



## ORDINARY COUNCIL MEETING

Tuesday 28 May 2019

6:00pm

Community Hub

Room 1

48 Burns Street, Maryborough

### AGENDA

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1.	Commencement of Meeting, Welcome and Opening Prayer	
2.	Apologies	
3.	Leave of Absence	
4.	Disclosures of Conflicts of Interest	
5.	Confirmation of the Minutes of the Previous Council Meeting	2
6.	Reports from Committees NIL	
7.	Petitions NIL	
8.	Officer Reports	
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8.8	<b>A REVIEW OF INSTRUMENTS OF DELEGATION AND AUTHORISATION BY COUNCIL</b>	<b>22</b>
9.	Notices of Motion Nil	
10.	Urgent Business	
11.	Confidential Business Nil	
12.	Meeting Close	

## 5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Acting 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.*

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### **SUMMARY/PURPOSE:**

To present for confirmation, the minutes of the Ordinary Council Meeting held on 23 April 2019.

### **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 23 April 2019 are presented for confirmation.

### **ATTACHMENTS:**

1. Minutes of Ordinary Council Meeting held 23 April 2019.

### **RECOMMENDATION:**

*That Council confirms the Minutes of the Ordinary Council Meeting held on 23 April 2019.*



## **ORDINARY MEETING OF COUNCIL MINUTES**

Tuesday 23 April 2019  
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 28 May 2019

# 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

## 2. APOLOGIES

Nil

## 3. LEAVE OF ABSENCE

Nil

## 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 26 March 2019.

### **Council Resolution**

*That Council confirms the Minutes of the Ordinary Council Meeting held on 26 March 2019.*

**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 1989.

#### Council Resolution

*That Council notes the confirmed Minutes of the Talbot Town Hall Committee Meeting Minutes of 21 January 2019.*

**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, which has been held since the last Council Meeting, 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 APPOINTMENT OF A PUBLIC PLACES TREE ADVISORY COMMITTEE

The purpose of this report is to recommend that the Public Places Tree Advisory Committees that Council appointed at its Meeting on 27 March 2018 be reduced from four locally specific advisory committees to one advisory committee.

#### Council Resolution

*That Council:*

- 1. Approve the establishment of a single Public Places Tree Advisory Committee to replace the four Public Places Tree Advisory Committees.*
- 2. Adopt the Terms of Reference for the Public Places Tree Advisory Committee;*
- 3. Approve the advertisement of an expression of interest process to attract membership for the Public Places Tree Advisory Committee.*

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

**CARRIED**

## UNCONFIRMED MINUTES

### 8.3 PLANNING APPLICATION 061/18 – APPLICATION TO CONSTRUCT TWO DWELLINGS ON A LOT; DEMOLITION IN HERITAGE OVERLAY; EASEMENT CREATION; VEHICLE ACCESS IN ROAD ZONE 1; THREE LOT SUBDIVISION, AT 18 HIGH STREET, MARYBOROUGH, BEING CROWN ALLOTMENT 2 ON SECTION 57 OF THE TOWNSHIP OF MARYBOROUGH, PARISH OF MARYBOROUGH

The purpose of this report is to seek a Council determination for the Planning Application to redevelop a residential site by constructing two new attached two-storey side-by-side townhouses at the rear of an existing single storey dwelling in the urban area of Maryborough, creating a three lot subdivision.

#### Council Resolution

*That Council:*

1. *Note the applicant will consider changes to the proposal;*
2. *Defer a decision on the application to a future meeting.*

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

**CARRIED**

### 8.4 DRAFT RATING STRATEGY 2019-2021

This report provides information on the community feedback on Council's Draft Rating Strategy 2019-2021 document and presents a final Rating Strategy 2019-2021 document to Council for adoption.

#### Council Resolution

*That Council adopts the Rating Strategy 2019-2021 document, and notes that:*

1. *Implementing this strategy will reduce the municipal charge to 10% and remove the three "Other" differentials;*
2. *Changes to the municipal charge will be phased in equally over three years;*
3. *Changes to enable the removal of the three "Other" differential rating categories will be phased in equally over five years.*

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

**CARRIED**

## UNCONFIRMED MINUTES

### 8.5 2019-2020 PROPOSED BUDGET

The purpose of this report is to present to Council the Proposed Budget 2019-2020 for community consultation.

#### Council Resolution.

1. *That Council in accordance with Section 129 of the Local Government Act 1989 give public notice of the 2019-2020 Proposed Budget including the Strategic Resource Plan and the Proposed Rates, Fees and Charges and place the document on public display for a period of at least 28 days.*
2. *That Council invites submissions on the 2019-2020 Proposed Budget including the Strategic Resource Plan and the Proposed Rates, Fees and Charges in accordance with Section 223 of the Local Government Act 1989.*
3. *That submissions be received until close of business on at 5.00pm on Wednesday 29 May 2019.*
4. *That a submission hearing be held on Tuesday 11 June 2019 at 5:30pm in Room 1 of the Community Hub.*
5. *That the Proposed Budget including the Strategic Resource Plan, and the Proposed Rates, Fees and Charges prepared for the 2019-2020 financial year for the purposes of Section 126 and 127 of the Local Government Act 1989 be presented to Council for consideration at its Meeting on Tuesday 25 June 2019.*

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

**CARRIED**

### 8.6 MARCH 2019 FINANCIAL REPORT

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

#### Council Resolution

*That Council receives and notes the attached March 2019 Financial Report showing progress against the budget, as presented.*

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

**CARRIED**

## UNCONFIRMED MINUTES

### 8.7 RURAL COUNCILS TRANSFORMATION PROGRAM FINAL BUSINESS CASES

The purpose of this report is to inform Council on the two submissions to the Rural Councils Transformation Program that Central Goldfields Shire Council is a party to, being the Central Highlands Councils Victoria (CHCV) Business Case and the Rural Councils Corporate Collaboration (RCCC) Business Case.

#### Council Resolution

*That Council:*

1. *Notes that Central Goldfields Shire Council is a participant in a grouping of councils that have made an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the following initiatives:*
  - (a) *Central Highlands Delivery of Regional Shared Services Project in conjunction with Ararat Rural City, Golden Plains Shire, Hepburn Shire, Moorabool Shire, Pyrenees Shire with the City of Ballarat as the lead council; and*
  - (b) *Rural Council Corporate Collaboration in conjunction with Buloke Shire, Hindmarsh Shire, Golden Plains Shire, Loddon Shire, Pyrenees Shire, Yarriambiack Shire, West Wimmera Shire with Horsham Rural City Council as the lead council.*
2. *Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:*
  - (a) *Submission of a joint business case by 31 March 2019.*
  - (b) *Each council must pass an accompanying resolution committing to implement the business case, if approved for funding. The resolution must be lodged with Local Government Victoria by 30 April 2019.*
3. *Approves the submission of the business cases by the lead councils on behalf of Central Goldfields Shire Council.*
4. *Approves implementation of the projects within the submitted business cases, subject to the applications being approved for RCTP funding.*
5. *Approves prioritisation of participation in the Central Highlands Delivery of Regional Shared Services Project should both initiatives be approved.*

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

**CARRIED**



# UNCONFIRMED MINUTES

## 8.8 AUDIT AND RISK COMMITTEE CHARTER

The purpose of this report is to present the updated Audit and Risk Committee Charter (“the Charter”) to the Council for adoption.

### Council Resolution

*That Council adopt the updated Audit and Risk Committee Charter, with an amendment to the role of the Chair to read that in the event of the Chair being unavailable, a temporary Chair will be elected from the independent members of the committee.*

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

**CARRIED**

## 8.9 APPOINTMENT OF SUBSTITUTE REPRESENTATIVE TO MAV STATE COUNCIL

The purpose of this report is to recommend that Karen Douglas, Administrator, be appointed as the substitute representative for the Municipal Association Victoria (“MAV”) so that she can attend meetings when the nominated MAV representative, Noel Harvey, Chief Administrator, cannot attend.

### Council Resolution

*That Council appoint Karen Douglas as Council’s substitute representative for the Municipal Association of Victoria.*

**Moved Administrator Delahunty**  
**Seconded Administrator Harvey**

**CARRIED**

## 9 NOTICES OF MOTION

Nil

## 10 URGENT BUSINESS

Nil

## 11 CONFIDENTIAL BUSINESS

Nil

## 12 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 6.33pm

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To be confirmed at the Ordinary Council Meeting  
held on 28 May 2019.

Chair, Administrator Noel Harvey

## 8.1 ASSEMBLIES OF COUNCILLORS

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Acting 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:

<b>Date</b>	23 April	<b>Meeting:</b>	Briefing Meeting
<b>Councillor Attendees</b>	Noel Harvey (Chief Administrator), Hugh Delahunty (Administrator), Karen Douglas (Administrator)		
<b>Council Staff Attendees</b>	Lucy Roffey (CEO)		
<b>Guests</b>			
<b>Conflict of interest disclosures:</b>	NIL		
<b>Matters Considered</b>	Pre meeting to discuss April Ordinary Council Meeting.		

<b>Date</b>	14 May	<b>Meeting:</b>	Briefing Meeting
<b>Councillor Attendees</b>	Hugh Delahunty (Administrator), Karen Douglas (Administrator)		
<b>Council Staff Attendees</b>	Lucy Roffey (CEO); Paul Brumby (GMCP); Rebecca Stockfeld (GMIAP); Leigh Hendrickson, Coordinator Design and Projects; Philip Schier, Manager Strategy and Economic Development; and Kristie Berry, Property and Risk Officer.		
<b>Guests</b>	Brian Gould, Operations, Workspace		
<b>Conflict of interest disclosures:</b>	NIL		
<b>Matters Considered</b>	<ul style="list-style-type: none"> <li>• Report on Workspace project at Dunolly</li> <li>• Planning Scheme Review</li> <li>• Special Charge Scheme for Williamson Court</li> <li>• Annual Action Plan Quarterly Update</li> <li>• 2019/2020 Annual Action Plan</li> <li>• Occupancy Policy for consultation</li> <li>• Maryborough Integrated Water Management Plan</li> <li>• Place Naming Policy</li> <li>• April Finance Report</li> <li>• Section 86 Committees</li> <li>• Delegations and Authorisations Update</li> </ul>		

**RECOMMENDATION:**

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

## 8.2 ANNUAL PLAN PROGRESS REPORT – AS AT 30 APRIL 2019

**Author:** Chief Executive Officer

**Responsible Officer:** Acting 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.*

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### **SUMMARY/PURPOSE:**

The purpose of this report is to provide Council with an update on the status of the projects identified in the 2018/19 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. An Annual Plan is not required to be prepared under the Local Government Act, however it is best practice and provides Council and the community with a regular progress report against the objectives in the Council Plan.

### **BACKGROUND INFORMATION:**

The 2017-2021 Refreshed Council Plan was adopted by Council at the Ordinary Meeting of Council in August 2018. The 2018/19 Annual Plan was developed to support the achievement of the strategic objectives identified in the Refreshed Council Plan and to provide a reporting framework to measure progress against the Council Plan. The 2018/19 Annual Plan was adopted by Council at the Ordinary Meeting of Council in October 2018.

This is the second progress report against the Annual Plan and is for the period to 30 April 2019.

### **REPORT:**

There has been significant progress against the initiatives and projects outlined in the 2018/19 Annual Plan. There are 102 actions identified in the plan, of these 39 are complete, 63 are underway or ongoing.

### **CONSULTATION/COMMUNICATION:**

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.

#### **FINANCIAL & RESOURCE IMPLICATIONS:**

The 2018/19 Budget and the four year Strategic Resource Plan were prepared in line with the initiatives identified in the Annual Plan subject to grants from State and Federal Government being received in some cases.

Council has been successful in receiving grant funding to support a number of projects in the Annual Plan including funding for:

- Go Goldfields \$1.4 million over two years
- Economic Development and Tourism Strategy - \$200,000
- TAC Road Trip \$199,000 over two years
- Youth Engage Program \$125,000 over two years
- Freeza Program \$73,500 over three years
- Sustainability Victoria Energy Saver Program - \$15,298
- Recreation Strategy - \$30,000
- Fixing Country Roads Program - \$500,000
- DDA compliance upgrades at the Maryborough Leisure Centre - \$430,000

#### **CONCLUSION:**

The 2018/19 Annual Plan outlines the projects and programs being undertaken during the year to meet the objectives of the Council Plan. This report shows progress for the period to 30 April 2019.

#### **ATTACHMENTS:**

1. 2018/19 Action Plan Progress Report.

#### **RECOMMENDATION:**

*That Council notes the 2018/19 Action Plan Progress Report.*

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
<b>OUR COMMUNITY OUTCOME: A SUPPORTED, COHESIVE COMMUNITY, LIVING A FULL AND HEALTHY LIFE.</b>							
1.1	Build an aspiring community, achieving and living a full life where:	Continue delivery of the Go Goldfields program, and work towards program sustainability.	Implement Library Strategic Plan	Council	Manager Social Inclusion and Go-Goldfields	October/ November 2018	Library Strategic Plan 2018 -2020 consultation completed, draft strategy being prepared.
	Family violence is unacceptable in our community  Children are loved and safe	Advancement of projects in areas of: Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	Teddy Bears Picnic (activity)	Council/ Go Goldfields partnerships	Manager Social Inclusion and Go-Goldfields		A total of 98 children and 58 adults were in attendance. Nine children from Talbot Kindergarten travelled by train to Maryborough to attend the event.
	Everyone has the language and literacy skills needed  Young people are celebrated a they strive to reach their full potential	Develop a 10 year Community Plan  Develop a Gender Equity Policy for the organisation	Library, Laptime Toddler time	Council	Manager Social Inclusion and Go-Goldfields	Ongoing	Library programs Jan - March 2019 15 sessions, 188 attendance. Toddler time - 8 sessions, 118 attendance, Story Time -0 15 sessions 269 attendance, School Holiday program sessions 5, 75 attendance.
	Everyone can learn, earn, achieve and dream		Supported Playgroup Small talk	DEWLP	Manager Community Services	Ongoing	Participation Term 1 2019 again very good. Funding allows for fifth Supported Playgroup that will commence Term 2 2019 and meets community demand.
			Maternal Child and Health - Let's Read	DET	Manager Community Services	Ongoing	Let's read program funding has ceased. 59 newborn enrolments with 100% home visit rate. 556 Key Age and Stages consultations. 682 immunisations
			Short Flix Festival	BBRF & RDV- Go Goldfields	Manager Social Inclusion and Go-Goldfields	December 2017 – November 2018 Event October 2018	Activity complete. 10 young filmmakers,9 short films. 370 people visit across 3 days, over 40 young people and community members involved, - 10 film making professionals + 3 professional actors. Also a number of visitors to the shire over the weekend—over 1200 people attended. Updated 24/04 - Go Goldfields investigation of establishing Youth Film Festival biannual event in the shire.
			Business Case for Youth Hub	BBRF	Manager Social Inclusion and Go-Goldfields	March - June 2019	Co funding of business case agreed between Go Goldfields, Council and Western Victoria Primary Health Network.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Empower	Grant (multiple sources)	Manager Social Inclusion and Go-Goldfields	2018-2022 * four year project dependent on Grant approval	Grant application not successful.
		Implementation of Family Violence Action Plan	RDV- Go Goldfields partnerships	Manager Social Inclusion and Go-Goldfields	Ongoing	Implementation phase - work in services development and coordination, justice and accountability, gender equity and expertise, and community engagement and empowerment. Update 25/04 - Champions of Change Framework developed and first gender equity forum held March 26. Stakeholder engagement underway to convene women's network ( meeting planned for May/June) inclusive of broad representation across the community. Planning underway for 'Orange Door forum' for services sector - held in shire June 4, 'Working with Police' workshop 30th April for services sector. Reviewing training needs across the community for family violence awareness and gender equity.
		16 days of Activism – Marigolds Project	Family Violence Victoria	Manager Social Inclusion and Go-Goldfields	November 2018 (annual)	Activity completed. Marigolds and petunia flower beds, approximately 20 participants attended the launch event, Little People Big Voices Project over 1000 children made loved and safe bears promoting the message of 'all children deserve to be loved and safe'. Update 24/04 - planning will commence for 2019 at partnership working group meeting July 2019.
		Free from Family Violence – Priority: Change the Story - Gender equity statement	Grant (dependent on success)	Manager Social Inclusion and Go-Goldfields	Commence February 2019 - Feb 30 2020	Updated 24/04. Project plan and measurement framework approved. Currently recruiting for Free From Violence Project Officer.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Shire Wide Literacy Strategy	Grant	Manager Social Inclusion and Go-Goldfields	Commenced July 2018 – 2019	Consultations held within the shire 255 responses. These interviews were held in various places in the shire including schools, library, street interviews and kitchen table conversations. Thematic analysis completed to inform strategy development. Literacy strategy currently being drafted. Feedback to the community planned for next quarter.
		Youth Engage Program	Youth Central	Manager Social Inclusion and Go-Goldfields	Current - December 2020	<p>January: Teenage Holiday Program – group outings and craft activities 27 young people attended some of these young people attending more than one program.</p> <p>February Engage! Youth Space opening after school 3pm-5pm regular groups attending with around 7 to 9 people per session.</p> <p>Goldfields Engage! Leadership Group: Building upon the achievements of the pervious group, the group participated in group sessions to develop the Teenage Holiday Program for April (8 young people engaged).</p> <p>Teenage Engage! Group participated in a photo in the Go Goldfields publication and launch.</p> <p>Engage! Girls Group outings including afternoon tea ( 7 young people egaged).</p>
		FreeZa Program	Youth Central	Manager Social Inclusion and Go-Goldfields	Current – December 2021	<p>Planning of the Victorian Youth Week celebrations for April. (Major event for the year)</p> <p>FReeZA - Committee meeting sign up day. ( 9 young people have formed this committee).</p>



OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			L2P	VicRoads	Manager Social Inclusion and Go-Goldfields	Current – June 2019	20 young people active in driving matches with a wait list of 8 young people. Driving covers 35,000 kilometers per year with 8 community mentors. Currently funding is due for review in June 2019. update 29/4 - Currently 20 young people driving per quarter Waitlist of 14 young people 5 mentors currently active and 1 out for 3 months with cancer illness and 1 who has had a knee replacement also out for 3 months Contract funding until 30 June 2019. New contract has been awarded by state government but details not yet available
			TAC Road Trip	TAC	Manager Social Inclusion and Go-Goldfields	Current – June 2021	Commenced September 2018. 18 young people participated in workshops to prepare for their Learners permits, licensing and hazard perception training. Driving preparation is only one aspect of the program with social, education and employment outcomes and referrals also being provided to ensure inclusion and social connections for young people. Update 29/04 - aim for 115 per year. 70 young people participated so far. 20 young people on waitlist to participate Twice weekly workshops Significant results being achieved TAC, VicRoads and Minister for Transport representatives to visit but date yet to be advised.
1.2	Support and encourage volunteerism in the community	Provide a safe, fun, encouraging and welcoming environment for Volunteers and promote the benefits of a volunteer organisation.	Support and train volunteers to deliver the annual Energy Breakthrough event	Council, CEP, sponsorships, community groups	Manager Strategy and Economic Development	November (Annual)	Event complete - over 900 volunteers were trained and supported the running of the 2018 event.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Continue to engage and train volunteers to support council operations in services such as the Visitor Information Centre and L2P	Council	General Manager Community Wellbeing	Ongoing	32 volunteers currently active in L2P, Art Gallery and the VIC, with four new volunteers this year
	Develop a Community Support Policy (including Grants Program) to assist the work of community groups	Develop a Community Support Policy	Council	General Manager Community Wellbeing	Dec-18	Analysis being undertaken on level of support currently provided. Policy currently being drafted.
1.3	Ensure that all of our community, regardless of diversity, can live a full and healthy life.	Implement Central Goldfields Public Health and Wellbeing Plan.	Council	Manager Community Services	Mar-19	Project plan being developed.
	Actively participate in The Healthy Hearts Project	Support and participate in the roll out of the Healthy Hearts Project	DHHS/RDV	General Manager Community Wellbeing	Across two financial years 2018/19, 2019/20	Local Project Control Group has been formed and provided recommendations for the Central Goldfields Shire Infrastructure and Activation Project grants.
	Continue participation with Loddon Campaspe Regional Partnership	Loddon Mallee Regional Partnership projects include:				
		Early Years Language and Literacy	DHHS / RDV	CEO	Jun-19	Loddon Campaspe Early Years Strategy PCG formed and consultants appointed.
		Youth Our Critical Asset	DHHS / RDV	General Manager Community Wellbeing	Ongoing	Youth engagement completed. Report with service options currently being prepared for consideration
		A Growing Economy – development of a Regional Economic Statement	DHHS / RDV	CEO	Dec-18	Draft Regional Economic Statement developed by Regional Partnership Working Group. Will come to a future Council Meeting for endorsement
1.4	Provide leadership in municipal emergency and fire prevention planning and strengthen public safety	Coordinate Municipal Emergency Management Plans and Committee	Council	Manager Infrastructure	Jun-19	Plans have been updated in the Council offices and an evacuation drill was carried out 30 October 2018.
		Continue to participate in the Northern Victorian Emergency Management Cluster	Council	Manager Community Engagement	June 2019 and ongoing	Ongoing participation in cluster, and attendance by GMCW and EMC

