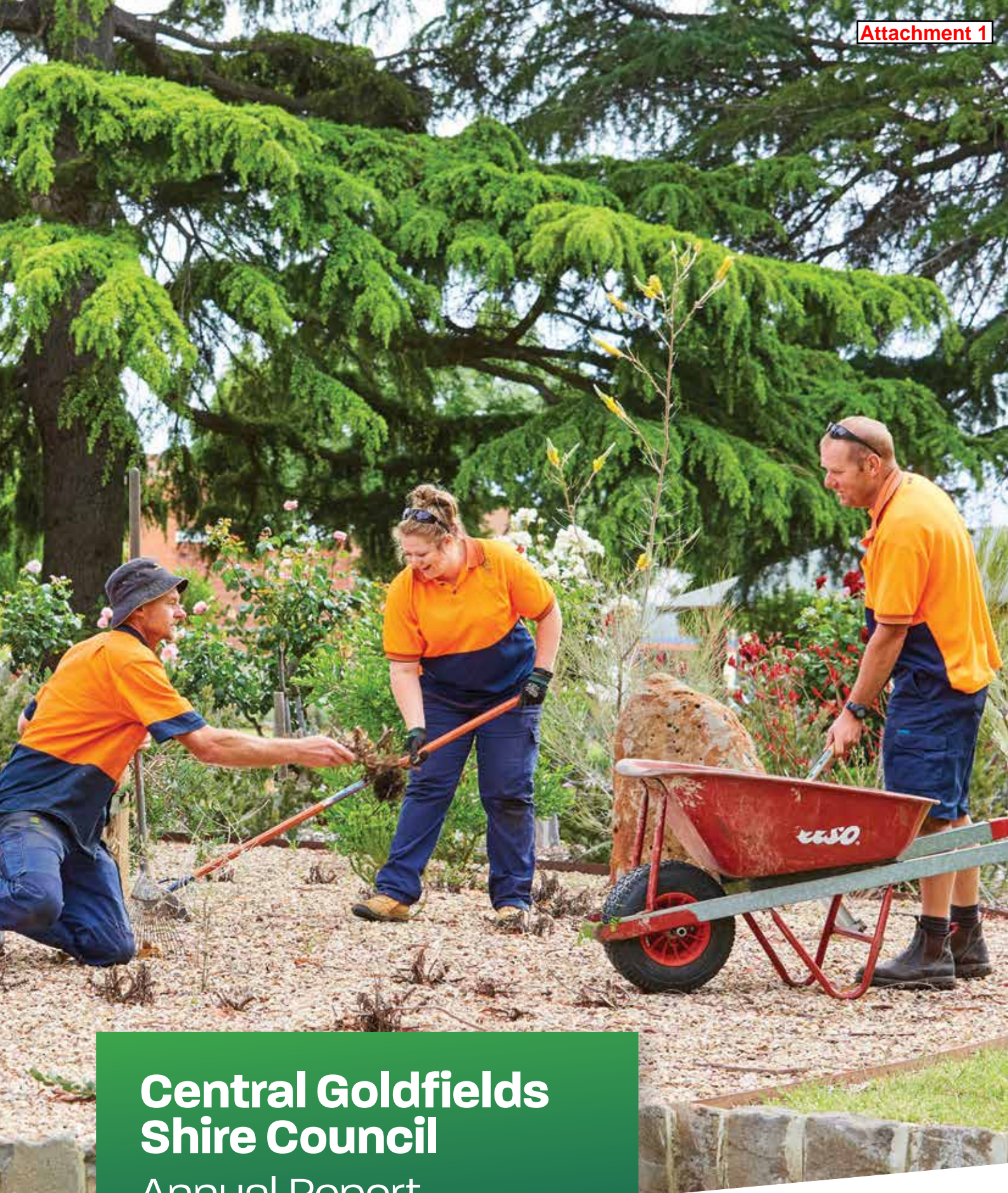
The Central Goldfields 2017-2018 Annual Report has been prepared and submitted to the Minister in accordance with the requirements of the Local Government Act 1989.

ATTACHMENTS:

1. 2017-2018 Central Goldfields Shire Council Annual Report

RECOMMENDATION:

That Council receive the Central Goldfields Shire Council 2017-2018 Annual Report.



Central Goldfields Shire Council

Annual Report
2017 – 2018



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About Council



STATEMENT OF ACKNOWLEDGMENT

The ancestors and descendants of the Dja Dja Wurrung are the traditional custodians of this Country. Council respects and acknowledges the unique Aboriginal cultural heritage within.

WELCOME

The Central Goldfields Shire Council 2017–2018 Annual Report has been prepared in accordance with the requirements and guidelines of the *Local Government Act 1989* and the Local Government Performance Reporting Framework.

It provides our community with a comprehensive report of our operations, achievements and challenges throughout the year.

It also provides in detail our performance during the 2017–2018 financial year against the Council Plan and the Budget.

Copies

The 2017–2018 Central Goldfields Shire Council Annual Report is available via the following ways:

- Online at www.centralgoldfields.com.au
- Hard copies available via request from Council's Customer Service Centre, 22 Nolan Street, Maryborough

Feedback

For more information on the Annual Report and to provide feedback contact us on 5461 0610 or email mail@cgoldshire.vic.gov.au.



VISION, PURPOSE, VALUES

OUR VISION

To be a vibrant, thriving, inclusive community.

OUR PURPOSE

To achieve the best outcomes for the local community and having regard to the long term and cumulative effects of decisions.

OUR VALUES

- **Be Innovative** – Find new and creative ways; focus on future.
- **Work Together** – Recognise collaboration and partnerships in meeting our challenges and opportunities.
- **Be Respectful, Inclusive and Caring** – Listen, consider all viewpoints and embrace and respect diversity and inclusion, that is, bring everyone along for the journey.
- **Value Knowledge** – As a way of realising our potential and encouraging lifelong learning.
- **Be Accountable** – By being responsible for our actions and always acting with integrity.

OUR MUNICIPALITY

Located at the geographical centre of Victoria, Central Goldfields Shire Council is within one hour's drive of the regional centres of Ballarat and Bendigo and just two hours from Melbourne.

The municipality covers an area of 1,532 square kilometres and has an estimated population of almost 13,000 people.

Central Goldfields Shire is bounded by Northern Grampians Shire in the north-west, Pyrenees Shire in the west, Hepburn Shire in the south, Mount Alexander Shire in the east and Loddon Shire in the north-east.

Maryborough is the major business centre with a population of around 8,000. Other townships include Bealiba, Carisbrook, Dunolly, Majorca, Talbot, Bowenvale-Timor, Daisy Hill – all of which feature iconic heritage architecture.

Agricultural industries are spread across the municipality and include grain, sheep grazing and broiler farming. The municipality is also home to a number of major manufacturing, infrastructure, agricultural, freight, printing and food production companies.

Residents have access to affordable housing and a wide variety of health services, schools and recreational facilities.



OUR PEOPLE

Population:

Central Goldfields Shire – **12,995**

Town	Population
Bealiba	206
Carisbrook	1,115
Dunolly	893
Maryborough	7,921
Talbot	442
Majorca	211

Demographics:

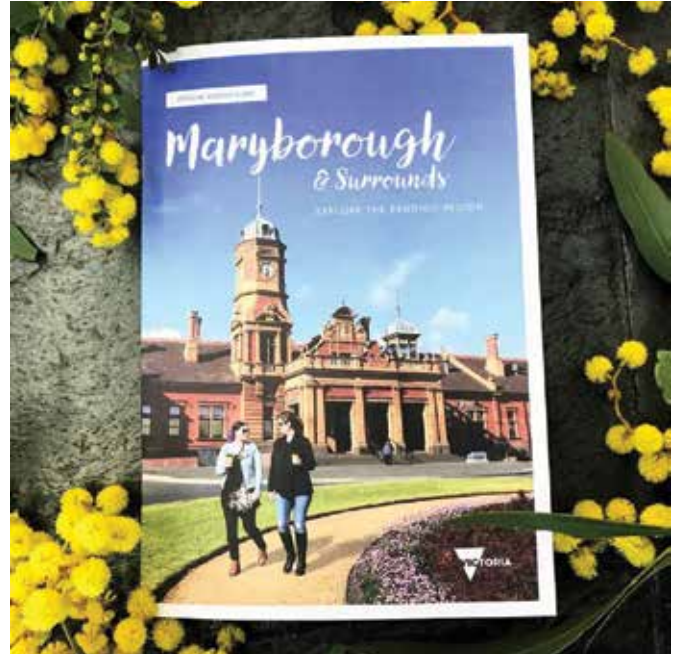
- **50 years** – median age
- **61%** of the population live in Maryborough
- **15.5%** of the population are aged between 0 and 14 years of age
- **28.2%** of the population are aged 65 and over

QUICK STATISTICS 2017–2018



Social Media

- Central Goldfields Shire Facebook – **1,784** likes
- Central Goldfields Shire Twitter – **361** followers
- Visit Maryborough & Surrounds Facebook – **857** likes
- Maryborough Regional Library Facebook – **285** likes
- Central Goldfields Art Gallery Facebook – **121** likes
- Central Goldfields Shire Rehoming Facebook – **2,568** likes
- Go Goldfields Facebook – **363** likes



Tourism

- **18,822** visitor enquiries at the Visitor Information Centre
- **145,000** annual day-trip visitors
- **65,000** annual overnight visitors to the region
- **18%** of overnight visitors are from interstate



Central Goldfields Art Gallery

- **9** exhibitions
- **3,742** visitors
- **8** children's school holiday workshops
- **142** children participated in school holiday workshops



Community Care

- **10,714** hours of home care
- **6,602** hours of personal care assistance
- **832** hours respite
- **5,127** meals on wheels delivered
- **2,013** hours of home modifications and property maintenance
- **7,502** hours of social support

QUICK STATISTICS 2017–2018



Children's Services

- **33** children in three year old kindergarten program
- **33** children in four year old kindergarten program
- **30** children in Family Day Care
- **165** families in our Long Day Care program



Library

- **72,075** items borrowed
- **66,919** visitors
- **338** events and programs hosted
- **4,754** attended library events and programs



Local Laws

- **138** animals re-homed
- **1,060** cats registered
- **3,496** dogs registered



Maternal and Child Health

- **115** babies born
- **1,158** Key Ages and Stages consultations completed
- **333** additional activities, consultations and visits



Community Health

- **725** secondary school vaccinations administered
- **629** flu shots administered
- **100%** immunity – achieved for the children aged 60 to 63 months old– well above the state average



Roads

- **5.87 kms** of sealed road rehabilitation
- **400 metres** of footpath replacement/installation
- **39.5 kms** of sealed road resealing
- **1.33 kms** of kerb and channel renewal



Year in Review

2017-2018 HIGHLIGHTS AND CHALLENGES



JULY

- 2018 Youth Awards announced (pictured)
- Murray Basin Rail Project commenced
- Interim CEO Vince Haining appointed
- Municipal Monitor Bill Jaboor re-appointed
- Possum Gully Road Trial Project received AustStab Award for Excellence



AUGUST

- Bet Bet Creek bridge replacement project completed (pictured)
- Youth Volunteer Expo held as part of National Student Volunteer Week
- 'From the landscape in which we live' exhibition opened at Central Goldfields Art Gallery
- State Government dismissed Central Goldfields Shire Council
- Mark Davies appointed as Interim Administrator
- CEO Mark Johnson resigned
- 'Learning, Living and Working in Central Goldfields Shire' booklet launched
- Go Goldfields hosted community consultation sessions to inform Literacy Strategy



SEPTEMBER

- Sealed pavement condition assessment carried out on 520 kilometres of sealed roads
- The Organisation and Governance Reform Program – response plan adopted
- Vegetation works completed at old Dunolly Quarry
- Flood levee construction works commenced in Carisbrook
- 2017–2018 Official Visitors Guide launched
- Tree replacement program carried out at the Maryborough Municipal Swimming Pool (pictured)
- 'Trudy Harley' exhibition opened at Central Goldfields Art Gallery
- Go Goldfields Story Seat project launched
- Spring Fling program released

OCTOBER

- Seniors Festival activities held
- School holiday events held at Maryborough Regional Library, Central Goldfields Art Gallery and Youth Engage! Program
- 70 metre section of Inkerman Street footpath constructed
- Record crowds attended Get Up and Go Family Fun Day
- Hunt for the Golden Shoe competition held as part of Walk to School Month.
- Two additional green waste collections held for Fire Action Week
- Upgrade to the cricket training facilities at Hedges Oval officially opened
- 'VCE Art and Design' exhibition opened at Central Goldfields Art Gallery
- Council transitioned to the Northern Victorian Integrated Municipal Emergency Planning Committee.
- The Organisation and Governance Reform Program commenced



OCTOBER (continued)

- The Go Goldfields Children's and Families Action Group launched 'Loved and Safe' social media campaign (pictured)
- Central Goldfields Shire Youth Advisory Council 'Snapshot' Photography Competition launched
- State Government announced funding for Tullaroop and Chaplins Road intersection upgrade
- Early Years Expo held at Station Domain



NOVEMBER

- Maryborough Municipal Swimming Pool Conservation Management Plan community consultation held
- Outdoor pool season opened
- 'Art and Craft' exhibition opened at Central Goldfields Art Gallery
- Maryborough Lions Club presents Council with cheque for Liberty Swing project
- White Ribbon Day garden bed planted in Philips Gardens (pictured)
- International Day for the Elimination of Violence against Women and the Victoria Against Violence – 16 Days of Activism marked with a mass planting of Marigolds
- Sorry About Your Wall graffiti project launched
- Summer in the Domain event program launched
- 2017 Energy Breakthrough attracted 12,000 visitors including 8,000 participants



DECEMBER

- Regional Centre for Culture program announced
- Number Plate Safety Screw Day was held in partnership with Victoria Police, Rotary Maryborough, Bendigo Bank and L2P Program
- The Domain Carols event held in Maryborough
- State Government appointed three administrators – Noel Harvey (Chairperson), Karen Douglas and Hugh Delahunty (pictured)
- Delegation framework developed
- New program of agendas and record keeping introduced
- Staff training conducted on good governance, role of IBAC, the Inspectorate and Protected Disclosure Officer and respectful behaviours in the workplace.
- Independent organisation culture survey commenced



JANUARY

- School holiday programs held at Central Goldfields Art Gallery, Maryborough Regional Library and Youth Engage! Program
- Toddler Story Time launched at Maryborough Regional Library
- Pop-Up Playgroup held in Maryborough
- Australia Day event held at Station Domain – included Australia Day awards announcement, Citizenship Ceremony and presentations to babies and children
- 'Gallery Collection' exhibition opened at Central Goldfields Art Gallery
- Stage two of the Majorca Road upgrade commenced
- Dunolly flood mitigation works commenced (pictured)
- Lucy Roffey appointed Central Goldfields Shire CEO
- Domestic Animal Management Plan adopted
- Municipal Health and Wellbeing Plan adopted

2017-2018 HIGHLIGHTS AND CHALLENGES

JANUARY (continued)

- Administrators hosted 'Meet and Greet' sessions
- Pathway condition assessment carried out across 72.5 kilometres of footpath
- A program of internal audits developed
- New policies adopted including Media Policy and Online Communication Policy; Disposal or Sale of Council Assets and Land; Corporate Purchase Card Policy; Review Of Council's Code Of Meetings Procedure 2015



FEBRUARY

- Tullaroop Road /Chaplins Road intersection upgrade commenced
- Carisbrook Baringhup Road upgrade commenced
- Noxious Weed Control Program commenced
- Imagination Station opened at Rene Fox Gardens, Dunolly
- 'COLD' exhibition opened at Central Goldfields Art Gallery
- Sorry About Your Wall murals on display at Central Goldfields Art Gallery (pictured)
- Property and Risk Officer appointed
- Specifications for new Council website finalised and out for tender
- Budget process review undertaken
- Organisational culture survey report received and action planning commenced
- New Draft Community Engagement Framework produced
- First tranche of Human Resource Policies developed
- New Employee Performance Review Framework developed
- Electronic Document Management System review undertaken



MARCH

- Works team raised money for the World's Greatest Shave
- 2018 Energy Breakthrough entries opened
- Dunolly flood mitigation works completed
- Beautification works carried out in Derby Road, Maryborough (pictured)
- Flu Vaccination program commenced
- Luke Court, Maryborough reconstruction commenced
- 'War in Pictures' exhibition opened at Central Goldfields Art Gallery
- 2017-2018 Community Grants Program opened for applications
- 'Have your Say' community consultation program commenced
- Administrators hosted listening posts at local townships
- 2,000 bulbs planted at Philips Gardens
- Draft Service Charter, Draft Complaint Resolution Policy and Procedure and Draft Community Engagement Framework released for community feedback



APRIL

- School holiday programs held at Central Goldfields Art Gallery, Maryborough Regional Library and Youth Engage! Program
- New Engage! Youth Space opened (pictured)
- Skate and Scooter Festival held

APRIL (continued)

- Three sporting facility upgrade projects opened – Maryborough and District Horse and Pony Club, Dunolly Horse Activity Club and Pony Club and Maryborough Tennis Centre
- Three new General Managers appointed – Rebecca Stockfeld, Paul Brumby and Brenton West
- Liberty Swing at Princes Park opened
- Early years' service providers attended Murdoch Children's Research presentation 'Restacking the Odds'
- Service Charter and Complaint Resolution Policy and Procedure adopted
- Protected Disclosure Policy and Protected Disclosure Procedure adopted
- Fraud and Corruption Policy reviewed
- Council Procurement Policy reviewed



MAY

- 'Under the Sky' exhibition opened at Central Goldfields Art Gallery
- Shire wins second Award for Excellence – The Institute of Public Works Engineering Australasia (Victoria Division) Award – for Possum Gully Road – Unsealed Roads Treatment Trial Project
- Goldfields Reservoir Track Boardwalk re-opened
- 2018–2019 Draft Budget released for community feedback
- Maryborough Regional Library celebrates National Simultaneous Story Time
- FReeZA Flash Night held at Engage! Youth Space
- Short Flix Festival officially launched
- Tullaroop Road/Chaplins Road intersection upgrade complete
- Afternoon tea held to thank Council volunteers as part of National Volunteer Week (pictured)
- Privacy Policy and Community Engagement Framework adopted



JUNE

- Local education and service providers participate in Berry Street Education Model training (pictured)
- Taylor Street, Maryborough footpath project commenced
- Dunolly Senior Citizens' Hall kitchen upgrade commenced
- 2018 Community Satisfaction Survey results released
- 'Wal Richards: Wedding Photographer' exhibition opened at Central Goldfields Art Gallery
- Compost Facility upgrade completed
- 2018–2019 Budget adopted
- Council Plan 2017–2021 refresh released for community feedback
- 2017–2018 Community Grants Program recipients announced
- EOI released for Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group
- Priority Projects Plan endorsed
- IT security policy and records management policies drafted

CHAIRPERSON OF ADMINISTRATORS MESSAGE

It's been a pleasure getting to know the Central Goldfields Shire staff and community since being appointed Chairperson of the panel of administrators in December last year.



Despite the organisation experiencing periods of uncertainty and change it should be commended for continuing to provide key essential services and deliver capital works to a consistently high standard, for the benefit of our local community.

CEO appointment

Our first priority on arrival was the appointment of a new permanent Chief Executive Officer. A thorough and rigorous process was carried out to find the most appropriately qualified and experienced candidate to lead Central Goldfields Shire and we were delighted with the appointment of Lucy Roffey.

With demonstrated success in bringing strategy, leadership and transformation to organisations, we were confident Lucy had the skills to lead us through a period of significant transformation as we deliver on the Organisation and Governance Reform Program, re-engage with our community and provide stable and visionary leadership in dealing with the many challenges faced.

Engagement

In April we went out to the community to ask for their thoughts and ideas for the future of the Central Goldfields Shire.