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Help develop and adopt the Cluster Influenza Pandemic Plan	Council	Manager Community Engagement	Mar-19	In progress
			Full review and adopting of the Municipal Fire Management Plan 2018 – 2021	Council	Manager Community Engagement	Mar-19	In progress
			Review and adopt the Neighbourhood Safer Places Plan	Council	Manager Community Engagement	Oct-18	NSP reviewed and adopted by Council on 23 October 2018
		Implement recommendations from flood management plans including flood mitigation works	Implement the Carisbrook Flood and Drainage Management Plan, specifically the completion of the western levy and additional creek clearing	Natural Disaster Resilience Grant Scheme	Manager Infrastructure	June 2019 and on-going	Stages 1 and 2 of Flood levy project complete. Recommendations from Jacobs peer review report currently being addressed by consultants including minor amendments to design of Stages 3 and 4 of Flood levy to define construction envelope of final levy for land requirements, planning approvals and construction. Additional creek clearing requirements being defined and outline of works being prepared for consultation and approval.
		Extend and upgrade township CCTV systems.	Conduct a Community Safety Forum	Council	General Manager Community Wellbeing	Sep-18	Forum held in partnership with Go Goldfields, Victoria Police, Maryborough District Health Service, Department of Justice, Department of Human Services and Department of Education and Training on 5 September 2018 at the Maryborough Town Hall.
1.5	Facilitate an active and inclusive arts community	Develop a Community Arts Strategy	Complete Story Seats project	Go Goldfields	Manager Social Inclusion and Go-Goldfields	September – October 2018	8 seats complete. Installation underway with seats installed in Phillips gardens, Dunnolly and Bealiba.
		Participate in regional cultural programs including the Regional Centre for Culture.	Seek funding to develop an Arts and Culture Strategy	Council	Manager Tourism Events and Culture	Jun-19	Currently looking at opportunities. Most likely will be included as a priority project in the Economic Development and Tourism Strategy.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Broaden and extend arts and culture engagement with schools and the community	Council	Manager Tourism Events and Culture	June 2019 – ongoing	<p>Delivery of an education program to all kindergartens and Primary Schools in Central Goldfields Shire Council in partnership with Central Goldfields Shire Library Service.</p> <p>Development of a 12 month program with the Goldfields Family Centre for kindergarten children to visit the gallery, designed to complement the Victorian Early Years Learning Framework.</p> <p>Development of a Central Goldfields Shire Council arts education teachers network with the first professional development session being hosted at the gallery in May 2019.</p> <p>Delivery of regular school holiday programs including a summer school holiday program delivered in partnership with Maryborough Community House as part of the NGV Kids on Tour program.</p> <p>Delivery of an Arts and Well-being program with Asteria Services during term one and term two 2019.</p>
			Support the rollout of the Regional Centre for Culture events	Creative Victoria	Manager Tourism Events and Culture	Dec-18	Complete in 2018. Successful year of events for Central Goldfields Shire and the broader region.
			Reestablish the Friends of the Gallery	Council	Manager Tourism Events and Culture	Mar-19	In progress - Gallery Coordinator and Gallery Curator are working towards.
1.6	Promote and enhance passive and active recreation	Develop a Central Goldfields Shire Recreation Plan	Develop a Recreation and Open Space Strategy	Sport and Recreation Victoria /Council	Manager Strategy and Economic Development	June 2019 – on going	Grant funding confirmed. Specification for consultant out for tender.
		Continue to implement priorities from Major Recreation Reserves Master Plans	Develop an all-access changing places change room at the Maryborough Sports and Leisure Centre	Sport and Recreation Victoria /Council	Manager Strategy and Economic Development	Jun-19	Grant funding confirmed. Changeroom component preliminary design complete. Consultation with Recreation Facility contractor required to progress other components to define final scope of project to allow design to be finalise.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
	Implement priorities from the Walking and Cycling Strategy	Complete designs for recreation reserves in Carisbrook and Dunolly	Council	Manager Strategy and Economic Development	Apr-19	Design contract awarded for Carisbrook Recreation Reserve. Meetings with Dunolly stakeholders undertaken.
		Develop a design for a Skate Park in Maryborough	Council	Manager Strategy and Economic Development	Apr-19	Meeting with stakeholders held. Tender undertaken for consultation and concept plans. Tender under negotiation.
1.7	Support positive development for residents of all ages and abilities.	Develop a Municipal Early Years Plan	DHHS/RDV	Manager Community Services	Jun-19	Loddon Campaspe Regional Partnership undertaking this work for the region. Consultants have been appointed, data collation complete, engagement with service providers undertaken and draft strategy developed.
	Facilitate the transition of service delivery models for HACC and NDIS					
	Implement priorities from the Positive Ageing Strategy	Identify and support clients with their transition to the NDIS	DHHS	Manager Community Services	Jun-19	All clients transitioned to the NDIS
	Support positive life opportunities for people living with a disability.	Implement wellness and reablement model through Home Support Services and Social Support groups	DHHS	Manager Community Services	Apr-19	Staff have completed training on wellness and reablement model.
		Review the Disability Action Plan	DHHS/Council	Manager Community Services	May-19	Project plan being developed. Expected completion end May 2019.
		Develop an interactive space at the Maryborough Library for members of the community with autism, sensory disabilities and other cognitive challenges	DHHS	Manager Social Inclusion and Go-Goldfields	Mar-19	Planning underway in conjunction with the development of a Library Strategy. Exploring new grant opportunities to support this initiative.
		Examine models of service delivery and viability of aged services	Council	Manager Community Services	June 2019 and ongoing	Participated with Loddon Campaspe Councils in workshops to review local impact of changes to the service models. No imminent changes.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Engage with the community and complete a report on the future of Library services in the Shire	Council	Manager Social Inclusion and Go-Goldfields	Mar-19	Community consultations held in Dunnolly and Maryborough, surveys provided to residents of Bealiba, Dunolly and Talbot. Approximately 250 hard copy surveys returned. Online survey also provided. Report being drafted.
1.8	Maximise all forms of connectivity for the community	Advocate for enhanced passenger rail services.	Include enhanced passenger rail services in all advocacy documents.	Council	CEO	July – September 2018	Complete, included in Loddon Campaspe and CHCV advocacy documents.
		Advocate for improved digital connectivity.					
		Deliver local Community Transport Plan	Participate in the Mildura Passenger Rail project	Council	General Manager Community Wellbeing	Ongoing	Project brief developed and procurement process for consultants to undertake work has commenced.
		Implement priorities from the Walking and Cycling Strategy	Facilitate a Community Transport Forum	Council / Transport for Victoria	General Manager Community Wellbeing	November 2018 – January 2019	Complete. Forum held on 31 January.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
<b>OUR ECONOMY OUTCOME: A VIBRANT LOCAL ECONOMY WHICH CONTRIBUTES TO THE MUNICIPALITY'S ECONOMIC PROSPERITY.</b>						
<b>2.1</b>	Facilitate an environment which is conducive to industry/business Growth and employment growth and retention.	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	Manager Strategy and Economic Development	September 2018 – August 2019  Grant funding confirmed. Consultant appointed. Consultation program being finalised.  Draft Regional Economic Statement developed by Regional Partnership Working Group.
<b>2.2</b>	Develop a skilled workforce to support economic growth	Support work readiness initiatives, specifically within the Go Goldfields program.	Implement the Go Goldfields Work Readiness Action Plan 2018 – 2020	RDV / Go Goldfields	Manager Social Inclusion and Go-Goldfields	Ongoing  Meeting held of the Employment, Education and Training Action Group. Through collaborative efforts, Skills and Jobs Centre provided outreach information sessions in November. Partnerships Addressing Disadvantage application workshops held, feedback session attended by General Manager Community Wellbeing and Manager Social inclusion/Go Goldfields. Updated 29/04 - strengthening stakeholder engagement to achieve the agreed priority areas of the plan for 2019 - priority objectives - Align work readiness with employer needs, Build employer understanding of diverse needs, Improve opportunities for volunteering and work placement. It is reported that collaborative efforts appear to be fuelling a shift towards improved post secondary employment and education outcomes, however there is much work still to do.
<b>2.3</b>	Promote Central Goldfields as a place of choice to live, work and play.	Review Council's Population Growth Strategy	Participate in the development of a Regional Freight Strategy	RDV	General Manager Infrastructure, Assets and Planning	Dec-18  Completed. Regional Freight Strategy endorsed by Council on 25 Septmeber 2018.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Participate in Regional Economic Development Strategies	Participate in the development of a Regional Economic Statement	RDV / Loddon Campaspe Regional Partnership	CEO	Dec-18	Draft Regional Economic Statement developed by Regional Partnership Working Group
		Advocate for the development of the Maryborough Ballarat (Rail) Growth Corridor.	Include enhanced passenger rail services in all advocacy documents.	Council / CHCV Councils	CEO	July – September 2018	Complete, included in Loddon Campaspe and CHCV advocacy documents. Meetings held with Transport Victoria.
		Advocate for a wastewater scheme for Talbot township	Wastewater for a growing Talbot included in Priority Projects document	Council	CEO	July – September 2018	Included in Loddon Campaspe and CHCV advocacy documents. Meetings held with Central Highlands Water and DELWP. Strategic planning work required to support development of a business case.
2.4	Provide a supportive environment for existing business to prosper	Include support for existing business in the Economic Development and Tourism Strategy	Develop an Economic Development and Tourism Strategy for Central Goldfields Shire	RDV	Manager Strategy and Economic Development	September 2018 – August 2019	Urban Enterprise employed to complete the strategy. Process commenced April 2019. Final report due Nov 2019.
		Support Committee for Maryborough and other business groups in the Central Goldfields Shire	Continued support for Committee for Maryborough	RDV	Manager Strategy and Economic Development	Ongoing	Joint meetings held with Committee for Maryborough and Council.
			Participate on the Board of Bendigo Regional Tourism		Manager Tourism Events and Culture	Ongoing	Continued ongoing representation on Bendigo Regional Tourism Board by GMCW and MTEC.
2.5	Strengthen and facilitate diversification for the Agri-business and food processing sectors	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	Manager Strategy and Economic Development	April/June 2019	Development of Economic Development Strategy to commence February 2019.



OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
2.6	Grow the digital capability of the Shire	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 blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report	Federal and State governments	General Manager Infrastructure, Assets and Planning	On-going	Mobile phone black spots information provided to Government for funding application. The two black spot sites in Central Goldfields have the support of the Victorian Government as priority sites for the Commonwealth Government's Mobile Blackspot Funding Program.
2.7	Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences	Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing.	Participate in State Government review of Regional Tourism Boards	Council	General Manager Community Wellbeing	Jun-19	State Government set to commence review shortly. Continue to advocate the importance of the RTB's through Bendigo Regional Tourism
		Review and update the business and marketing plan for Energy Breakthrough	Update Business marketing plan for Energy Breakthrough	RDV	Manager Tourism Events and Culture	September 2018 – August 2019	Consultant engaged and report due to Council by end April 2019
		Identify opportunities for new events in the Central Goldfields Shire	Complete Bendigo Regional Tourism website	BRT	Manager Tourism Events and Culture	Oct-18	Due May 2019. Ongoing development issues with contractor (through BRT) has been the delaying factor. Bendigo Regional Tourism has been dealing with this issue, which is outside of CGSC individual control. Content creation complete. UAT to start late April 2019.
		Implement Regional Tourism projects through partnerships	Implement Regional Tourism projects through partnerships	BRT/VGTE/VV	Manager Tourism Events and Culture	Jun-19	Regional Tourism website due May 2019. Accessible Tourism Audit report complete. Goldfields Villages DMP completed April 2019. Regional Itineraries project complete - 4 versions.
		Roll out the Maryborough and surrounds branding toolkit project	Roll out the Maryborough and surrounds branding toolkit project	Council	Manager Tourism Events and Culture	Feb-19	Destination Branding Toolkit complete.
		Produce the Maryborough and surrounds Official Visitor Guide	Produce the Maryborough and surrounds Official Visitor Guide	Council	Manager Tourism Events and Culture	Dec-19	Complete. Guide launched on 31 January 2019.
		Advance and advocate for Goldfields Heritage Project for World Heritage Listing	Advance and advocate for Goldfields Heritage Project for World Heritage Listing	Council	Manager Tourism Events and Culture	Ongoing	Ongoing advocacy taking place with VGTE and relevant bodies. Incorporated as priority into Goldfields Villages DMP.

**3. OUR BUILT AND NATURAL ENVIRONMENT OUTCOME: OUR SHIRE CELEBRATES THE RICH BUILT AND NATURAL HERITAGE AND A SUSTAINABLE ENVIRONMENT.**

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
3.1	Ensure investment in roads, footpaths and buildings meet community needs now and in the future	Undertake service planning to establish asset requirements to deliver services	Build an all access change room at the Maryborough Leisure Centre – Indoor Pool	Grant and council funding (SRV or Fed. Community Sport Infra.)	Manager Strategy and Economic Development	Jun-19	Grant funding confirmed. Changeroom component preliminary design complete. Consultation with Recreation Facility contractor undertaken and final design being prepared. Funding is largely received in the 19/20 financial year and development will occur in that financial year.
		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	'E' Waste Shed Extension and Carisbrook Transfer Station Pavement Rehabilitation	Grant and council funding (Sustainability Victoria)	Manager Infrastructure	Mar-19	Grant funding received. Contract awarded and shed to be built February/March 2019.
			Porteous Road Bridge Upgrade	Grant (Bridges Renewal program)	Manager Infrastructure	May-19	Tender awarded works underway.
			Railway St/Gillies St Y Intersection Upgrade	Grant (R2R) and Council	Manager Infrastructure	May-19	Works completed.
			Gordon Rd/Pyrenees Hwy Intersection Upgrade	Grant (R2R) and Council	Manager Infrastructure	Jun-19	Project completed 14 December 2018
			Carisbrook Creek Clearing	Federal and State government natural disaster recovery	Manager Infrastructure	Jun-19	Additional creek clearing requirements being defined and outline of works being prepared for consultation and approval.
3.2	Improve the appearance of township entrances and streetscapes	Renew and update urban design frameworks in the Shire	Improve the landscaping associated with the Town Entry signs	Council	Manager Operations	October – November 2018	Improvement works completed December 2018
		Collaborate with township tree committees on tree plantings and maintenance	Reconvene and reconfigure the public places street tree committees.	Council	Manager Operations	Quarterly meetings, commencing November 2018	Proposal for new shire wide committee adopted by Council 23rd April 2019 - process to seek members to commence in mid May 2019.
			Update the Gordons Gardens Masterplan	Council	Manager Operations	Feb-19	Public feedback session completed. First draft plan has been received for staff review.
3.3	Protect and enhance the environment while planning for growth	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	Undertake an Energy Audit of council buildings to determine works to reduce council's energy consumption	Sustainability Victoria Grant	Manager Infrastructure	Jan-19	Audit completed, awaiting final report due early 2019. Draft reports have been received and commented on.
		Develop a Strategic Planning					

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
	<p>program</p> <p>Participate in regional environmental projects through the Central Victorian Greenhouse Alliance</p> <p>Implement the actions from Council's Sustainability Plan</p>	<p>Develop Strategic Planning Program</p> <p>Review Municipal Strategic Statement</p> <p>Prepare the Maryborough Flood Study</p> <p>Prepare and exhibit and finalise the Planning Scheme Flood Amendment</p> <p>Participate in the development of Central Highlands Integrated Water Management Plan</p>	<p>Council</p> <p>Council</p> <p>Subject to grant funding</p> <p>Subject to grant funding</p> <p>Council / Central Highlands Water</p>	<p>Manager Strategy and Economic Development</p> <p>Manager Strategy and Economic Development</p> <p>Manager Infrastructure</p> <p>Manager Strategy and Economic Development</p> <p>Manager Infrastructure</p>	<p>Dec-18</p> <p>Jun-19</p> <p>Feb-19</p> <p>Jun-19</p> <p>Dec-18</p>	<p>Program will be developed early 2019 now that a Manager Strategy and Economic Development has been appointed.</p> <p>Will be commenced in June 2019 with an external consultant.</p> <p>Awaiting specification from NCCMA - likely to occur on 2019/2020 financial year.</p> <p>Subject to grant funding.</p> <p>Participated in working group and forums. Plan has been completed by CHW and endorsed by Council at December Council Meeting.</p>
<b>3.4</b>	<p>Ensure waste management meets current and future demand and standards</p>	<p>Review and update Council's Waste Management plan</p> <p>Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group</p>	<p>Undertake a Waste Management Strategy Refresh</p> <p>Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group</p>	<p>Manager Infrastructure</p> <p>Manager Infrastructure</p>	<p>Mar-19</p> <p>Ongoing</p>	<p>Consultant engaged and doing preliminary investigations.</p> <p>Projects include: Waste and Recycling Audit Feasibility Study complete, Collaborative Procurement involving planning for the development of model collaborative waste services across the region, E-Waste ban education services, Closed landfill self assessments, Development of regional waste and resource recovery planning and development of data collection models.</p>
<b>3.5</b>	<p>Protect and preserve our heritage assets</p>	<p>Implement recommendations from Cultural Heritage Plans for heritage listed buildings</p> <p>Seek funding assistance to maintain and preserve heritage assets</p>	<p>Seek external heritage funding to undertake repairs to the Maryborough Outdoor pool</p>	<p>Manager Strategy and Economic Development</p>	<p>On-going</p>	<p>Grant funding round not announced to date. Works included in 2019/20 subject to grant funding.</p>

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
<b>4. OUR ORGANISATION OUTCOME - CENTRAL GOLDFIELDS SHIRE IS A PROACTIVE, WELL GOVERNED, PROFESSIONAL AND FINANCIALLY SUSTAINABLE ORGANISATION.</b>							
4.1	Ensure the financial sustainability of Council through efficient and effective delivery of services	Undertake service planning across the organisation to set sustainable service levels that meet community needs	Implement a Fleet Management System	Council	General Manager Corporate Performance	November 2018 - June 2019	Software purchased. Training and go live mid 2019.
		Undertake service planning across the organisation to set sustainable service levels that meet community needs	Undertake a review of all services	Council / Local Government Victoria	General Manager Corporate Performance	December 2018 – June 2019	Draft service plans completed March 2019. 2019-2020 proposed budget to be loaded into service plans May 2019.
		Develop a 10 year financial plan	Develop 10 year financial plan	Council /Local Government Victoria	General Manager Corporate Performance	May-July 2019	Software purchased. Model needs to be populated with current Council data.
		Review budget and financial reporting processes to improve monitoring of financial performance	Review budget and financial reporting	Council / Local Government Victoria	Manager Finance	October 2018 - June 2019	Software purchased and currently in testing phase. Training and go live May-June 2019.
		Develop a fees and charges policy	Develop Fees and Charges Policy	Council	Manager Finance	Completed June 2018	Completed June 2018.
4.2	Provide effective and accessible community information and opportunities community contributions to policy and program development	Implement the Community Engagement Framework	Introduce new engagement program including listening posts, Administrator meeting times and Community Voices Panel	Council	Manager Community Engagement	Ongoing	Listening posts introduced and scheduled quarterly. Administrator meeting time scheduled Tuesday mornings. Community Voices Panel appointed and being consulted.
		Develop a website that is accessible, easy to use and allows all transactions to be conducted online	Update Council's Website	Council	Manager Community Engagement	Dec-18	Complete. New Website live December 2018.
			Roll out and embed Customer Service Charter across Council	Council	Manager Community Engagement	Ongoing	Community engagement sessions being conducted in line with Charter. Community Voices Panel endorsed by Council and being established in January
4.3	Provide leadership in governance and Council decision making	Develop and implement a cultural change program to develop a high performing, customer focused organisation	Implement the Culture Change program	Council	Manager People and Culture	Commenced – ongoing	Workshops held in 2018. Restructure finalised in October 2018. All HR Policies reviewed and updated.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Implement recommendations from the Local Government Inspectorate report	Complete the Governance and Reform Program actions	Council	All managers and general managers <sup>(1)</sup>	Oct-18	The Governance and Reform Program concluded in October 2018, at which point all 37 recommendations had been completed. A final report on the program was tabled at the November 2018 Council meeting.
		Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	Complete Internal Audit program	Council	All managers and general managers(1)	Ongoing	Recommendations being implemented on an ongoing basis. Progress is reported to the Audit & Risk Committee each quarter.
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	Manager Governance Property and Risk	June 2019	Scoping of external review completed and new policy framework which is compliant with current OH&S legislation has been drafted. An OH&S Internal Audit will be conducted in May 2019. New policies and procedures to be drafted following this, for completion in second half of 2019.
		Re-establish and support a Health and Wellbeing Committee	Support activities of the Health and Wellbeing Committee	Council	Manager People and Culture	Ongoing	Health & Wellbeing committee is reactivated and meeting bi-monthly.
		Implement health and wellbeing initiatives in the Enterprise Agreement	Update HR Policies incorporating Health and Wellbeing initiatives in Enterprise Agreement	Council	Manager People and Culture	Completed April 2019	Enterprise Agreement has 3 wellbeing initiatives: 1. Stress in the workplace - Council has an ongoing Employee Assistance Program in place 2. OH&S commitment to consultation - management consults with the OH&S committee which is very active 3. Working in Inclement Weather Policy has been updated
			Reactivate the Workplace Achievement Program	Council	Manager People and Culture	Jul-19	This is on the Health and Wellbeing Committee's workplan, with a program update for EMT scheduled for May 2019.

### 8.3 DRAFT PROPERTY OCCUPANCY POLICY

**Author:** Property and Risk Officer

**Responsible Officer:** Acting 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.*

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#### **SUMMARY/PURPOSE:**

The purpose of this report is to recommend that Council endorse the draft property occupancy policy for community consultation.

The purpose of Council having a property occupancy policy is to provide a framework for determining the most appropriate agreements for the use of Council owned and managed land and/or buildings within the Shire. The policy is to ensure that all occupants are treated in a transparent and consistent manner and risks associated with the occupancy are appropriately managed.

#### **POLICY CONTEXT:**

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.

3.1 Objective: Ensure investment in roads, footpaths and buildings meet community needs now and in the future

#### **BACKGROUND INFORMATION:**

Council has historically managed the occupancy of Council owned and managed land and/or buildings on an as needs basis. There are many properties within the Shire where community/user groups have occupied, managed and maintained buildings for prolonged periods without any formal written agreement with Council.

This has resulted in present day issues relating to asset ownership, confusion and a lack of understanding of roles and responsibilities with regard to property matters such as maintenance, annual inspections and insurance (both contents and public liability).

#### **REPORT:**

Council is responsible for public land which includes land and built structures located on Council freehold land or Crown land where Council is the Department of Environment, Land, Water and Planning appointed Committee of Management.

The draft property occupancy policy (Attachment 1) aims to provide the framework for Council in developing occupancy agreements, in accordance with legislative requirements and to

inform the community in a clear, transparent and unbiased manner on how Council manages community assets.

This framework is designed to ensure a consistent approach and is intended to streamline the use of Council land and/or buildings for the benefit of the community and to recover reasonable costs associated with managing these assets.

### **Policy and Legislative Context**

The draft property occupancy policy has been prepared in accordance with Council's strategic document, policy and procedure guidelines and is consistent with the commitments and outcomes identified in the Council Plan 2017-2021 (2018 Refresh).

The draft policy is consistent with relevant legislation including the *Local Government Act 1989* and the *Crown Land (Reserves) Act 1978* and should be read along with these Acts and other relevant legislation. The policy also takes into consideration other Council policies.

### **CONSULTATION/COMMUNICATION:**

The draft property occupancy policy, subject to Council endorsement, is proposed to be placed on public exhibition for consultation for a period of 2 months. In addition, all occupiers of Council buildings will be notified in writing and invited to provide comment/ feedback together with engaging the community voice panel to provide feedback on the draft policy.

In 2018, Council participated, along with 19 Victorian Councils, in a benchmarking exercise focused on leasing/ licencing policies and practices. The policy has been drafted with the view of providing a consistent approach that largely aligns with other Victorian Council's leasing/ licencing policies and practices.

### **FINANCIAL & RESOURCE IMPLICATIONS:**

There will be minimal costs to Council to commence a public exhibition and consultation process for the draft property occupancy policy.

### **CONCLUSION:**

The introduction of a property occupancy policy will benefit users of community assets by providing security of tenure, an equitable and transparent pricing structure and a clear understanding of maintenance and reporting responsibilities.

The intention behind the policy is to promote responsible, consistent and effective management of community assets and ensures they are maintained, developed and occupied for the benefit of the community.

In addition, the policy would ensure that Council has a clear strategic framework for the development of all types of agreements that aligns with best practice principles and with relevant legislative requirements.

### **ATTACHMENTS:**

1. Draft Property Occupancy Policy.

**RECOMMENDATION:**

*That Council:*

1. *Endorses the draft Property Occupancy Policy.*
2. *Undertakes a community consultation process on the draft Property Occupancy Policy, including but not limited to; public exhibition, advertisement in the local newspaper, providing a draft for comment to all occupants of Council properties, engaging the community voice panel and posting on Council's website (Have your Say).*
3. *Invites public submissions and feedback on the draft Property Occupancy Policy.*
4. *Receives public submissions on the draft Property Occupancy Policy during the exhibition period ending 5.00 pm on 1 August 2019 and schedules a Special Hearing Meeting at 5.30 pm on 13 August 2019 to hear from any person who wishes to speak to their submission.*





# Property Occupancy Policy

Category: Council Policy

Adoption: Council Date:.....

Review Period: Three years

Responsible Manager: General Manager Corporate Performance

Signed by CEO: .....

Date: .....

## 1. Purpose

This Policy aims to provide a framework for determining the most appropriate occupancy agreements for public land within the Shire, and to guide the pricing of that occupancy. Through implementation of this Policy Council will ensure that:

- Occupiers of public land are treated in a transparent and consistent manner;
- Occupancy agreements are issued in accordance with legislation and Council’s delegations and powers;
- Risks associated with public land occupancy are appropriately managed.

## 2. Scope

This Policy applies to public land which includes land and built structures located on Council freehold land or Crown land where Council is the appointed Committee of Management, which is occupied by third parties.

The principles of this Policy apply to both new occupancy agreements entered into after the Policy approval date, and those agreements which expire after the Policy approval date and are considered for renewal. Council commitments under agreements existing at the time of this policy being approved, including ‘options’ clauses, will be honoured in their original form.



### 3. Policy

#### 3.1 Definitions and Abbreviations

<i>Term</i>	<i>Meaning</i>
<b>The Act</b>	Means the <i>Local Government Act 1989 (Vic)</i>
<b>Approval in Principle</b>	Approval that is subject to other conditions being satisfied, such as legislative advertising process, prior to the agreement going ahead.
<b>Capital Works</b>	Any improvements, upgrades, alterations and/or additions (internal or external) to change the use, function, or layout of an existing Council owned or managed Property.
<b>Commercial</b>	An occupation which, by its nature, could reasonably be expected to generate a profit. Includes businesses, instructors, corporations, political groups and training organisations. May also include government departments and not-for-profit organisations operating on a commercial basis.
<b>Community benefit</b>	Economic, social and environmental benefits that accrue to the wider community.
<b>Council</b>	Central Goldfields Shire Council
<b>Council managed land</b>	Crown Land managed by Council as the designated Committee of Management but not owned by Council. May also include buildings or other assets located on this land.
<b>Council owned land</b>	Land owned by Council in freehold. May include buildings or other assets located on this land.
<b>CPI</b>	The Consumer Price Index, a statistical measure that examines with weighted average of prices of groups of consumer goods and services.
<b>DELWP</b>	Department of Environment, Land, Water and Planning or its successor.
<b>EOI</b>	Expression of Interest, competitive public process in which submitters are invited to bid for the right to hold a lease or licence over Council-owned or Council-managed land.
<b>General Manager</b>	The Council appointed General Manager Corporate Performance with responsibility for property leases and licences.
<b>Lease</b>	An agreement for the occupation of land and/or buildings which grants exclusive rights of occupation to the tenant.
<b>Licence</b>	An agreement for the occupation of land and/or buildings which does not grant exclusive rights of occupation to the tenant.
<b>Not-for-Profit organisation</b>	An organisation that provides a demonstrated community benefit, and does not operate for the profit, personal gain or other benefit of particular people. Some examples include charities, sporting and recreational clubs, community service organisations, professional and business associations, and cultural and social societies.
<b>Private use</b>	An occupation of a private nature which provides no, or minimal, wider community benefit.
<b>Tenant</b>	An individual, company or incorporated body that occupies Council owned or Council managed land under an occupancy agreement.
<b>Valuation</b>	A valuation undertaken by a person registered to do so under the <i>Valuation of Land Act 1960 (Vic)</i> .



## 3.2 Statutory Requirements

### Council Owned Land

The granting of a Lease for Council owned land may be subject to Council complying with its statutory obligations in accordance with Section 190 of the Act which requires Council to advertise its intention to lease land to another party and to consider submissions under Section 223 if the lease is to be -

- (a) for 1 year or more and -
  - i. the rent for any period of the lease is \$50,000 or more a year; or
  - ii. the current market rental value of the land is \$50,000 or more a year; or
- (b) for 10 years or more; or
- (c) a building or improving lease

### Council Managed Land

Council is also responsible for managing Crown land on behalf of the Victorian Government (DELWP) as the appointed Committee of Management in accordance with the *Crown Land (Reserves) Act 1978 (Vic)*. Council must adhere to the:

- Leasing Policy Victorian Crown Land May 2018; and
- Crown Land Leasing Guidelines 2012.

These two documents provide the framework and guidelines for the leasing of Crown land in Victoria. Council must seek Ministerial approval in-principle to lease or licence any Crown Land and all agreements must be prepared on DELWP's standard documentation.

### Other Requirements

Council is required to maintain a publicly available register of all leases involving land where Council is the lessor, including details of the lessee, terms and value, in accordance with the *Local Government (General) Regulations 2015 (Vic)*.

## 3.3 Types of Agreements

When considering the appropriate occupancy agreement for a piece of public land Council has several options to choose from including:

- Lease
- Licence
- Seasonal use agreement

Further detail on each of these options follows.

### 3.3.1 Lease

**When** – There is public land which has a single use and users have exclusive use of the land and/or buildings. Some examples include land on which bowling, golf, tennis or gun clubs are situated, or buildings and/or land occupied for the sole benefit of the tenant, for example Aerodrome sites and buildings. Access to such public land is typically either:

- Physically restricted and members of the general public can only participate in the dedicated land use after paying a membership or casual hire fee.
- Not available – the tenant has sole exclusive use of the site.

**Where** – There is a legal entity that wishes to occupy public land for a single purpose.



### 3.3.2 Licence

**When** – There is public land which has a single or multiple uses and users that have non-exclusive use of the site. One example is a public building that is used by different community groups on different days of the week but at regular times each week.

**Where** – Licences enable Council to allow multiple users of public land to occupy the land and/or buildings in a shared (non-exclusive) manner, which improves the utilisation of the facility and reduces the need for stand alone, single use infrastructure.

### 3.3.3 Seasonal use agreement

**When** – The public land has multiple uses and users have non-exclusive use of the site. An example of this is a recreation reserve with football, cricket and netball facilities that is also available for members of the public to access at no cost when not in use for sporting activities.

**Where** – The public land is managed by Council and individual clubs only wish to occupy public land only for the duration of their sporting season. At season’s end they relinquish their occupancy in order to allow another club to use the public land for their sporting season.

## 3.4 Expression of Interest (EOI)

Council may decide to conduct an EOI for the issue or renewal of a lease or licence that is wholly or partly commercial in nature. The decision to conduct an EOI process for a Property will be based on factors including the following:

- The likelihood of multiple interested applicants and users
- The size and location of the Property
- The value of the Property
- The expected rental return
- To ensure the Tenant delivers specific services
- To allow for innovative or flexible solutions for the property

## 3.5 Duration of Tenure

### Council Owned Land

The duration of Agreements on Council owned land will generally be determined in accordance with the table below and will take into account the intended and future use of the land and/or buildings, capital investment and economic benefit including employment. Notwithstanding, this table is a guide only and other tenures may be more appropriate in certain circumstances.

Type	General terms
Lease	Three years with consideration of two further options of three years
Licence/Seasonal Use Agreement	Two years with consideration two further options of two years

### Council Managed Land

Where Council manages Crown Land, all tenures will be determined on a case by case scenario and must be approved in-principle by DELWP before Council can offer a lease or licence. The duration of a lease is restricted to a full tenure of 21 years and a licence will not exceed nine years.

Type	General terms
Lease	Up to 21 years
Licence/ Seasonal Use Agreement	Up to nine years

Any further extensions to the above tenures will be considered on a case by case scenario and will be at the discretion of Council and DELWP.



### 3.6 Occupant Categories and Assessment of Rent

All occupants entering into an Agreement for Council owned or managed land and/or buildings under this Policy will be categorised and rent will be determined in accordance with the table below.

<i>Category of tenant</i>	<i>Definition</i>	<i>Rent and costs</i>	<i>Eligibility</i>
<b>A - Community Groups</b>	Community groups or clubs that are not-for-profit and are generally accessible to all residents and engage the wider community, i.e. Historical Society, Hospital Auxiliary.	<ul style="list-style-type: none"> <li>- The tenant will not be required to pay for any municipal rates and charges, including the fire services property levy. Payment of utility services will be determined on a case by case scenario.</li> <li>- A community rental of \$104.00 (plus GST) per annum will apply.</li> </ul>	<ol style="list-style-type: none"> <li>1- Use approved by Council and;</li> <li>2- Not-for-profit or voluntary groups that receive minimal or no external funding to run group activities or programs with limited revenue raising ability and;</li> <li>3- Provides significant community benefit.</li> </ol>
<b>B - Community Service</b>	<p>Organisations that provide a core service to the local community.</p> <p>They will not operate on under a commercial basis i.e. community house, kindergarten, senior citizens groups</p> <p>This category may also include recreational and sporting groups that serve the community and will be assessed on their capacity to generate income or access to funding.</p>	<ul style="list-style-type: none"> <li>- The tenant is responsible for all utilities services, municipal rates and charges, including the fire services property levy.</li> <li>- The rent will be determined on a case by case scenario, up to a maximum of \$1250.00 per annum (plus GST) and will take into consideration any annual fees and charges applied for use of a premises.</li> </ul>	<ol style="list-style-type: none"> <li>1- Use approved by Council and;</li> <li>2- Has revenue raising ability and receives external funding support i.e State Gov funding and;</li> <li>3- Groups/ clubs that charge fees and has the ability to raise revenue and;</li> <li>4- Provides significant community benefit.</li> </ol>
<b>C - Other/ Mixed Groups</b>	Organisations or Groups that have an element of commercial/ private operations that may provide a level of community service, i.e. football/netball clubs	<ul style="list-style-type: none"> <li>- The tenant is responsible for all utilities services, municipal rates and charges, including the fire services property levy.</li> <li>- A market rent valuation will be determined by an independent qualified valuer.</li> <li>- Discounts may apply where groups provide capital contribution to the improvement of assets, assessed case by case.</li> </ul>	<ol style="list-style-type: none"> <li>1- Use approved by Council and;</li> <li>2- Groups/ clubs that charge fees and have the ability to raise revenue.</li> </ol>
<b>D - Commercial/ Private use</b>	This category includes operation of a business or commercial activity where income is obtained and/or private gains from the use of the premises, i.e. retail premises.	<ul style="list-style-type: none"> <li>- A market rent valuation will be determined by an independent qualified valuer or competitive public EOJ process.</li> </ul>	<ol style="list-style-type: none"> <li>1- Use approved by Council.</li> </ol>
<b>F - Casual Hire/ Seasonal Use</b>	This occurs where a premises or venue is hired from Council on a casual basis i.e. Halls.	In accordance with Council's annual fees and charges and Council's Casual user and facilities hire policy.	<ol style="list-style-type: none"> <li>1- Refer to Council's Casual user and facilities hire policy.</li> </ol>



### 3.7 Rent reviews

Rental Reviews will occur in Accordance with the Agreement. This will generally occur when a new term is entered into.

All Community based rent will be increased annually by CPI during the term of a Lease or Licence.

All Commercial rent will be increased annually by 3% during the term of a Lease or Licence. On the exercise of any option for renewal/ further term the rent will be determined by a certified practicing Valuer at the current market rental.

### 3.8 Insurance

All occupants are required to hold current Public Liability Insurance to a value determined by Council as detailed in their agreement. A copy of the Public Liability Insurance is to be provided to Council on an annual basis as evidence of cover.

All occupants must hold current insurance for contents or equipment owned or controlled by them at the Council Property. Building Insurance for all Council assets will be paid for by Council.

### 3.9 Maintenance Requirements

All occupiers of Council land and/or buildings are required to maintain the facility in accordance with the Maintenance Schedule attached to their agreement. This agreement specifies the responsibilities of Council and the Occupant/s in regard to maintenance of land and/or buildings. Council reserves the right to negotiate maintenance responsibilities and costs.

The Occupants will be responsible for keeping the land and/or buildings clean, in good condition and perform incidental maintenance not requiring a skilled tradesperson.

### 3.10 Reporting and Inspections

All Occupants may be required to provide various reports as a condition of their Agreement, which may include but is not limited to:

- annual report (including office bearers, financial statements);
- a list of hirers that used the premises in the previous financial year;
- business plan or strategy.

All Occupants will be required to complete an annual building assessment/ condition report of the premises on the relevant form provided by Council. Council will undertake Essential Safety Measures (ESM) checks on all premises in accordance with the Building Regulations 2018.

Council reserves the right to inspect a premises annually or more frequently as required, in consultation with the Occupants.

### 3.11 Capital Works- Improvements, Alterations and/or Additions

Occupants must not make any alteration or addition to any Council owned or managed Property without the consent of Council and/or DELWP. Any alterations or additions required shall be undertaken by Council's contractors unless otherwise agreed between the parties in writing.

If agreed by Council, any contractors engaged by an Occupant must be accredited, qualified tradespersons with appropriate insurances and copies of trade's qualifications and insurances must be provided to Council for information.

All improvements unless agreed otherwise between the parties will revert to Council at the end of the occupancy agreement.



### 3.12 Permits

Any required permits, including building and planning permits and permits relating to events, will be the responsibility of the Occupant to obtain.

### 3.13 Keys and Locks

Council will retain a set of keys for all premises. If Occupants wish to change locks to a premises they are required to obtain Council consent and must provide Council with any new keys for the premises.

Occupants may install a security system at their own cost, however prior written consent from Council is required. Security codes and subsequent changes to codes must be given to Council immediately after installation.

### 3.14 Third Party Hire

Occupants may be permitted to hire a premises to third parties for events and casual hire, subject to the conditions of their Agreement and in accordance with the requirements of Council's Casual User and Facilities Hire Policy.

### 3.15 Liquor Licence

All Occupants must obtain written consent from Council prior to applying for a new liquor licence or applying for an amendment to a liquor licence. Council reserves its rights to object to any expansion or intensification and withhold any permission at its sole discretion.

## 4. Roles and Responsibilities

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Person/s responsible	Accountability
General Manager Corporate Performance	Overall responsibility for Policy implementation and compliance.
Manager Governance, Property and Risk	Provide strategic oversight of Council's property leasing and licencing portfolio.
Property and Risk Officer	Oversee the issuance of leases and licences in accordance with this Policy.

## 5. Human Rights Statement

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It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*. Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

## 6. Related Council Policies and Procedures

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Council Plan 2017- 2021

Asset Management Policy 2018

Casual User and Facilities Hire Policy 2019



## 7. Relevant Legislation and Guidelines

---

### **Legislation**

*Building Act 1993 (Vic)*

*Crown Land (Reserves) Act 1978 (Vic)*

*Information Privacy Act 2000 (Vic)*

*Land Act 1958 (Vic)*

*Local Government Act 1989 (Vic)*

*Planning and Environment Act 1987 (Vic)*

*Privacy and Data Protection Act 2014 (Vic)*

*Privacy Act 1988 (Cth)*

*Retail Leases Act 2003 (Vic)*

### **Regulations and Guidelines**

Building Regulations 2018

DELWP Crown Land Leasing guidelines 2012

Leasing Policy Victorian Crown Land May 2018

Local Government (General) Regulations 2015

Retail Leases Regulations 2013



**DOCUMENT HISTORY (TO BE REMOVED BEFORE SIGNING)**

	<b>Date</b>	<b>Author</b>
Initial Draft	June 2018/ March 2019	Kristie Berry
Approved by GM for EMT		
Endorsed		EMT
Final Draft		
*Audit Committee comments if needed		
*Amended after Audit Committee		
*Final Draft To Strategy Briefing		
*Final draft to Council meeting		
Signed by CEO		

DRAFT

## 8.4 MARYBOROUGH INTEGRATED WATER MANAGEMENT PLAN

**Author:** General Manager Infrastructure Assets & Planning

**Responsible Officer:** General Manager Infrastructure Assets & 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.*

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### SUMMARY/PURPOSE:

The purpose of this report is to:

- Advise Council about the response to community feedback on the Maryborough Integrated Water Manage Plan;
- Recommend that Council endorse the Maryborough Integrated Water Manage Plan; and,
- Advise Council that we will receive external funding for the design of the drain and water storage system for the Station Domain project identified in the Maryborough IWM (Council is proposing to part fund this project in the proposed 2019 – 2020 budget).

The Integrated Water Management Framework for Victoria, developed in 2017, outlines how greater community value can be delivered through strategic collaboration between water corporations, local governments, catchment management authorities and the community.

The Maryborough Integrated Water Management Plan explores and sets out recommendations for future water management in the Maryborough area.

### POLICY CONTEXT:

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

### BACKGROUND INFORMATION:

The Integrated Water Management Framework for Victoria, developed in 2017, outlines how greater community value can be delivered through strategic collaboration between water corporations, local governments, catchment management authorities and the community.

Thirteen projects areas were identified in the Central Highlands Strategic Directions Statement (SDS) to pursue the strategic objectives of the Statement. One of these is the Maryborough Integrated Water Management Plan.

The Ordinary Council Meeting held on 27 November 2018 resolved the following:

- To endorse the Central Highlands Integrated Water Management Strategic Directions Statement
- To endorse the Coliban Integrated Water Management Strategic Directions Statement
- To continue to work with both water Forums and the regional statutory bodies to undertake the planning and works identified in the Strategic Directions Statements
- To advise the Coliban Water Forum that a future project should focus on the development of a small town Integrated Water Management Plans.

At its meeting of February 2019 Council resolved to:

1. Endorse the Draft Maryborough Integrated Water Management Plan for the purpose of displaying this plan on Council's website and promoting the plan through social media to assist Central Highlands Water to gather community feedback
2. Acknowledge it may wish to make a submission to the Draft Maryborough Integrated Water Management Plan through the feedback period.

## **REPORT:**

The Maryborough IWM examines the whole urban water cycle, including the management of stormwater, wastewater, water supplies and waterways. It also considers how water can be managed to deliver community benefits such as enhanced amenity, greener open spaces and street trees and enhanced recreational opportunities.

The Maryborough IWM identifies six focus areas for integrated water management in Maryborough:

1. Creating governance and delivery structures to support IWM
2. Harnessing stormwater for healthier street trees
3. Greening station domain as a key community asset
4. Creating a resilient and local alternative water supply network
5. Improving Lake Victoria for recreation and amenity
6. Continual improvement of waterways and flood management.

The Maryborough IWM identifies a set of recommended actions for each focus area, including proposed timeframes and delivery responsibilities. The timelines are indicative and subject to resourcing and planning by the relevant authorities (refer to Attachment 1 for actions). Some of the actions have both a high economic benefit as well as other benefits (such as shading the streets), others have a lesser economic impact but may have good social and environmental benefits (such as wetland treatment at Lake Victoria). Council is identified as a delivery partner for some of the actions.

The Maryborough IWM recognises that there is benefit in exploring all these outcomes, not only those with a high economic benefit. The Maryborough IWM was developed in consultation with member of our community, council staff and the water authorities.

The Draft Maryborough Integrated Water Management Plan has been displayed on Council's website and promoted through social media to assist Central Highlands Water to gather community feedback. No feedback has been received by Council.

Each of the projects identified will be further explored prior to project implementation, and most require considerable external funding to be achieved.

In this regard, Council has been advised it has been successful in a \$35,000 grant for the design of the drain and water storage system for the Station Domain project identified in the Maryborough IWM (Council is part funding proposed in the 2019 – 2020 budget). The grant was from the Water and Catchments| Department of Environment, Land, Water & Planning. The design will allow council to understand the Station Domain project further and any impact this would have on the Station Domain area.

Similarly, the project identified for the Lake Victoria wetlands would require design detail and additional community consultation to better understand the impact of change to the lake both environmentally and socially. The Lake Victoria wetlands project involves approximately 50% of Lake Victoria converted into a vegetated stormwater treatment asset.

A number of the actions align with other material that has been produced for Council – for example a number of the actions regarding street trees are consistent with the ‘Cool it’ study recommendations.

While some of the projects nominated in the IWM need considerable further community consultation and additional design detail, it is appropriate to endorse the Maryborough IWM as a document and advise Central Highlands Water that Council will undertake and consider community advice on projects before the detailed project has council approval. The aim to better manage the water cycle is necessary to reduce the amount of potable water used for purposes where other classes of water could be reasonably used. The Maryborough IWM also aims to achieve good urban living outcomes, through maintaining green areas and street trees, which are of high importance to our community.

#### **CONSULTATION/COMMUNICATION:**

Consultation for the Maryborough IWM has involved Project Steering Group meetings and meetings with a number of local stakeholders from the Maryborough and Carisbrook community. Staff from Council have been involved in the steering group and stakeholder meetings.

Council assisted with consultation on the final Draft Plan by advertising the plan on its website and through our media.

#### **FINANCIAL & RESOURCE IMPLICATIONS:**

Implementing the actions identified in the Maryborough IWM will require staff resources to manage and implement some actions and to source funding for actions.

Council will contribute to some of the projects to be determined through each year’s budget deliberations.

#### **CONCLUSION:**

The Maryborough Integrated Water Management Plan has been produced by Central Highlands Water in collaboration with Central Goldfields Shire Council and North Central Catchment Management Authority. It has also benefited greatly from the input and support of

key local stakeholders including local businesses, community representatives and representatives of the traditional owners of land in the Maryborough area, Dja Dja Wurrung.

It is recommended that Council endorse the Maryborough Integrated Water Management Plan and advise Central Highlands Water that before Council will approve any project it will undertake community consultation and consider any feedback received.

**ATTACHMENTS:**

1. Maryborough Integrated Water Management Plan.

**RECOMMENDATION:**

*That Council:*

1. *Endorse the Maryborough Integrated Water Management Plan; and*
2. *Advise Central Highlands Water that before Council will approve any project it will undertake community consultation and consider any feedback received.*



CENTRAL HIGHLANDS WATER, CENTRAL GOLDFIELDS  
SHIRE COUNCIL, NORTH CENTRAL CATCHMENT  
MANAGEMENT AUTHORITY

# MARYBOROUGH INTEGRATED WATER MANAGEMENT PLAN

November 2018

Developed by:



Prepared by:



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## TRADITIONAL OWNER ACKNOWLEDGEMENT

Central Highlands Water, Central Goldfields Shire Council and North Central Catchment Management Authority acknowledge the Traditional Owners of the region of Maryborough, the Dja Dja Wurrung. We pay our respect to the Elders of these communities past, present and emerging, acknowledging that they have been custodians of land and water for many centuries and that their continuing culture and contribution is important to the life of the region. We note in preparing and delivering on the outcomes of this plan the obligations to the Dja Dja Wurrung under the Traditional Owner Settlement Act, including Schedule 16 (NRM Participation Strategies) and Schedule 6 (Local Government Engagement).



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# Executive Summary

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## **Introduction**

The Maryborough Integrated Water Management Plan explores and sets out recommendations for future water management in the Maryborough area. The Plan examines the whole urban water cycle, including the management of stormwater, wastewater, water supplies and waterways. It also considers how water can be managed to deliver community benefits such as enhanced amenity, greener open spaces and street trees and enhanced recreational opportunities.

Water can play a key role in improving liveability and community well-being in Maryborough. The town already benefits from recycled water use for irrigation of the Golf Course and Princes Park precinct, and is harnessing stormwater runoff from part of the town to top-up Lake Victoria in the centre of the town. This Plan explores a variety of other initiatives that will further enhance the local economy, improve the environment and drive direct benefits to local communities. This Plan has been identified as a regional priority in the Central Highlands IWM Forum Strategic Directions Statement, which was endorsed by the Water Minister in October 2018.

## **A partnership approach to water management**

This Plan has been produced by Central Highlands Water in collaboration with Central Goldfields Shire Council and North Central Catchment Management Authority. It has also benefited greatly from the input and support of key local stakeholders including local businesses, community representatives and representatives of the traditional owners of land in the Maryborough area, Dja Dja Wurrung.

It is significant and integral that this Plan is developed through a partnership process, as this recognises that the urban water cycle is interconnected. Continuation of this partnership approach will be key to deliver the vision and the actions outlined in this Plan.

## Why integrated water management is important in Maryborough

There are several key drivers which mean that local and well-coordinated water management is important for Maryborough's future:

- **Future water supplies:** A combination of a changing climate and a growing population means that it is likely that additional water supplies for Maryborough will be needed in the future. Uncertainty regarding the scale of impact from future climates means that new supplies could be needed as soon as 2023 or not until 2049 to maintain a good level of water supply service for Maryborough.
- **Maryborough is growing:** New development in the area places additional pressure on water resources but also provides an opportunity to introduce new infrastructure and to influence how development is delivered.
- **Securing recycled water as a long-term resource:** The town's recycled water is currently harnessed for irrigation, but algal blooms and high salinity can restrict use. Finding solutions to these issues is important so that this alternative water resource is fully harnessed.
- **Recognising stormwater as a key water asset:** Increasingly, the impacts of urban runoff on the health of waterways are being realised. Following the impacts of the drought, urban stormwater has also been recognised as a valuable water source. There is further potential to harvest and treat stormwater to support local lakes and recreation areas while also improving water quality and environmental conditions.
- **Maryborough would benefit from more street trees and green areas:** Maryborough has relatively low tree canopy cover and integration of green space, meaning that on a hot day, the dominance of exposed paved surfaces further increases local temperatures, impacting the health and comfort of communities. Water can support the health and cooling effect of trees and green spaces, supporting community well-being.
- **The community appreciates local lakes and waterways, including Lake Victoria, Tullaroop Creek and Goldfields Reservoir:** Waterbodies and waterways are important to the character of the area, and provide a focus for recreational activities, walking and tourism. Securing a sustainable source of water and maintaining water quality is a key focus for community well-being.

## **Vision for IWM in Maryborough**

Water supports a resilient Maryborough with a thriving community, a prosperous economy, and a healthy environment.

## **Excellent opportunities to create a better Maryborough**

This plan identified numerous opportunities for integrated water management at all scales, ranging from on-lot initiatives in homes and street-scale greening, to town-scale water infrastructure. A shortlisting process was undertaken to identify initiatives that were likely to deliver the greatest benefits to the Maryborough community. Nine opportunities were examined in detail, and a costed concept design was developed for each. An economic evaluation and an appraisal of opportunities against key objectives for the area was conducted to inform the recommendations of this Plan. As a result, a suite of physical projects as well as a set of actions to support delivery integrated water management has been set out in an implementation plan.

## **Six focus areas for integrated water management in Maryborough**

1. Creating governance and delivery structures to support IWM
2. Harnessing stormwater for healthier street trees
3. Greening station domain as a key community asset
4. Creating a resilient and local alternative water supply network
5. Improving Lake Victoria for recreation and amenity
6. Continual improvement of waterways and flood management

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# 1. An integrated water management approach for Maryborough

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## 1.1 What is Integrated Water Management?

Integrated water management (IWM) recognises that interconnected nature of the water cycle, and seeks to manage water across the whole water cycle in a coordinated manner and improve its interactions with the built and natural environment in doing so. Traditionally, three ‘types’ of water have been managed separately; water supply, wastewater and stormwater. Roles and responsibilities have similarly focused on different types of water. An integrated water management recognises the interrelationships between different types of water, and also views water cycle management within a specific environmental, social, cultural and economic context – recognising the needs of local catchments and waterways, communities and industries.



Figure 1.1: Integrated water management diagram showing the interaction of the three ‘types’ of water within a context of urban form and landscapes.

In a built up environment, such as Maryborough, it is important to recognise how the water cycle is affected by urban areas. Urban development and formalised water supply and management systems have fundamentally altered the natural water cycle over time, creating an ‘urban water cycle’. The urban water cycle encompasses water supplies extracted from or imported to a local catchment, wastewater and stormwater generated locally, and the catchments and receiving environments affected by those water cycle interactions. As urban settlements change and grow, additional water demands and changes in generation of wastewater and stormwater will have knock-on effects on the urban water cycle, requiring forethought and understanding of environmental, economic and social influences and sensitivities in the system.

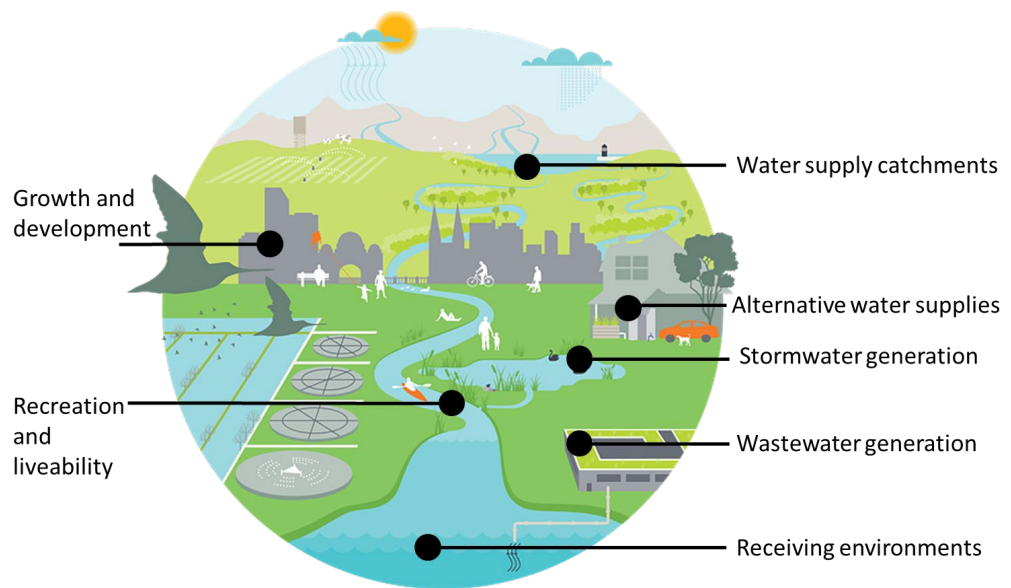


Figure 1.2: Key elements of the urban water cycle

## 1.2 State and Regional IWM Policy Frameworks

Water for Victoria (Victorian State Government, 2016) is “a framework to guide smarter water management, bolster the water grid and support more liveable Victorian communities”. Water for Victoria identified eight themes and associated actions to implement the policy. One of those themes is ‘resilient and liveable towns and cities’ and Government provided a commitment to:

“Adopt integrated water planning across Victoria, with place-based planning supporting community values and local opportunities”, and

“Put integrated water management into practice, working with water corporations to develop a common economic evaluation framework, promoting exemplar projects,

building the capacity of the water sector and local government to participate, and continuing research to improve urban water management”.

On 8 September 2017, the Department of Environment, Land, Water and Planning (DELWP) released a document titled ‘Integrated Water Management (IWM) Framework for Victoria’. The IWM Framework provides guidance aimed at helping government, the water sector and the community work together to better plan and deliver solutions for water management across Victoria’s towns and cities.

The IWM framework supports the establishment of IWM Forums in each region to drive and coordinated delivery of IWM. The Central Highlands Region IWM Forum was established in March 2018, and has identified the development of the Maryborough IWM Plan as a priority project in its Strategic Directions Statement<sup>1</sup> (2018).