The Council Plan already included a diverse range of strategic objectives however as part of its annual review we wanted to build further on this.

Residents were invited to tell us: what they love about the Shire, what they imagine for the future of the Shire and what specific results they would like to see.

Thank you to the 500 plus residents who provided us with feedback online, via our postcards and by attending our listening posts at townships across the municipality.

The feedback received informed the refresh of the Council Plan and will also be used to develop our strategic planning work, programs and services over the next three years.

Advocacy

At the June, 2018 Council Meeting we endorsed the Central Goldfields Shire Priority Projects Plan. It's an integral piece of work for us as we move forward and continue to advocate to State and Federal government for funding that will benefit our community.

We've committed funds for each of the identified projects and completed initial works, all we need now is the gap funding that will make these important projects a reality.

Lastly, I'd like to take this opportunity to commend staff and community members who have contributed to making the Central Goldfields Shire a great place to live.

Despite many challenges I'm impressed with the delivery of so many of our Council Plan commitments and I'm excited about our plans and commitments for the year ahead.

Noel Harvey

Chairperson

CHIEF EXECUTIVE OFFICER MESSAGE

On behalf of Central Goldfields Shire it gives me great pleasure to present the Annual Report 2017–2018.



It's been a year of significant achievement for the organisation, despite many challenges including substantial change to its Council and leadership team during this time.

Highlights

The 2017–2018 financial year saw a significant program of capital works projects delivered for our community. Parker's Bridge was replaced at Timor – the last timber composite bridge to be replaced in the municipality and a major upgrade project on the corner of Tullaroop and Chaplins Road was delivered. A much-needed section of Carisbrook- Baringhup Road was replaced and Luke Court in Maryborough was also re-developed.

Held annually, the award winning Energy Breakthrough continues to grow every year. It's by far our largest and most significant event on the calendar locally with the 2017 event attracting 8,000 participants, 12,000 spectators and delivered a \$5 million injection into the local economy. As part of our Priority Projects Plan we're keen to attract \$200,000 in funding for the Energy Breakthrough so we can grow the event and increase participation in the lead up to its 30th anniversary in 2019.

Our commitment to the Organisation and Governance Reform Program remains un-waivered. Our dedicated team continues to work through each of the actions to respond to and address every matter raised in both the Inspectorate and Municipal Monitor reports. Progress is well on track, with 34 out of 37 actions completed by the end of the financial year.

Whilst the poor results in the 2018 Community Satisfaction Survey were not surprising I'm confident that the key actions, policies and strategies we have introduced over the past six months, as part of the Organisation and Governance Reform Program, will improve our ability to deliver outcomes that meet our community's aspirations and expectations.

In February this year we received the results of our Organisation Culture Survey. The results identified areas that we do well in and areas where improvements need to be made. A series of training has, and will continue to be rolled out across the organisation, to support this work and we are currently working with staff to develop a number of key actions to be delivered to improve staff satisfaction and performance.

I'd like to congratulate all members of staff for their outstanding work in 2017–2018 and their commitment to delivering services and projects to our community in difficult times. I'm looking forward to the year ahead and to delivering great outcomes for our municipality.

Lucy Roffey

Chief Executive Officer

ORGANISATION AND GOVERNANCE REFORM PROGRAM

On Friday 18 August, 2017, the Local Government Investigations and Compliance Inspectorate published a comprehensive report on Central Goldfields Shire Council following an extensive investigation.

The report, *Protecting integrity: Central Goldfields Shire Council investigation*, identified inadequate governance and mismanagement of key areas of responsibility within the organisation.

In response to this Report and the Municipal Monitors Report released in December 2016, a comprehensive action plan was adopted at a Special Meeting of Council on Wednesday 6 September.

The *Organisation and Governance Reform Program* – *Central Goldfields Shire* identified 37 key actions to be undertaken to respond and address every matter raised in both reports.

A dedicated project team was established to deliver the work and we are pleased to report that as at 30 June, 2018, 34 of the 37 actions have been delivered.

Highlights include:

- Comprehensive Delegation framework developed which clearly articulates Council delegations to the CEO, Council delegations to staff and also CEO delegations to staff.
- New program of agendas and record keeping for Executive meetings, Strategy Meetings and Council meetings.
- Independent Organisation Culture Survey to identify an action plan to improve staff culture.
- Councillor induction program for incoming Administrators
- A program of internal audits developed to ensure appropriate independent auditing is undertaken on a regular basis
- Improved openness, transparency and consistency with the Council Plan achieved through a revision to the Code of Meeting Procedures
- All staff training on topics including: 'Good Governance', Role of IBAC, the Inspectorate, and the Protected Disclosure Officer and Respectful Behaviours in the Workplace
- Media Policy and Online Communication Policy adopted
- Disposal or Sale of Council Assets and Land Policy adopted
- Corporate Purchase Card Policy adopted
- Review Of Council's Code Of Meetings Procedure 2015 adopted
- Property and Risk Officer appointed
- Specifications for new Council website finalised
- Budget process review undertaken by internal auditors and report provided including recommendations
- Meetings held with Local Government Victoria (LGV) to discuss how Central Goldfields Shire and LGV may partner to address some of the identified shortcomings
- Report completed regarding organisation culture from the survey undertaken in December, and action planning commenced
- First tranche of HR Policies developed
- New Employee Performance Review Framework developed
- Review of Electronic Document Management System undertaken
- Service Charter and Complaint Resolution Policy and Procedure adopted
- Protected Disclosure Policy and Protected Disclosure Procedure adopted
- Fraud and Corruption Policy Review adopted
- Council Procurement Policy reviewed
- Privacy Policy adopted
- Community Engagement Framework adopted
- IT security policy and records management policies drafted



COMMUNITY SATISFACTION

2018 Community Satisfaction Survey

Coordinated by Local Government Victoria, the state-wide Local Government survey is carried out annually throughout Victorian local government areas.

400 telephone interviews were undertaken in the Central Goldfields Shire between 1 February and 30 March, 2018.

Central Goldfields Shire Council's overall performance index score of 43 is significantly lower than the 2017 result, decreasing by nine index points over the past year.

All age groups rated Council significantly lower in 2018 than in 2017 with the exception of residents aged 18 to 34 years, who experienced more modest declines.

In addition to overall performance, Council's ratings declined significantly in the areas of consultation and engagement, lobbying and community decisions in the past year.

While performance ratings for customer service and overall direction stabilised in the past year, ratings remain significantly lower than results achieved in these areas between 2012 and 2016. Customer service remains a positive result for Council and was mentioned frequently by participants as one of the best things about Council.

The results are not surprising given the outcomes of the Municipal Monitor and Local Government Inspectorate reports which both identified significant governance failures.

There have been a number of actions undertaken over the last six months that address the findings of these reports and are detailed in the Organisation and Governance Reform Program.

Central Goldfields Shire is confident that the implementation of a number of key policies and strategies, which have been developed in consultation with the community, will improve the decision making and governance of Council resulting in outcomes that align with community aspirations and expectations.

FINANCE MESSAGE

For the year ended 30 June 2018, Council reported an operating surplus of \$3.688 million. The result for the prior year was a surplus of \$4.556 million.

The operating result was greater than adopted budget by \$0.584 million, mainly due to Financial Assistance grant funding being \$0.243 million more than budgeted in 2017-2018 (partly due to the prepayment of 2018-2019 funding), and Go Goldfields funding being \$0.402 million more than budget (primarily due to the timing of milestone payments).

Detailed explanations of variances to budget for income and expenses can be found in Note 1.1 of the Financial Statements.

The total cash balance at 30 June 2018 was \$8.986 million (including other financial assets), compared with \$9.092 million as at 30 June 2017. The small decrease between years was primarily due to the expenditure on flood recovery works completed during the 2017-2018 year, resulting in an increase in cash used in investing activities, offset by non-recurrent flood grants received. The \$8.986 million cash balance at 30 June 2018 includes \$2.053 million of 2018-2019 revenue that has been received in advance, \$0.333 million of unspent grants and \$0.562 million to fund works budgeted for but not completed in 2017-2018 (which will be undertaken in 2018-2019).

Details explanations of the variances to budget for capital works can be found in Note 1.2 of the Financial Statements.

MAJOR CAPITAL WORKS

Parker's Bridge replacement project

Located on Bet-Bet Creek Road, Timor/Bowenvale, the \$500,000 Parker's Bridge replacement project was completed in August 2018.

It was the last timber composite bridge to be replaced in the municipality. The single lane timber bridge was replaced by a two lane concrete bridge.

The project was jointly funded with \$250,000 from Central Goldfields Shire and \$250,000 from the Federal Government as part of the Bridges Renewal Program – Stage Two.

Tullaroop Road / Chaplins Road intersection upgrade

The Tullaroop and Chaplins Road intersection was upgraded to improve heavy vehicle access from Tullaroop Road to the Pyrenees Highway.

The project was funded with \$400,000 from the State Government and \$200,000 from Central Goldfields Shire.

The T-intersection was removed and the road now sweeps around making it easier for trucks to connect with Chaplins Road and the Pyrenees Highway.

The project included drainage, kerb and channel and road reconstruction works and was completed in May 2018.

Carisbrook–Baringhup Road – rehabilitation project

Works to upgrade an 800 metre section of the Carisbrook Baringhup Road, located just out of Carisbrook, were completed in March 2018.

The Carisbrook-Baringhup Road was in desperate need of repair, the bitumen was falling apart and it had become unsafe for motorists.

The project delivered an upgrade to drainage, stabilisation of the pavement, road profile lifted and resealing of the road.

The \$250,000 upgrade project was jointly funded between Central Goldfields Shire and the Federal Governments Roads to Recovery Program.

Luke Court renewal/upgrade

The reconstruction project at Luke Court, Maryborough included upgraded drainage, kerb and channel works and new pavement.

The project was funded with \$95,000 from the Federal Government Roads to Recovery Fund and \$60,000 from Central Goldfields Shire. Works were completed in May, 2018.

Majorca Road – Stage Two renewal/upgrade

The \$761,000 project was jointly funded by Central Goldfields Shire and the Federal Government's Roads to Recovery Program.

The upgrade was carried out on a section of Majorca Road in Maryborough, between Cadle Street and Nelson Street. Underground drainage, new kerb, pavement renewal and some tree removal/reinstatement was included in the project.

Inkerman Street upgrade

The Inkerman Street footpath and road upgrade was carried out between Barkly and Raglan streets, Maryborough.

The project included a new footpath, new kerb and channel and the road itself was stabilised and reconstructed.

The \$150,000 project was fully funded by Central Goldfields Shire and was completed in June 2018.

AWARD RECOGNITION 2017–2018

AustStab – Pavement Recycling and Stabilisation Association Award

Presented to Central Goldfields Shire in the Excellence in Research or Education category for the Unsealed Roads Treatment Trial Project – Possum Gully Road, Adelaide Lead.

The Institute of Public Works Engineering Australasia (Victoria Division) Awards

Central Goldfields Shire was presented with an award in the Innovation – Regional category for the Unsealed Roads Treatment Trial Project on Possum Gully Road, Adelaide Lead.

EVENTS

Central Goldfields Shire delivered/partnered with the community to deliver the following events:



JULY

- Youth Awards
- Harry Potter themed event at Maryborough Regional Library (pictured)



OCTOBER

- Seniors Festival
- School holiday events hosted by the Maryborough Regional Library, Central Goldfields Art Gallery and Youth Engage! Program
- Get Up and Go Family Fun Day
- Hunt for the Golden Show competition as part of Walk to School Month
- 'VCE Art and Design' exhibition went on show at Central Goldfields Art Gallery
- Central Goldfields Shire Youth Advisory Council 'Snapshot' Photography Competition (pictured)
- Spring Fling events
- Early Years Expo



DECEMBER

- The Domain Carols (pictured)
- Summer in the Domain events



AUGUST

- Youth Volunteer Expo
- 'From the landscape in which we live' exhibition at Central Goldfields Art Gallery (pictured)
- Book Week events held at Maryborough Regional Library



JANUARY

- School holiday programs held at Central Goldfields Art Gallery, Maryborough Regional Library and our Engage! Program.
- Pop-Up Playgroup (pictured)
- Australia Day event
- 'The Gallery Collection' exhibition opened at Central Goldfields Art Gallery
- Maryborough Highland Gathering



SEPTEMBER

- Wings and Wheels
- 'Trudy Harley' exhibition opened at Central Goldfields Art Gallery (pictured)



NOVEMBER

- 2017 Energy Breakthrough staged in Maryborough with 12,000 visitors and 8,000 participants (pictured)
- 'Art and Craft' exhibition at Central Goldfields Art Gallery opened

FEBRUARY

- 'COLD' exhibition opened at Central Goldfields Art Gallery
- Relay For Life



MARCH

- 'War in Pictures' exhibition opened at Central Goldfields Art Gallery (pictured)
- Caravan and Motorhome Club of Australia 2018 Victorian State Rally
- Australian Veterans Cycling Championships



APRIL

- April school holiday events hosted at Central Goldfields Art Gallery, Maryborough Regional Library and Engage! Program
- Skate and Scooter Festival
- Liberty Swing opening community celebration (pictured)
- ANZAC Day (pictured)
- Youth Volunteer Expo



MAY

- Under the Sky exhibition opened at Central Goldfields Art Gallery
- National Simultaneous Story Time
- FReeZA flash night held at Engage! Youth Space (pictured)
- National Volunteer Week afternoon tea



JUNE

- 'Wal Richards: Wedding Photographer' exhibition opened at Central Goldfields Art Gallery

Fast Facts

2017 Energy Breakthrough was held in Maryborough, 23 to 26 November.

Held annually in the Central Goldfields Shire, the award winning event is the largest and most significant event on our local events calendar:

- 8,000 direct participants
- 12,000 spectators
- The event accounts for 16.5% of annual tourism visits to the Central Goldfields Shire.
- \$5 million injected into the local economy in 2017

OUR COUNCIL

On Wednesday 13 December, 2017 the Victorian State Government announced the appointment of three new administrators for Central Goldfields Shire Council.

Noel Harvey OAM

Chairperson of the panel of administrators

Noel Harvey has 25 years' experience in Local Government, he was first elected to the Shire of Kyneton in 1993. He was Chief Commissioner for the Shire of Hepburn from 1995 to 1997 and a Councillor for the Shire of Macedon Ranges Shire from 1997 to 2003 and again from 2006 to 2009. He served as Mayor in 1993, 1994, 1999, 2000 and 2008.

Noel has been a member of numerous boards and panels including the Municipal Association of Victoria, a member of the EPA Enforceable Undertakings Panel (since 2012), Director Parks Victoria (2006 to 2012) and Director and Deputy Chairman of Coliban Regional Water Corporation (2001 to 2012), Director North Central Catchment Management Authority (2002 – 2007), Director of Sustainability Victoria (1997 to 2000) and Chairman of the Victorian Mineral Water Committee (1996 to 2006).

Noel has 15 years of business experience in the tourism industry and has been the independent Chairman of the Daylesford & Macedon Ranges Regional Tourism Board since 2012.

In 2004, Noel was presented with an Order of Australia (OAM) in recognition of services to Local Government, regional Victoria and the community of Kyneton.



Karen Douglas

A member of the Wimmera Catchment Management Authority Board since 2006, Karen held the position of Chair from 2011 to 2017.

Karen is a member of a broad-acre cereal cropping family farming enterprise at Beazleys Bridge, Gre Gre and Marnoo.

Karen spent many years working as a librarian both in the local secondary college and later the Wimmera Regional Library, before joining J R Burns Accounting.

She was Deputy Chancellor of Federation University Australia from 2007 to 2015, is a member and past Chair of the Stawell Regional Health Board, and a member of McCallum Services.

Karen was a Northern Grampians Shire Councillor for nine years, serving four terms as Mayor and was the inaugural Chair of the North Central Local Learning and Employment Network.



The Hon Hugh Delahunty

Born in Murtoa, Hugh began his career as a farmer on his family grain and sheep property.

He went on to work for the Department of Agriculture and Rural Affairs after playing football for Essendon in the 1970s.

Hugh has participated in and coached many sports in the Wimmera and is a life member of the Murtoa Football Club.

He was a Councillor and Mayor for the former Horsham City Council (1987 – 1995, Mayor 1992/93), Chief Commissioner of Mildura Rural City (1995 to 1996), and the first Mayor and a Councillor of the new Horsham Rural City Council (1997 to 1999, Mayor – 1997).

Hugh was elected to State politics in 1999 where he represented the electorates of Wimmera from 1999 to 2002 and Lowan from 2002 to 2014. He served as Minister for Sport and Recreation and Minister for Veteran Affairs from 2010 to 2014.



MAJOR CHANGES

The previous group of Councillors were elected on 22 October, 2016.

- Cr Geoff Lovett (Mayor) – Maryborough Ward
- Cr Helen Broad – Tullaroop Ward
- Cr Bob Henderson – Flynn Ward
- Cr Wendy McIvor – Maryborough Ward
- Cr Chris Meddows-Taylor – Paddy's Ranges Ward
- Cr Gerard Murphy – Maryborough Ward
- Cr Paula Nixon – Maryborough Ward

On Friday 25 August, 2017 the Victorian State Government announced that the Central Goldfields Shire Council Bill 2017 had passed through Victorian Parliament and received Royal Assent to officially dismiss Central Goldfields Shire Councillors.

On the same day Mark Davies was announced as Interim Administrator.

A Chartered Accountant with over 25 years of experience in both the private and public sectors, Mark's Local Government experience included CEO of Surf Coast Shire Council and Chief Financial Officer of the City of Darebin. He had also served as a commissioner on the Commission of Inquiry into Ararat Rural City Council.

OUR EXECUTIVE TEAM

Lucy Roffey

Chief Executive Officer

Lucy Roffey has a financial, corporate and Local Government background and was formerly the CEO of Buloke Shire.

Her experience includes being a Fellow of the Chartered Accountants Australia and New Zealand, Member of the Australian Institute of Company Directors, Non-Executive Director and Chair Coliban Water, Audit Committee Member Castlemaine Health, Executive Director Mount Alexander Shire Council and Public Sector Panel Member – Chartered Accountants Australia and New Zealand.

Prior to working in Local Government, Lucy was a senior executive at the Australian Centre of the Moving Image.

Lucy commenced on Monday 5 March, 2018.



Paul Brumby

General Manager Corporate Performance

Paul was previously the Manager Finance at Pyrenees Shire Council and has worked in local government corporate services for over 25 years including as General Manager Corporate Services at Ararat Rural City Council.

He has previously held board positions with Willaura/Lake Bolac Financial Services Limited and Ballarat Child and Family Services.

Paul has a Bachelor of Business with majors in Accounting and Information Technology from Federation University (formerly known as the Ballarat College of Advanced Education).

Paul commenced on Monday 21 May, 2018.



Rebecca Stockfeld

General Manager Infrastructure Assets and Planning

Rebecca came to Central Goldfields Shire having previously been the Acting Director Sustainable Development at Mount Alexander Shire Council.

She has extensive experience in senior management roles in land use planning in both State and Local Government including as Assistant Director, State Planning Services, Department of Planning and Community Services Victoria.

Rebecca holds a Bachelor in Applied Science (Planning) from RMIT and a Post Graduate Diploma in Urban Planning from Melbourne University.

Rebecca commenced on Monday 21 May, 2018.



Brenton West

General Manager Community Wellbeing

Brenton previously held the position of Director Corporate Services at Mallee Family Care, a large community sector organisation based in Mildura.

His previous roles include the Chief Executive Officer of the Southern Tasmanian Councils Authority, a regional organisation representing the 12 Southern Tasmanian councils; a Board Director of Li-Ve Tasmania (Disability Service Provider) and Board Director of Destination Southern Tasmania.

Brenton has a Bachelor of Business/Bachelor of Arts Degree (BBus/BA) majoring in Human Resource Management and Political Science, is a Graduate of the Australian Institute of Company Directors Course (GAICD) and has a Master of Business Administration (MBA).