### 1.3 A partnership approach to IWM in Maryborough

IWM not only involves a coordinated approach to water management, but also deep collaboration between a large number of stakeholders, extending to those who are able to affect and enable urban design, natural resource management, planning and economic development.

Recognising this, the IWM Plan for the Maryborough area has been jointly developed by Central Highlands Water, Central Goldfields Shire Council and North Central Catchment Management Authority in collaboration with key stakeholders and community representatives. Stakeholders engaged in the plan development are listed in Attachment 1.

We are thankful for the attendance and participation of representatives of Dja Dja Wurrung, the traditional owners of land in the Maryborough area, in the Plan workshops. It has been highlighted that several of the projects as listed in the plan provide an excellent opportunity in both the planning and delivery phases to further engage with the DDW to incorporate opportunities to exhibit and educate the community on some of the local indigenous cultural history of the area.

This IWM Plan focusses on the urban areas of Maryborough and neighbouring Carisbrook and Flagstaff, but recognises the interconnections with key water systems outside that area, including the water supply catchments, receiving environments, and nearby agricultural water users.

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<sup>1</sup> Central Highlands IWM Forum (2018) Strategic Directions Statement. Published by DELWP.



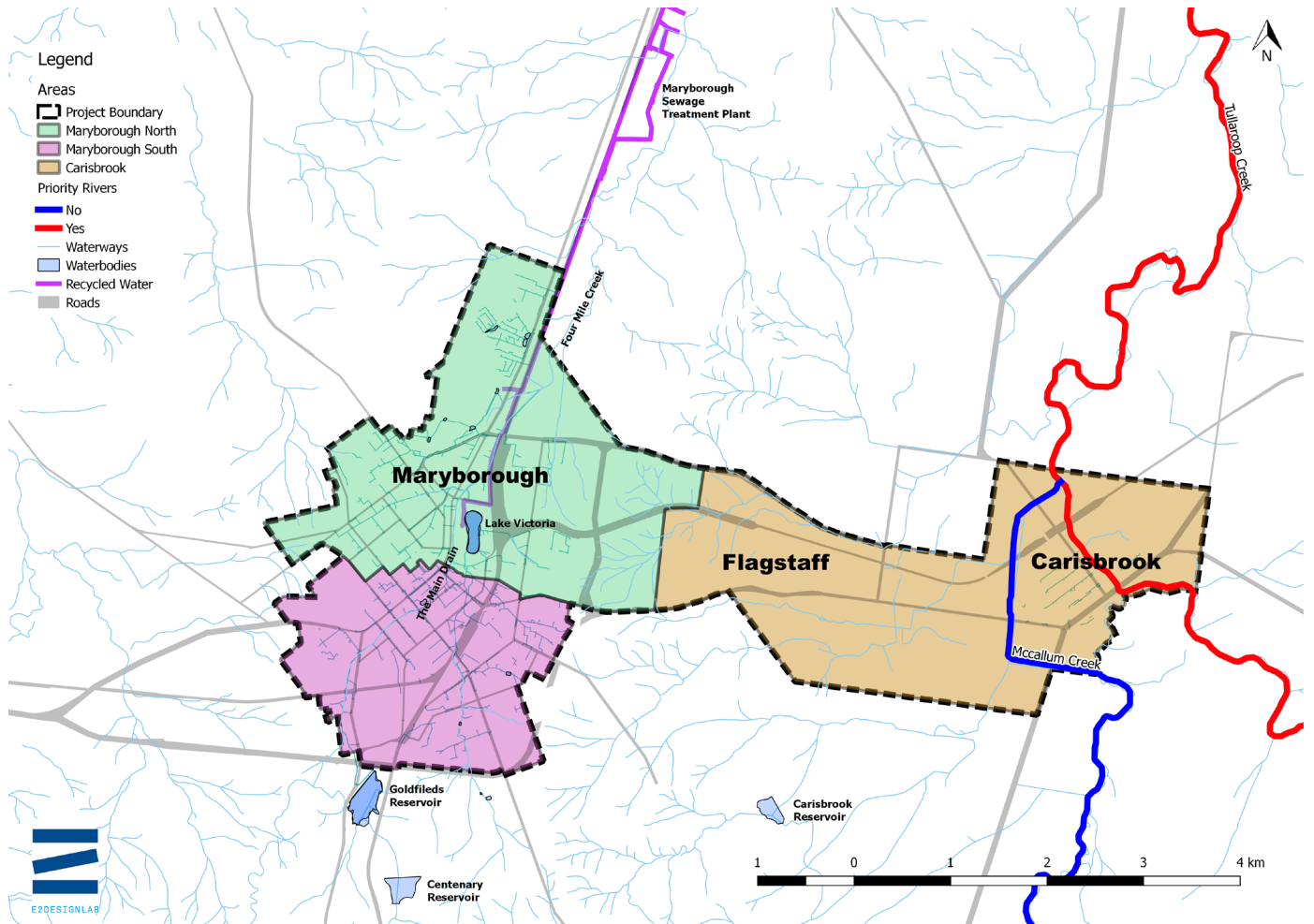


Figure 1.3: Focus area for the IWM Plan, encompassing the town of Maryborough and nearby Carisbrook

## 1.4 The IWM Plan structure

The Maryborough IWM plan was developed in the following four stages (Figure 1.4). The report is structured in the same manner and is supported by several appendices with further detail:



Figure 1.4: Four stages of the IWM Plan development

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## 2. The case for IWM: Drivers, Vision and Objectives

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### 2.1 Snapshot of the urban water cycle in the Maryborough Area and key drivers for change

#### 2.1.1 Urban development and growth

Maryborough and Carisbrook have an estimated combined current population of 9,123 people, with the majority of that population (~8,000 people) in Maryborough. A relatively moderate growth rate of 0.6% per year is predicted, bringing the total population in 50 years' time to 12,304 people. New population will be housed through a combination of infill development in existing areas and planned new communities on greenfield land. A total of around 1500 new homes is expected over the plan period. Central Goldfields Shire Council expect most new development to occur in residentially zoned land on the northern edge of Maryborough. Growth brings new water demands, as well as new wastewater and stormwater volumes, but development also brings opportunities to shape the urban landscape.



Figure 2.1 Recent residential development in North Maryborough

The main industry in Maryborough is manufacturing, with a dominance of food-related industries. A cluster of industrial businesses is located in the northern area of Maryborough, with further lower density industrial land use in the Flagstaff area between Maryborough and Carisbrook.

### 2.1.2 Potable water supplies

The Maryborough water supply system is managed by Central Highlands Water. Providing potable water supply to Maryborough and Carisbrook as well as a few other smaller settlements in the area, the water supply is currently predominantly drawn from surface water catchments with some groundwater supply when necessary. The majority of water supply is sourced from the Tullaroop Creek catchment, with the water treatment reservoir located to the south of the town of Maryborough, adjacent to Centenary Reservoir. Central Highlands Water have recently commissioned a Salt Reduction Plant (SRP) to reduce the salinity of drinking water in the system.

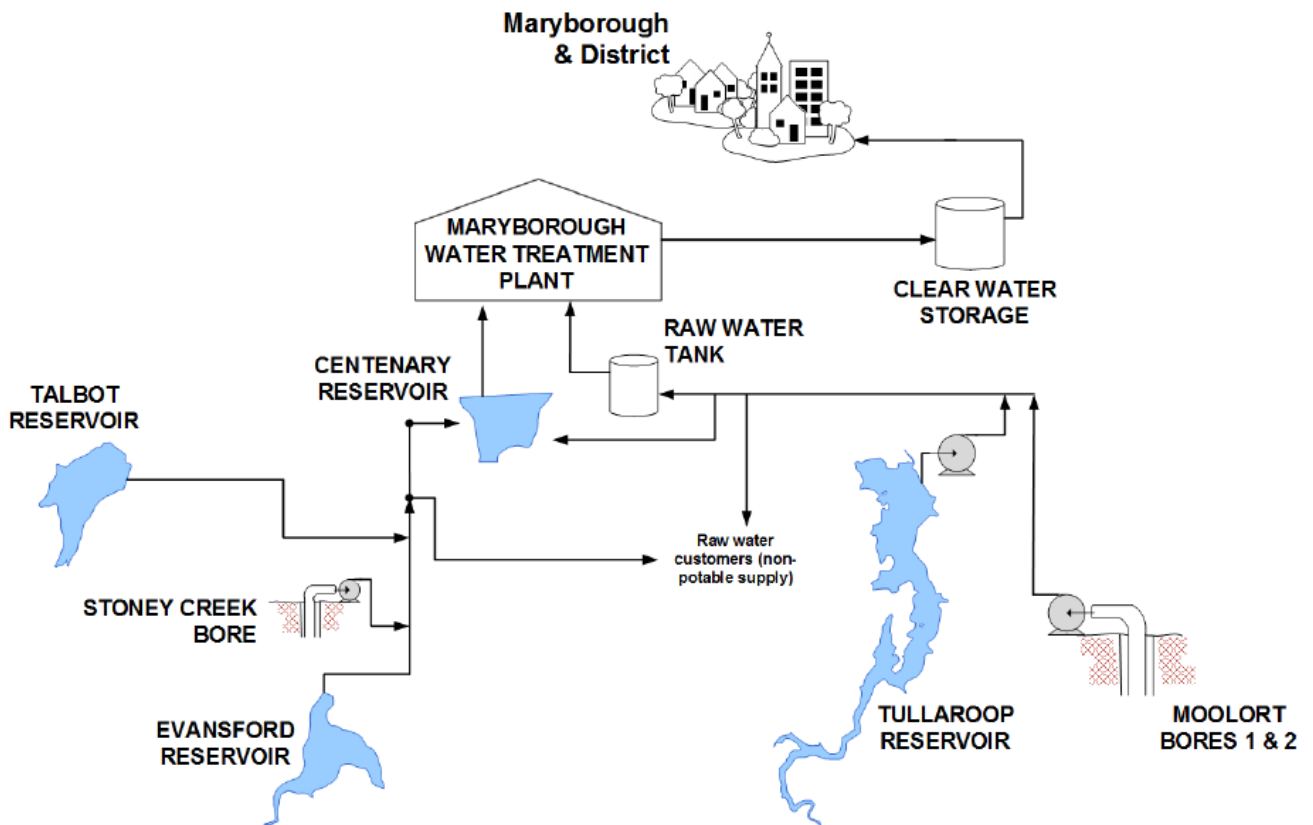


Figure 2.2: Maryborough and District Water Supply Network (Central Highlands Water Urban Water Strategy, 2017)

Central Highlands Water’s Urban Water Strategy predicts the impacts of population growth and climate change on water supplies and demands for the Maryborough system. To maintain the target levels of service for the area, it is expected that supplementary water supplies will be required in the next 5 to 20 years (see Figure 2.3). Central Highlands Water are currently investigating options for additional supply, including connection to the Goldfields Superpipe or additional groundwater extractions.

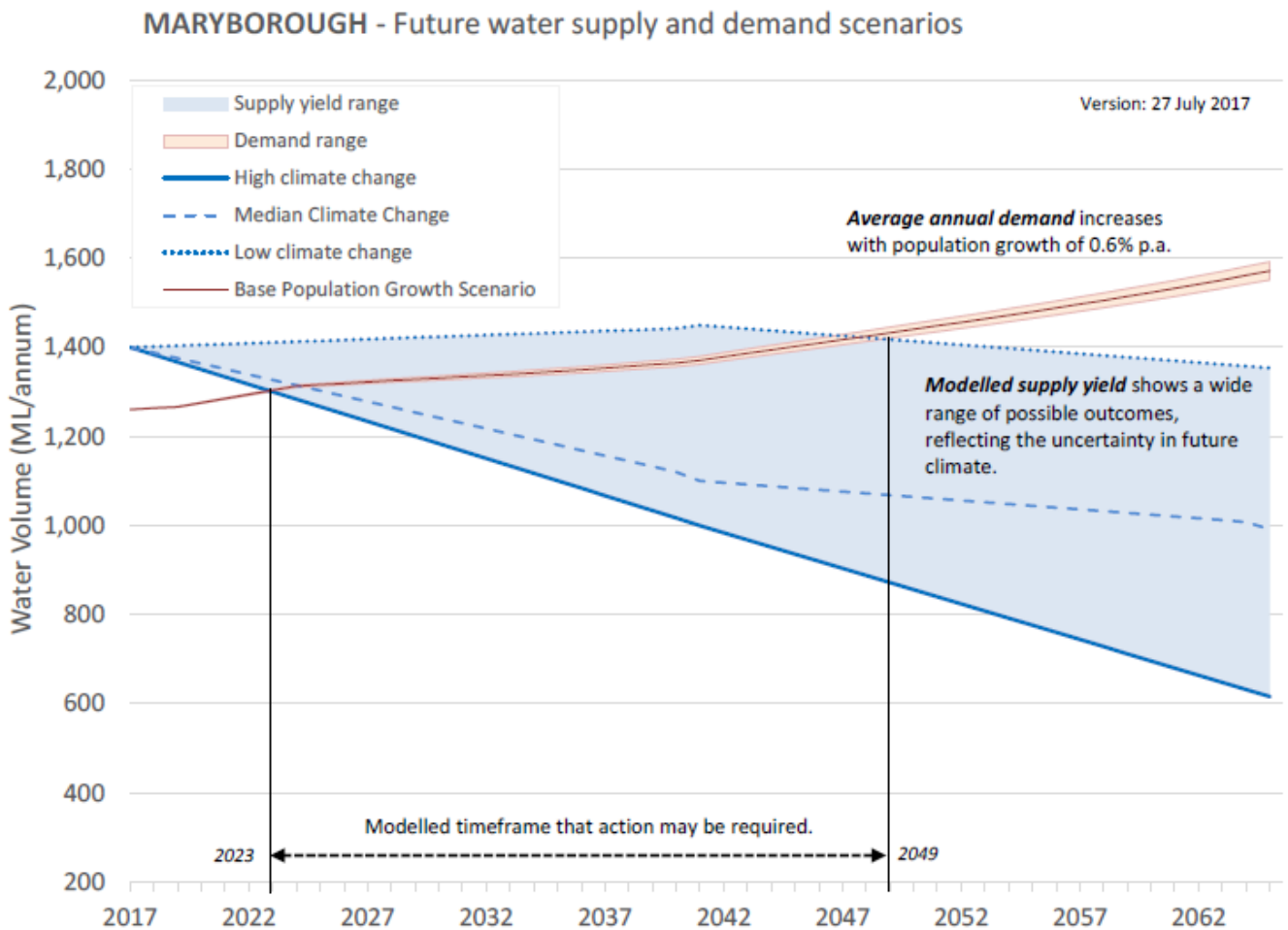


Figure 2.3: Future supply and demand scenarios for the Maryborough system (Central Highlands Water, 2017)

### 2.1.3 Wastewater management and recycled water

The Maryborough wastewater system is managed by Central Highlands Water. Wastewater from the Maryborough area is collected and treated at the Maryborough Wastewater Treatment Plant, located just to the north of Maryborough. Treated wastewater is reclaimed as recycled water (Class C) for local use, providing irrigation

water to the Maryborough Golf Club, Princes Park and local agricultural users via a recycled water distribution network. Due to the salinity of the water catchment, wastewater in the area has high salinity, and this is likely to increase in the future when the Salt Reduction Plant is in operation (and releasing brine to the wastewater system).

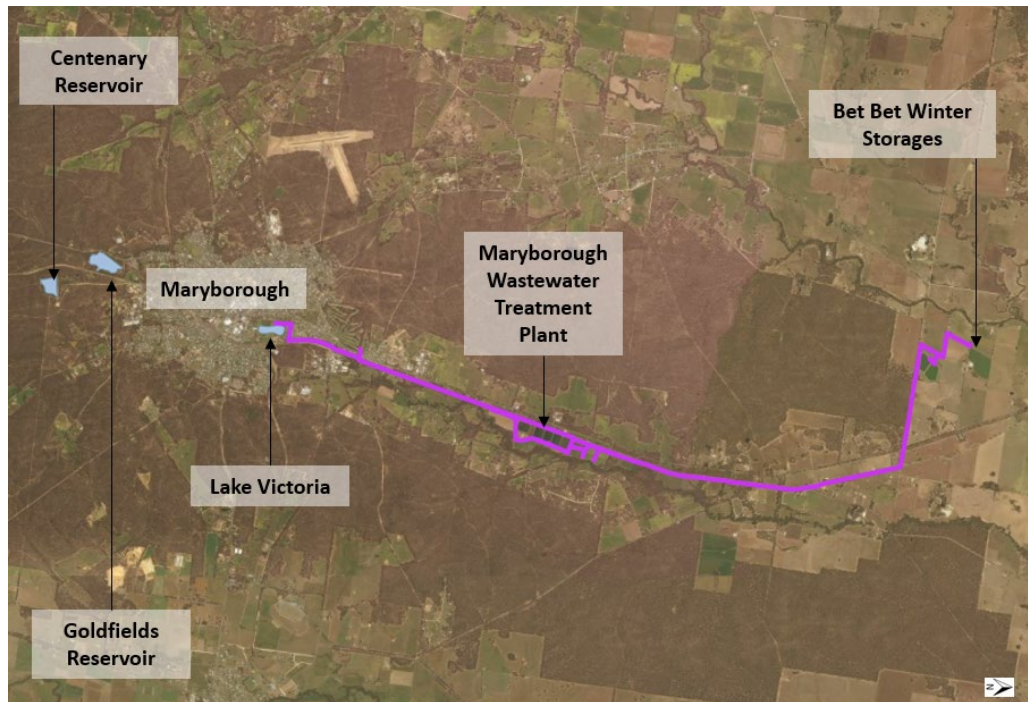


Figure 2.4: Maryborough recycled water network (purple)

#### 2.1.4 Stormwater management and stormwater reuse

Central Goldfields Shire Council is responsible for management of urban stormwater in the Maryborough Area. The built-up areas of Maryborough and Carisbrook have underground piped drainage systems, while the outskirts of Maryborough and parts of Carisbrook do not have a formalised drainage system. Maryborough drains to Four Mile Creek (commonly known as the ‘Main Drain’) which runs through the centre of the town and is open air in many sections. Its bluestone lining has historical value and it forms a well-known landscape feature in the town.

Central Goldfields Shire Council is guided by a Stormwater Management Plan (2002), and has implemented several improvements to stormwater management in recent years, including the installation of Gross Pollutant Traps in key sections of the Main Drain and raingardens in some carparks. During the Millennium Drought, stormwater from the main drain was diverted to top up Lake Victoria in Princes Park and this system currently remains in place. Other than litter removal, there is no treatment of urban stormwater entering the lake, resulting in algal blooms frequently affecting the Lake.

Other than the diversion to Lake Victoria, stormwater is a largely unharnessed water resource in the area which could be harnessed for a range of uses. Compared with pre-development conditions, the creation of the urban areas of Maryborough and Carisbrook has led to significant increases in stormwater runoff entering local waterways, fundamentally changing their flow regime and impacting water quality.

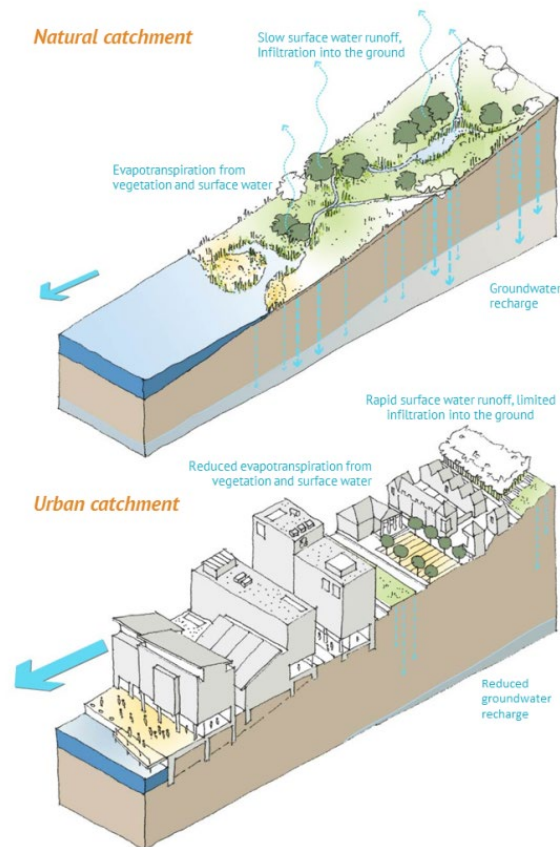


Figure 2.5: Comparison of stormwater runoff volumes from a natural catchment and an urbanised catchment

### 2.1.5 Local waterways and waterbodies

The urban water cycle for the Maryborough Area affects a number of waterways and waterbodies. As mentioned above, Four Mile Creek (the Main Drain) which runs south to north through Maryborough is directly impacted by stormwater from the urban area of Maryborough. The Creek is highly modified throughout the urban area, and due to its stone lining and the impact of stormwater flows, it does not have any significant ecological value. Further to the north, Four Mile Creek is unlined and in an agricultural land setting, however, the persistent stormwater flows from Maryborough are likely to have radically changed its flow regime and water quality. Four Mile Creek flows into

Bet Creek, which has been identified as a priority waterway by North Central Catchment Management Authority because of the values it provides.

To the east, the settlement of Carisbrook drains to Tullaroop Creek, which is also classified as a priority waterway. Tullaroop Creek has amenity and ecological value, and is well-loved by local residents. The urban water cycle for the Maryborough area also influences Tullaroop Creek upstream of Carisbrook, where potable water supply is sourced from Tullaroop Reservoir.

There are also significant urban water bodies in the area that offer amenity, ecological and amenity value to local community. The most significant of these are Lake Victoria in the centre of Maryborough and Goldfields Reservoir to the south of Maryborough. Both of these are well utilised by the community for walking and recreation. As mentioned above, Lake Victoria is now supplemented by urban stormwater to maintain lake levels, but it suffers from water quality issues. Goldfields Reservoir is a large water body which was historically a water supply dam. It is fed by a natural catchment, but it often suffers from low levels which restrict recreation activities including water sports.

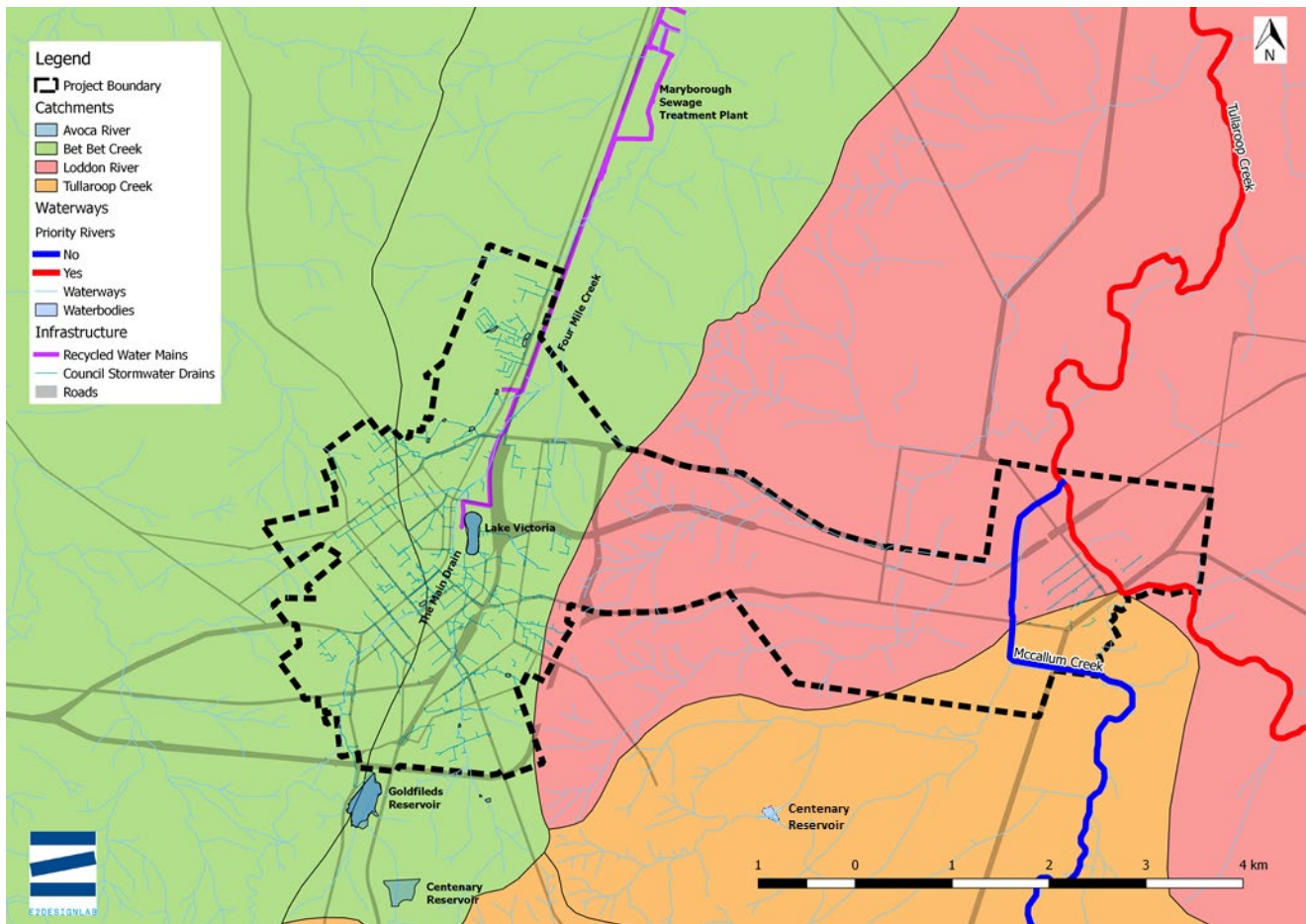


Figure 2.6: Catchments, key waterways and waterbodies



Figure 2.7: Images of local waterways and water bodies (Clockwise: Main drain, Tullaroop Creek, Goldfields Reservoir, Lake Victoria,)

### 2.1.6 Liveability and community well-being

Maryborough has a strong and passionate community, but the town also faces some socio-economic challenges. Identified statistically as the most disadvantaged community in Victoria in terms of average income, there is a focus on economic development and community support in the future. The Committee for Maryborough was established in 2018 with a vision “to lead Maryborough to be a centre of excellence for rural, economic and social transformation and renewal.” Initiatives such as Go Goldfields have also been created to deliver community driven approaches to improve social, education and health outcomes for children, youth and families. Maryborough also has an older community with a median age of 50 (compared with 37 in Victoria), and has lower than average levels of physical activity.



Water can support and enable the liveability and well-being of communities in a number of ways. The most tangible benefits that water could deliver for Maryborough have been identified as:

- supporting physical and mental health by enhancing community assets for recreation such as sports fields, lakes and green space;
- supporting wellbeing by stimulating local economies and industries;
- supporting physical activity, climate resilience and enhanced amenity through urban greening and support of street trees; and
- supporting high quality and affordable housing with effective water infrastructure.

The enhancement of green space and urban trees is a key opportunity for Maryborough as only a select number of green areas are irrigated, and council is planning a program of street tree planting to enhance the entrances to the town and the central commercial area.



Figure 2.8: Image of Princes Park oval in central Maryborough

## 2.2 Objectives for Integrated Water Management in Maryborough

Through the context review and feedback from a workshop with stakeholders and community representatives, the key objectives for IWM in Maryborough have been identified (see Figure 2.9) and fall into three themes:

1. A resilient water cycle
2. Healthy landscapes and environment
3. A prosperous community and economy

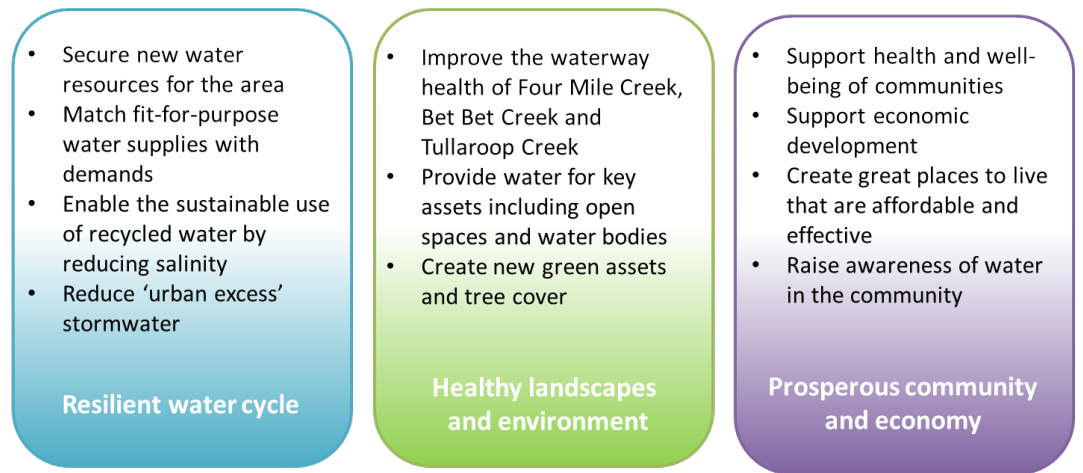


Figure 2.9: Key drivers for IWM in the Maryborough area in three themes

The drivers and the three themes identified for Maryborough map well to the seven priority IWM objectives identified by the Central Highlands Region by its IWM Forum (See Figure 2.10).

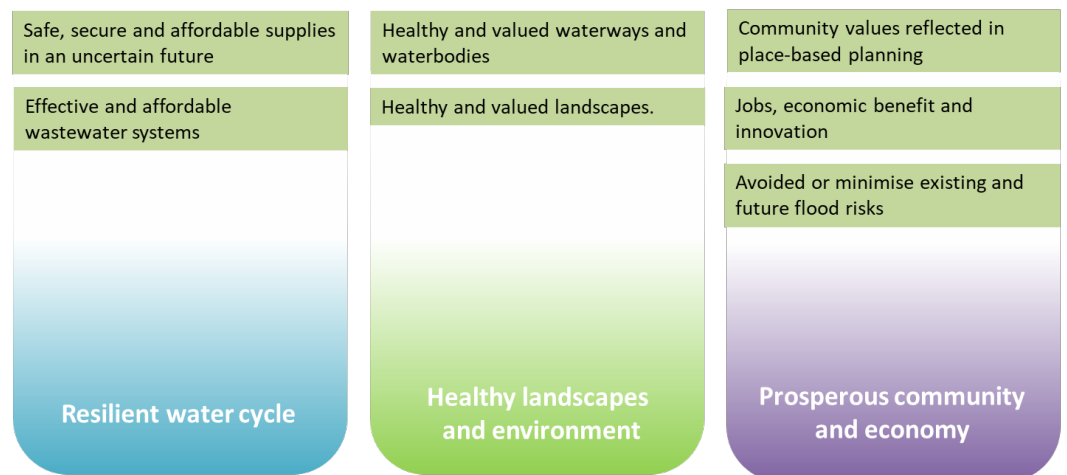


Figure 2.10: Central Highlands IWM Forum objectives in three themes

## 2.3 A vision for the future of IWM in Maryborough

This plan is underpinned by a long history of community and stakeholder input. A vision was originally formed for IWM in the region through the Ballarat and Region Ballarat and Region's Water Future (BRWF) (State Government of Victoria, 2014): "A greener, more liveable and prosperous water future for the city and towns of the Ballarat region".

Through examination of the local drivers and engagement with stakeholders, a vision has been developed for this IWM Plan:

**Water supports a resilient Maryborough with a thriving community, a prosperous economy, and a healthy environment.**

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## 3. Exploring Opportunities: Preliminary Option Assessment and Shortlisting

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### 3.1 Maryborough's water balance

An important first step is the development of a water balance for the Maryborough area as a whole. This describes the water demands, regional potable water supplies and the stormwater and wastewater generated by the area. Stormwater runoff from the area has been modelled using MUSIC v.6 and based on a 10 year rainfall sequence, and an estimation of imperviousness across the study area. The key MUSIC parameters used are show in Table 3.1. Water demands and wastewater generation is based on scaled figures for the Maryborough network presented in the Central Highlands Water Urban Water Strategy (2017).

Table 3.1: Rainfall parameters used in catchment runoff modelling using MUSIC v.6

<b>Mean Annual Rainfall</b>	476mm
<b>Rainfall Station<sup>2</sup></b>	81038 Natte Yallock
<b>Period</b>	1988-1997
<b>Interval</b>	6mins

The following figure presents this water balance for current conditions. Currently, the areas utilise around 980ML/year of potable water sourced from surface water and groundwater systems in the region. The total volume of treated wastewater from the areas is reclaimed as recycled water for irrigation of the golf club, Princes Park and other nearby agricultural areas. Aside from a top up to Lake Victoria, stormwater from the area is unharnessed as a supply, and it runs off into local waterways, carrying pollutants with it. The volume of stormwater running off the urban areas compared with pre-development conditions is approximately 800ML/year. This is referred to as the 'urban excess'.

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<sup>2</sup> The 6 minute rainfall gauge at Natte Yallock was selected as an appropriate reference station to model rainfall in Maryborough due to the quality and quantity of data available. See Attachment 3 for details.

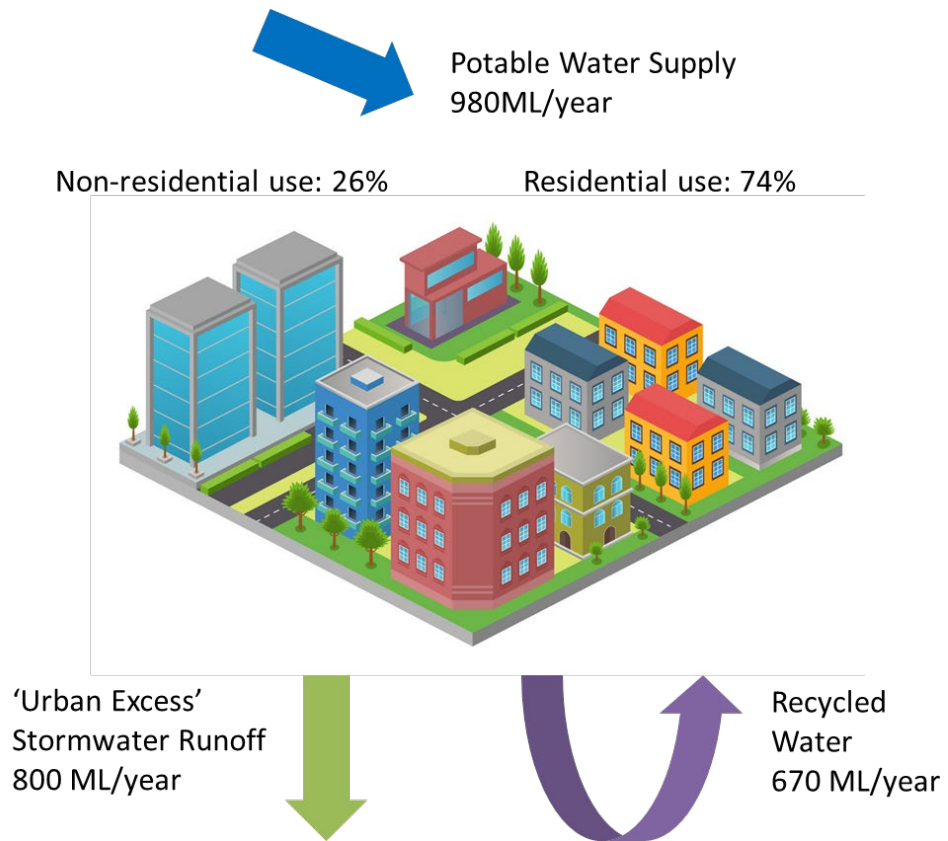


Figure 3.1: Urban water balance for the Maryborough area showing existing potable water demands, excess stormwater runoff and recycled water

Expected population growth in the Maryborough area will increase water demands. As shown by Figure 3.2, the additional demand expected by the end of the plan period (50 years) is 300ML/year. It should be noted that the total water demand for Maryborough and Carisbrook shown in Figure 3.2 is less than that shown in Figure 2.3 which shows the total demand for the Maryborough area serviced by Central Highlands Water which includes surrounding areas such as Talbot.

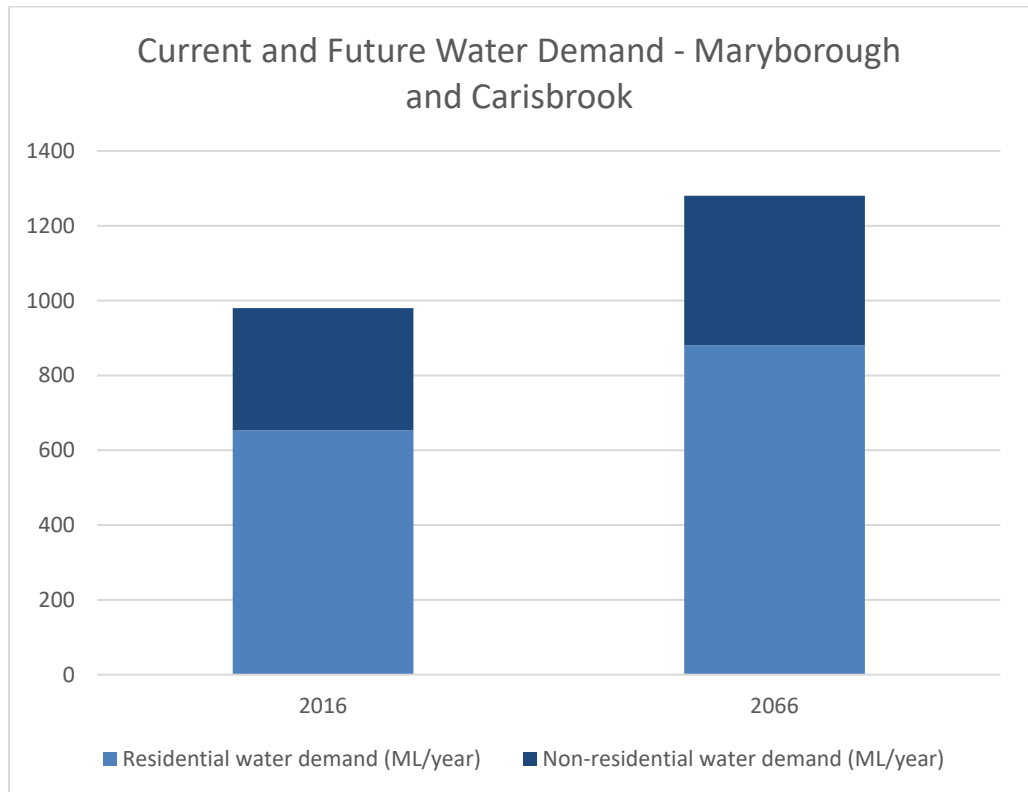


Figure 3.2: Expected increases in water demand in the Maryborough area over the plan period

As discussed in section 2.1.2, the potable water supply-demand analysis for the region has shown that additional water supply resources will be required for the Maryborough area to maintain target levels of service in the next 5-20 years. The supply-demand balance is not only affected by increasing demand, but by decreasing supply due to the predicted impacts of climate change.

In terms of local resources, stormwater is a major water resource that is currently underutilised in the area. Also, importantly, while recycled water is currently 100% utilised locally, an already high salinity profile is likely to be exacerbated by waste streams entering the wastewater system from the recently commissioned Salt Reduction Plant.

### 3.1.1 Spatial profile of major water users

Within the urban area, it is also useful to understand the location and spread of major water users. Figure 3.3 shows the major potable water users in the Maryborough area, shown as either irrigation demands (open space and recreational areas) or other demands (industry, processing, agricultural use, major service buildings). In some cases, these major users of potable water could use an alternative water source as the quality of water required isn't as high as potable standard. Green space and

sportsground irrigation are well matched to the use of alternative sources. Other users have been assessed on a case by case basis through the preliminary assessment to determine if they are likely to have a non-potable water demand which could be met by rainwater, stormwater or recycled water supply.

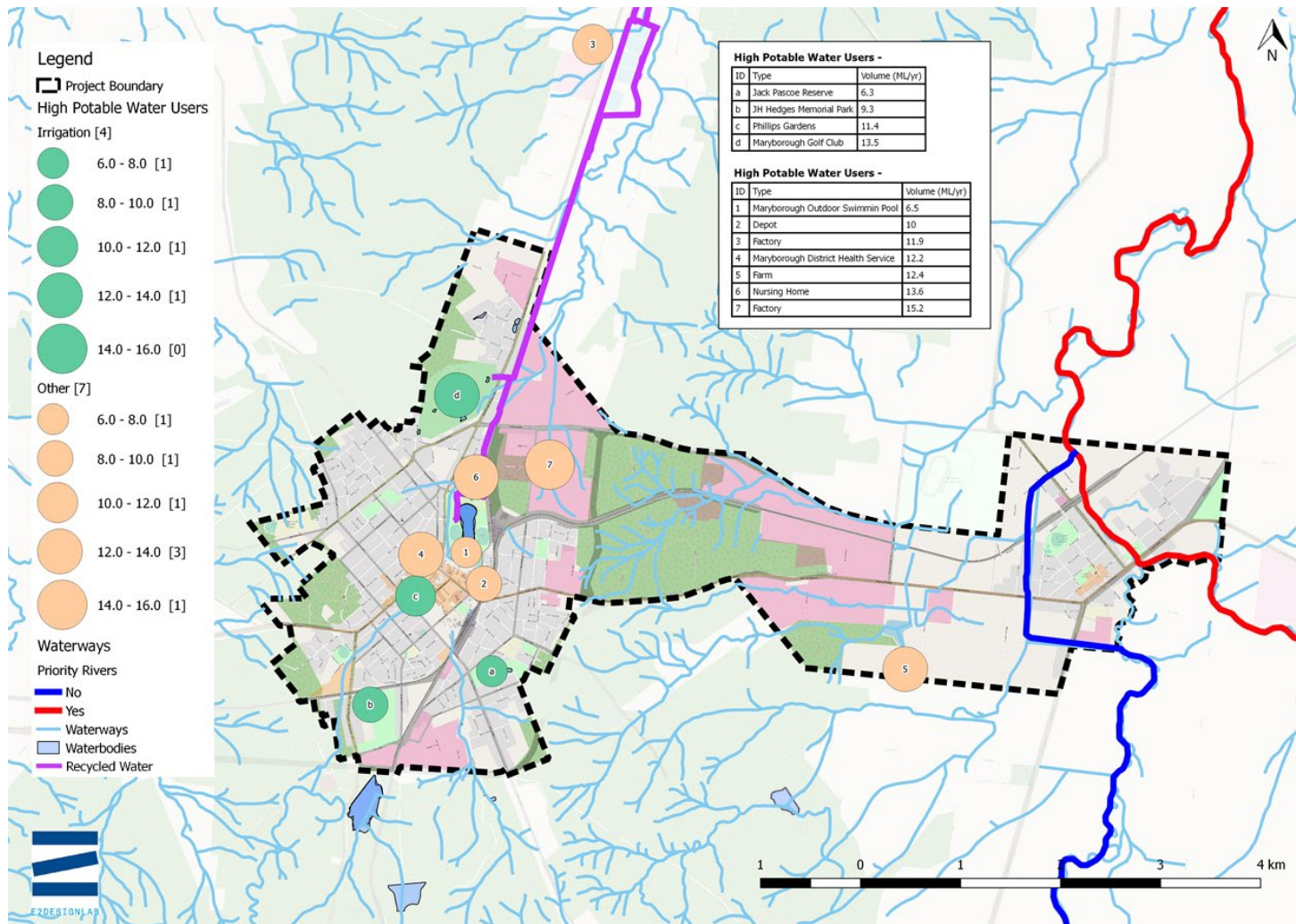


Figure 3.3: Location and scale of major irrigation and non-residential demands utilising potable water



## 3.2 Base case assumptions

In assessing IWM options, it is important to compare them to an expected 'business as usual' scenario, called a base case. This allows us to understand changes in costs and benefits compared with the status quo. A base case is different from current infrastructure, as the context will change over time. The base case is instead a best prediction of the strategies and infrastructure that will be delivered to meet future challenges.

Table 3.1: Base case assumptions

No.	New Development								
1	There are currently no specific requirements for water management in new development areas in the Maryborough area. It is assumed this will remain the same in the base case.								
2	<p>All major developments will trigger Clause 56.07-4 of the Victoria Planning Provisions. Clause 56:07 references the Best Practice Environmental Guidelines for Urban Stormwater. The best practice environmental management objectives for stormwater quality (post-construction) are shown below.</p> <table border="1" data-bbox="352 1066 1366 1211"> <tbody> <tr> <td data-bbox="352 1066 683 1099">Suspended solids (TSS):</td> <td data-bbox="683 1066 1366 1099">80 per cent retention of the typical urban annual load</td> </tr> <tr> <td data-bbox="352 1099 683 1133">Total phosphorus (TP):</td> <td data-bbox="683 1099 1366 1133">45 per cent retention of the typical urban annual load</td> </tr> <tr> <td data-bbox="352 1133 683 1167">Total nitrogen (TN):</td> <td data-bbox="683 1133 1366 1167">45 per cent retention of the typical urban annual load</td> </tr> <tr> <td data-bbox="352 1167 683 1211">Litter:</td> <td data-bbox="683 1167 1366 1211">70 per cent reduction of typical urban annual load</td> </tr> </tbody> </table> <p>For the purposes of this study, it is assumed that all new greenfield developments in greenfield areas achieve this target through the use of precinct scale end-of-catchment wetlands (in the base of retarding basins).</p>	Suspended solids (TSS):	80 per cent retention of the typical urban annual load	Total phosphorus (TP):	45 per cent retention of the typical urban annual load	Total nitrogen (TN):	45 per cent retention of the typical urban annual load	Litter:	70 per cent reduction of typical urban annual load
Suspended solids (TSS):	80 per cent retention of the typical urban annual load								
Total phosphorus (TP):	45 per cent retention of the typical urban annual load								
Total nitrogen (TN):	45 per cent retention of the typical urban annual load								
Litter:	70 per cent reduction of typical urban annual load								
3	All major developments in greenfield areas construct retarding basins to retard flows from the 1 in 1.5 year ARI flow (BPEMG requirement) to the 1 in 100 year ARI flow event back to pre-developed conditions. New developments in infill areas (residential and non-residential) must provide on-site detention (via on-site detention tanks or enlarged pipes)								
4	No recycled water is used as an alternative water supply across the new growth areas.								
<b>Water Supply and demand</b>									
5	Community and business education around water use will continue to ensure water demands do not increase.								

6	To meet level of service targets, it is assumed that a supplementary water supply resource will need to be linked to the Maryborough supply system in 2025, when the expected supply equals demand in a median climate change scenario. The base case assumed this supplementary water supply will come from the Goldfields Superpipe via a piped transfer. Central Highlands Water have estimated the cost of the connection and transfer.
7	The Salt Reduction Plant will be utilised when salinity in the water supply exceeds acceptable levels. Waste brine will be discharged to the wastewater system.
8	It is assumed that no major upgrades are required to treated water supply infrastructure, other than extensions to new areas.
<b>Wastewater and recycled water</b>	
9	The Maryborough Wastewater Treatment Plant process will be improved to prevent frequent algal blooms occurring, and thereby enabling the use of recycled water for irrigation.
10	The waste brine from the Salt Reduction Plant will elevate salinity levels in recycled water and will require shandyng (diluting) with potable water to ensure sustainable irrigation use. A shandy ratio of 2:1 (potable water: recycled water) is assumed to be required.
<b>Stormwater</b>	
11	The main drain diversion to Lake Victoria will remain in place.
12	No WSUD assets will be built in existing areas (other than those required through new development planning policies).
<b>Urban greening and amenity</b>	
13	Tree planting will be undertaken by Council in Maryborough central commercial area and at the entrances to the town.
14	New development areas will include verges and street trees (with no irrigation).
15	Green spaces that are currently irrigated with potable or recycled water will remain irrigated, with no additional irrigated areas expected.
16	Goldfields reservoir will not receive flows from Centenary Reservoir and will remain reliant on water flowing from its natural catchment.

### 3.3 Option Identification

A workshop was held with key stakeholders and community representatives to identify IWM options for the Maryborough area. Integrated Water Management naturally covers a wide variety of initiatives. Figure 3.3 summaries some of the key types of IWM projects that were discussed with workshop participants.

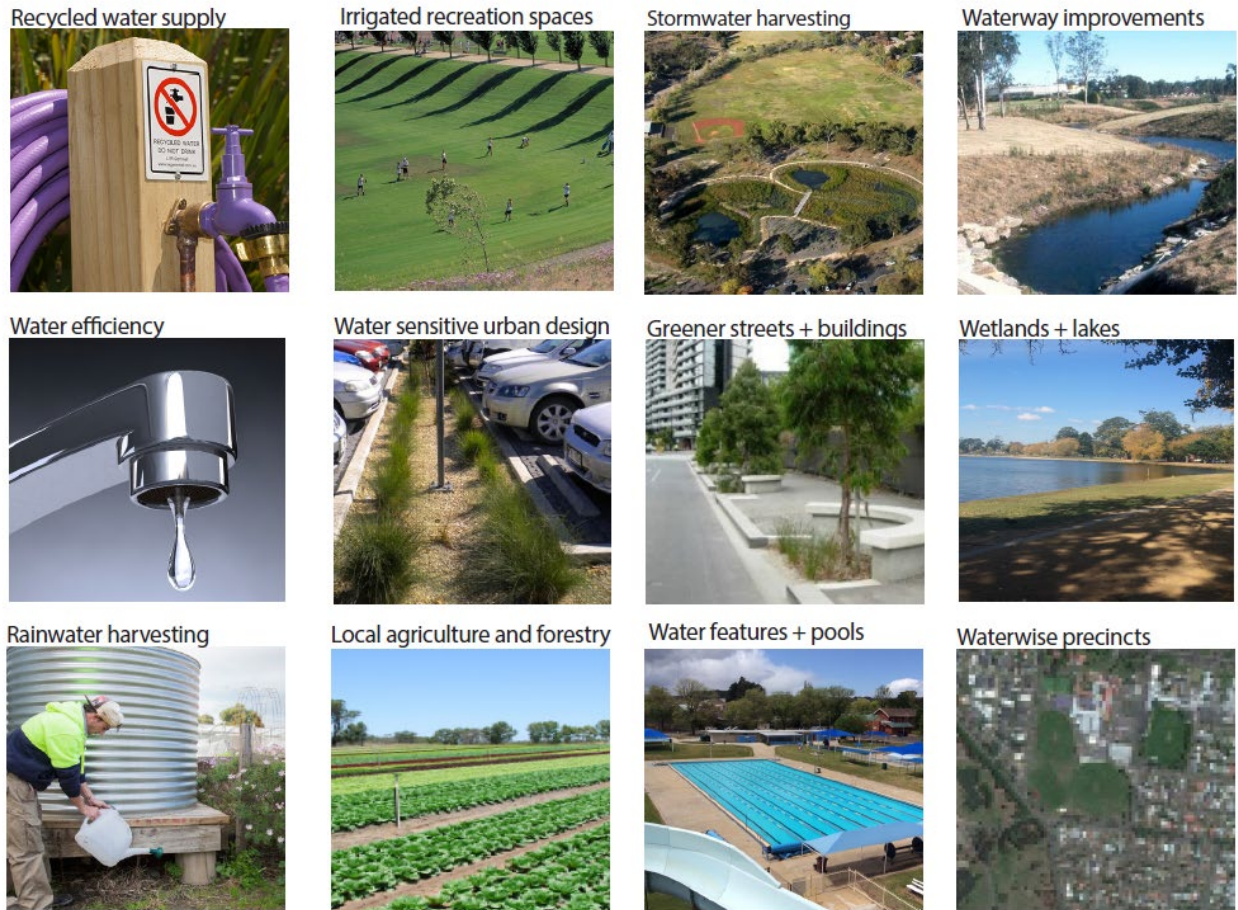


Figure 3.4 Possible types of IWM projects and initiatives

The ideas and possible projects that emerged from the stakeholder workshop were diverse and met with enthusiasm. These ranged from enhancements to local waterways to large scale alternative water resources for the area.