Brenton commenced on Monday 4 June, 2018.



MAJOR CHANGES

Chief Executive Officer position

On Monday 24 July, 2017 Mark Johnston stood down from the position of Central Goldfields Shire Chief Executive Officer. His formal resignation was received on Monday 28 August, 2017.

Vince Haining commenced as Interim Chief Executive Officer on Monday 31 July, 2017 until Friday 2 March, 2018.

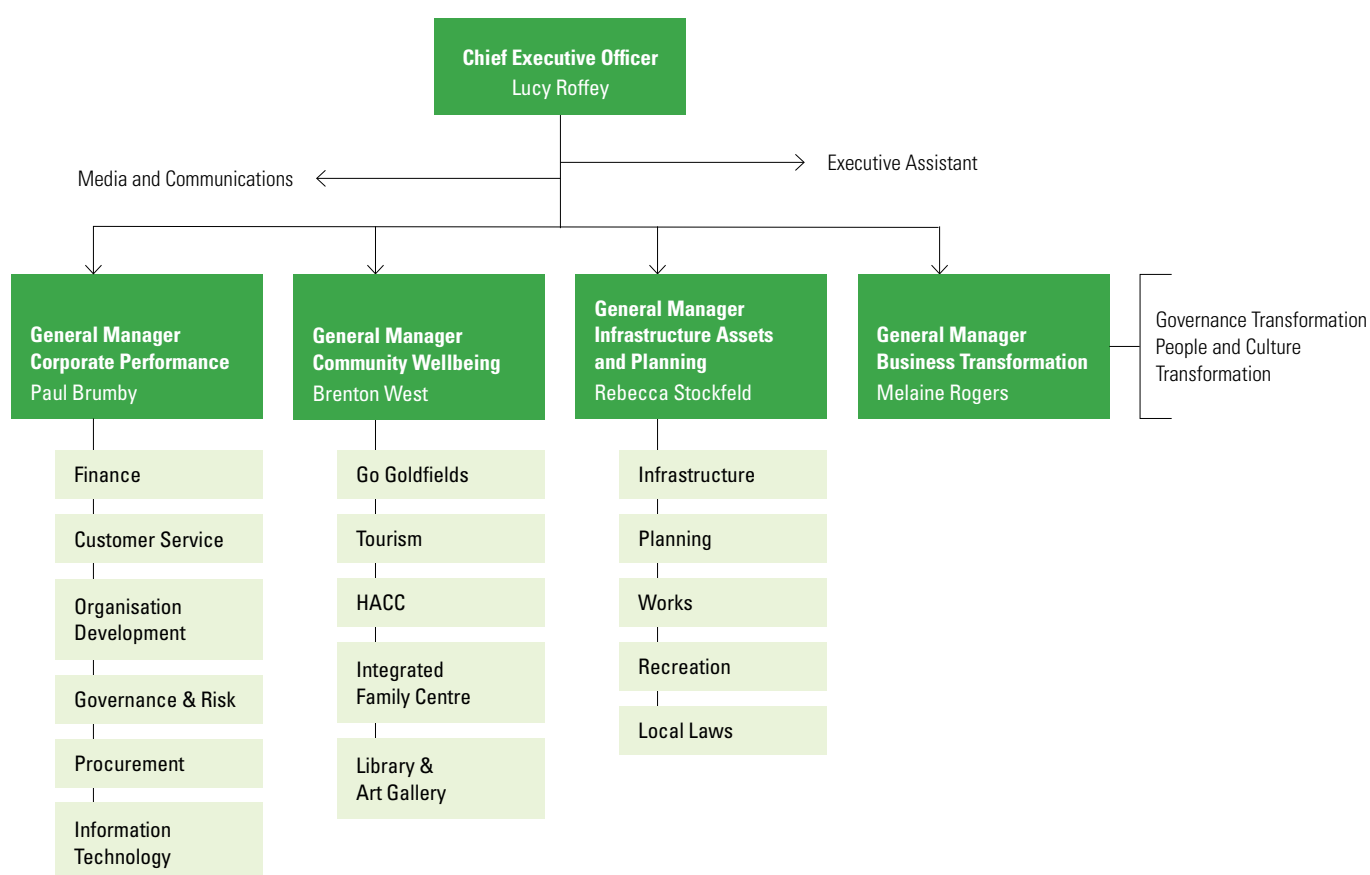
Vince came to Central Goldfields Shire with extensive experience in local government, having most recently been Acting Chief Executive Officer of City of Latrobe and Chief Executive Officer of City of Maribyrnong.

General Managers

General Manager Go Goldfields Sharon Fraser departed Central Goldfields Shire in September 2017 and General Manager Technical Services David Sutcliffe and General Manager Corporate and Community Services Venkat Peteti departed on Friday 27 April 2018. Sandra Hamilton acted in the position of General Manager Go Goldfields from September 2017 to June 2018.

OUR WORKPLACE

Central Goldfields Shire has three directorates reporting to the Chief Executive Officer. The directorates are: Infrastructure Assets and Planning; Corporate Performance and Community Wellbeing. Each of the directorates are made up of individual units.



A summary of the number of full time, part-time and casual equivalent staff categorised by employment classification and gender:

2017-18	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	All other
Permanent Full Time – F	0	0	9	7	5	5	0	0	6
Permanent Full Time – M	0	11	18	5	3	9	1	0	9
Permanent Part Time – F	0.13	7.96	12.54	4.76	3.98	2.79	0	0	4.95
Permanent Part Time – M	0	2.68	2.58	2.09	1.12	1.3	0	1.5	0
Casual – F	1.5	1.37	2.39	2.94	1.86	0	0	0	0.47
Casual – M	0.26	0.53	2.47	0	0.4	0.26	0	0	0

Equal Opportunity

Central Goldfields Shire is committed to the principles of our Equal Opportunity Program and continually work to ensure that all workplace employment matters are reflective of this.

Equal Opportunity is supported by a number of policies, our staff induction program and training opportunities. Together we work to ensure there is no discrimination, harassment and bullying in the workplace.

In January, 2017 Central Goldfields Shire was acknowledged on the Victorian Equal Opportunity and Human Rights Commission website for having a staff code of conduct that considers and promotes human rights.

The story states: *The following staff codes of conduct are examples that consider and promote human rights:*

- *The Central Goldfields Staff Code of Conduct states that the Charter requires council staff to act compatibly with human rights and to consider human rights when making decisions. It also requires staff who are involved in policy development to familiarise themselves with the Charter.*

Professional Development

Central Goldfields Shire is committed to providing training and professional development opportunities for staff.

As part of the Organisation Governance and Reform Program there has been a renewed focus on compliance training for staff.

During November, 2017 150 employees attended Organisation and Governance Reform Training which covered:

- Conflict of interest
- Disclosure around potential breaches of Council policy and procedures and Statutory Legislation
- Good governance
- Roles and function of Independent Broad-Based Anti-Corruption Commission
- Roles and function of the Local Government Inspectorate
- Roles and function of Protected Disclosure Officer
- Respectful relationships

Central Goldfields Shire also provides a supportive environment that encourages employees to seek further learning opportunities through our Study Assistance Program.

Enterprise Bargaining Agreement

The Central Goldfields Shire Enterprise Bargaining Agreement covers employment conditions, pay rates and criteria for the classification of positions.

A new Enterprise Agreement was successfully negotiated and approved by The Fair Work Commission and is effective from 27 March 2018 to 30 June 2020.

The agreement was negotiated between management, staff and union representatives, with the staff voting to accept the agreement. The Fair Work Commission approved the document on 20 March 2018.

Workplace Culture

An organisation wide Culture Survey was carried out by Insync in December 2017.

The survey was an opportunity for all staff to provide feedback on what we do well, and where we need to make improvements. The organisation now has a better understanding of our strengths and the areas in which we need to develop.

Staff were invited to provide feedback on employee engagement; long term direction; senior leadership; team leadership; team effectiveness; performance; investment in people; investment in systems; diversity and inclusion; and safety and culture

The information was collected and analysed by Insync, an independent specialist employee survey provider with the results received in February 2018.

As a follow on from the survey all staff have had the opportunity to be involved in 'Change Ready' training and Culture Action Planning sessions. As part of these sessions staff were asked to identify actions and strategies to improve workplace culture which will be rolled out across the organisation over the next financial year.

The Executive Team have also been involved in workshops to explore the key messages identified in the feedback. Some common themes included better communication, a supportive environment, clear roles and planning, stability and better and more consistent processes and systems.

HEALTH, SAFETY AND SUPPORT TO STAFF

Council is committed to being a healthy and safe work environment for employees, volunteers, contractors and visitors.

A renewed focus was given to the Health and Wellbeing Committee and Occupational Health and Safety Committee. With the support of the Executive Team both groups play an integral role in making the organisation a safer and healthier place for all.

Key initiatives include:

- Staff Flu vaccination program in March 2018
- Health and Wellbeing Committee 'Wednesday Walkers' group
- International Women's Day event held on Thursday 8 March 2018
- Employee Assistance Program – counselling and wellbeing support to all employees – this service was promoted throughout the year and a series of on-site visits were also offered to staff to access during challenging periods
- Healthy Together Victoria Achievement Program for Workplaces – a state-wide health promotion program that encourages best practice in workplaces around Mental Health and Wellbeing, Healthy Eating, Physical Activity, Smoking and Alcohol.

Central Goldfields Shire also keeps staff informed via a fortnightly internal staff newsletter titled the 'Inside Word'. It aims to provide staff with information from across the organisation as well as training and event opportunities available to staff both internally and externally.

Staff meetings are also held monthly by the CEO and Executive Team.



Valuing our staff

Ten members of staff were celebrated and recognised for their service to the organisation at our end of year function.

The following staff received Long Service Awards for their significant contribution to the organisation (pictured above).

Anna Bartlett	10 years
Wendy Powell	10 years
Kylie Collins	10 years
Peter Gray	10 years
Donna Maddison	10 years
Valerie Wright	15 years
Leigh Hendrickson	20 years
Stuart Jones	30 years
Vic Hvala	30 years
Colleen Rich	30 years

PLANNING AND ACCOUNTABILITY FRAMEWORK

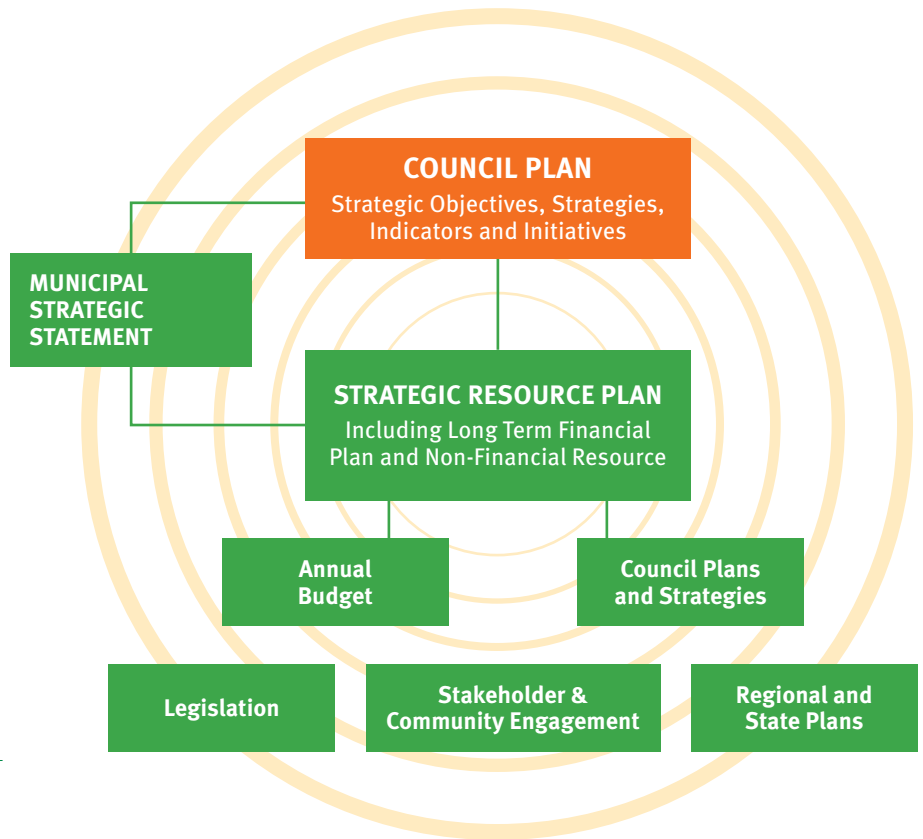
The Local Government Planning and Accountability Framework is outlined in the *Local Government Act 1989*.

It is a mandatory system of reporting that ensures all councils measure and report on their performance in a consistent way.

The Local Government Act requires councils to prepare the following planning and reporting documents:

- A Council Plan – developed every four years and reviewed annually
- A Strategic Resource Plan
- A Budget for each financial year
- An Annual Report in respect of each financial year

The diagram opposite shows the relationship between the key planning and reporting documents that make up the planning and accountability framework for local government.



COUNCIL PLAN

The Central Goldfields Shire Council Plan 2017–2021 identifies four strategic themes, each with a specific objective which are our primary focus:

- Our Community – To support community cohesion, and health and wellbeing
- Our Economy – To support economic activity which contributes to the municipality's economic prosperity
- Our Built and Natural Environment – To support the rich built and natural heritage and focus on a sustainable environment
- Our Organisation – To support strong, transparent corporate governance

Underpinning each of these themes are detailed actions and initiatives which are identified in the Council Plan and complemented by our Annual Budget.

Council Plan refresh

In April a process commenced to refresh the Council Plan 2017–2021.

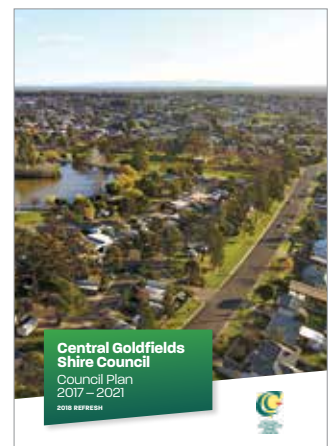
The Council Plan included a diverse range of strategic objectives and the annual review process aimed to build further on this.

As part of the 'Have Your Say' community consultation process residents were invited to tell us their thoughts and ideas for the future of the Central Goldfields Shire.

Residents were invited to tell us: what they love about the Shire, what they imagine for the future of the Shire and what specific results they would like to see.

500 residents provided us with feedback online, via our postcards and by attending our listening posts at townships across the Shire.

The draft refresh of the Council Plan 2017–2021 went on public display from Wednesday 27 June to Thursday 26 July with community members encouraged to provide feedback.





Our Performance

PERFORMANCE

Council's performance for the 2017–2018 year has been reported against the strategic objectives to demonstrate how Council is performing in achieving the 2017–2021 Council Plan.

1. OUR COMMUNITY

Outcome: To support community cohesion, and health and wellbeing

Priorities:

- Implementation of Go Goldfields program
- Support volunteerism in the community
- Identify areas of priority in public health and wellbeing
- Provide municipal emergency and fire prevention services
- Develop arts and creativity

Highlights:

- State Government funding secured to support a further two years of Go Goldfields program
- Shire-wide literacy strategy drafted
- Work readiness working group and action plan developed
- Reviewed and relaunched Community Grants Program
- Youth Volunteer Expo held as part of National Student Volunteer Week
- Municipal Health and Wellbeing Plan adopted and priority areas identified
- Appointed a dedicated Municipal Fire Prevention Officer
- Moved to integrated Municipal Emergency Management Planning Committee
- Road safety Y intersection upgrade works undertaken
- Five new CCTV cameras installed
- Participated in the Regional Centre for Culture program of events
- Hosted successful Get Up and Go Family Fun Day
- Walking and Cycling Strategy adopted
- Sporting facility upgrades completed
- Youth projects and programs included graffiti prevention and opening of designated youth space
- Annual program of exhibitions held at Central Goldfields Art Gallery

2. OUR ECONOMY

Outcome: To support economic activity which contributes to the municipality's economic prosperity

Priorities:

- Encourage and support economic activity
- Targeted population growth
- Support existing businesses
- Recognise the multiplier impact of agriculture sector
- Facilitation of the food processing sector
- Grow the digital capability of the Shire
- Advocate for a sewerage scheme for the Talbot
- Grow events
- Capitalise on tourism/visitor economy
- Develop a skilled workforce to support economic growth

Highlights:

- Signed up to the State Government Environmental Upgrade program
- Provided support to Murray Basin Rail Project to establish main project base in Maryborough
- New tourism website is under development
- Funding secured to establish Committee for Maryborough
- Assisted with NBN rollout
- Tourism Regional Digital Strategy completed
- Hosted major events including Energy Breakthrough and Australian Veterans Cycling Championships
- Maryborough and Surrounds Official Visitor Guide produced
- Successful launch and operation of the Ballarat to Maryborough Heritage Trail
- Development of a Conservation Management Plan for Municipal Outdoor Swimming Pool
- Central Goldfields Shire Visitor Services Business Plan updated
- Work Readiness Action Group implemented
- Participated in development of a Regional Freight Plan and a Regional Economic Statement

3. OUR BUILT AND NATURAL ENVIRONMENT

Outcome: To support the rich built and natural heritage and focus on a sustainable environment

Priorities:

- Maintain major assets
- Undertake township enhancements
- Undertake flood mitigation works at Carisbrook and Dunolly
- Maintain Waste Management Service
- Identify future residential growth zones
- Remain aware of Central Goldfields Sustainability Plan and greenhouse gas targets

Highlights:

- Delivery of \$4.4 million in transport based capital works projects include road renewal, drainage, footpaths and furniture renewal
- Township improvement works carried out
- Flood mitigation works carried out in Dunolly and Carisbrook
- Increased participation in green waste collection service
- Participation in Local Government Energy Saver program
- Priority Projects Plan developed
- Ongoing Parks and Gardens program of works including Derby Road beautification works, Philips Gardens restoration works and extensive plantings in the Station precinct.