Figure 3.5 Workshop posts showing locations of projects prioritised by stakeholders

To explore all possibilities, water sources across the following categories were considered: regional potable supply (PO), rainwater (RW), stormwater (SW), wastewater (WW), groundwater (GW), and creeks (CREEK). The results of this process are documented in Attachment 2 as a long list. A long list of 100 opportunities was identified for the Maryborough area.

### 3.4 Option shortlisting

The Preliminary Assessment Method for IWM options (DELWP, 2015) was utilised to assess and shortlist the longlist of IWM options. The key steps in the PAM are an assessment of the likely scale of benefits of each project, based on the water balance and a rapid modelled assessment of performance, a high-level assessment of key cost and deliverability factors. Key performance factors were selected for the analysis relating to the three primary objective themes as show in Figure 3.5.

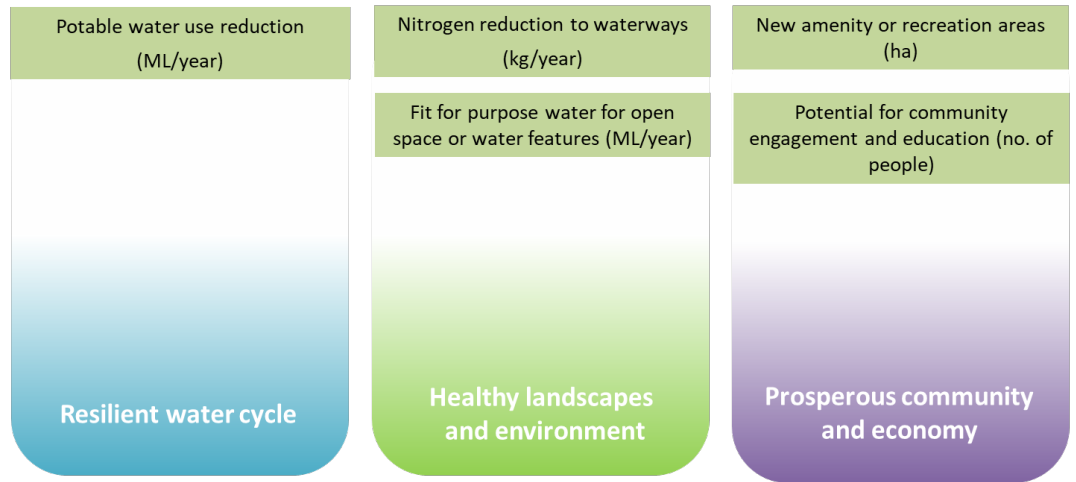


Figure 3.6: Key performance indicators from the three objective themes used in the preliminary analysis of the long list of options

The preliminary assessment is presented in Attachment 2. If a project clearly had a superior alternative which meets the same objectives in all circumstances it was considered a low-performance option. Projects which scored highly in one or more indicator were highlighted for potential selection, and those which had the greatest overall performance, or which performed very well in two or more areas were selected for further consideration.

*Key insights emerging from the preliminary assessment of IWM projects for the Maryborough area*

- The scale of new development is unlikely to support delivery of alternative water supply networks for non-potable water supply to buildings. Rainwater tanks could be delivered in new development areas as a policy option to deliver a local alternative water supply.
- There are currently limited irrigated open spaces in the Maryborough and Carisbrook area, and those that are irrigated are either already serviced by recycled water or are spatially wide spread, making it difficult to make alternative water supply networks cost-effective.
- There are a number of discreet stormwater harvesting schemes which may be feasible, whereby a stormwater could be harvested and treated to supply 1-2 ovals. Of those identified, Station Domain was selected as having the most potential to add community value by securing an alternative water supply for irrigation.
- The most promising options for recycled water management emerged as the creation of a shandy with recycled water to improve salinity. The desalination of recycled water was cost-prohibitive and brine disposal would be a challenge. Raw water and stormwater were highlighted as potential shandy sources.

- The scale and nature of the operations of the major non-residential water users in the area, such as local industry, food processing operations and community centres meant that non-potable water demand was likely to be a relatively small volume. The most suitable alternative water supply for these users is rainwater from an onsite collection system and tank. It was found that most major users already had rainwater tanks on site.
- Options in the settlement of Carisbrook were limited due to the low density nature of the developed area and limited water demands. The re-invigoration of the Tullaroop Creek public waterway reserve and the Carisbrook Reservoir were identified as a project that may provide recreation and amenity value.
- The key water bodies in Maryborough with community value, Lake Victoria and Goldfields Reservoir, had different water issues. Stormwater treatment could improve water quality in Lake Victoria, and this could also provide an opportunity to source water for nearby irrigation. Water supply is the main issue for Goldfields Reservoir, where raw water and stormwater were identified as possible contributors. Recycled water was not considered to be a feasible option for contribution to lakes due to salinity and water quality issues.
- Carisbrook Reservoir was identified for potential either as a flood storage or for amenity value. Investigation of the reservoir confirmed that a dam safety incident occurred in 1999, and as a result of piping failure, breaching of the dam and breaching of the race line, the dam is now considered to be decommissioned and redundant. Rehabilitation of the dam has been found not to be economically viable and it has been shown not to provide flood retardation value.
- Options that used stormwater to enhance urban greening performed well against the IWM objectives for the area.
- A north-south transfer spine was identified as being a potential option to connect key demands, storages and water sources, with;
  - major demands in the north (golf course, Princes Park) and south (Goldfields Reservoir and some ovals),
  - key sources in the north, including the bottom of the urban catchment and end of the main drain where stormwater could be harvested and the existing recycled water network, and key sources in the north with the raw water holdings at Centenary Reservoir
  - a chain of storages also run north to south: Goldfields reservoir, Phillips Gardens and Lake Victoria, and the golf course water storages.
- Flood management projects have been identified and taken forward for Carisbrook and will shortly be identified for Maryborough through the development of flood management strategies for each town. Accordingly, projects focused on flood management have not been specifically assessed by this plan.

### 3.5 Shortlisted options

Using the PAM assessment, nine options were shortlisted for further analysis, which are summarised in the table below.

Table 3.2: Shortlisted options for analysis

No.	Scale	Description
1	Lot	<b>Rainwater tanks supplying rainwater for non-potable use in new homes</b> – Introduction of a local policy requirement
2	Street	<b>Stormwater-fed street trees in new development</b> - Amendment of council landscape requirements for developers to require passive irrigation of street trees for increased canopy and tree health
3	Street	<b>Stormwater-fed street trees in central commercial area of Maryborough</b> - Creation of new tree pit designs to provide passive irrigation for greening of the CBD
4	Local	<b>Wetland treatment integrated into Lake Victoria</b> - Part conversion of Lake for stormwater treatment, improving water quality and amenity.
5	Local	<b>Stormwater harvesting from local drain for Station Domain and Council Depot</b> - Harvesting of stormwater from the drain beneath station domain, and natural treatment feature within the domain for amenity. Storage also can be used as a non-potable water pick up point for street tree watering and other council activities.
6	Town	<b>Stormwater harvesting from Lake Victoria for Phillips Gardens, Station Domain and Council Depot</b> - Harvesting of stormwater via wetland in Lake Victoria to provide irrigation water for Station Domain and Phillips Gardens. Also provides council depot demands for tree irrigation and other council activities.
7	Local	<b>Stormwater harvesting from a new Northern wetland to shandy recycled water supply</b> - Harvesting of stormwater from via new wetland in north of Maryborough to shandy recycled water to supply princes park and golf course.
8	Town	<b>Stormwater harvesting from a new Northern wetland to supplement potable supply</b> - Harvesting of stormwater on large scale from new northern wetland, and pumping to Goldfields via pipe along Main Drain corridor. Transfer to raw water storage in Centenary Reservoir.
9	Region	<b>Raw water transfer to shandy recycled water supply</b> - Release of raw water from Centenary Reservoir to a piped connection along the main drain to connect to the existing recycled water network to shandy recycled water for Princes Park and Golf Club. Assuming recycled water transfers can be run in reverse.

A selection of other options were also highlighted for their merit, which can be further considered through ongoing processes:

- **Revitalisation of the main drain corridor:** The main drain (or four mile creek) is a stone sealed drainage corridor through the centre of Maryborough. Many parts of the drain have been daylighted (open-air) and the stone lining provides some amenity and historical value. As its historical status means it is unlikely that it can be naturalised and enhanced for ecological value, there was found to be limited potential for the main drain to be improved to delivery integrated water management outcomes. The main potential exists in the corridor on the edges of the drain where additional greening and walking and cycling access could be created. Further consideration should be given to improving the corridor as a green link and active transport corridor. This is best achieved by Central Goldfields Shire Council as a city planning exercise.
- **Waterway management strategy for Tullaroop Creek:** The settlement of Carisbrook adjoins Tullaroop Creek, and there are opportunities to enhance the recreational and amenity value of the foreshore while also improving the flow and water quality of the creek itself. A waterway management strategy is recommended that takes a whole-of-catchment approach and considers the surrounding rural area, flood risk and the Tullaroop reservoir upstream to determine appropriate improvements. This strategy has been identified as a priority by the Central Highlands IWM Forum.



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## 4. Evaluating Opportunities: Option Analysis and Evaluation

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### 4.1 Methodology and Assumptions

Each of the shortlisted options was taken forward to conceptual design to better understand the costs and benefits which could be delivered by each option. The built components and infrastructure required for each option were estimated and sized accordingly. For those options that include rainwater and stormwater management, models were created using MUSIC v.6 to predict runoff, reuse and treatment performance. Cost rates were based on industry standards available from Central Highlands Water (pipework and storage) and Melbourne Water (stormwater treatment).

A full lifecycle costing of the options was developed for each option, including capital, operating and renewal costs to produce a net present value for each proposal. Performance indicators were also quantified wherever possible. These results were then fed into two evaluation process:

1. **An economic evaluation:** A benefit-cost analysis, where benefits have been monetised and compared with cost as possible.
2. **A scored evaluation:** An evaluation against the IWM objectives for Maryborough where scores are allocated to each project based on performance against quantifiable criteria where possible, and qualitative judgement otherwise. The methodology and results of this analysis are included in Attachment 4.

## 4.2 Option 1: Rainwater tanks supplying rainwater for non-potable use in new homes

### Description

This option considers the application of a mandatory requirement for rainwater tanks for toilet flushing, garden irrigation and cold water laundry in new homes. Such a requirement could be applied through the planning system, with a policy requirement from Council or a water services requirement from Central Highlands Water. Maintenance would be undertaken by the householder.

Proportion of household water demands which would be connected to on-lot rainwater tank

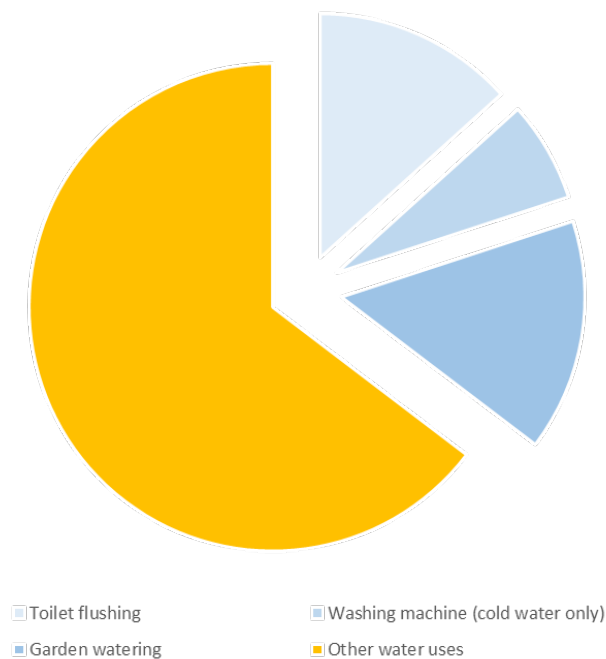


Figure 4.1: Proportion of household water demands which would be connected to an on-lot rainwater tank

The connected non-potable demands shown in Figure 4.1 make up 35% of a typical new home's water demand.

### Key analysis assumptions and infrastructure requirements

Rainwater tank effectiveness in providing these non-potable demands was modelled using MUSIC v.6. It was assumed that 80% of an average 220m<sup>2</sup> roof could be connected to the tank. A 4.5kL tank was needed for each home to provide 70% reliability of supply (i.e. 70% of the annual non-potable demand would be met, with the remainder met by potable supply).

Cost summary		
Item	Capital Cost (\$/house)	Operating Cost (\$/house/yr)
Tank and pump	\$2,100	\$104
Installation and plumbing	\$1,700	-
<b>Total</b>	<b>\$3,800</b>	<b>\$104</b>
Key Benefits		
A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Mains potable water supply substitution:</b> Rainwater tanks could provide 55ML/year of fit-for-purpose water for non-potable water in new homes by the end of the plan period.</li> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 55ML/year by the end of the plan period as it is taken up by the tree, or lost to infiltration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 137kg/year of nitrogen by the end of the plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dual-purpose investment:</b> Rainwater tanks will also satisfy the Building Regulation six star sustainability requirements for new homes (where either a solar hot water or rainwater tanks are required).</li> <li>• <b>Education:</b> The inclusion of community managed rainwater tanks heightens awareness around water use and places communities at the heart of water management.</li> </ul>
Evaluation		
Economic Evaluation		Scored Evaluation (Total score, range 13-60)
Present Value of Costs: \$2,537,710		19
Benefit Cost Ratio: 0.19		

### 4.3 Option 2: Stormwater-fed street trees in new development areas

#### Description

Typically, new developments in Maryborough are relatively low density and include a landscaped verge (grass or pebbled) with street trees included. Research has shown that access to water is important for the growth and health of street trees. Provision of water will be important to their establishment and to the greening and amenity of new developments, in turn enhancing health and well-being of communities. Given the typical verge width there is an opportunity to include a fairly simple mechanism for allowing stormwater that runs off the road surface to be directed into a sunken tree planting area in the verge via a gap in the kerb. This type of solution is low-cost, and it has the dual benefit of providing irrigation water to the tree, while also capturing and treating stormwater runoff.



Figure 4.2: Examples of verge conditions in the new development area Whirrakee Rise (top row) and examples of dropped kerb verges to facilitate passive irrigation (proposal in Ballarat and built example in Melbourne) (bottom row).

## Key analysis assumptions and infrastructure requirements

The proposed design for the stormwater-fed trees is shown in the drawing below. The key component parts include a sunken grassed area and a dropped kerb inlet. The gradual slope of the sunken area will allow maintenance and mowing. As standard, a back of kerb perforated drainage pipe is usually included in new roads, and this inclusion will be important for the system to prevent waterlogging. It is assumed that one tree would be included outside each new home. Based on canopy growth data, a canopy diameter increase of 2.5m<sup>2</sup> to 5m<sup>2</sup> is expected due to the addition of passive irrigation. Based on one tree per home, 100 trees are estimated per km of road.

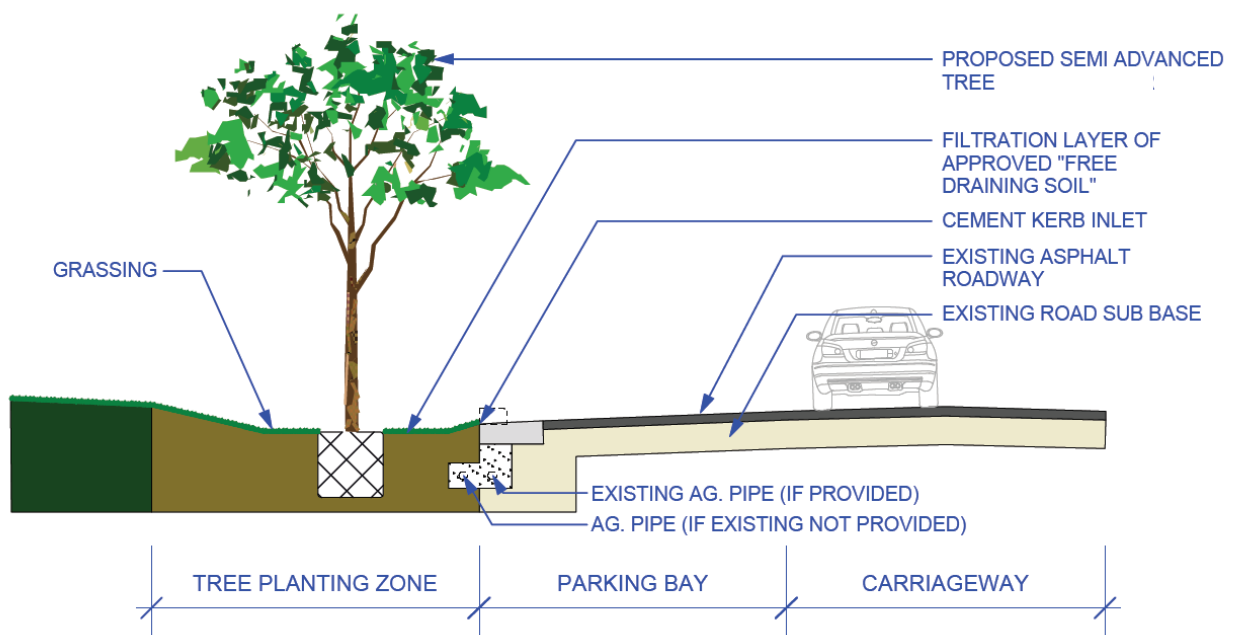


Figure 4.3: Example cross-section (not to scale) based on 'Greening Ballarat: Blue Green Infrastructure Action Plan (City of Ballarat, 2016)

## Cost summary

Item	Capital Cost (\$/km)	Operating Cost (\$/km/yr)
Creation of sunken area with kerb inlet	\$ 98,000	\$ 470

Key Benefits		
A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 9ML/year by the end of the plan period as it is taken up by the tree, or lost to infiltration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Street tree health:</b> Passive irrigation will support street tree health and enhance canopy diameter from 2.5m to 5m in each tree. Adding a total additional canopy area of nearly 21,000m<sup>2</sup> over the plan period.</li> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 106kg/year of nitrogen by the end of the plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increased amenity and property prices:</b> The predicted increase in tree canopy cover in streets could induce a 1.8% increase in property prices.</li> <li>• <b>Improved health and wellbeing:</b> Trees provide shade to encourage walking, and also provide a connection to nature to improve mental health.</li> </ul>
Evaluation		
<b>Economic Evaluation</b>	<b>Scored Evaluation (Total score, range 13-60)</b>	
Present Value of Costs: \$586,132	31	
Benefit Cost Ratio: 2.71		

## 4.4 Option 3: Stormwater-fed street trees in central commercial area of Maryborough

### Description

In the existing commercial centre of Maryborough there are currently very few street trees. Street trees are important for providing shade, amenity and ecological value in an urban area. Central Goldfields Shire Council have begun a program of tree planting in the commercial area and in key entrances to the town. This option proposes to include passive irrigation of street trees by modifying the standard design for tree pits. Based on yet to be completed tree planting in the CBD, it is assumed that 134 trees would be planted over a 1.14km street length.



Figure 4.4: Aerial view of the centre of Maryborough showing low canopy cover in the central commercial area

### Key analysis assumptions and infrastructure requirements

To capture stormwater for street trees in a built up area where there is no grassed verge (as per option 2), the following elements are needed:

A grated inlet from in the kerb which will allow stormwater flowing along the kerb into the tree while excluding litter;

A sunken soil area for the tree, to allow water to flow in from the street level. This can be covered at footpath level by a decorative grate (with a central hole for the tree trunk);

Airspace between the soil surface and the inlet to provide 'extended detention' of stormwater, which allows a greater volume of water to be stored and gradually soak in, assisting with irrigation and stormwater treatment;

Back of kerb drainage linked to the stormwater system to prevent waterlogging. Depending on road design this may already exist, otherwise it can be introduced along the street when retrofitting a line of tree pits;

An optional component that will further enhance the health of the tree is the inclusion of an extended soil growing area, using structural soil grates or structural soil mix to extend growing media under the footpath (this has not been costed in this analysis).

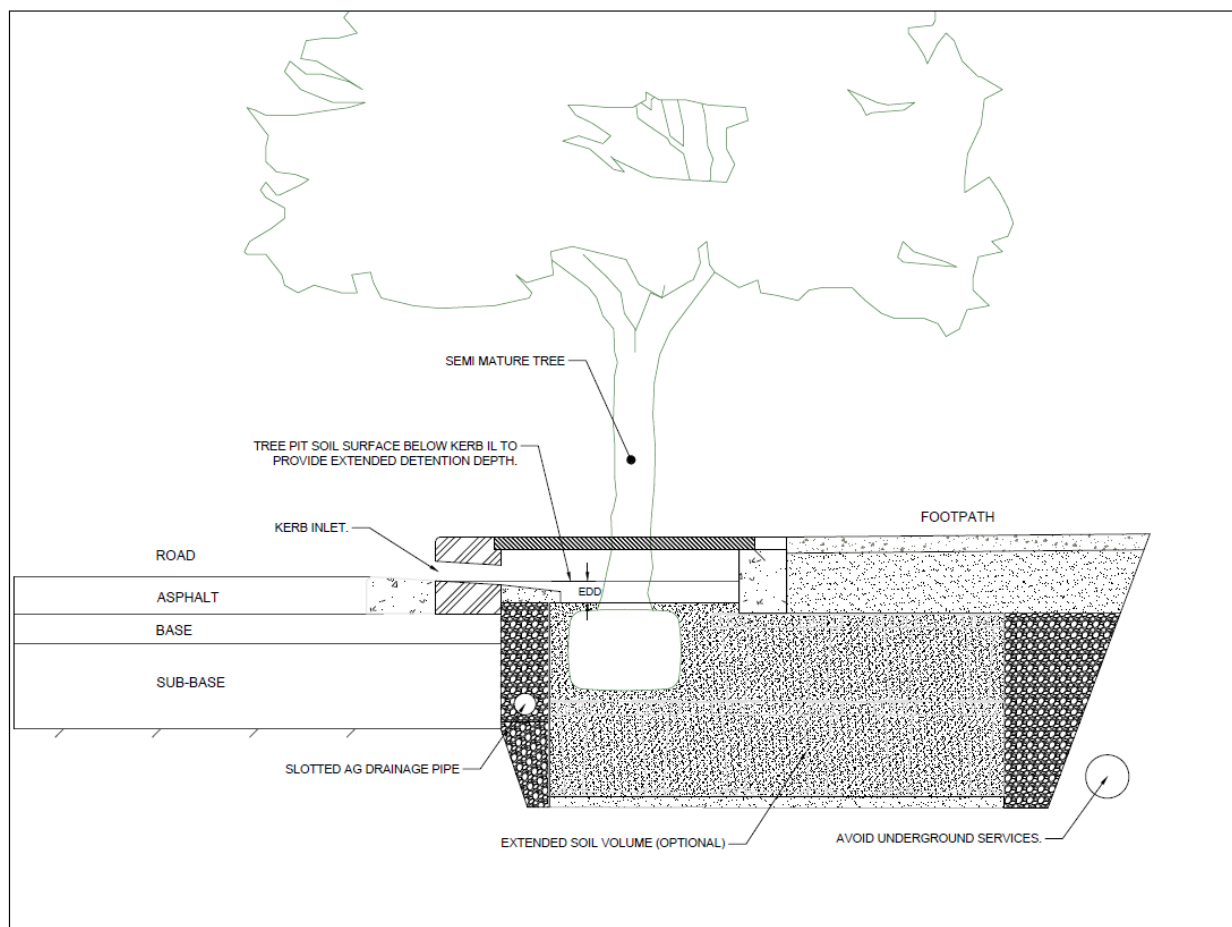


Figure 4.5: Example cross-section of a passively irrigated tree pit appropriate for integration into a commercial area (not to scale)



Cost summary		
Item	Capital Cost (\$/km)	Operating Cost (\$/km/yr)
Excavation, labour, filter media	\$ 35,782	\$500
Drainage connection	\$ 117,647	-
Grate structure	\$ 58,824	-
<b>Total cost</b>	<b>\$ 212,252</b>	<b>\$500</b>
Key Benefits		
A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 0.4ML/year by the end of the plan period as it is taken up by the tree, or lost to infiltration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Street tree health:</b> Passive irrigation will support street tree health and enhance canopy diameter from 1.5m to 3m in each tree. Adding a total additional canopy area of nearly 708m<sup>2</sup> over the plan period.</li> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 6kg/year of nitrogen by the end of the plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increased amenity and property prices:</b> The predicted increase in tree canopy cover in streets could induce a 1.8% increase in property prices. This value was sourced from a study that considered residential property but has been transferred for use for commercial areas in this context.</li> <li>• <b>Improved health and wellbeing:</b> Trees provide shade to encourage walking, and also provide a connection to nature to improve mental health.</li> </ul>
Evaluation		
Economic Evaluation	Scored Evaluation (Total score, range 13-60)	
Present Value of Costs: \$212,208	30	
Benefit Cost Ratio: 1.5		

## 4.5 Option 4: Wetland treatment integrated into Lake Victoria

### Description

Lake Victoria is a picturesque and highly valued lake in Maryborough. It includes a shared walking and cycling track around the lake. Features of the lake and its surrounds also include: three islands within the lake, fishing, birdwatching, sporting fields and the nearby Princes Park Playground. The lake is fed by stormwater from the Main Drain. During the Millennium Drought the lake was impacted by low water levels. In response a low flow diversion was constructed to increase the volume of water in the Lake.