4. OUR ORGANISATION

Outcome: To support strong, transparent corporate governance

Priorities:

- Ensure financial sustainability of Council
- Deliver 'core business' in efficient and effective way
- Ensure regulatory environment operates efficiently and effectively
- Optimise community engagement
- Pursue a best practice approach to leadership and governance

Highlights:

- Zero based budget methodology introduced
- Strategic Resource Plan updated
- Monthly Council financial reporting
- Review of service levels, fees and charges
- Organisation and Governance Reform Program substantially complete
- Restructure of organisation underway to improve services
- Culture survey carried out for all staff
- Planning Enforcement Officer appointed
- Community Engagement Framework adopted
- Community consultation process carried out to inform refresh of Council Plan
- Tenders undertaken with neighbouring shires
- All Human Resource policies reviewed and updated
- Established an Audit and Risk Committee
- Internal Auditors appointed and a three year internal audit plan developed

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Animal Management					
Timeliness					
<i>Time taken to action animal management requests</i>	0.00	1.00	1.00	1.00	All requests for animal management received are actioned on the same day.
[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]					
Service standard					
<i>Animals reclaimed</i>	74.00%	72.61%	66.00%	67.39%	
[Number of animals reclaimed / Number of animals collected] × 100					
Service cost					
<i>Cost of animal management service</i>	\$48.37	\$48.45	\$47.51	\$47.06	
[Direct cost of the animal management service / Number of registered animals]					
Health and safety					
<i>Animal management prosecutions</i>	1.00	0.00	0.00	0.00	There were no animal management prosecutions during the reporting period.
[Number of successful animal management prosecutions]					
Food Safety					
Timeliness					
<i>Time taken to action food complaints</i>	0.00	1.00	1.17	1.00	
[Number of days between receipt and first response action for all food complaints / Number of food complaints]					
Service standard					
<i>Food safety assessments</i>	100.00%	32.26%	67.78%	38.78%	Council recognises that food safety assessments has not met performance standards and has therefore allocated additional resources to meet the standard target.
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] × 100					
Service cost					
<i>Cost of food safety service</i>	\$769.17	\$439.10	\$458.16	\$438.43	
[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]					
Health and safety					
<i>Critical and major non-compliance outcome notifications</i>	0.00%	80.00%	100.00%	0.00%	There were no critical and major non-compliance notifications received
[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] × 100					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Home and Community Care (HACC)					
Timeliness					
<i>Time taken to commence the HACC service</i>	0.00	7.00	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]					
Service standard					
<i>Compliance with Community Care Common Standards</i>	50.00%	50.00%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] × 100					
Service cost					
<i>Cost of domestic care service</i>	\$0.00	\$40.10	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the domestic care service / Hours of domestic care service provided]					
Service cost					
<i>Cost of personal care service</i>	\$0.00	\$43.04	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the personal care service / Hours of personal care service provided]					
Service cost					
<i>Cost of respite care service</i>	\$0.00	\$38.44	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the respite care service / Hours of respite care service provided]					
Participation					
<i>Participation in HACC service</i>	25.00%	23.14%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of people that received a HACC service / Municipal target population for HACC services] × 100					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Participation					
<i>Participation in HACC service by CALD people</i>	25.00%	12.50%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] × 100					
Libraries					
Utilisation					
<i>Library collection usage</i>	2.57	2.63	2.35	3.62	A static library service replaced the mobile library service in Dunolly during the year. While there is less stock available in a static library borrowings have increased.
[Number of library collection item loans / Number of library collection items]					
Resource standard					
<i>Standard of library collection</i>	68.00%	68.21%	69.52%	57.67%	With the cessation of the mobile library from Bendigo, previous patrons of the service have been incorporated into the Maryborough Regional Library Service and we are building our collection to cater for the increase of patrons.
[Number of library collection items purchased in the last 5 years / Number of library collection items] × 100					
Service cost					
<i>Cost of library service</i>	\$6.32	\$5.95	\$6.19	\$5.73	
[Direct cost of the library service / Number of visits]					
Participation					
<i>Active library members</i>	32.00%	30.80%	15.22%	13.98%	
[Number of active library members / Municipal population] × 100					
Maternal and Child Health (MCH)					
Satisfaction					
<i>Participation in first MCH home visit</i>	94.00%	93.91%	95.65%	100.88%	Anomaly in reporting system. Not all births registered correctly in State system.
[Number of first MCH home visits / Number of birth notifications received] × 100					
Service standard					
<i>Infant enrolments in the MCH service</i>	94.00%	91.30%	94.78%	101.77%	Anomaly in reporting system. Not all births registered correctly in State system.
[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] × 100					
Service cost					
<i>Cost of the MCH service</i>	\$0.00	\$125.87	\$97.13	\$96.90	
[Cost of the MCH service / Hours worked by MCH nurses]					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Participation					
<i>Participation in the MCH service</i>	83.00%	83.28%	79.26%	86.14%	
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] × 100					
Maternal and Child Health (MCH)					
Participation					
<i>Participation in the MCH service by Aboriginal children</i>	79.00%	75.00%	69.23%	96.61%	Council works closely with our Koorie Engagement Support Officer (KESO) in the areas of service delivery and development. We are committed to ensuring our ATSI families are appropriately engaged with services. We are currently participating in a review process with our KESO aimed at improving the cultural competence of our Maternal and Child Health Nurses and service environment.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] × 100					
Aquatic Facilities					
Service standard					
<i>Health inspections of aquatic facilities</i>	0.00	0.00	0.00	0.00	Water testing is undertaken daily by the aquatic facilities operator, not by Council's Environmental Health department.
[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]					
Health and Safety					
<i>Reportable safety incidents at aquatic facilities</i>	0.00	0.00	0.00	0.00	There were no reportable safety incidents at aquatic facilities during the reporting period.
[Number of WorkSafe reportable aquatic facility safety incidents]					
Service cost					
<i>Cost of indoor aquatic facilities</i>	\$6.52	\$6.93	\$6.23	\$5.94	The number of visitations to the indoor aquatic facility includes all aquatic and centre visitations (e.g. swim and gym).
[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]					
Service Cost					
<i>Cost of outdoor aquatic facilities</i>	\$8.88	\$6.63	\$7.82	\$6.46	The number of visitations to the outdoor pools are slightly higher due to a longer, hotter summer than previous years.
[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]					
Utilisation					
<i>Utilisation of aquatic facilities</i>	7.00	6.82	7.29	7.58	
[Number of visits to aquatic facilities / Municipal population]					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Roads					
Satisfaction of use					
<i>Sealed local road requests</i>	1.16	23.35	24.98	14.48	Local sealed roads are in good condition therefore requests are minimal.
[Number of sealed local road requests / Kilometres of sealed local roads] × 100					
Condition					
<i>Sealed local roads maintained to condition standards</i>	100.00%	99.56%	98.17%	100.00%	
[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] × 100					
Service cost					
<i>Cost of sealed local road reconstruction</i>	\$120.34	\$27.60	\$41.01	\$33.03	Major road works constructed in-house resulting in lower costs.
[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]					
Service Cost					
<i>Cost of sealed local road resealing</i>	\$3.57	\$3.97	\$3.68	\$4.11	Cost of resealing works linked to oil prices which were high during 2017-2018
[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]					
Satisfaction					
<i>Satisfaction with sealed local roads</i>	55.00	54.00	51.00	48.00	
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					
Statutory Planning					
Timeliness					
<i>Time taken to decide planning applications</i>	76.00	55.00	74.00	57.00	The amount of planning permit applications received and the complexity of those applications varies significantly between financial years. The time taken to assess most applications has decreased.
[The median number of days between receipt of a planning application and a decision on the application]					
Service standard					
<i>Planning applications decided within required time frames</i>	52.00%	57.65%	62.58%	51.61%	The amount of planning permit applications received and the complexity of those applications varies significantly between financial years. During this year there may have been more complex applications and/or a higher number of VicSmart applications which required longer assessment time than the statutory time frame.
[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] × 100					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Service cost					
<i>Cost of statutory planning service</i>	\$2,127.24	\$1,584.96	\$1,915.36	\$1,980.65	
[Direct cost of the statutory planning service / Number of planning applications received]					
Decision making					
<i>Council planning decisions upheld at VCAT</i>	0.00%	0.00%	0.00%	0.00%	
[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] × 100					
Waste Collection					
Satisfaction					
<i>Kerbside bin collection requests</i>	58.15	55.68	30.07	27.01	This measure is at the lower end of the expected range, while the number of households serviced increased by 29, which is a positive result.
[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] × 1000					
Service standard					
<i>Kerbside collection bins missed</i>	5.72	3.83	0.79	0.68	The number of bins missed has decreased despite an increase in the number of collections from 2016-2017, which is a positive result.
[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] × 10,000					
Service cost					
<i>Cost of kerbside garbage bin collection service</i>	\$111.19	\$110.12	\$99.24	\$115.42	The cost of waste collection increased due to CPI and fuel cost increases plus the cost of waste disposal increased above CPI for 2017-2018.
[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]					
Service cost					
<i>Cost of kerbside recyclables collection service</i>	\$45.02	\$51.02	\$46.77	\$66.24	The cost of recycle collection increased due to CPI and fuel cost increases plus the cost of recycle processing has significantly increased in the last quarter due to changes in global recycling markets.
[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]					
Waste diversion					
<i>Kerbside collection waste diverted from landfill</i>	40.00%	41.36%	42.88%	42.70%	
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] × 100					

Service Performance Indicators Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Governance					
Transparency					
<i>Council decisions made at meetings closed to the public</i>	5.00%	11.02%	10.34%	7.26%	There were less contractual matters considered in 2017-2018 than in prior years.
[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] × 100					
Consultation and engagement					
<i>Satisfaction with community consultation and engagement</i>	59.00	57.00	54.00	45.00	Council has adopted a Community Engagement Framework and will be introducing improved methods of engagement to make Council decision making more accessible to the community.
[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]					
Attendance					
<i>Councillor attendance at council meetings</i>	98.00%	90.82%	93.75%	40.60%	This measure's denominator is the number of Councillors elected at the last election (7). With one Administrator appointed in August 2017 and then three Administrators appointed in December 2017 the measure does not reflect the actual level of attendance by Councillors and Administrators for the period. During the year Councillor or Administrator attendance at Council meetings was 54 of a possible 55 occasions, or 98.2%.
[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] × 100					
Service cost					
<i>Cost of governance</i>	\$29,293.33	\$30,093.44	\$31,510.39	\$43,416.14	The increase in the cost of governance in 2017-2018 is due to the governance reforms introduced during the year as a result of the findings by the Municipal Inspectorates Report. This included the appointment of Administrators and the development and implementation of the Organisation and Governance Reform Program.
[Direct cost of the governance service / Number of Councillors elected at the last Council general election]					
Satisfaction					
<i>Satisfaction with council decisions</i>	64.00	58.00	51.00	42.00	Council has adopted a Community Engagement Framework and will be introducing improved methods of engagement to make Council decision making more accessible to the community.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]					

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 member” means a member of the library who has borrowed an item from the library collection.
- “CALD” means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English.
- “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 authorised 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.
- “HACC” program means the Home and Community Care program established under the Agreement entered into for the purpose of the Commonwealth Home and Community Care Act 1985.
- “HACC” service means home help, personal care or community respite provided under the HACC program.
- “Local road” means a sealed or unsealed road for which 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 authorised 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.
- “Worksafe reportable aquatic facility safety incident” means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.





Governance

GOVERNANCE

Central Goldfields Shire Council is constituted under the Local Government Act to provide leadership for the good governance of the municipality and the local community.

Governance, Management and other information

Meetings of Council

Council conducts meetings on the fourth Tuesday of every month. Members of the community are welcome to attend. During the 2017/2018 year Council held 13 Ordinary Council Meetings and 6 Special Council Meetings.

Ordinary Council Meetings

Council – 1 July to 25 August, 2017

Meeting date	Cr Geoff Lovett (Mayor)	Cr Helen Broad	Cr Bob Henderson	Cr Wendy McIvor	Cr Chris Meddows-Taylor	Cr Gerard Murphy	Cr Paula Nixon
25/07/2017	✓	✓	✓	✓	✓	✓	✓
22/08/2017	✓	✓	✓	✓	✓	✓	✓

Interim Administrator – 25 August to 13 December

Meeting date	Administrator Mark Davies
26/09/2017	✓
17/10/2017	✓
21/11/2017	✓
12/12/2017	✓

Administrators – 13 December to 30 June

Meeting date	Chair of Administrators Noel Harvey OAM	Administrator Karen Douglas	Administrator The Hon Hugh Delahunty
19/12/2017	✓	✓	✓
30/01/2018	✓	✓	✓
27/02/2018	✓	✓	✓
27/03/2018	✓	✓	✓
24/04/2018	✓	✓	✓
22/05/2018	✓	✓	✓
26/06/2018	✓	✗	✓

Special Council Meetings

Council – 1 July to 25 August, 2017

Meeting date	Cr Geoff Lovett (Mayor)	Cr Helen Broad	Cr Bob Henderson	Cr Wendy McIvor	Cr Chris Meddows-Taylor	Cr Gerard Murphy	Cr Paula Nixon
19/07/2017	✓	✓	✓	✓	✓	✓	✓

Interim Administrator – 25 August to 13 December

Meeting date	Administrator Mark Davies
29/08/2017	✓
05/09/2017	✓
08/11/2017	✓

Administrators – 13 December to 30 June

Meeting date	Chair of Administrators Noel Harvey OAM	Administrator Karen Douglas	Administrator The Hon Hugh Delahunty
23/01/2018	✓	✓	✓
15/05/2018	✓	✓	✓

Councillor Portfolios/Committees

Administrator	Portfolio	Committee
Noel Harvey	Community Development	Go Goldfields Collaborative Table Municipal Association of Victoria
Karen Douglas	Finance	Audit and Risk Committee Rural Councils Victoria
Hugh Delahunty	Development and Planning	Audit and Risk Committee Energy Breakthrough

Code of Conduct

Section 76C of the Local Government Act 1989 required each Council to adopt a Code of Conduct for Councillors. The Code commits Councillors to work effectively together and provides for effective participation and accountability to the community.

Council adopted an amended Code of Conduct on 14 February 2017. Review of the code is carried out within four months of a Council election, as is required under the Act.

Conflict of Interest

Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council meetings.

A register is maintained to record all disclosed conflicts of interest. During 2017-2018 two conflicts of interest were declared at a Council meeting.

Councillor Allowances

In accordance with Section 74 of the Local Government Act 1989, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and mayors. Councils are divided into three categories based on the income and population of each council. Central Goldfields Shire Council is recognised as a category one council.

Councillors	Allowance
Cr Geoff Lovett	\$10,065.58
Cr Helen Broad	\$3,369.06
Cr Bob Henderson	\$3,369.06
Cr Wendy Mclvor	\$3,369.06
Cr Chris Meddows-Taylor	\$3,369.06
Cr Gerard Murphy	\$3,369.06
Cr Paula Nixon	\$3,369.06

Councillor Expenses

In accordance with Section 75 of the Local Government Act, Council is required to reimburse a councillor for expenses incurred whilst performing his or her duties as a councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors.

The detail of the expenses including reimbursement for each Councillor and member of a council committee paid by council for the 2017-2018 year are as follows:

Councillors	Travel expenses	Car mileage expenses	Childcare expenses	Information Communication expenses	Conference and Training expenses	Total
Cr Geoff Lovett	\$96.03	\$0.00	\$0.00	\$109.11	\$0.00	\$205.14
Cr Helen Broad	\$0.00	\$0.00	\$0.00	\$94.07	\$0.00	\$94.07
Cr Bob Henderson	\$0.00	\$0.00	\$0.00	\$143.47	\$0.00	\$143.47
Cr Wendy Mclvor	\$0.00	\$0.00	\$0.00	\$102.05	\$0.00	\$102.05
Cr Chris Meddows-Taylor	\$0.00	\$0.00	\$0.00	\$1,780.98	\$0.00	\$1,780.98
Cr Gerard Murphy	\$0.00	\$0.00	\$0.00	\$142.60	\$0.00	\$142.60
Cr Paula Nixon	\$0.00	\$0.00	\$0.00	\$109.09	\$0.00	\$109.09
						\$28,359.91

Audit and Risk Committee

The role of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

Council's five member Audit and Risk Committee consists of two members of the Council and three external independent members Mr John Watson, Ms Cheryl Fitzgerald and Mr Robert Tommasini. Administrators Mrs Karen Douglas and Mr Hugh Delahunty are Council representatives on the committee.

During the 2017-2018 the Audit Committee met on five occasions and all independent and Council representatives were in attendance.

AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE 2017–2018 FINANCIAL YEAR

Introduction

The Central Goldfields Shire Council Audit and Risk Committee (the Committee) Charter requires the Council Annual Report to include information on the principal activities of the Committee during the year. It is with pleasure that on behalf of the Committee I submit the 2017-2018 Audit and Risk Committee Report to the Council.

The Committee is an independent Advisory Committee to Council established under Section 139 of the *Local Government Act 1989* (as amended).

The key purpose of this Report is to provide an overview of the Committee's primary activities and outcomes for the 2017–2018 financial year.

Audit and risk committee's terms of reference

The Committee has several primary objectives determined by the Council, and based on the Local Government Best Practice Guidelines incorporated in its Charter. They are to:

- Enhance the credibility and the objectivity of financial reporting
- Support the identification and management of financial and enterprise wide material risks
- Advise Council on systems and processes designed to ensure compliance with relevant laws and regulations and consideration of best practice guidelines
- Advise Council on the establishment, effectiveness and maintenance of controls and systems to safeguard financial and physical resources and mitigate risks that may adversely affect achievement of Council objectives
- Advise Council on the systems and processes which protect against fraud and irregularities including the *Protected Disclosures Act 2012* procedures.

Committee membership

The Committee comprises five members – two members of the Council and three external independent members. Committee Membership during 2017-2018 was as follows:

Mr John Watson (Chairperson and Independent Member), Cr Wendy McIvor, Cr Gerald Murphy, Ms Cheryl Fitzgerald (Independent Member) and Mr Robert Tommasini (Independent Member). Crs McIvor and Murphy were dismissed as part of the removal of the elected Council by the Victorian Government on 23 August 2017 when they were replaced on the Committee by the Interim Administrator of the Council Mr Mark Davies. The Interim Administrator was subsequently replaced by a panel of three Administrators and Administrators Mrs Karen Douglas and Mr Hugh Delahunty were appointed as the Council representatives on the Committee.

Committee support

The Committee relies on the professional support provided by Management Staff for advice. During 2017–2018 this support was led by the Interim Chief Executive Officer Mr Vince Haining and more recently by the new Chief Executive Officer Ms Lucy Roffey. Particular assistance and support has been provided by the Finance Manager Ms Anna Bartlett.

Audit functions

Whilst Audit and Risk Committees with associated internal audit programmes have been well established in Victorian local government for many years, Central Goldfields Shire was an exception. The Council had an Audit Committee but it appeared to have rarely met and the breadth of matters considered was inadequate. The current new independent members appointed in May 2017 were faced with an absence of any prior internal audit reviews and no internal auditors having been appointed. Central Goldfields Shire had not even commenced the internal audit journey that other councils had been progressing along for many years.

Accountability, governance and compliance

In order to improve the governance processes of accountability, compliance and transparency, in addition to this Annual Report, after each meeting of the Committee its minutes are submitted to the next available Council Meeting.

AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE 2017–2018 FINANCIAL YEAR

The Committee also seeks information from the Chief Executive Officer at each Meeting regarding any breaches or non-compliance issues since the last meeting. The Internal Auditor is also required to formally advise if their work had been impeded in any way during the conduct of their audits.

Meetings

During the 2017–2018 financial year the Committee met on five occasions:

- 6 September 2017
- 26 October 2017
- 18 December 2017
- 6 March 2018
- 1 May 2018.

All Independent and Council members of the Committee were in attendance at each of these meetings.

2017–2018 Activity

Because of the unique circumstances that existed at the Central Goldfields Shire the new Committee, in its initial meetings, had to undertake a process with the Council that included:

- Development of a meaningful Committee business agenda
- Assist the Council to review and update the Committee Charter
- Undertake a process of ascertaining the status and in many instances lack of status of a range of matters including –
 - Risk management and reporting
 - Insurance reporting
 - Outstanding external audit recommendations
 - VAGO 2015/2016 and 2016/2017 final management letters
 - Draft budget documents
 - Draft Council Plan
 - Council accounting policies
 - Council finance reports and rates and accounts receivable
 - Regular review of local government sector reports by agencies
- Recommend urgent appointment of Internal Auditors
- Recommend establishment of a program of prioritised internal audit reviews.

i. Internal audit

One of the first priorities for the new Committee was to recommend the urgent appointment of Internal Auditors and the establishment of a program of prioritised internal audit reviews. The Committee Chair assisted in a tender evaluation process which saw the appointment in late 2017 of AFS & Associates Pty Ltd as the Council's first Internal Auditors represented by partner Mr Brad Ead. AFS & Associates is an experienced and professional local government auditing firm based in Bendigo.

With regards the last two above dot points, the Committee advised Management and the newly appointed internal Auditors that the Shire's staff had no prior experience with or understanding of internal audit. Consequently it would be necessary to inform staff that recommendations for improvements in practices and processes would result from internal audit reviews however, this should not be interpreted as unnecessary criticism of them, but rather a process of continuous improvement to assist staff in their important work.

In December 2017 a special session was held with an expanded corporate management team at which the new Internal Auditors and the members of the Committee explained the concept of internal audit and addressed questions from the staff present. The session was well received and culminated with those staff contributing to a brainstorming session to start identifying areas of risk that might be considered in the preparation of the Shire's first internal audit review work plan.