The stormwater entering the lake is largely untreated. There are several gross pollutant traps installed, however, nutrients, sediment and other pollutants are not managed. Vegetation and habitat with the lake is very limited.

Option 4 explores the opportunity of converting ~50% of the surface area of the lake into a wetland in order to address water quality issues in the lake. Wetlands are heavily vegetated water bodies. These systems can either be natural features in the landscape or can be constructed to treat stormwater. They can appear as natural systems or integrated as hard edged features in urban areas. Many constructed wetlands attract birds, frogs and mammals, and are valued by their local community for their amenity.

The wetland proposed for Lake Victoria would improve water quality, increase native vegetation cover and provided habitat for birds, frogs and mammals. The new wetland/lake complex could also include upgrades to improve amenity across this site such as boardwalks, interpretive signage and seating. The improvements to the lake would need to be planned as part of a wider masterplanning exercise for the Lake and Princes Park.



Figure 4.6: Lake Victoria (left) and wetland examples in Melbourne (right)

## Key analysis assumptions and infrastructure requirements

Approximately 50% of Lake Victoria is converted into a vegetated stormwater treatment asset (equivalent to 25,500m<sup>2</sup>). This requires:

- A 150 L/s diversion from the Main Drain (i.e. the assumed existing diversion from the Main Drain is the primary source of stormwater feeding the wetland, catchment = 480 ha (25% impervious catchment))
- 2,550 m<sup>2</sup> sediment pond
- 22,950m<sup>2</sup> wetland (100mm extended detention depth, 350mm permanent pool)
- A recirculation pump to transfer water from the lake through the wetland during periods of low rainfall/inflow.

The wetland/lake complex should be also designed and managed to reduce the risk of algal blooms during extended dry periods. The additional amenity enhancements proposed in Option 4 have not been designed and would require input from the council and community. As such, the cost of any landscape or other works not required to construct the wetland have been excluded from the analysis.

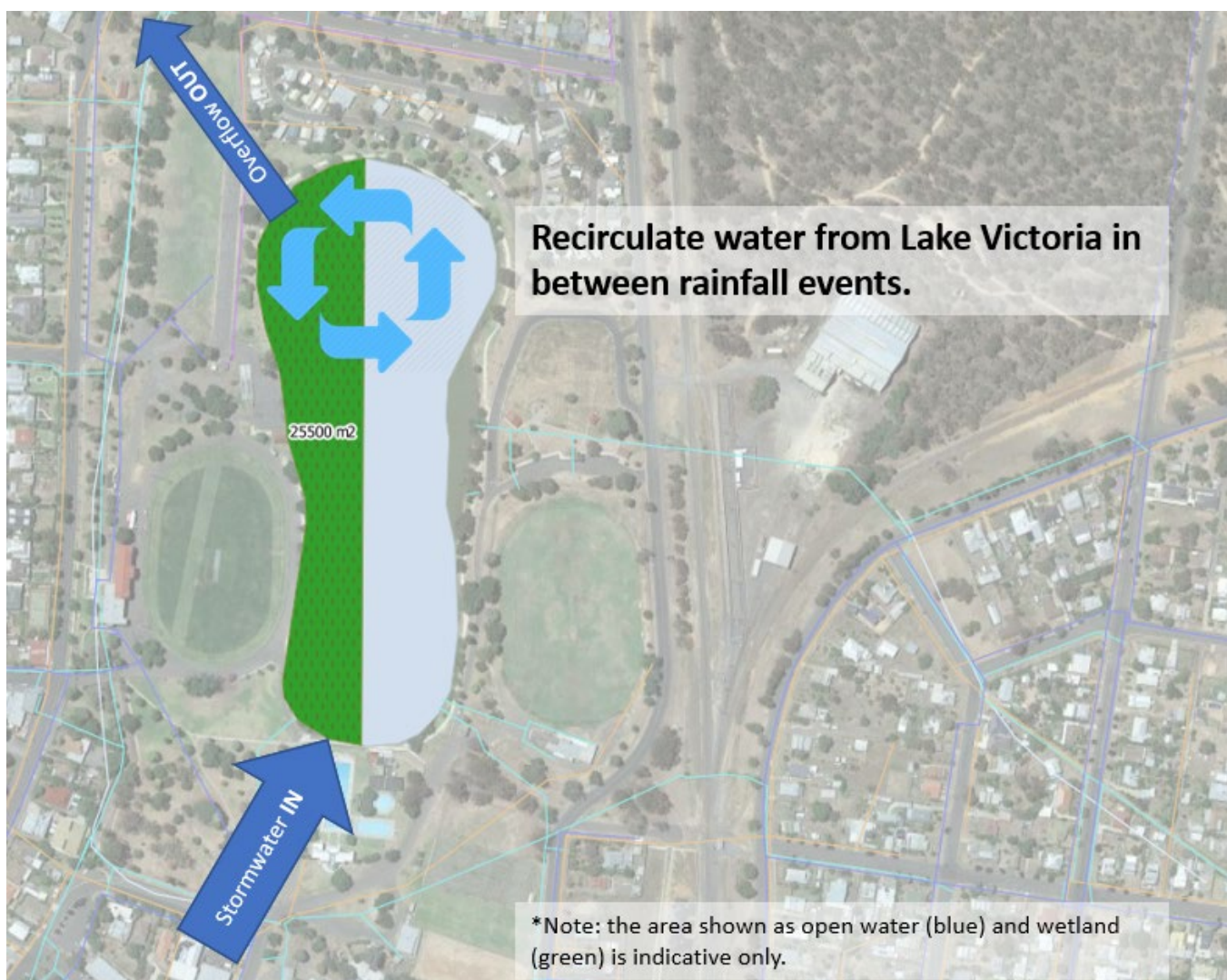


Figure 4.7: Proposed conversion of Lake Victoria

Cost summary			
Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$99,628	\$1,299
WSUD	Treatment	\$3,085,521	\$21,831
	Establishment	\$87,871	\$0
<b>Total</b>		<b>\$3,273,020</b>	<b>\$23,131</b>
Key Benefits			
A resilient water cycle		Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 29ML/year.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 333kg/year of nitrogen by the end of the plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Amenity:</b> The community will benefit from a 5.1 ha area of well serviced and attractive lake and wetlands area.</li> <li>• <b>Health and well-being:</b> The improvement to water quality and access to the lake will improve recreation opportunities for the community.</li> <li>• <b>Education:</b> The introduction of a wetland to the lake and wider improvements is an opportunity for community co-design and engagement.</li> </ul>
Evaluation			
<b>Economic Evaluation</b>		<b>Scored Evaluation (Total score, range 13-60)</b>	
Present Value of Costs: \$4,704,447		41	
Benefit Cost Ratio: 0.65			

## 4.6 Option 5: Stormwater harvesting from local drain for Station Domain & Council Depot

### Description

There is an opportunity to harvest stormwater for non-potable reuse at the Station Domain Precinct. This area is a key location in Maryborough that has no irrigation. Harvesting stormwater for irrigation would help to increase vegetation (through the introduction as a raingarden for treatment) and increased quality of the grassed area and cooling via irrigation. The storage tank would be constructed underground to maintain the green open space area.

The Council Depot is also a short distance from Station Domain and is a high potable water user (10ML/yr). There is also potential to supply the depot with treated stormwater to (a) reduce its current potable water use and (b) service new non-potable demands (e.g. tank watering for road works or irrigation).

The proposed stormwater treatment and harvesting system would also reduce the sediment, nutrients and other pollutants that flow downstream into Lake Victoria and Four Mile Creek. Stormwater can be harvested from a drain that runs directly beneath Station Domain, which drains a relatively large area.

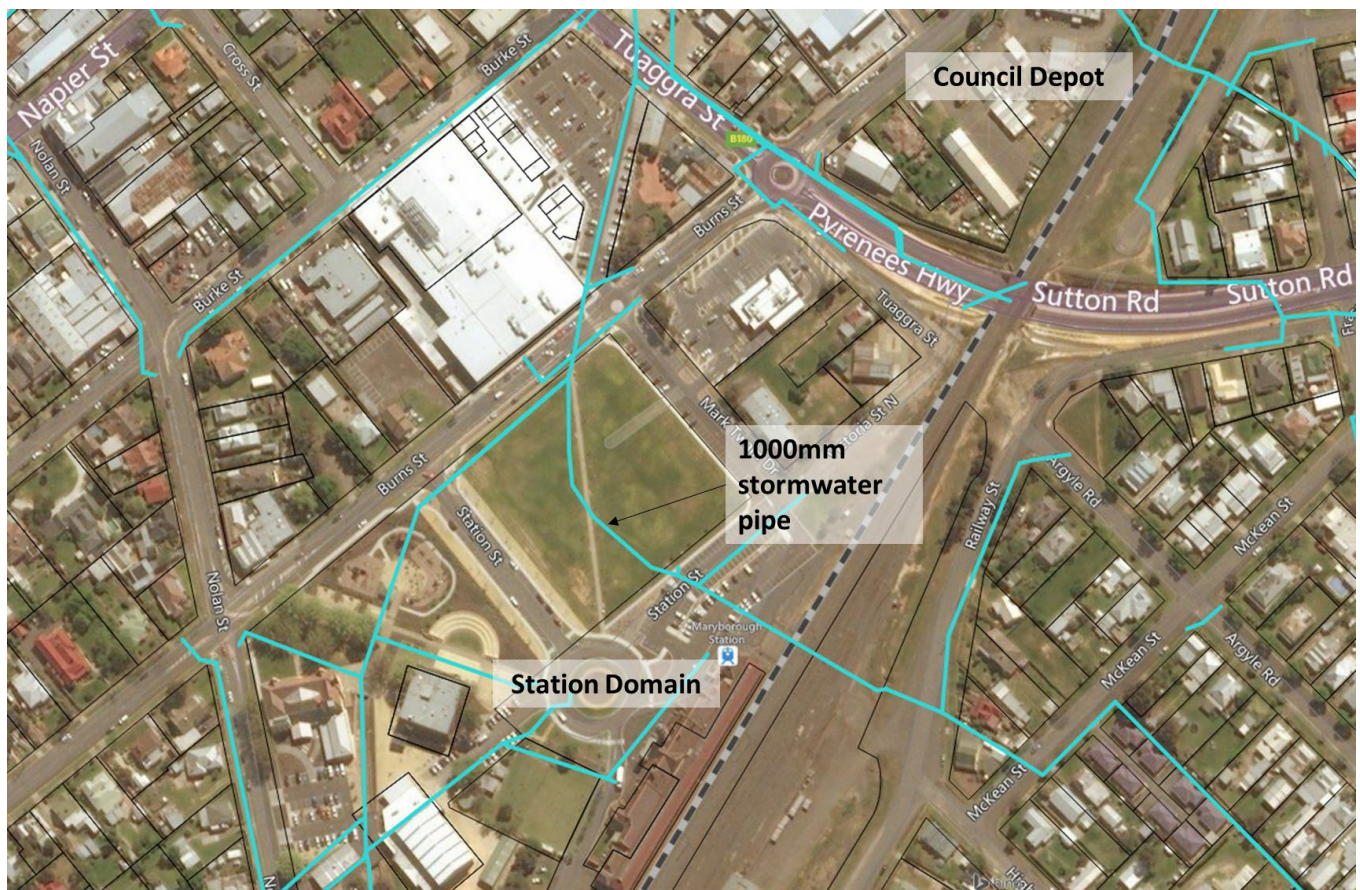


Figure 4.9: Council drainage (blue lines) running below open space in Station Domain

## Key analysis assumptions and infrastructure requirements

The catchment draining to Station Domain is estimated at 377 ha (21% impervious). The design includes:

- 100 L/s pumped diversion from the Shire's drainage network (assuming a 10 L/s low flow bypass)
- 600m<sup>2</sup> raingarden
- UV treatment
- 1 ML underground storage tank
- 300m of pipe of 150mm pressurized pipework to transfer treated stormwater from Station Domain to the Council Depot.

The scheme is designed to supply non-potable demands at Station Domain (5ML/yr) and the Council Depot (5ML/yr). The estimated average annual yield of the harvesting scheme is 7.6 ML/yr (76% reliability).

Rainwater harvesting from the rooftops of surrounding public buildings was considered as an alternative to stormwater harvesting from the underground drainage system. However, at station domain, the area of roof that could realistically be connected to a rainwater tank from surrounding buildings is ~2,000 to 4,500 m<sup>2</sup>. This impervious area is very small (i.e. less than 0.7%) of the impervious area (~78ha) in the catchment that is connected to the stormwater drain which runs beneath the domain. Accordingly, roof water harvesting would not provide sufficient yield to irrigate the domain.

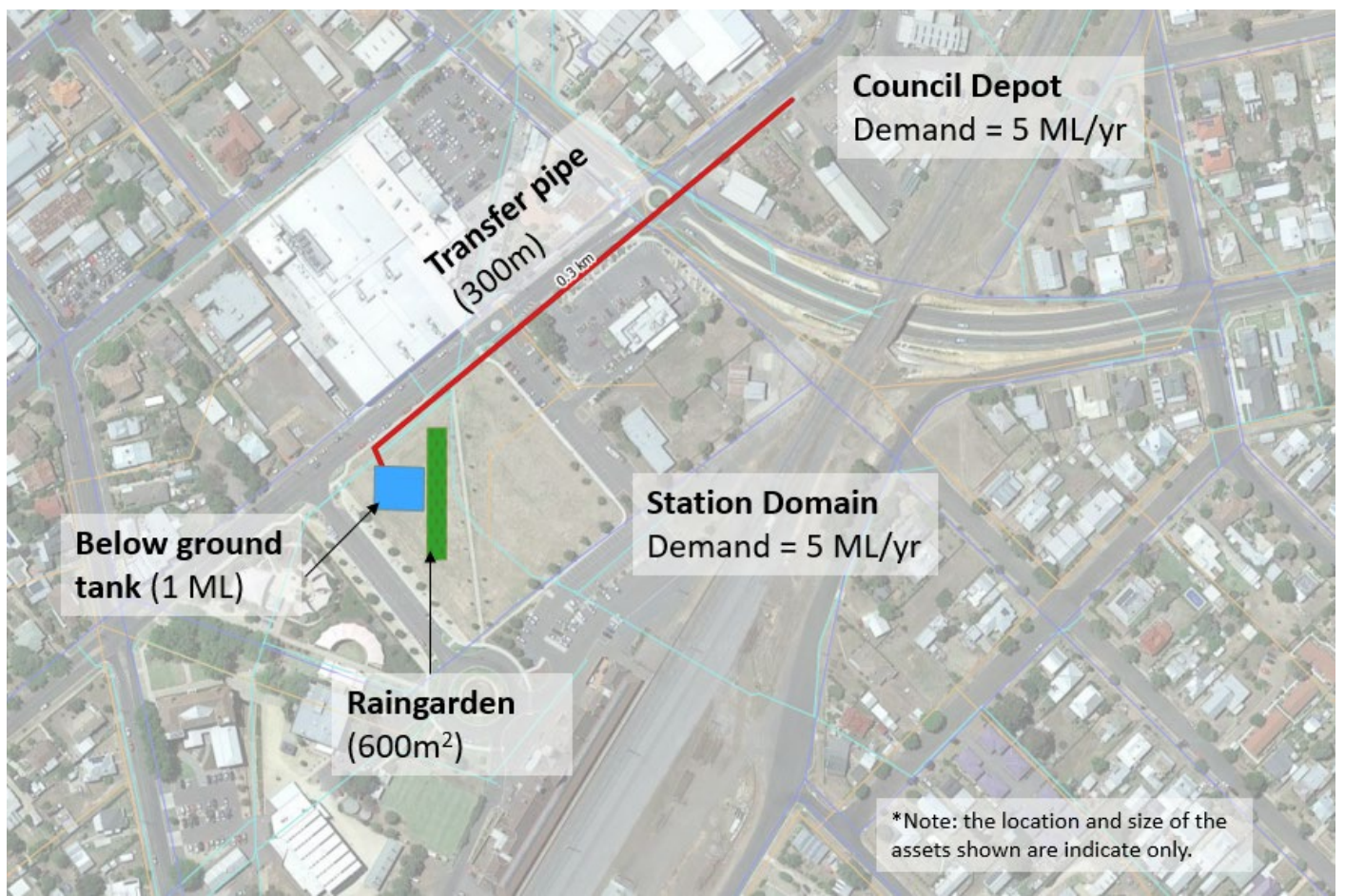


Figure 4.10: Proposed stormwater treatment and reuse network

Cost summary			
Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$123,799	\$1,615
	Electrics and power	\$40,250	\$0
	GPT	\$45,669	\$1,650
WSUD	Treatment	\$235,238	\$3,000
	Establishment	\$12,075	\$0
Storage	Main storage	\$853,755	\$3,712
Additional treatment	UV disinfection	\$17,303	\$1,444
Other Items	Item 1: Transfer mains	\$118,555	\$635
<b>Total</b>		<b>\$1,446,644</b>	<b>\$12,056</b>
Key Benefits			
A resilient water cycle		Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Mains potable water supply substitution:</b> The supply to the depot could substitute 3.8ML/year of potable water for non-potable water.</li> <li>• <b>New water supplies:</b> The scheme would harness 7.2ML/year of stormwater to support local needs.</li> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 8.8ML/year by the end of the plan period.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 225kg/year of nitrogen by the end of the plan period.</li> <li>• <b>New irrigated green space:</b> 2 hectares of centrally-located green space will be improved through irrigation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Amenity:</b> The community will benefit from a greatly improved central green space, providing an attractive view of the historic railway station.</li> <li>• <b>Health and well-being:</b> Irrigated grass is much more effective than unirrigated grass in providing urban cooling on hot days. A greener space will also encourage outdoor recreation.</li> </ul>
Evaluation			
Economic Evaluation		Scored Evaluation (Total score, range 13-60)	
Present Value of Costs: \$1,783,513		40	
Benefit Cost Ratio: 0.95			

## 4.7 Option 6: Stormwater harvesting from Lake Victoria for Phillips Gardens & Station Domain & Council Depot

### Description

The potential for a new wetland within Lake Victoria is proposed in Option 4. If this wetland is constructed there is treated stormwater could be harvested for non-potable reuse. The grounds surrounding Lake Victoria itself are already connected to the recycled water network. Therefore, treated stormwater would need to be used for demands further afield. Potential demands include Phillips Gardens, Station Domain and the Council Depot.

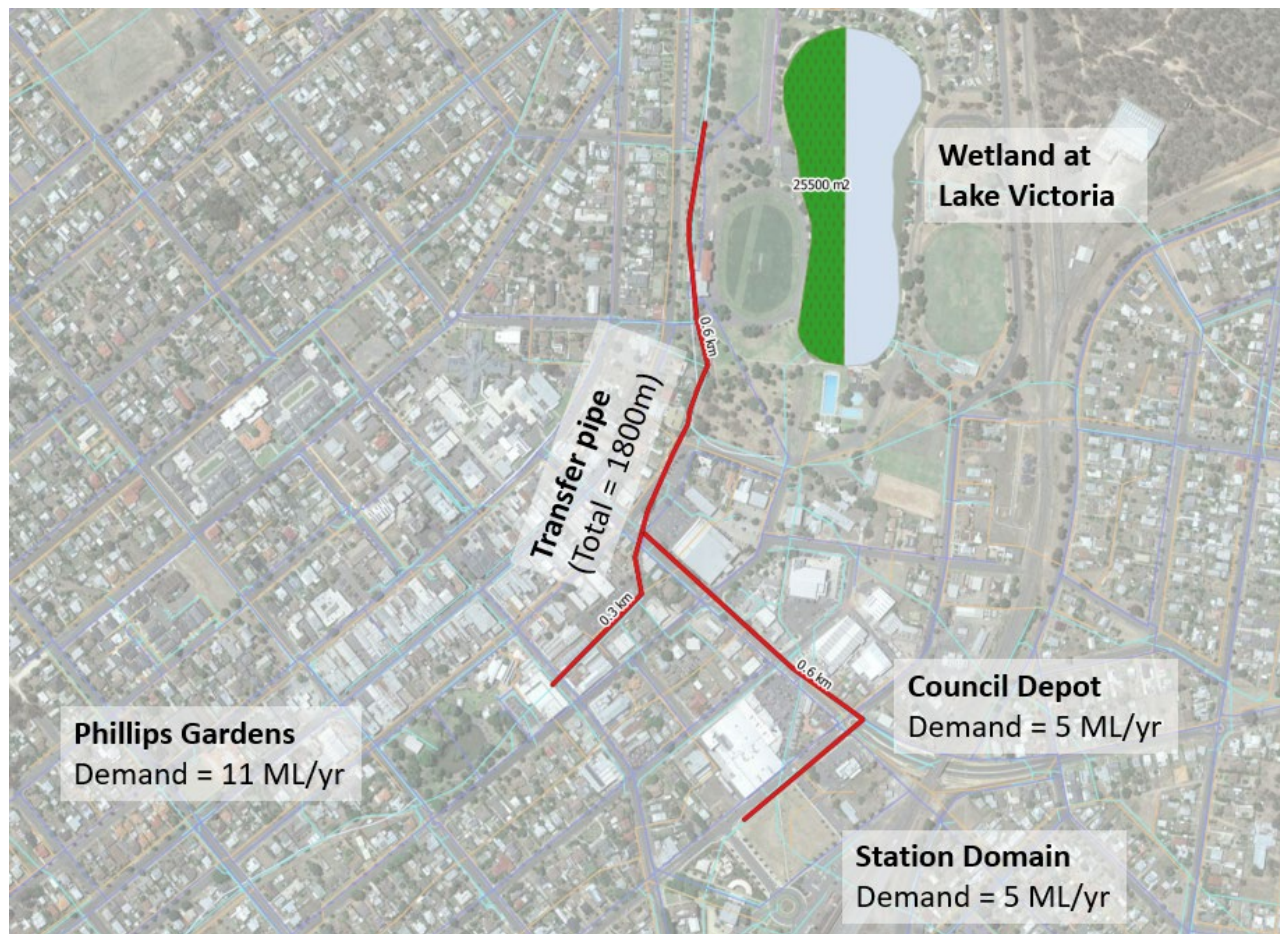


Figure 4.11: Overview of proposed reuse network

### Key analysis assumptions and infrastructure requirements

Option 6 requires:

- Approximately 50% of Lake Victoria is converted into a vegetated stormwater treatment asset (equivalent to 25,500m<sup>2</sup>). See Option 4 for more details. Water is transferred 1,500m via 150mm transfer pipework.
- Stormwater will be harvested from the wetland by drawing down the permanent pool up to 100mm. This avoids the need for a costly storage. Treated stormwater will undergo UV treatment prior to reuse.



- The demands serviced include: Phillips Gardens (11 ML/yr), Station Domain (5ML/yr) and the Council Depot (5ML/yr). The annual average supply of treated stormwater = 13.1 ML/yr (63% reliability)

### Cost summary

Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$99,628	\$1,299
	Electrics and power	\$40,250	\$0
WSUD	Treatment	\$3,085,521	\$21,831
	Establishment	\$87,871	\$0
Additional treatment	UV disinfection	\$29,282	\$2,444
Other Items	Item 1: Transfer mains	\$473,768	\$2,236
<b>Total</b>		<b>\$3,816,321</b>	<b>\$27,811</b>

### Key Benefits

A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li><b>Mains potable water supply substitution:</b> The supply to the depot and Phillips Gardens could substitute 10ML/year of potable water for non-potable water.</li> <li><b>New water supplies:</b> The scheme would harness 13ML/year of stormwater support local needs.</li> <li><b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 42ML/year.</li> </ul>	<ul style="list-style-type: none"> <li><b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 365kg/year of nitrogen by the end of the plan period.</li> <li><b>New irrigated green space:</b> 2 hectares of centrally-located green space will be improved through irrigation.</li> </ul>	<ul style="list-style-type: none"> <li><b>Amenity:</b> The community will benefit from a 5.1 ha area of well serviced and attractive lake and wetlands area (Lake Victoria) and a 2ha irrigated area (Station Domain).</li> <li><b>Health and well-being:</b> The improvement to water quality and access to the lake will improve recreation opportunities for the community. A greener station domain will also promote urban cooling and recreation.</li> <li><b>Education:</b> The introduction of a wetland to the lake and wider improvements is an opportunity for community co-design and engagement.</li> </ul>

### Evaluation

Economic Evaluation	Scored Evaluation (Total score, range 13-60)
Present Value of Costs: \$4,863,345	59
Benefit Cost Ratio: 0.68	

## 4.8 Option 7: Stormwater harvesting from Northern Wetland to shandy recycled water supply

### Description

There is an opportunity to construct a large regional wetland adjacent to Four Mile Creek on the northern outskirts of Maryborough. This wetland could treat a large portion of polluted urban stormwater runoff from the town. Treated stormwater could be harvested from the wetland to shandy with recycled water via a mixing tank prior to restricted reuse.