The session described above was followed by a formal meeting of the Committee at which the development of a draft internal work plan was further refined, and a recommendation submitted to the Council which was subsequently adopted. Parallel with the drafting of the internal audit plan the meeting also prioritised and recommended to Council a plan for the many tasks required as a result of the report by the Local Government and Compliance Inspectorate which had led to the dismissal of the elected Council and subsequent resignation of the former long serving CEO. It was recognised that many of the tasks required to complete the Organisation and Governance Reform Program Action Plan would normally be considered for internal audit reviews. It was therefore recommended, and again subsequently agreed by the Council, that this work program as prioritised by the Committee would be reported back through the Committee as the reviews were completed.

The Committee was active in utilising an out of meeting session process to consider and approve a number of internal audit review scopes for both the internal audit plan and the Governance Reform Program Action Plan which facilitated the timely commencement of work by the Internal Auditors.

At the Committee meeting on 6 March 2018 the Committee received and considered the first completed review report from the Internal Auditors – Grant Acquittal Process arising from the Governance Reform Program Action Plan. The weaknesses and shortcomings identified by this first completed review highlighted the many risks the organisation was currently exposed to and reinforced the work of the Local Government Investigation and Compliance Inspectorate. The report made many recommendations which will be challenging and time consuming, but vitally important that they be implemented as quickly as possible. The Committee will actively monitor these recommendations at each of its meetings as progress is made towards their implementation, and others that will no doubt follow as further reviews are completed.

AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE 2017–2018 FINANCIAL YEAR

ii. External audit

In accordance with the Victorian *Local Government Act 1989*, Council's External Auditor is appointed by the Victoria Auditor General (VAGO). For the 2017/2018 financial year VAGO appointed Crowe Horwath as its agent who was in turn represented by Mr Martin Thompson and Mr John Gavens.

There was extensive liaison with the External Auditors (VAGO) in respect of the 2016/2017 financial and performance statements. The unique and serious circumstances existing at the Central Goldfields Shire Council weighed heavily in the considerations of each member of the Audit Committee, the interim Chief Executive Officer and the interim Administrator (acting as the Council) in finalising the financial statements and accompanying notes for the year ended 30 June 2017.

Such was the concern that the Committee Chair and interim CEO met with the Auditor General to discuss the possibility of the Committee not recommending the signing off of the statements by the Council. A way forward was however found which involved the Committee recommending the inclusion in the annual accounts of an unprecedented Special Context Note (see page 81 of the Central Goldfields Shire Council Annual Report 2016/2017).

2018–2019 Outlook

In 2018–2019 the Audit Committee will continue its work with the Internal Audit program and the Governance Reform Program Action Plan to review a number of critical areas.

The Committee will conduct meetings with the External Auditor in relation to the Financial and Performance audits and give formal consideration to the Financial and Performance Statements.

The three year Internal Audit Plan that was agreed by the Council will be reviewed at least annually to ensure that it addresses the most current compliance; internal control and operational audit requirements.

Conclusion

In summary, the 2017–2018 year was a turning point for the Central Goldfields Shire. It was the beginning of a long journey in the world of internal audit that the Shire cannot afford to allow to lapse. The Committee will do all it can to assist the Council with this vital area of work and to meet the Council's reporting, accountability, control and risk management objectives and obligations.

As outlined in this report, I believe the Committee has already performed a valuable oversight role for Council during the 2017–2018 period. It is a very robust Committee with the objective of adding value through the diverse experience and knowledge of its members. The Committee will continue to oversee the Internal and External Audit functions of Council and the risk management framework. It will also consider relevant policies and receive Management reports on Local Government Industry issues when appropriate.

At its first meeting in the 2018–2019 financial year the Committee will receive and consider reports on the next three completed internal audit reviews – Energy breakthrough, Payroll and Fleet Management.

Continuous improvement in the areas of Council's financial, governance, and risk control environments and associated systems will of necessity be ongoing to ensure that the Council operates within a best practice framework that maintains this strong control environment.

The Committee will ensure that it is informed of any applicable matters raised by the Victorian Auditor General, Victorian Ombudsman, the Local Government Investigations and Compliance Inspectorate, the Independent Broad-based Anti-Corruption Commission or the Office of the Victorian Inspectorate.

The Committee will take an active interest and stay informed on proposed changes to the *Local Government Act 1989* particularly in relation to the proposed directions of expanding the scope and role of Audit and risk Committees.

On behalf of all Audit Committee members, I would like to express sincere thanks to the staff of VAGO and its representatives for their work in the conduct of the external audit, and to the Internal Auditors AFS & Associates Pty Ltd for their already significant contribution to the internal audit program, where business improvement recommendations are being made which will ensure that Council's internal controls and processes are continually improved.

I particularly wish to thank Council's former interim Chief Executive Officer, Mr Vince Haining, Finance Manager, Ms Anna Bartlett and recently appointed new Chief Executive Officer, Ms Lucy Roffey for their support, professional advice and focus on achieving continuous improvement outcomes. I also extend the Committee's thanks to all the Council Officers who have assisted the Audit and Risk Committee in a professional manner during the year.

I thank all my fellow Audit and Risk Committee Members – Council representatives and External Members for their participation, diligence, professionalism and contribution during the 2017/2018 financial year. We look forward to the continuation of a very strong working relationship with the Council and staff during the 2018/2019 financial year.

Submitted on behalf of the Central Goldfields Shire Council Audit and Risk Committee

Mr John Watson

Independent Audit and Risk Committee Chair

Internal Audit

Council's internal audit function provides independent and objective assurance to the Audit and Risk Committee that appropriate processes and controls are in place across Council.

The following reviews occurred during the 2017-2018 year as part of the Internal Audit program:

- Risk Assessment and Development of Internal Audit Program
- Energy Breakthrough Event Review
- Fleet Review
- Payroll Review

The following reviews occurred during the 2017-2018 year as part of the Organisational and Governance Reform Program:

- Grants Acquittal Process Review
- Budget Process Review

External Audit

Council is externally audited by the Victorian Auditor-General's Office (VAGO).

The 2017-2018 annual external audit of Council's Financial Statements and Performance Statement was conducted by the VAGO appointed audit service provider – Crowe Horwath.

Freedom of Information

The Freedom of Information Act (1982) provides individuals and organisations with a general right of access to information held by Central Goldfields Shire Council. It also provides a right of appeal to the State FOI Commissioner to review decisions to refuse access to information.

Requests for access to information under the Freedom of Information Act must be submitted in writing to the Freedom of Information Officer, Central Goldfields Shire Council, PO BOX 194, Maryborough, VIC, 3465.

Five Freedom of Information Requests were received during 2017-2018.

Statutory Information

The following information is provided in accordance with legislative and other requirements applying to Council.

Documents available for public inspection

In accordance with regulation 12 of the Local Government Regulations 2015 the following are prescribed documents that are available for public inspection or copies can be obtained for the purposes of section 222 of the Act from Council's Customer Service Office:

- (a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including—
 - (i) the name of the Councillor or member of Council staff; and
 - (ii) the dates on which the travel began and ended; and
 - (iii) the destination of the travel; and
 - (iv) the purpose of the travel; and
 - (v) the total cost to the Council of the travel, including accommodation costs;
- (b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- (e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

Governance and Management Checklist

Governance and Management Item	Required	YES or NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to doc if answer is YES
Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation	YES	22/05/2018		
Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	22/05/2018		
Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act	YES	26/06/2018		
Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the Act	YES	26/06/2018		
Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation	YES		Road Management Plan V6 26/04/2017, Road Asset Management Plan V2 01/06/06, Operational Road Asset Management Plan V 4.02 26/04/2017, Buildings Asset Management Plan 03/05/2006, Operational Stormwater & Drainage Asset Management Plan 13/07/2014, Parks & Recreation Asset Management Plan 03/05/06, Operational Parks & Recreational Asset Management Plan 29/07/2014	
Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Current strategy in operation	YES	24/06/2014		
Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	23/06/2015		

Governance and Management Item	Required	YES or NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to doc if answer is YES
Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	24/04/2018		
Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986	YES	17/10/2017		
Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the Local Government Act	YES	24/04/2018		
Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation	YES	1/04/2014		
Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation	NO			Current reliance on Business Continuity Plan and State Government direction.
Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	YES	23/06/2015		

Governance and Management Checklist

Governance and Management Item	Required	YES or NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to doc if answer is YES
Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Committee established in accordance with section 139 of the Act	YES	26/09/2017		During 2016/17 this committee was incorrectly constituted as a Sec 86 committee. The status as a section 86 committee was revoked and the committee was renamed and as an Advisory Committee under Sec 139 of the Local Government Act. 1989
Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged	YES		1/11/2017	
Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Current framework in operation	YES	26/06/2018		
Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report	YES	12/12/2017		
Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Quarterly statements presented to Council in accordance with section 138(1) of the Act	YES		Financial reports presented to Council 25/07/2017, 22/08/2017, 26/09/2017, 17/10/2017, 21/11/2017, 27/02/2018, 27/03/2018, 24/04/2018, 22/05/2018 and 26/06/2018	

Governance and Management Item	Required	YES or NO	Date if YES (single item/date)	Dates if YES (multiple items/dates)	Reason(s) if answer is NO Commentary or link to doc if answer is YES
Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented	NO			Report re internal audit program including a report on strategic risks presented to Council at Ordinary Council meeting 30 January 2018.
Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented	YES	8/12/2017		
Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the Act	YES	12/12/2017		
Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the Act	YES	14/02/2017		
Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 98(6) of the Act	YES	13/12/2017		
Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act	YES	27/10/2015		

Best Value

In accordance with section 208B(f) of the Act, at least once every year a council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation which is supported by our Sustainable Excellence Program.

The following Best Value initiatives were undertaken during 2017–2018:

- budget process – development of guidelines and processes for fees and charges
- council reform project – review of processes and procedures relating to council agenda and minutes
- implementation of a Community Engagement Framework
- review and update of Council's Service Charter
- a review of several council policies including, Complaint Resolution, Prevention of Fraud and Corruption, and Procurement

Contracts

The table below shows the contracts entered into by Council valued at \$150,000 or more for goods and service and \$200,000 or more for works. Council did not enter into any other contracts valued at \$150,000 or more for goods and service or \$200,000 or more for work without engaging in a competitive process.

CONTRACT NAME	CONTRACTOR (Prime & Panel Contractors are to be included)	FINISH / DELIVERY DATE	TOTAL CONTRACT AMOUNT (inc. GST)
Annual Spray Sealing 2017–2018	Boral Asphalt	30/06/2018	\$ 779,587.44
Majorca Road, Maryborough Road Reconstruction Stage 2	Doran Earthmoving Pty Ltd	30/04/2018	\$ 761,366.10
M/B Lawn Tennis Club Redevelopment Court Upgrade Works	A.S. Lodge (Vic) Pty Ltd	30/11/2017	\$ 220,979.00
Tullaroop Road/Chaplins Road Intersection Realignment	Doran Earthmoving Pty Ltd	30/04/2018	\$ 606,416.80
Locks Lane, Moolort – Road Reconstruction	Doran Earthmoving Pty Ltd	30/06/2018	\$ 270,640.70

Disability Action Plan

In accordance with section 38 of the *Disability Act 2006*, Council duly reports the following actions have been implemented in line with its Disability Action Plan:

- The roll out of the National Disability Insurance Scheme (NDIS) continued in our Shire this year, and Council has provided and assisted the community in accessing information regarding the NDIS. Information about the NDIS has been a regular feature in the Home Support Services newsletters.
- The Annual Expo Day was held with great success.
- The mobile accessible toilet continues to ensure that access is available to all, at major events within the Shire.
- The recharge outlet for scooters is well utilised at the Maryborough Resource Centre.
- Readspeakr is available on Council's website to assist vision impaired community members.

Domestic Animal Management Plan

In accordance with the Domestic Animals Act 1994, Council is required to prepare and implement a Domestic Animal Management Plan every four years and evaluate its implementation in the Annual Report.

Residents were invited to have their say on the draft Central Goldfields Shire Domestic Animal Management Plan in November/December 2017 with the final Plan adopted at an Ordinary Meeting of Council on 30 January, 2018.

The Plan provides the necessary framework to guide Council's management of domestic animals for the period 2017 to 2021.



Financial Statements

The Financial Statements for 2017-2018 have been prepared in accordance with the requirements of the Local Government Act 1989, and include:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital. Works
- Notes to the Financial Report
- Certification of the Financial Statements

COMPREHENSIVE INCOME STATEMENT

	Note	2018 \$	2017 \$
Income			
Rates and service charges	2.1	14,044,731	13,636,332
Statutory fees and fines	2.2	435,532	451,978
User charges	2.3	2,216,488	2,224,934
Grants – operating	2.4	8,542,961	9,686,777
Grants – capital	2.4	6,110,618	3,305,736
Contributions – monetary	2.5	387,311	334,545
Contributions – non monetary	2.5	387,402	6,960
Found and gifted assets	2.8	1,279,924	2,765,896
Other income	2.7	271,794	461,056
Total income		33,676,761	32,874,214
Expenses			
Employee costs	3.1	(12,101,669)	(11,793,833)
Materials and services	3.2	(8,362,377)	(7,903,337)
Bad and doubtful debts	3.3	(24,268)	(15,530)
Depreciation	3.4	(7,222,368)	(6,787,942)
Borrowing costs	3.5	(157,279)	(215,960)
Net loss on disposal of property, infrastructure, plant and equipment	2.6	(1,722,296)	(1,327,620)
Other expenses	3.6	(398,100)	(274,186)
Total expenses		(29,988,357)	(28,318,408)
Surplus/(deficit) for the year		3,688,404	4,555,806
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	8.1	14,949,606	14,026,220
Total comprehensive result		18,638,010	18,582,026

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

BALANCE SHEET AS AT 30 JUNE 2018

	Note	2018 \$'000	2017 \$'000
Assets			
Current assets			
Cash and cash equivalents	4.1	7,464,846	5,572,023
Other financial assets	4.1	1,520,965	3,520,455
Trade and other receivables	4.1	1,986,724	1,935,571
Inventories	4.2	98,191	70,943
Non-current assets classified as held for sale	5.1	573,394	245,223
Other assets	4.2	282,893	1,793,133
Total current assets		11,927,013	13,137,348
Non-current assets			
Property, infrastructure, plant and equipment	5.2	318,026,571	298,631,562
Total non-current assets		318,026,571	298,631,562
Total assets		329,953,584	311,768,910
Liabilities			
Current liabilities			
Trade and other payables	4.4	2,587,460	2,479,994
Trust funds and deposits	4.4	436,138	354,221
Provisions	4.5	2,675,600	2,746,903
Interest-bearing loans and borrowings	4.3	2,857,553	3,352,220
Total current liabilities		8,556,751	8,933,338
Non-Current liabilities			
Provisions	4.5	425,566	427,520
Interest-bearing loans and borrowings	4.3	1,602,564	1,677,359
Total non-current liabilities		2,028,130	2,104,879
Total liabilities		10,584,881	11,038,217
Net assets		319,368,703	300,730,693
Equity			
Accumulated surplus		122,520,557	118,942,753
Reserves	8.1	196,848,146	181,787,940
Total equity		319,368,703	300,730,693

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

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2018

	Note	Total \$	Accumulated surplus \$	Asset revaluation reserve \$	Other reserves \$
2018					
Balance at beginning of the financial year		300,730,693	118,942,753	181,437,940	350,000
Surplus for the year		3,688,404	3,688,404	—	—
Net asset revaluation (decrement)	8.1	14,949,606	—	14,949,606	—
Transfers to other reserves	8.1	—	(110,600)	—	110,600
Balance at end of the financial year		319,368,703	122,520,557	196,387,546	460,600
2017					
Balance at beginning of the financial year		282,148,667	114,486,947	167,411,720	250,000
Surplus for the year		4,555,806	4,555,806	—	—
Net asset revaluation (decrement)	8.1	14,026,220	—	14,026,220	—
Transfers to other reserves	8.1	—	(100,000)	—	100,000
Balance at end of the financial year		300,730,693	118,942,753	181,437,940	350,000

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 2018

		2018 Inflows/ (Outflows) \$	2017 Inflows/ (Outflows) \$
	Note		
Cash flows from operating activities			
Rates and service charges		13,965,515	13,524,821
User charges, statutory fees and fines		2,891,747	2,755,864
Grants – operating		8,561,411	9,626,684
Grants – capital		7,610,618	1,805,736
Contributions – monetary		426,042	334,545
Reimbursements		44,410	111,333
Interest received		137,845	211,401
Net movement in trust funds and deposits		81,917	(58,580)
Other receipts		93,277	194,926
Net GST refund		1,673,063	1,139,631
Employee costs		(12,174,926)	(11,637,700)
Materials and services		(9,937,297)	(9,139,373)
Other payments		(464,605)	(272,757)
Net cash provided by operating activities	8.2	12,909,017	8,596,531
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(12,499,140)	(7,624,531)
Proceeds from sale of property, infrastructure, plant and equipment		213,482	637,555
Payments for other financial assets		–	(2,510,377)
Proceeds from sale of other financial assets		1,999,490	–
Net cash (used in) investing activities		(10,286,168)	(9,497,353)
Cash flows from financing activities			
Finance costs		(160,564)	(216,227)
Repayment of borrowings		(569,462)	(1,064,652)
Net cash (used in) financing activities		(730,026)	(1,280,879)
Net increase (decrease) in cash and cash equivalents		1,892,823	(2,181,701)
Cash and cash equivalents at the beginning of the financial year		5,572,023	7,753,724
Cash and cash equivalents at the end of the financial year	4.1	7,464,846	5,572,023

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

Financing arrangements	4.6
Restrictions on cash assets	4.1

STATEMENT OF CAPITAL WORKS FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
Property		
Land	49,355	102,059
Total land	49,355	102,059
Buildings	540,365	1,225,928
Total buildings	540,365	1,225,928
Total property	589,720	1,327,987
Plant and equipment		
Plant, machinery and equipment	629,825	554,517
Fixtures, fittings and furniture	15,807	47,272
Total plant and equipment	645,632	601,789
Infrastructure		
Roads	8,109,340	4,049,243
Kerb and channel	249,581	17,663
Pathways	178,477	239,461
Bridges and major culverts	1,321,890	412,771
Drainage	784,279	621,647
Minor culverts	616,468	27,410
Waste water assets	–	15,072
Traffic control facilities	8,753	–
Total infrastructure	11,268,788	5,383,267
Total capital works expenditure	12,504,140	7,313,043
Represented by:		
New asset expenditure	1,112,984	1,908,030
Asset renewal expenditure	10,269,818	2,981,897
Asset expansion expenditure	36,396	–
Asset upgrade expenditure	1,084,942	2,423,116
Total capital works expenditure	12,504,140	7,313,043

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Overview

Introduction

The Central Goldfields Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate. 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 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Significant accounting policies

Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, 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.

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.

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 5.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 5.2)
- the determination of employee provisions (refer to Note 4.5)

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.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 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 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$200,000 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.

The budget figures detailed below are those adopted by Council on 23 May 2017. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

1.1 Income and expenditure

	Budget 2018 \$	Actual 2018 \$	Variance 2018 \$	%	Ref
Income					
Rates and service charges	14,020,027	14,044,731	24,704	0%	
Statutory fees and fines	409,290	435,532	26,242	6%	
User charges	3,968,923	2,216,488	(1,752,435)	-44%	1
Grants – operating	6,575,872	8,542,961	1,967,089	30%	2
Grants – capital	6,828,500	6,110,618	(717,882)	-11%	3
Contributions – monetary	115,386	387,311	271,925	236%	4
Contributions – non monetary	–	387,402	387,402	100%	5
Found and gifted assets	–	1,279,924	1,279,924	100%	6
Other income	203,150	271,794	68,644	34%	7
Total income	32,121,148	33,676,761	1,555,613		
Expenses					
Employee costs	12,429,799	12,101,669	(328,130)	3%	8
Materials and services	11,802,812	8,362,377	(3,440,435)	29%	9
Bad and doubtful debts	26,300	24,268	(2,032)	8%	
Depreciation	4,571,431	7,222,368	2,650,937	-58%	10
Borrowing costs	173,992	157,279	(16,713)	10%	11
Net loss on disposal of property, infrastructure, plant and equipment	12,440	1,722,296	1,709,856	13745%	12
Other expenses	–	398,100	398,100	100%	13
Total expenses	29,016,774	29,988,357	971,583		
Surplus/(deficit) for the year	3,104,374	3,688,404	584,030		

1.1 Income and expenditure (continued)

Ref	Item	Explanation								
1	User charges	Due to the elimination of “internal” plant hire income included in the budget (\$1,565,600)								
2	Grants – operating	The level of operating grants received by Council had three significant variations to budget including: Additional \$402,000 received in Go Goldfields funding than budgeted. Additional \$243,031 in Financial Assistance Grants received (\$75,097 Local Roads and \$167,934 General Purpose) than budgeted. In addition, the Local Roads component was incorrectly budgeted for as capital, however reported as operating.								
3	Grants – capital	\$400,000 in Local Roads to Market funding budgeted for, only \$280,000 received (\$120,000 received during 2016–2017).								
4	Contributions – monetary	During the year Council received seven unbudgeted contributions in the following categories: <table><tr><td>Roadworks contributions received but not budgeted</td><td>51,685</td></tr><tr><td>Long service leave contributions received but not budgeted</td><td>58,496</td></tr><tr><td>Recreational contribution received but not budgeted</td><td>112,831</td></tr><tr><td></td><td>223,012</td></tr></table>	Roadworks contributions received but not budgeted	51,685	Long service leave contributions received but not budgeted	58,496	Recreational contribution received but not budgeted	112,831		223,012
Roadworks contributions received but not budgeted	51,685									
Long service leave contributions received but not budgeted	58,496									
Recreational contribution received but not budgeted	112,831									
	223,012									
5	Contributions – non monetary	Due to the recognition of \$157,636 in land under roads in relation to developer contributed assets within Whirakee Rise, and \$224,766 in gravel contributions.								
6	Found and gifted assets	Due to the recognition of \$1,279,924 in infrastructure found and gifted during the asset valuation process.								
7	Other income	Primarily due to rental income of \$45,610 being budgeted for as user fees.								
8	Employee costs	Employee costs were lower than budgeted due to a number of positions which were vacated and not replaced during the year including the General Manager Go Goldfields, Manager Early Years Services, Maternal Child Health Services Co-ordinator and the Co-ordinator Aged Services.								
9	Materials and services	Primarily due to \$3,000,000 in flood recovery works budgeted for as operating expenditure, when the expenditure was actually accounted for as capital expenditure (refer explanation reference 4 within note 1.2 Capital Works)								
10	Depreciation	Infrastructure depreciation was budgeted for as \$3,292,289, when as a result of the infrastructure revaluation, was actually \$5,409,153 (\$2,116,864 increase).								
11	Borrowing costs	One of Council’s loans is interest only (variable). The drop in interest rates during the year resulted in interest payable on this loans being less than budgeted.								
12	Net loss on disposal of property, infrastructure, plant and equipment	Primarily due to the disposal of \$1,661,986 in infrastructure assets, which was not budgeted for.								
13	Other expenses	Consists of audit fees, and councillor allowances, budgeted as materials and services.								

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 1: Performance against budget (continued)

1.2 Capital works

	Budget 2018 \$	Actual 2018 \$	Variance 2018 \$	%	Ref
Property					
Land	92,000	49,355	(42,645)	-46%	1
Total Land	92,000	49,355	(42,645)		
Buildings	515,500	540,365	24,865	5%	
Total Buildings	515,500	540,365	24,865		
Total Property	607,500	589,720	(17,780)		
Plant and Equipment					
Plant, machinery and equipment	788,000	629,825	(158,175)	-20%	2
Fixtures, fittings and furniture	61,000	15,807	(45,193)	-74%	3
Total Plant and Equipment	849,000	645,632	(203,368)		
Infrastructure					
Roads	4,098,000	8,109,340	4,011,340	98%	4
Kerb and channel	128,000	249,581	121,581	95%	5
Pathways	114,300	178,477	64,177	56%	6
Bridges and major culverts	305,738	1,321,890	1,016,152	332%	7
Drainage	2,990,000	784,279	(2,205,721)	-74%	8
Minor culverts	60,000	616,468	556,468	927%	9
Waste water assets	15,000	–	(15,000)	-100%	10
Traffic control facilities	–	8,753	8,753	100%	11
Total Infrastructure	7,711,038	11,268,788	3,557,750		
Total Capital Works Expenditure	9,167,538	12,504,140	3,336,602		
Represented by:					
New asset expenditure	1,343,300	1,112,984	(230,316)		
Asset renewal expenditure	3,996,238	10,269,818	6,273,580		
Asset expansion expenditure	–	36,396	36,396		
Asset upgrade expenditure	3,828,000	1,084,942	(2,743,058)		
Total Capital Works Expenditure	9,167,538	12,504,140	3,336,602		

Ref	Item	Explanation
1	Land	Primarily due to \$44,000 in renewal surrounds budgeted for, only \$23,990 expended, and \$10,000 for Talbot Landfill Rehabilitation works which were not expended.
2	Plant, machinery and equipment	Council had budgeted to purchase a new Street Sweeper during the year (\$120,000 budgeted), this purchase did not occur.
3	Fixtures, fittings and furniture	Council had budgeted to spend \$25,000 on its PC Network (only \$7,963 expended) and \$25,000 on Server Upgrades which did not occur during the year.
4	Roads	Due to \$4,630,391 expended on flood related road renewal works during the year, which was budgeted for as operating expenditure.
5	Kerb and channel	Due to a number of projects budgeted for as Roads, which had kerb and channel components including <div> <div>Rodborough Rd at Reservoir Repairs</div> <div>29,665</div> <div>Tweeddale Street – Broadway to Inkerman Street</div> <div>11,691</div> <div>Majorca Rd – Stage 2 Loch Street to Nelson St</div> <div>9,452</div> <div>Luke Court Renewal/Upgrade (Part RTR)</div> <div>24,115</div> <div>Tullaroop Rd Chaplins Rd Intersection</div> <div>16,830</div> <div>91,753</div> </div>
6	Pathways	Due to a number of projects budgeted for as Roads, which had pathway components including <div> <div>Tweeddale Street – Broadway to Inkerman Street</div> <div>7,809</div> <div>Majorca Rd – Stage 2 Loch Street to Nelson St</div> <div>40,931</div> <div>48,740</div> </div>
7	Bridges and major culverts	Due to \$846,836 expended on flood related bridge and major culvert renewal works during the year, which were budgeted for as operating expenditure.
8	Drainage	Council had budgeted \$2,539,000 in flood mitigation works, whereas only \$349,639 was expended during the year.
9	Minor culverts	Due to \$461,701 expended on flood related minor culvert renewal works during the year, which were budgeted for as operating expenditure.
10	Waste water assets	Council had budgeted to expend \$15,000 on the Recycled Watermain replacement, which did not occur.
11	Traffic control facilities	Due to the Tullaroop Rd Chaplins Rd Intersection works (budgeted for as roads) which had a traffic control facility expenditure component of \$7,137.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
Note 2: Funding for the delivery of our services		
2.1 Rates and service charges		
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 buildings inclusive).		
The valuation base used to calculate general rates for 2017–2018 was \$1,757 million (2016–2017 was \$1,736 million). The 2017–2018 general rate – cents in the CIV dollar was 0.5447 (2016–2017, was 0.5340).		
Residential	7,759,460	7,507,036
Commercial	1,141,143	1,121,280
Industrial	212,165	200,784
Farm and Rural	1,589,571	1,556,551
Vacant land	643,829	632,998
Recreation and Cultural	257	252
Garbage Charge	2,650,526	2,560,904
Interest on rates and charges	47,780	56,527
Total rates and service charges	14,044,731	13,636,332
The date of the last general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation was first applied to the rating period commencing 1 July 2016.		
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.		
2.2 Statutory fees and fines		
Infringements and costs	36,092	53,912
Town planning fees	151,075	112,676
Land information and building certificate fees	13,642	12,546
Permits	102,018	129,070
Registrations	129,323	136,841
Other	3,382	6,933
Total statutory fees and fines	435,532	451,978
Statutory 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.		
2.3 User charges		
Rent	32,214	45,102
Vic Roads agency fees	239,637	238,241
Contract care fees	233,612	355,177
Greenwaste fees	81,868	71,360
Hire fees	57,178	71,823
User charges – Energy Breakthrough	165,145	156,791
Community service charges	764,700	740,095
Caravan park fees	77,020	62,156
Other user fees	565,114	484,189
Total user charges	2,216,488	2,224,934
User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.		

2.4 Funding from other levels of government	2018 \$	2017 \$
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	5,717,012	6,731,414
State funded grants	8,936,567	6,261,099
Total grants received	14,653,579	12,992,513
Operating Grants		
<i>Recurrent – Commonwealth Government</i>		
Commonwealth Financial Assistance Grants – unallocated	2,729,934	3,793,612
Commonwealth Financial Assistance Grants – local roads	1,195,097	1,698,020
Commonwealth Home Support Program	696,733	–
<i>Recurrent – State Government</i>		
Community	1,437,233	1,227,572
Health & Human Services	2,161,236	2,691,976
Heritage & Culture	148,011	146,248
Recreation	18,303	88,480
Transport	–	10,000
Administration	40,000	–
Waste & Environment	116,414	30,869
Total recurrent operating grants	8,542,961	9,686,777
Capital Grants		
<i>Recurrent – Commonwealth Government</i>		
Roads to recovery	1,095,248	1,239,782
<i>Recurrent – State Government</i>		
Nil		
Total recurrent capital grants	1,095,248	1,239,782
<i>Non-recurrent – State Government</i>		
Community	8,750	–
Community – Flood Works	4,200,691	1,500,000
Heritage and Culture	–	220,000
Recreation	64,301	193,454
Transport	741,628	152,500
Total non-recurrent capital grants	5,015,370	2,065,954
Total capital grants	6,110,618	3,305,736
Total grants	14,653,579	12,992,513
Unspent grants received on condition that they be spent in a specific manner		
Balance at start of year	1,435,658	2,016,412
Received during the financial year and remained unspent at balance date	308,502	1,316,301
Received in prior years and spent during the financial year	(1,410,918)	(1,897,055)
Balance at year end	333,242	1,435,658

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
Note 2: Funding for the delivery of our services (continued)		
2.5 Contributions		
Monetary		
Parks, open space and streetscapes	10,600	30,605
Contributions from community groups	376,711	303,940
Total monetary contributions	387,311	334,545
Contributions of non monetary assets were received in relation to the following asset classes		
Artwork collection	–	6,960
Plant and equipment	5,000	–
Land under roads	157,636	–
Gravel contributions	224,766	–
Total non monetary contributions	387,402	6,960
Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		
2.6 Net loss on disposal of property, infrastructure, plant and equipment		
Proceeds of sale	213,482	637,555
Written down value of assets disposed	(273,792)	(602,327)
Written down value of infrastructure assets written off	(1,661,986)	(1,362,848)
Total net loss on disposal of property, infrastructure, plant and equipment	(1,722,296)	(1,327,620)
The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.		
2.7 Other income		
Interest on investments	128,430	211,325
Rent	45,610	44,728
Donations/ sponsorships	10,000	2,392
Special Charge Scheme	33,765	73,756
Reimbursements	44,410	111,333
Other	9,579	17,522
Total other income	271,794	461,056
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.		
2.8 Found and gifted assets		
Infrastructure assets	1,279,924	2,765,896
Total found and gifted assets	1,279,924	2,765,896

Found assets arise as a result of Council's continuous inspection regime/asset management processes. Where an asset is identified as not being currently recorded in Council's asset management system, it is brought to account in accordance with Council's asset valuation methodology as per Note 5.2.

Note 3: The cost of delivering services

3.1 Employee costs

	2018 \$	2017 \$
Wages and salaries	10,200,648	10,028,947
Long Service Leave	446,171	350,800
Superannuation	1,036,277	964,275
Fringe benefits tax	128,819	133,481
WorkCover insurance premium	148,666	173,208
Other employee related expenses	141,088	143,122
Total employee costs	12,101,669	11,793,833

Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	93,598	123,907
	93,598	123,907
Defined benefits employer contributions payable at reporting date.	–	–

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	551,767	486,863
Employer contributions – other funds	316,003	287,147
	867,770	774,010
Employer contributions payable at reporting date.	74,909	66,358

Refer to note 8.3 for further information relating to Council's superannuation obligations.

3.2 Materials and services

Contractors	6,431,126	5,895,891
Operating lease payments	117,483	107,141
Grants and contributions	146,243	189,832
Event support – Energy Breakthrough	345,100	320,120
Section 86 committees of management	116,594	103,139
Other materials and services	1,205,831	1,287,214
Total materials and services	8,362,377	7,903,337

3.3 Bad and doubtful debts

Other debtors	24,268	15,530
Total bad and doubtful debts	24,268	15,530

Movement in provision for doubtful debts

Balance at the beginning of the year	(25,635)	(27,684)
New provisions recognised during the year	(22,360)	785
Amounts already provided for and written off as uncollectable	2,783	1,264
Balance at end of year	(45,212)	(25,635)

Provision for doubtful debt is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
Note 3: The cost of delivering services (continued)		
3.4 Depreciation		
Property – buildings	1,266,075	1,260,891
Plant, machinery and equipment	415,555	327,587
Fixtures, fittings and furniture	131,585	211,779
Infrastructure	5,409,153	4,987,685
Total depreciation	7,222,368	6,787,942
Refer to note 5.2 for a more detailed breakdown of depreciation charges and accounting policy.		
3.5 Borrowing costs		
Interest on borrowings	157,279	215,960
Total borrowing costs	157,279	215,960
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.		
3.6 Other expenses		
Councillors' allowances	303,913	229,386
Auditors' remuneration – internal auditor	50,987	–
Auditors' remuneration – audit of the financial statements, performance statements and grant acquittals by the Victorian Auditor General's Office (VAGO)	43,200	44,800
Total other expenses	398,100	274,186

Note 4: Our financial position

4.1 Financial assets

(a) Cash and cash equivalents

	2018 \$	2017 \$
Term deposits	5,000,000	4,503,264
Cash at bank	2,463,846	1,067,309
Cash on hand	1,000	1,450
Total cash and cash equivalents	7,464,846	5,572,023

(b) Other financial assets

Term deposits – current	1,520,965	3,520,455
Total other financial assets	1,520,965	3,520,455

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

– Trust funds and deposits (Note 4.4)	436,138	354,221
– Unexpended grants (note 2.4)	308,502	1,316,301
Total restricted funds	744,640	1,670,522
Total unrestricted cash and cash equivalents	6,720,206	3,901,501

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.

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.

(c) Trade and other receivables

Current

Statutory receivables

Rates debtors	1,182,745	1,103,529
Total statutory receivables	1,182,745	1,103,529

Others

Net Australian Tax Office – GST receivable	178,778	282,437
Victorian Government Grant Debtors	369,213	282,548
Infringements	10,230	13,642
Employee Related debtors	14,524	14,418
Families and Child Care	69,823	67,657
Private works	18,830	9,128
Aged Care	47,277	46,621
Special Charge Scheme	11,302	5,625
Sundry debtors	129,214	135,601
Total other receivables	849,191	857,677

Provision for doubtful debts – other debtors	(45,212)	(25,635)
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Total current trade and other receivables	1,986,724	1,935,571
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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.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
Note 4: Our financial position (continued)		
4.1 Financial assets (continued)		
(c) Trade and other receivables (continued)		
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)	583,618	689,276
Past due by up to 30 days	117,892	70,236
Past due between 31 and 180 days	95,983	71,452
Past due between 181 and 365 days	51,698	24,324
Past due by more than 1 year	—	2,389
Total trade and other receivables	849,191	857,677
4.2 Non-financial assets		
(a) Inventories		
Inventories held for sale	98,191	70,943
Total inventories	98,191	70,943
Inventories held for sale are measured at the lower of cost and net realisable value.		
(b) Other assets		
Prepayments	264,777	265,602
Accrued Income	18,116	1,527,531
Total other assets	282,893	1,793,133
4.3 Interest-bearing loans and borrowings		
Current		
Borrowings – secured (1)	2,846,293	3,340,953
Finance lease	11,260	11,267
	2,857,553	3,352,220
Non-current		
Borrowings – secured (1)	1,596,934	1,660,476
Finance lease	5,630	16,883
	1,602,564	1,677,359
Total	4,460,117	5,029,579
(1) Borrowings are secured by a charge over the general rates of the Council.		
(a) The maturity profile for Council's borrowings is:		
Not later than one year	2,846,293	3,340,953
Later than one year and not later than five years	1,596,934	1,660,476
Total	4,443,227	5,001,429

4.3 Interest-bearing loans and borrowings (continued)	2018	2017
	\$	\$
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.		
(b) The maturity profile for Council's finance lease liability is:		
Not later than one year	11,260	11,267
Later than one year and not later than five years	5,630	16,883
Total	16,890	28,150

4.4 Payables

Trade and other payables

Trade payables	2,335,161	2,247,622
Accrued salaries and wages	234,804	212,885
Unearned revenue	7,136	5,843
Accrued interest	10,359	13,644
Total trade and other payables	2,587,460	2,479,994

Trust funds and deposits

Refundable deposits	73,300	87,700
Retention amounts	346,626	248,280
Fire Services Property Levy	16,212	18,241
Total trust funds and deposits	436,138	354,221

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

Refundable deposits – Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Services Property 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.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 4: Our financial position (continued)

4.5 Provisions

	Employee provisions	Gravel Pit rehabilitation	Total
2018			
Balance at beginning of the financial year	3,095,233	79,190	3,174,423
Additional provisions	920,223	–	920,223
Amounts used	(983,405)	–	(983,405)
Decrease in the discounted amount arising because of time and the effect of any change in the discount rate	–	(10,075)	(10,075)
Balance at the end of the financial year	3,032,051	69,115	3,101,166
2017			
Balance at beginning of the financial year	2,992,163	77,761	3,069,924
Additional provisions	1,070,743	–	1,070,743
Amounts used	(967,673)	–	(967,673)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	–	1,429	1,429
Balance at the end of the financial year	3,095,233	79,190	3,174,423
Employee provisions		2018	2017
Current provisions expected to be wholly settled within 12 months		\$	\$
Annual leave		701,021	741,560
Long service leave		1,807,222	1,811,631
Total current provisions expected to be wholly settled within 12 months		2,508,243	2,553,191
Current provisions expected to be wholly settled after 12 months			
Annual leave		167,357	193,712
Total current provisions expected to be wholly settled after 12 months		167,357	193,712
Total current employee provisions		2,675,600	2,746,903
Non-current provisions			
Long service leave		356,451	348,330
Total non-current employee provisions		356,451	348,330
Aggregate carrying amount of employee provisions			
Current		2,675,600	2,746,903
Non-current		356,451	348,330
Total aggregate carrying amount of employee provisions		3,032,051	3,095,233

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

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

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.

4.5 Provisions (continued)	2018	2017
	\$	\$
Long service leave		
Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. 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.		
The following assumptions were adopted in measuring the present value of employee benefits:		
Weighted average increase in employee costs	3.875%	3.813%
Weighted average discount rates	2.174%	2.612%
Weighted average long service leave settlement period	15 years	15 years
Gravel pit rehabilitation		
Non-current provisions		
Gravel pit rehabilitation	69,115	79,190
Total non-current gravel pit rehabilitation provision	69,115	79,190
Council is obligated to restore the Dunolly and Daisy Hill Gravel Pit sites 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 Engineering Services, approved by DELWP. The liability is based on discounted values as the works are expected to be undertaken beyond the next 12 months. Council does not expect to receive reimbursement from a third party.		
Aggregate carrying amount of provisions:		
Current	2,675,600	2,746,903
Non-current	425,566	427,520
Total aggregate carrying amount of provisions	3,101,166	3,174,423
4.6 Financing arrangements		
Credit card facilities	50,000	50,000
Total facilities	50,000	50,000
Used credit card facilities	11,425	14,472
Unused facilities	38,575	35,528

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 4: Our financial position (continued)

4.7 Commitments

(a) Contractual 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.

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
2018					
Operating					
Management of Council facilities	673,000	673,000	687,000	–	2,033,000
Waste services	1,961,000	2,038,000	6,602,000	–	10,601,000
Total operating commitments	2,634,000	2,711,000	7,289,000	–	12,634,000
2017					
Operating					
Management of Council facilities	659,000	673,000	687,000	–	2,019,000
Waste services	1,866,000	3,999,000	4,316,000	–	10,181,000
Meal preparation services	45,000	–	–	–	45,000
Total operating commitments	2,570,000	4,672,000	5,003,000	–	12,245,000

(b) Operating lease commitments

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment for use within Council's activities (these obligations are not recognised as liabilities):

	2018 \$	2017 \$
Not later than one year	93,602	76,344
Later than one year and not later than five years	397,999	188,198
Later than five years	496,975	156,178
Total operating lease commitments	988,576	420,720

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

Note 5: Assets we manage

5.1 Non-current assets classified as held for sale

Industrial land held for sale

Total non-current assets classified as held for sale

Movement in non-current assets classified as held for sale

Balance at beginning of financial year

Disposals

Transfers (to)/from property, infrastructure, plant and equipment

Balance at end of financial year

	2018 \$	2017 \$
Industrial land held for sale	573,394	245,223
Total non-current assets classified as held for sale	573,394	245,223
Movement in non-current assets classified as held for sale		
Balance at beginning of financial year	245,223	1,073,939
Disposals	–	(375,479)
Transfers (to)/from property, infrastructure, plant and equipment	328,171	(453,237)
Balance at end of financial year	573,394	245,223

Valuation of industrial land held for sale

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.

Note 5: Assets we manage (continued)

5.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2017	Additions	Found assets/ Contributions	Revaluation	Depreciation	Disposal	Transfers	At Fair Value 30 June 2018
	\$	\$	\$	\$	\$	\$	\$	\$
Land	9,500,087	–	157,636	–	–	–	(278,816)	9,378,907
Buildings	37,757,141	–	–	–	(1,266,075)	–	521,981	37,013,047
Plant and Equipment	4,875,326	–	–	19,530	(547,140)	(273,792)	645,632	4,719,556
Infrastructure	245,566,807	–	1,279,924	14,930,076	(5,409,153)	(1,661,985)	11,819,215	266,524,884
Work in progress	932,201	12,504,140	–	–	–	–	(13,046,164)	390,177
TOTAL	298,631,562	12,504,140	1,437,560	14,949,606	(7,222,368)	(1,935,777)	(338,152)	318,026,571

Summary of Work in Progress (WIP)

	Opening WIP	Additions	Transfers	Write Offs	Closing WIP
Buildings	2,664	589,720	(571,336)	–	21,048
Plant and Equipment	9,981	645,632	(645,632)	(9,981)	–
Infrastructure	919,556	11,268,788	(11,819,215)	–	369,129
TOTAL	932,201	12,504,140	-13,036,183	(9,981)	390,177

Asset recognition thresholds and depreciation periods

Asset category	Depreciation Period (years)		Threshold Limit
	2018	2017	
Property			
land	–	–	1
land improvements	5–100 years	5–100 years	2,000
Buildings			
buildings	2–70 years	2–70 years	5,000
building improvements	5–100 years	5–100 years	2,000
Plant and Equipment			
plant, machinery and equipment	2–40 years	2–40 years	2,000
fixtures, fittings and furniture	2–20 years	2–20 years	2,000
computers and telecommunications	2–10 years	2–10 years	2,000
artworks	–	–	1
Infrastructure			
road pavements and seals	15–60 years	15–60 years	10,000
kerb and channel	20–50 years	20–50 years	1,000
pathways	30–50 years	30–50 years	1,000
bridges and major culverts	70–100 years	70–100 years	10,000
drainage	40–100 years	40–100 years	3,000
minor culverts	80 years	80 years	600
monuments	200 years	200 years	2,000
waste water assets	20–60 years	20–60 years	10,000
traffic control facilities	50 years	50 years	5,000

Note 5: Assets we manage (continued)

5.2 Property, infrastructure, plant and equipment (continued)

(a) Property

	Lands under Roads – specialised	Land	Total Land	Buildings	Total Buildings	Work In Progress	Total Property
	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2017	223,850	9,276,237	9,500,087	83,229,919	83,229,919	2,664	92,732,670
Accumulated depreciation at 1 July 2017	–	–	–	(45,472,778)	(45,472,778)	–	(45,472,778)
Written down value at 1 July 2017	223,850	9,276,237	9,500,087	37,757,141	37,757,141	2,664	47,259,892
Movements in fair value							
Additions	–	–	–	–	–	589,720	589,720
Gifted assets	157,636	–	157,636	–	–	–	157,636
Transfers	–	(278,816)	(278,816)	521,981	521,981	(571,336)	(328,171)
Movements in value for year	157,636	(278,816)	(121,180)	521,981	521,981	18,384	419,185
Movements in accumulated depreciation							
Depreciation	–	–	–	(1,266,075)	(1,266,075)	–	(1,266,075)
Movements in accumulated depreciation for year	–	–	–	(1,266,075)	(1,266,075)	–	(1,266,075)
At fair value 30 June 2018	381,486	8,997,421	9,378,907	83,751,900	83,751,900	21,048	93,151,855
Accumulated depreciation at 30 June 2018	–	–	–	(46,738,853)	(46,738,853)	–	(46,738,853)
Written down value at 30 June 2018	381,486	8,997,421	9,378,907	37,013,047	37,013,047	21,048	46,413,002

(b) Plant and Equipment

	Plant, machinery and equipment	Fixtures, fittings and furniture	Artwork collection	Library collection	Work In Progress	Total plant and equipment
	\$	\$	\$	\$	\$	\$
At fair value 1 July 2017	7,256,015	3,543,615	210,990	329,747	9,981	11,350,348
Accumulated depreciation at 1 July 2017	(3,246,316)	(3,218,725)	–	–	–	(6,465,041)
Written down value at 1 July 2017	4,009,699	324,890	210,990	329,747	9,981	4,885,307
Movements in fair value						
Additions	–	–	–	–	645,632	645,632
Revaluation increments/decrements	–	–	–	19,530	–	19,530
Disposals	(572,060)	–	–	–	–	(572,060)
Transfer recognised in operating result	–	–	–	–	(9,981)	(9,981)
Transfers	629,825	15,807	–	–	(645,632)	–
Movements in value for year	57,765	15,807	–	19,530	(–9,981)	83,121
Movements in accumulated depreciation						
Depreciation	(415,555)	(131,585)	–	–	–	(547,140)
Accumulated depreciation of disposals	298,268	–	–	–	–	298,268
Movements in accumulated depreciation for year	(117,287)	(131,585)	–	–	–	(248,872)
At fair value 30 June 2018	7,313,780	3,559,422	210,990	349,277	–	11,433,469
Accumulated depreciation at 30 June 2018	(3,363,603)	(3,350,310)	–	–	–	(6,713,913)
Written down value at 30 June 2018	3,950,177	209,112	210,990	349,277	–	4,719,556

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

5.2 Property, infrastructure, plant and equipment

(c) Infrastructure

	Roads \$	Bridges \$	Footpaths & cycleways \$	Drainage \$	Other structures \$	Work in progress \$	Total Infrastructure \$
At fair value 1 July 2017	229,385,358	39,595,211	8,834,498	20,550,847	25,748,079	919,556	325,033,549
Accumulated depreciation at 1 July 2017	(48,718,612)	(12,971,646)	(2,340,735)	(6,064,908)	(8,451,285)	–	(78,547,186)
Written down value at 1 July 2017	180,666,746	26,623,565	6,493,763	14,485,939	17,296,794	919,556	246,486,363
Movements in fair value							
Additions	–	–	–	–	–	11,268,788	11,268,788
Gifted assets	821,866	35,497	120,780	–	301,781	–	1,279,924
Revaluation	7,592,076	1,637,732	20,841	219,903	5,459,524	–	14,930,076
Disposals	(1,902,659)	(254,035)	(33,232)	–	(530,492)	–	(2,720,418)
Transfers	8,594,727	1,460,086	112,375	785,772	866,255	(11,819,215)	(0)
Movements in value for year	15,106,010	2,879,280	220,764	1,005,675	6,097,068	(550,427)	24,758,370
Movements in accumulated depreciation							
Depreciation	(4,159,841)	(414,511)	(200,251)	(206,982)	(427,568)	–	(5,409,153)
Accumulated depreciation of disposals	938,956	64,677	9,448	–	45,352	–	1,058,433
Movements in accumulated depreciation for year	(3,220,885)	(349,834)	(190,803)	(206,982)	(382,216)	–	(4,350,720)
At fair value 30 June 2018	244,491,368	42,474,491	9,055,262	21,556,522	31,845,147	369,129	349,791,919
Accumulated depreciation at 30 June 2018	(51,939,497)	(13,321,480)	(2,531,538)	(6,271,890)	(8,833,501)	–	(82,897,906)
Written down value at 30 June 2018	192,551,871	29,153,011	6,523,724	15,284,632	23,011,646	369,129	266,894,013

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 5: Assets we manage (continued)

5.2 Property, infrastructure, plant and equipment (continued)

Recognition and measurement of property, infrastructure, plant and equipment

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.

Land under roads

Council recognises land under roads that it owns at fair value.

Depreciation

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 previously and are consistent with the prior year unless otherwise stated.

Finance leases

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that Council will obtain ownership of the asset or over the term of the lease, whichever is shorter. Leased assets are currently being amortised over a 10 year period.

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.

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer, VRC Property Service (Michael Marsiglio Certified Practising Valuer API Member No. 63349), as at 30 June 2014. 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 unserved) 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 will have a significant impact on the fair value of these assets.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 5: Assets we manage (continued)

5.2 Property, infrastructure, plant and equipment (continued)

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2018 are as follows:

	Date of Valuation	Level 1	Level 2	Level 3
Specialised land	30.06.2018	–	–	381,486
Land	30.06.2014	–	–	8,997,421
Buildings	30.06.2014	–	–	37,013,047
Total property		–	–	46,391,954

Valuation of infrastructure

The valuation of infrastructure assets has been determined as at 30 June 2018 in accordance with work undertaken by Council's Asset Coordinator William Scott (B Eng/Bus).

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Those asset groups recorded at Council valuation are subject to an annual indexation process based on the consumer price index movement.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2018 are as follows:

	Date of Valuation	Level 1	Level 2	Level 3
Roads	30.06.2018	–	–	192,551,871
Footpaths and cycleways	30.06.2018	–	–	6,523,724
Drainage	30.06.2018	–	–	15,284,632
Bridges	30.06.2018	–	–	29,153,011
Other structures	30.06.2018	–	–	23,011,646
Total infrastructure		–	–	266,524,884

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 \$71 and \$117 per square metre.

Specialised buildings are valued using a depreciated 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 \$150 to \$2,910 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings 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 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 depreciated 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 200 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.

	2018 \$	2017 \$
Reconciliation of specialised land		
Land under roads	381,486	223,850
Total specialised land	381,486	223,850

5.3 Investments in associates, joint arrangements and subsidiaries

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

Committees of management

All entities controlled by Council that have material revenues, expenses, assets and liabilities, such as Committees of Management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

The following *Local Government Act 1989* Section 86 Committees of Council has been consolidated into this financial report: Energy Breakthrough and the Tullaroop Leisure Centre.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 6: People and relationships

6.1 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 2018 Council does not have any interests in any subsidiaries and/or associates.

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors/ Administrators

Councillor Geoff Lovett (Mayor 01.07.2017 to 23.08.2017)
 Councillor Helen Broad (01.07.2017 to 23.08.2017)
 Councillor Bob Henderson (01.07.2017 to 23.08.2017)
 Councillor Chris Meddows-Taylor (01.07.2017 to 23.08.2017)
 Councillor Wendy McIvor (01.07.2017 to 23.08.2017)
 Councillor Gerard Murphy (01.07.2017 to 23.08.2017)
 Councillor Paula Nixon (01.07.2017 to 23.08.2017)
 Interim Administrator Mark Davies (26.08.2017 to 12.12.2017)
 Chief Administrator Noel Harvey (13.12.2017 to 30.06.2018)
 Administrator Hugh Delahunty (13.12.2017 to 30.06.2018)
 Administrator Karen Douglas (13.12.2017 to 30.06.2018)

Chief Executive Officer and other Key Management Personnel

Mark Johnston – Chief Executive Officer (01.07.2017 to 25.08.2017)
 Vince Haining – Interim Chief Executive Officer (31.07.2017 to 05.03.2018)
 Lucy Roffey – Chief Executive Officer (05.03.2018 to 30.06.2018)
 David Sutcliffe – General Manager Technical Services (01.07.2017 to 27.4.2018)
 Venkat Peteti – General Manager Corporate & Community Services (01.07.2017 to 27.4.2018)
 Sharon Fraser – General Manager Go Goldfields (01.07.2017 to 15.09.2017)
 Sandra Hamilton – Acting General Manager Go Goldfields (18.09.2017 to 01.06.2018)
 Rebecca Stockfeld – General Manager Infrastructure Assets & Planning (21.05.2018 to 30.06.2018)
 Paul Brumby – General Manager Corporate Performance (21.05.2018 to 30.06.2018)
 Brenton West – General Manager Community Wellbeing (04.06.2018 to 30.06.2018)
 Travis Heeney – Director Business Transformation (16.10.2017 to 13.04.2018)
 Melanie Rogers – Director Business Transformation (30.04.2018 to 30.06.2018)

6.1 Council and key management remuneration (continued)

Total Number of Councillors/Administrators
 Chief Executive Officer and other Key Management Personnel
 Other people who have acted as Key Management Personnel throughout the year

Total Key Management Personnel

(c) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

Short-term benefits

Termination benefits

Long-term benefits

Total Remuneration of Key Management Personnel

	2018 No.	2017 No.
Total Number of Councillors/Administrators	11	9
Chief Executive Officer and other Key Management Personnel	11	7
Other people who have acted as Key Management Personnel throughout the year	1	2
Total Key Management Personnel	23	19
(c) Remuneration of Key Management Personnel	2018	2017
Total remuneration of key management personnel was as follows:	\$	\$
Short-term benefits	1,245,787	1,242,591
Termination benefits	250,949	–
Long-term benefits	56,645	142,645
Total Remuneration of Key Management Personnel	1,553,381	1,385,236

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

Income Range:

\$1 – \$9,999	6	2
\$10,000 – \$19,999	5	3
\$20,000 – \$29,999	–	4
\$30,000 – \$39,999	–	1
\$40,000 – \$49,999	4	1
\$70,000 – \$79,999	1	–
\$80,000 – \$89,999	2	1
\$90,000 – \$99,999	1	1
\$100,000 – \$109,999	1	1
\$130,000 – \$139,999	–	1
\$140,000 – \$149,999	–	1
\$160,000 – \$169,999	1	–
\$180,000 – \$189,999	–	1
\$260,000 – \$269,999	–	1
\$280,000 – \$289,999	1	1
\$320,000 – \$329,999	1	–
Total Key Management Personnel	23	19

(d) Senior Officers 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 \$145,000

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

Income Range:

\$30,000 – \$39,999	1	–
\$110,000 – \$119,999	1	–
\$145,000 – \$149,999	1	1
	3	1

Total Remuneration for the reporting year for Senior Officers included above, amounted to

300,012	145,874
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NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	2018 No.	2017 No.
Note 6: People and relationships		
6.2 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 Asteria Services Inc (Cr Chris Meddows-Taylor was a Director)	231	6,773
– Payments to Bendigo Tourism Board associated with Victorian Goldfields Tourism Executive Inc (Cr Chris Meddows-Taylor was Chairman)	750	13,700
– Payments to Unified Community Sports & Leisure Centre Pty Ltd (Cr Gerard Murphy was a Director)	109,833	659,000
– Payments to Bent Stems (associated with Cr Paula Nixon)	–	1,608
– Payments to Rinaldis Fashion (associated with Cr Barry Rinaldi)	–	2,261
– Payments to Central Victorian Greenhouse Alliance (Cr Barry Rinaldi was Chair)	–	14,850
Total transactions with related parties	110,814	698,192
All of the above transactions were at arms length and in the normal course of Council's business.		
(b) Outstanding balances with related parties		
The following balances are outstanding at the end of the reporting period in relation to transactions with related parties		
Purchase of goods and services under normal trading terms	–	200
Total outstanding balances with related parties as at 30 June	–	200

Note 7: Managing uncertainties

7.1 Contingent assets and liabilities

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 \$0 paid during the 2017-18 year (\$0 paid during the 2016-17 year). There were no contributions outstanding and no loans issued from or to the above scheme as at 30 June 2018. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2019 are \$90,000.

Contingent liabilities

Guarantees

(a) Reinstatement of quarries

Council has provided a bank guarantee to DELWP for the reinstatement of quarries.

At balance date the Council's exposure as a result of these guarantees is:

	2018 \$	2017 \$
Bank guarantee – Department of Environment, Land, Water and Planning	60,500	60,500

(b) Waste disposal site rehabilitation

The Council operated a waste disposal site at 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.

	460,000	460,000
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The Council is not aware of any other contingent liabilities as at the date of this report.

Contingent assets

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

Council has lodged \$499,729 in claims which are currently being assessed by the Natural Disaster Financial Assistance Team (Department of Treasury and Finance) for flood related expenditure incurred during the 2017–2018 year. Council expects to receive full reimbursement of the claim amounts.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 7: Managing uncertainties (continued)**7.2 Change in accounting standards**

The following new Australian Accounting Standards (AAS's) have been issued that are not mandatory for the 30 June 2018 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

Financial Instruments – Disclosures (AASB 7) (applies 2018/19)

This Standard requires entities to provide disclosures in their financial statements that enable users to evaluate: (a) the significance of financial instruments for the entity's financial position and performance; and (b) the nature and extent of risks arising from financial instruments to which the entity is exposed.

Financial Instruments (AASB 9) (applies 2018/19)

The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier, as opposed to the current approach that recognises impairment only when incurred.

Revenue from contracts with customers (AASB 15) (applies 2019/20 for Local Government sector)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019/20)

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

Leases (AASB 16) (applies 2019/20)

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)

This standard replaces AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable to not-for-profit entity to further its objectives.

7.3 Financial Instruments**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) and payables (excluding statutory payables). 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.

(c) 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 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 1989. 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 rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

7.3 Financial Instruments (continued)

(d) 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. To help manage this risk:

- Council has a policy for establishing credit limits for the entities it deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have the recognised credit rating specified in its 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. At balance date Council has not provided any guarantees to any third parties.

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.

(e) 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:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis.

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 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.

All financial liabilities are expected to be settled within normal terms of trade.

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

(f) 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 +2.0% and -1.0% in market interest rates (AUD) from year-end cash rates of 2.65% (2.60% at 30 June 2017).

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.

7.4 Fair value measurement

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.

AASB 13 defines fair value as 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. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

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.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

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 three to five 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.

7.4 Fair value measurement (continued)

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.

7.5 Events occurring after balance date

On 15 August 2018 Council received a writ regarding a ex-employee's exposure to asbestos. The claim is currently being investigated, and the outcome and the timing and amount of any potential liability can not be reliably assessed.

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

Note 8: Other matters

8.1 Reserves

(a) Asset revaluation reserve

	Balance at beginning of reporting period \$	Increment (decrement) \$	Balance at end of reporting period \$
2018			
Plant and equipment			
Library book stock	29,729	19,530	49,259
	29,729	19,530	49,259
Property			
Land	4,015,354	–	4,015,354
Buildings	16,605,590	–	16,605,590
Total property revaluation reserve	20,620,944	–	20,620,944
Infrastructure			
Roads	119,945,070	7,592,077	127,537,147
Kerb and channel	10,128,284	64,548	10,192,832
Pathways	4,213,591	20,841	4,234,432
Bridges and major culverts	18,698,536	1,637,732	20,336,268
Drainage	5,325,022	219,903	5,544,925
Minor culverts	1,866,124	5,332,019	7,198,143
Monuments	321,371	1,815	323,186
Waste water assets	255,678	4,814	260,492
Traffic control facilities	33,591	56,327	89,918
Total infrastructure revaluation reserve	160,787,267	14,930,076	175,717,343
Total asset revaluation reserves	181,437,940	14,949,606	196,387,546
2017			
Plant and equipment			
Library book stock	–	29,729	29,729
	–	29,729	29,729
Property			
Land	4,015,354	4,015,354	
Buildings	16,605,590	16,605,590	
Total property revaluation reserve	20,620,944	–	20,620,944
Infrastructure			
Roads	106,061,454	13,883,616	119,945,070
Kerb and channel	10,553,361	(425,077)	10,128,284
Pathways	3,223,272	990,319	4,213,591
Bridges and major culverts	19,857,629	(1,159,093)	18,698,536
Drainage	5,019,571	305,451	5,325,022
Minor culverts	1,592,701	273,423	1,866,124
Monuments	194,706	126,665	321,371
Waste water assets	251,516	4,162	255,678
Traffic control facilities	36,566	(2,975)	33,591
Total infrastructure revaluation reserve	146,790,776	13,996,491	160,787,267
Total asset revaluation reserves	167,411,720	14,026,220	181,437,940

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

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 8: Other matters (continued)

8.1 Reserves (continued)

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Balance at end of reporting period \$
(b) Other reserves			
2018			
Unfunded superannuation	350,000	100,000	450,000
Open space	–	10,600	10,600
Total other reserves	350,000	110,600	460,600
2017			
Unfunded superannuation	250,000	100,000	350,000
Total other reserves	250,000	100,000	350,000

The nature and purpose of each reserve is listed below:

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.

8.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2018 \$	2017 \$
Surplus/(deficit) for the year	3,688,404	4,555,806
Depreciation	7,222,368	6,787,942
Net loss on disposal of property, infrastructure, plant and equipment	1,722,296	1,327,620
Borrowing costs	157,279	215,960
Contributions – non monetary assets	(387,402)	(6,960)
Gifted/Found assets	(1,279,924)	(2,765,896)
Change in assets and liabilities:		
(Increase)/Decrease in trade and other receivables	(51,154)	(296,313)
Decrease in inventories	(27,248)	31,752
(Increase) in prepayments	825	–
(Increase)Decrease in accrued income	1,509,415	(1,398,286)
Increase in trade and other payables	345,498	100,417
Increase/(Decrease) in provisions	(73,257)	103,069
Increase/(Decrease) in trust funds and deposits	81,917	(58,580)
Net cash provided by operating activities	12,909,017	8,596,531

8.3 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 categories, Vision MySuper/Vision Super Saver, receive 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 2018, this was 9.5% as required under Superannuation Guarantee legislation).

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 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 2017, a full triennial actuarial investigation was completed. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 103.1%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

Net investment returns 6.5% pa
Salary information 3.5% pa
Price inflation (CPI) 2.5% pa.

Vision Super has advised that the actual VBI at 30 June 2018 was 106.0%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2017 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 2017 triennial 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 2018, this rate was 9.5% of members' salaries (9.5% in 2016/2017). This rate will increase in line with any increases in the SG contribution rate. 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.

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.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Note 8: Other matters (continued)**8.3 Superannuation (continued)**

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.

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.

2017 triennial actuarial investigation surplus amounts

The Fund's triennial investigation as at 30 June 2017 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$69.8 million

A total service liability surplus of \$193.5 million.

A discounted accrued benefits surplus of \$228.8 million.

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 2017. Council was notified of the 30 June 2017 VBI during August 2017.

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.

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 the investigation date. "

2018 interim actuarial investigation

An interim actuarial investigation will be conducted for the Fund's position as at 30 June 2018. It is anticipated that this actuarial investigation will be completed in December 2018.

CERTIFICATION OF THE FINANCIAL STATEMENTS

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.



Anna Bartlett

Principal Accounting Officer

Date: 25th September 2018

Maryborough

In our opinion the accompanying financial statements present fairly the financial transactions of Central Goldfields Shire Council for the year ended 30 June 2018 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which 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 2014 to certify the financial statements in their final form.



Noel Harvey

Chair of Administrators

Date: 25th September 2018

Maryborough



Karen Douglas

Administrator

Date: 25th September 2018

Maryborough



Lucy Roffey

Chief Executive Officer

Date: 25th September 2018

Maryborough

Independent Auditor's Report

To the Administrators of Central Goldfields Shire Council

Opinion	<p>I have audited the financial report of Central Goldfields Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2018 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial report. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2018 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Administrators' responsibilities for the financial report	<p>The Administrators of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Administrators determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Administrators are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor's
responsibilities
for the audit of
the financial
report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Administrators
- conclude on the appropriateness of the Administrators' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Administrators regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
27 September 2018



Tim Loughnan
as delegate for the Auditor-General of Victoria



PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

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 8,000. 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 significant 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 provincial 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.

The next election will be held in October 2020 with Councillors being elected for a four year term.

SUSTAINABLE CAPACITY INDICATORS

FOR THE YEAR ENDED 30 JUNE 2018

Indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	\$2,062.67	\$2,066.32	\$2,239.01	\$2,293.89	
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$20,655.48	\$21,759.13	\$22,877.53	\$23,609.58	
Population density per length of road [Municipal population / Kilometres of local roads]	9.56	9.54	9.60	10.25	
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$999.68	\$1,289.38	\$1,326.14	\$1,297.94	
Recurrent grants					
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$888.55	\$604.93	\$863.85	\$737.24	The variance is due to Council receiving its full Financial Assistance grant allocation in 2016-2017 plus 50% of its 2017-2018 allocation, whereas in the 2017-2018 year, the remaining 50% of the 2017-2018 allocation was received plus 50% of the 2018-2019 allocation.
Disadvantage					
Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	1.00	1.00	1.00	1.00	

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”.
- “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 website.

SERVICE PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2018

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Aquatic Facilities					
Utilisation					
Utilisation of aquatic facilities	7.00	6.82	7.29	7.58	
[Number of visits to aquatic facilities / Municipal population]					
Animal Management					
Health and safety					
Animal management prosecutions	1.00	0.00	0.00	0.00	There were no animal management prosecutions during the reporting period.
[Number of successful animal management prosecutions]					
Food Safety					
Health and safety					
Critical and major non-compliance outcome notifications	0.00%	80.00%	100.00%	0.00%	There were no critical and major non-compliance notifications received
[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] × 100					
Governance					
Satisfaction					
Satisfaction with council decisions	64.00	58.00	51.00	42.00	Council has adopted a Community Engagement Framework and will be introducing improved methods of engagement to make Council decisions more accessible to the community.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]					

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Home and Community Care (HACC)					
Participation					
Participation in HACC service	25.00%	23.14%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of people that received a HACC service / Municipal target population for HACC services] × 100					
Participation					
Participation in HACC service by CALD people	25.00%	12.50%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] × 100					
Libraries					
Participation					
Active library members	32.00%	30.80%	15.22%	13.98%	
[Number of active library members / Municipal population] × 100					
Maternal and Child Health (MCH)					
Participation					
Participation in the MCH service	83.00%	83.28%	79.26%	86.14%	
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] × 100					
Participation					
Participation in the MCH service by Aboriginal children	79.00%	75.00%	69.23%	96.61%	Council works closely with our Koorie Engagement Support Officer (KESO) in the areas of service delivery and development. We are committed to ensuring our ATSI families are appropriately engaged with services. We are currently participating in a review process with our KESO aimed at improving the cultural competence of our Maternal and Child Health Nurses and service environment.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] × 100					

SERVICE PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2018

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Material Variations and Comments
Roads					
Satisfaction					
Satisfaction with sealed local roads	55.00	54.00	51.00	48.00	
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					
Statutory Planning					
Decision making					
Council planning decisions upheld at VCAT	^0^	0.00%	0.00%	0.00%	
[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] × 100					
Waste Collection					
Waste diversion					
Kerbside collection waste diverted from landfill	40.00%	41.36%	42.88%	42.70%	
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] × 100					

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 member” means a member of the library who has borrowed an item from the library collection.
- “CALD” means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English.
- “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 authorised 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*.
- “HACC” program means the Home and Community Care program established under the Agreement entered into for the purpose of the *Commonwealth Home and Community Care Act 1985*.
- “HACC” service means home help, personal care or community respite provided under the HACC program.
- “Local road” means a sealed or unsealed road for which 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 authorised 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.
- “Worksafe reportable aquatic facility safety incident” means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

FINANCIAL PERFORMANCE INDICATORS

FOR THE YEAR ENDED 30 JUNE 2018

Dimension/ indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Forecasts 2019	2020	2021	2022	Material Variations and Comments
Efficiency									
Revenue level									
Average residential rate per residential property assessment	\$1,048.14	\$1,122.14	\$1,160.71	\$1,484.46	\$1,514.36	\$1,552.22	\$1,591.02	\$1,631.08	The variance is mainly due the inclusion of garbage service charges in the 2017-2018 actual, which had not been included in previous years. Excluding garbage service charges the comparative to previous years is \$1,200.43, equating to a 3.42% increase
[Residential rate revenue / Number of residential property assessments]									
Expenditure level									
Expenses per property assessment	\$3,250.25	\$3,130.25	\$3,539.88	\$3,748.50	\$3,624.25	\$3,674.63	\$3,685.63	\$3,744.75	
[Total expenses / Number of property assessments]									
Workforce turnover									
Resignations and terminations compared to average staff	10.07%	5.37%	7.91%	12.27%	8.28%	8.28%	8.28%	8.28%	There has been an increase in staff turnover in 2017-2018 due partly to organisational structure changes and a number of retirements during the year.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] × 100									
Liquidity									
Working capital									
Current assets compared to current liabilities	130.75%	151.68%	145.77%	139.38%	141.93%	147.32%	161.56%	177.08%	
[Current assets / Current liabilities] × 100									

FINANCIAL PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2018

Dimension/ indicator/measure	Results 2015	Results 2016	Results 2017	Results 2018	Forecasts 2019	2020	2021	2022	Material Variations and Comments
Unrestricted cash									
Unrestricted cash compared to current liabilities	61.69%	97.57%	57.90%	78.12%	81.24%	92.03%	107.66%	123.27%	The variance due to a lower level of other financial assets (investments with maturities over 90 days) as at 30 June 2018, resulting in a higher level of unrestricted cash.
[Unrestricted cash / Current liabilities] × 100									
Obligations									
Asset renewal									
Asset renewal compared to depreciation	64.32%	40.62%	43.93%	142.20%	43.26%	63.30%	51.26%	53.40%	The variance is due mainly to flood related road, bridge and minor culvert works valued at \$5,938,828 capitalised in 2017-2018.
[Asset renewal expense / Asset depreciation] × 100									
Loans and borrowings									
Loans and borrowings compared to rates	65.09%	57.25%	45.65%	31.86%	26.56%	22.15%	18.11%	14.49%	The variance is due to the repayment of \$569,462 in borrowings during the 2017-2018 year.
[Interest bearing loans and borrowings / Rate revenue] × 100									
Loans and borrowings repayments compared to rates	8.23%	5.87%	11.63%	5.22%	5.09%	4.81%	4.24%	3.60%	In the 2016-2017 year \$1,064,652 in borrowing repayments were made, whereas only \$569,462 in repayments were made in the 2017-2018 year.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] × 100									
Indebtedness									
Non-current liabilities compared to own source revenue	15.24%	28.65%	12.08%	11.95%	19.36%	16.38%	13.62%	10.98%	
[Non-current liabilities / Own source revenue] × 100									

Dimension/ indicator / measure	Results 2015	Results 2016	Results 2017	Results 2018	Forecasts 2019	2020	2021	2022	Material Variations and Comments
Operating position									
Adjusted underlying result									
Adjusted underlying surplus (or deficit)	-7.10%	-6.99%	-1.01%	-11.10%	-4.34%	-3.05%	-0.94%	-0.15%	The variance is due to an increase in capital grants in the 2017 - 2018 year including \$4,200,691 for flood renewal works.
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] × 100									
Stability									
Rates concentration									
Rates compared to adjusted underlying revenue	41.08%	45.49%	39.30%	51.86%	52.64%	52.56%	52.61%	52.66%	The variance is due the inclusion of garbage service charges in the 2017-2018 actual, which had not been included in previous years. Without garbage service charges the actual would have been 42.37% equating to a 7.8% variance.
[Rate revenue / Adjusted underlying revenue] x100									
Rates effort									
Rates compared to property values	0.61%	0.65%	0.63%	0.79%	0.76%	0.78%	0.80%	0.82%	The variance is due the inclusion of garbage service charges in the 2017-2018 actual, which had not been included in previous years. Without garbage service charges the actual would have been 0.65%, equating to a 1.81% increase.
[Rate revenue / Capital improved value of rateable properties in the municipality] × 100									

FINANCIAL PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2018

Definitions

- “Adjusted underlying revenue” means total income other than:
 - d) Non-recurrent grants used to fund capital expenditure; and
 - e) Non-monetary asset contributions; and
 - f) 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).
- “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 2018

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 1989* and Local Government (Planning and Reporting) Regulations 2014.

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 2014 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 strategic resource plan, and which forms part of the council plan. The strategic resource 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 strategic resource plan can be obtained by contacting council.

CERTIFICATION OF THE PERFORMANCE STATEMENT

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.



Anna Bartlett CPA

Principal Accounting Officer

Dated: 25 September 2018

In our opinion, the accompanying performance statement of the Central Goldfields Shire Council for the year ended 30 June 2018 presents fairly the results of council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainability 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 2014 to certify this performance statement in its final form.



Noel Harvey, OAM

Chairperson of the panel of Administrators

Dated: 25 September 2018



Karen Douglas

Administrator

Dated: 25 September 2018



Lucy Roffey

Chief Executive Officer

Dated: 25 September 2018

Independent Auditor's Report

To the Administrators of Central Goldfields Shire Council

Opinion	<p>I have audited the accompanying performance statement of Central Goldfields Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2018 • sustainable capacity indicators for the year ended 30 June 2018 • service performance indicators for the year ended 30 June 2018 • financial performance indicators for the year ended 30 June 2018 • other information and • the certification of the performance statement. <p>In my opinion, the performance statement of Central Goldfields Shire Council in respect of the year ended 30 June 2018 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Administrators' responsibilities for the performance statement	<p>The Administrators are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Administrators determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.</p> <p>Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Administrators regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
27 September 2018


Tim Loughnan
as delegate for the Auditor-General of Victoria

8.13 2017-2018 BUDGET CARRY FORWARDS

Author: General Manager Corporate Performance

Responsible General Manager: 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 inform Council of the budgetary impacts of capital works projects, operating expenditure activities and grants carried forwards from the 2017-2018 financial year.

POLICY CONTEXT:

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Our Organisation

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.

BACKGROUND INFORMATION:

Prior to the commencement of each financial year Council sets a budget that outlines the financial resources required to undertake an array of capital works projects and operating expenditure activities in the next financial year.

At the end of the financial year there are usually a number of capital works and operating expenditure activities that are either incomplete or not started, but which need to be undertaken in the following financial year.

REPORT:

At the conclusion of the 2017-2018 financial year on 30 June 2018 there were 14 outstanding capital works projects that need to be completed in 2018-2019, with their combined budgets totaling \$510,556. Six operating expenditure activities also need to be undertaken in 2018-2019, with their combined budgets totaling \$126,165. Included in these twenty projects and activities are four that are fully grant funded, totaling \$134,785.

Council's 2017-2018 budget included capital expenditure totaling \$9,167,538. The carried forward capital budget of \$510,556 represents 5.6% of the total capital expenditure budget.

Council received an advance of half of its 2018-2019 financial assistance grants in June 2018, and this needs to be recognised in the 2018-2019 financial management reporting system. As outlined above, four other grant programs had unspent funds at 30 June 2018 that need to be carried forward and expended during 2018-2019.

A summary of the 2017-2018 budget carry forwards is outlined in the following table.

2017-2018 Budget Item	2017-2018 Budget	Carry Forward Amount
CAPITAL WORKS PROJECTS		
Carisbrook Landfill - New Gas Monitoring Bore	\$0	\$6,665
Kerb and Channel New/Upgrade	\$18,000	\$18,000
Locks Lane Rehabilitation	\$160,000	\$190,246
Main Drain Maryborough Renewal	\$21,000	\$18,160
Major Culvert Renewal Program	\$120,000	\$84,838
Major Patching	\$100,000	\$42,467
Majorca Road Stage 2	\$550,000	\$10,575
Minor Culverts Renewal	\$43,000	\$36,494
PC Network Hardware	\$25,000	\$17,000
Recycled Water Main Replacement	\$15,000	\$15,000
Server Upgrades	\$20,000	\$7,945
Talbot Transfer Station Fire Tank	\$15,000	\$15,000
Traffic Control Facilities New	\$5,000	\$3,485
Roads to Recovery Project #	\$44,681	\$44,681
TOTAL CAPITAL WORKS PROJECTS	\$1,136,681	\$510,556
OPERATING EXPENDITURE ACTIVITIES		
Graffiti Prevention Program	\$0	\$6,062
Geographic Information System Maintenance	\$47,000	\$6,000
Road Safety Audits	\$24,000	\$24,000
Maryborough Library Be Connected Program #	\$0	\$1,500
Go Goldfields #	\$1,151,000	\$58,604
Regional Waste and Recycling Audit #	\$0	\$30,000
TOTAL OPERATING EXPENDITURE ACTIVITIES	\$1,222,000	\$126,166
TOTAL CARRY FORWARDS EXPENDITURE	\$2,358,681	\$636,722
REVENUE RECEIVED IN ADVANCE		
Roads to Recovery Programme	\$1,085,000	\$44,681
Maryborough Library Be Connected Program	\$0	\$1,500
Go Goldfields	\$1,151,000	\$58,604
Regional Waste and Recycling Audit	\$0	\$30,000
Financial Assistance Grants - General Purpose Grant	\$2,562,000	\$1,372,917
Financial Assistance Grants - Local Road Funding	\$1,120,000	\$605,871
TOTAL REVENUE RECEIVED IN ADVANCE	\$5,918,000	\$2,113,573
NET CARRY FORWARDS		-\$1,476,851

Expenditure of unspent grants received in 2017-2018

CONSULTATION/COMMUNICATION:

Nil.

FINANCIAL & RESOURCE IMPLICATIONS:

Nil.

CONCLUSION:

In order to enable ongoing sound financial control, Council needs to update the 2018-2019 budgetary forecasting in its financial management reporting system to recognise the budgetary impact of capital works projects, operating expenditure activities and grants carried forwards from the 2017-2018 financial year, as outlined in this report.

ATTACHMENTS:

Nil.

RECOMMENDATION:

That Council:

- 1. Notes the report outlining the capital works projects, operating expenditure activities and grants carried forwards from the 2017-2018 financial year.*
- 2. Updates the 2018-2019 budgetary forecasting in its financial management reporting system to recognise the budgetary impact of capital works projects, operating expenditure activities and grants carried forwards from the 2017-2018 financial year, as outlined in this report.*