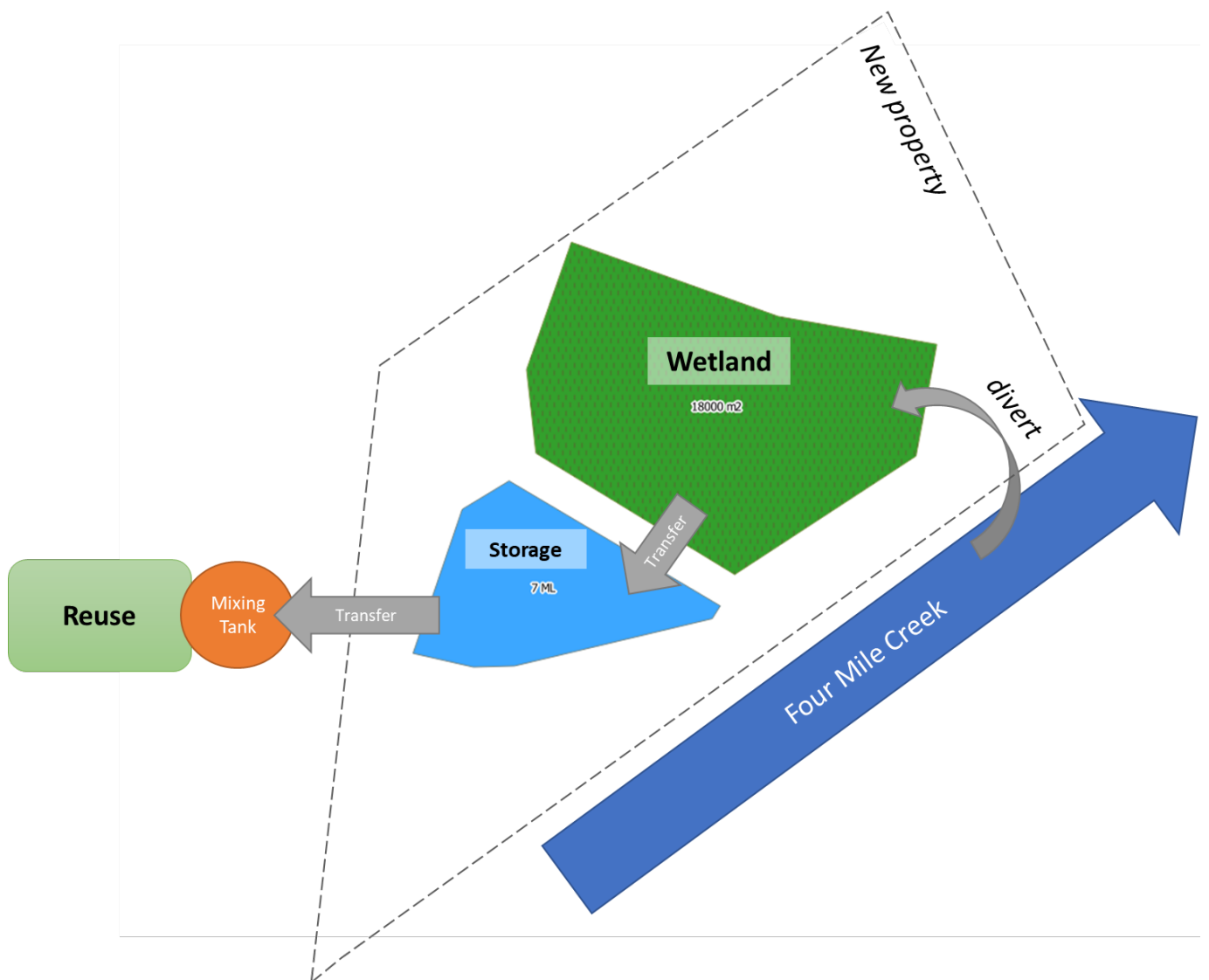


Figure 4.12: Schematic of storage and wetland adjacent to Four Mile Creek

## Key analysis assumptions and infrastructure requirements

The Northern Wetland system requires:

- A 1,400 ha (22% imperviousness) catchment with a 100L/s low flow bypass and gravity or pumped diversion with a capacity of 400 L/s.
- A gross pollutant trap upstream of the wetland.
- Purchase of private land to construct a treatment and reuse system.
- Total treatment area of 18,000m<sup>2</sup> consisting of a 1,800m<sup>2</sup> sediment pond and 16,200m<sup>2</sup> wetland.
- A wetland with a 350mm permanent pool and 350mm extended detention depth.
- A storage pond with a 7,000 ML capacity
- UV treatment is provided prior to shandy, peak treatment rate estimated at 1.5 ML/d.
- 200m of 225mm transfer pipework (wetland to shandy location).
- The demand for stormwater for shandy = 73.3 ML/yr (seasonal, assumes a 2:1 supply of Stormwater to Recycled Water, ignoring potable top up)
- The supply of stormwater for shandy = 44.9 ML/yr (61% reliability) with the shortfall made up with potable water.

Two alternative scenarios were considered for Option 7 which would reduce costs and deliver similar benefits. These are summarised in Attachment 5.

## Cost summary

Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$296,452	\$3,867
	Electrics and power	\$40,250	\$0
	GPT	\$86,834	\$1,650
WSUD	Treatment + Storage Pond	\$2,514,743	\$25,675
	Establishment	\$135,507	\$0
Other Items	Item 1: Transfer mains	\$137,880	\$962
	Item 2: Land acquisition	\$759,365	\$0
<b>Total</b>		<b>\$3,971,031</b>	<b>\$32,154</b>

## Key Benefits

### A resilient water cycle

- **Supporting sustainable recycled water use:** By using stormwater as a source for shandyng recycled water it will enable ongoing use of recycled water for irrigation.
- **New water supplies:** The scheme would harness 45ML/year of stormwater to support local needs.
- **Reduced 'urban excess' stormwater flows:** Stormwater flowing from urban areas will reduce by 153ML/year.

### Healthy landscapes and environment

- **Water Quality:** Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 473kg/year of nitrogen by the end of the plan period.
- **New green infrastructure:** A new wetland will be created in Maryborough north which could be a valued community and ecological asset.

### A prosperous community and economy

- **Amenity:** The community will benefit from new area of well serviced and attractive wetlands.

## Evaluation



### Economic Evaluation

### Scored Evaluation (Total score, range 13-60)

Present Value of Costs: \$4,463,345

30

Benefit Cost Ratio: 1.13

## 4.8 Option 8: Stormwater harvesting from Northern Wetland to supplement potable supply

### Description

There is an opportunity to construct a large regional wetland adjacent to Four Mile Creek on the northern outskirts of Maryborough. This wetland could treat a large portion of urban stormwater runoff from the town. Treated stormwater could be harvested from the wetland and transferred to Centenary Reservoir where it could be treated further and utilized as a major new potable water resource for the town. While the yield from the natural catchments that feed the regional potable water supply are likely to substantially decrease due to climate change, runoff from urban areas is affected to a lesser degree, with decreases <3% predicted for urban stormwater harvesting schemes<sup>3</sup>. Accordingly, urban runoff could be a key resource for Maryborough. Extensive consultation would be required and regulatory support for this option would need to be gained to enable its delivery. Both domestically and internationally there are a small but growing number of example projects with stormwater being harvested and treated for potable reuse (see box 1).

The cross-town transfer also provides an opportunity to provide temporary storage in Goldfields Reservoir, potentially adding substantial volume to raise levels and provide additional recreation benefit.

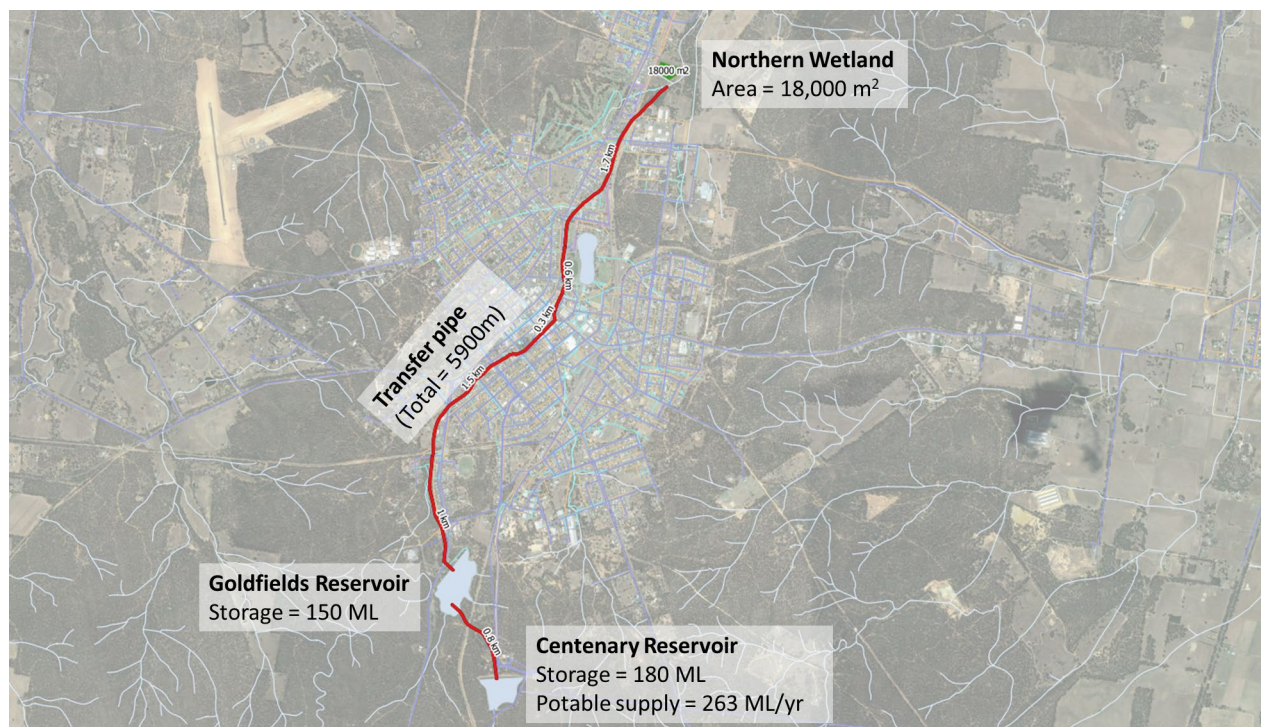


Figure 4.13: Schematic layout of the reuse scheme

<sup>3</sup> Kefeng Zhang, Desmond Manuelpillai, Bhupendra Raut, Ana Deletic, Peter M. Bach 2018, Evaluating the reliability of stormwater treatment systems under various future climate conditions, Journal of Hydrology, 568 (2019) 57-66

## Key analysis assumptions and infrastructure requirements

The Northern Wetland potable reuse system requires:

- A 1,400 ha (22% imperviousness) catchment with a 100L/s low flow bypass and gravity or pumped diversion with a capacity of 400 L/s.
- A gross pollutant trap upstream of the wetland.
- Purchase of private land to construct a treatment and reuse system.
- Total treatment area of 18,000m<sup>2</sup> consisting of a 1,800m<sup>2</sup> sediment pond and 16,200m<sup>2</sup> wetland.
- A wetland with a 300mm permanent pool and 600mm drawdown depth. The wetland requires specialist design and operation, a variable speed pump will control the water level in the wetland and also dictate the residence time (related to treatment).
- Storage in the Goldfields and/or Centenary Reservoir. Additional treatment may be required before discharge into either of these storages. Additional risks management will be required at Centenary Reservoir as this storage is part of the existing potable water network.
- Advanced treatment prior to reuse, the peak treatment rate is estimated at 3.3 ML/d.
- 5900m of 300mm transfer pipework (wetland to Goldfields and/or Centenary Reservoir).
- The supply of stormwater for potable reuse = 263 ML/yr.

## Cost summary

Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$296,452	\$3,867
General Infrastructure	Electrics and power	\$40,250	\$0
General Infrastructure	GPT	\$86,834	\$1,650
WSUD	Treatment	\$1,876,168	\$17,684
WSUD	Establishment	\$71,180	\$0
Additional treatment	Stormwater to potable	\$4,347,000	\$157,830
Other Items	Item 1: Transfer mains	\$3,157,725	\$14,453
Other Items	Item 2: Land acquisition	\$546,743	\$0
<b>Total</b>		<b>\$10,422,351</b>	<b>\$195,484</b>

## Key Benefits

A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>New water supplies:</b> The scheme would harness 263ML/year of stormwater to support local needs. A new supply of this scale which could be provided at potable standard would defer a potential investment in a connection to the Goldfields Superpipe by an estimated 16 years.</li> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 284ML/year by the end of the plan period as it is taken up by the tree, or lost to infiltration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 720kg/year of nitrogen by the end of the plan period.</li> <li>• <b>New green infrastructure:</b> A new wetland will be created in Maryborough north which could be a valued community and ecological asset.</li> <li>• <b>Support of Goldfields Reservoir:</b> The transfer of water to Goldfields reservoir could recharge the waterbody.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Amenity:</b> The community will benefit from new area of well serviced and attractive wetlands and top-up of Goldfields Reservoir.</li> <li>• <b>Health and well-being:</b> The option will support additional recreational value at Goldfields Reservoir.</li> </ul>

## Evaluation

Economic Evaluation	Scored Evaluation (Total score, range 13-60)
Present Value of Costs: \$15,670,883	60
Benefit Cost Ratio: 0.87	

### **Box 1: Advances in stormwater reuse**

Victoria has become a world leader in the research and development of novel stormwater treatment technologies. Through the Cooperative Research Centre for Water Sensitive Cities (CRCWSC) and other collaborative efforts, local expertise is being brought to the world through projects in the United Kingdom, Israel, Singapore and China. Because of such efforts, stormwater has emerged as a viable alterable water resource that is increasingly being utilised in major urban and rural centres across the State.

The CRC for Water Sensitive Cities is conducting ongoing research to refine existing, and develop novel, stormwater harvesting technologies and thereby build on the proven concepts of Water Sensitive Urban Design (WSUD). Constructed wetlands and bioretention systems are two of the most common WSUD technologies used in Australian stormwater harvesting schemes. There is a strong and growing body of research indicating these systems can reduce a range of stormwater pollutants to meet water quality for a variety of end uses. Real world schemes support these research findings as wetlands are used as the sole treatment technology in several non-potable harvesting schemes and as the primary and secondary treatment element in potable harvesting schemes. Given the strength of existing research and operational schemes these natural treatment systems can provide an appropriate level of primary and secondary treatment as part of the stormwater reuse option.

[Table 5.2: Examples of domestic and international stormwater reuse schemes](#)

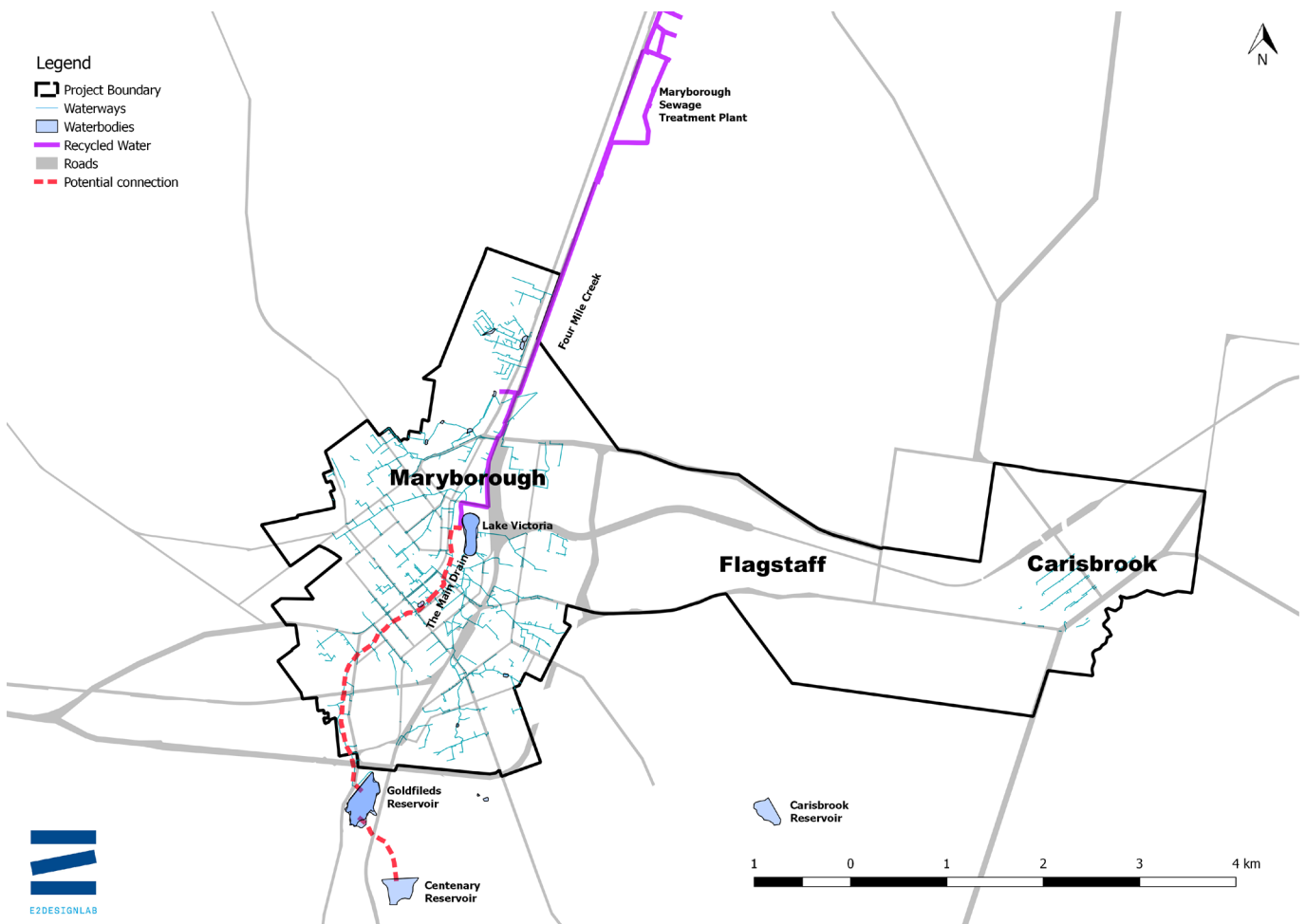


	End use	Treatment technology	Comments
Blackmans Swamp Creek stormwater reuse Scheme (Australia, NSW)	Potable drinking water.	Runoff is treated by constructed wetlands before mixing with the potable supply prior to secondary treatment in the Council's main water filtration plant (includes ozone treatment to destroy pathogens and Biologically Activated Carbon Filtration to consume the remnants of the compounds destroyed by the ozone).	The stormwater harvesting scheme was established in 2008 and was so successful that it was expanded in 2010. The scheme is expected to supply 35 per cent of Orange Council's typical 5,700 ML annual water usage.
Kalkallo stormwater reuse (Australia, Vic)	Potable drinking water.	Stormwater will be collected on site via conventional drainage systems, treated in a series of wetlands and settling ponds, stored in a dam and then treated to potable standard to supplement the development's recycled water supply.	This scheme is not yet operational, Kalkallo is a 1,200ha industrial precinct slated for construction over the next 10 to 15 years. The project is designed to recover the upfront capital and ongoing operational costs within 25 years.
The 1 <sup>st</sup> National Tap (Singapore)	Potable drinking water.	Stormwater is collected through a comprehensive network of drains, canals, rivers and stormwater collection ponds before it is collected in Marina Bay and directed to Singapore's 17 reservoirs for storage before passing through centralised waterworks for treatment to potable standards (membrane treatment is used at some of these plants).	Singapore one of the few countries in the world to harvest urban stormwater on a large scale for its water supply. Half of Singapore's land area is already part of the potable water supply catchment.
Renaissance Project (USA)	Potable drinking water.	Bar screens, alum and polymer injection, settling basin, wetland, water treatment plant.	An integrated water resource management program for urban runoff in an inner city area that utilises the 'treatment train' method to maximise the effectiveness of stormwater treatment.
Artificial Aquifer Recharge Scheme (South Africa)	Potable drinking water and industrial uses.	Multiple detention and retention basins, low salinity flows are channelled into two large spreading basins for infiltration, higher salinity baseflows are diverted to the coastal basins.	Utilises an urban stormwater collection system in the form of artificial aquifer recharge through infiltration basins.
Parafield stormwater harvesting and managed aquifer recharge (MAR)	Non potable uses including irrigation and industrial	Diversion to detention basins, treatment through wetlands that remove typically 90% of nutrients and bacteria and aquifer injection.	Long established stormwater reuse scheme (since 1999) relying primarily on wetlands for treatment
Troups Creek stormwater reuse and Household Reuse (Australia, Vic)	Toilets and outdoor taps.	Comprehensive treatment system that includes a wetland and stormwater treatment plant. It is expected that this system is somewhat overdesigned for the current end-use and its efficacy is being reduced by high sediment concentrations.	The project is now constructed and is operated by South East Water. Stormwater is supplied to 58 urban allotments via a dual reticulation network.
Royal Park stormwater reuse Project (Australia, Vic)	Irrigation (golf course, sports oval and parkland).	Sediment trap, constructed wetland and UV disinfection.	To minimise human health risks water is spray irrigated at night. The system has a back-up potable mains connection. Two water hydrants are also provided to allow trucks to fill up and use the treated water for irrigation of streetscape features.
City of Brimbank Alternative Water Project (Australia, Vic)	Irrigation (recreational reserves and a golf course)	Gross pollutant traps, UV disinfection.	A contemporary and local example of a council and retail water company partnering to own and operate several stormwater harvesting systems.

## 4.9 Option 9: Raw water transfer to shandy recycled water supply

### Description

This option considers the transfer of raw water from Centenary Reservoir to shandy recycled water in the recycled water network. Raw water provides a better source than potable water due to avoided treatment needs, however its use would reduce potable water reserves at the reservoir.



### Key analysis assumptions and infrastructure requirements

The transfer of raw water would require a new pipeline to be built. The proposal includes a transfer pipe along the alignment of the Main Drain to join the recycled water network via a mixing tank. The transfer of raw water would

enable sustainable long-term use of recycled water by reducing salinity, but it would also deplete potable water resources for the area.

**Cost summary**

Item	Capital Cost (\$)	Operating Cost (\$/yr)	Renewal (\$)
Transfer pipeline	\$ 1,329,411	\$ 6,473	None in plan period

**Key Benefits**

A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Supporting sustainable recycled water use:</b> By using raw water as a source for shandyng recycled water it will enable ongoing use of recycled water for irrigation.</li> </ul>		

**Evaluation**

Economic Evaluation	Scored Evaluation (Total score, range 13-60)
Present Value of Costs: \$1,165,580	13
Benefit Cost Ratio: 0.41	

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## 5. Setting a Way Forward: Recommendations and Implementation Plan

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### 5.1 Overarching partnerships to support delivery of IWM projects

Integrated water management projects often deliver multiple outcomes (5.1) and accordingly require collaboration between multiple parties to establish governance models, delivery mechanisms and funding and delivery approaches.



Figure 5.1: Multiple benefits of Integrated Water Management

Through the development of this Plan, key delivery partners and stakeholders have come together. A regional IWM forum has been established for the Central Highlands Region which can support delivery of IWM projects in the Maryborough Area. To implement the recommended projects, the implementation plan sets out key tasks that need to be taken forward, timelines and key delivery partners.

In addition to project based responsibilities, research demonstrates that there are five key transition factors required to stimulate the governance and delivery conditions needed to support IWM projects. These include:

1. Champions
2. Tools and instruments
3. Platforms for connecting
4. Knowledge
5. Projects and application.

Stakeholders at the second workshop were asked to rate the collective capacity of the Maryborough community against these five transition factors, as shown in Figure 5.2.

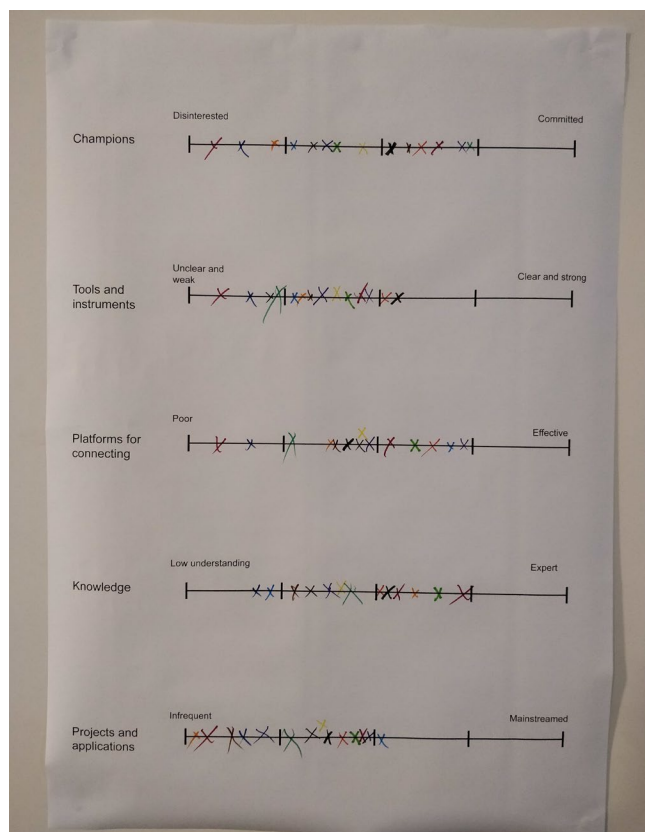


Figure 5.2: Results of the perceived performance of the Maryborough community and associated organisations against the 5 factors required to deliver IWM

The exercise shows there are mixed perspectives on Maryborough's position for all factors, but there was consensus that there is room for improvement in all areas.

**Champions** – The mixed rating here is probably indicative of the presence of active champions for IWM in some organisations and in parts of the community, but which aren't apparent in others. A more defined and active IWM network would help to coordinate efforts and to promote initiatives both internally in organisations and externally. An IWM practitioner group became active in 2018 as part of the IWM Forum process, and this could be established more formally to provide support and interaction between IWM champions in the region.

**Tools and Instruments** – This factor received a poor rating overall, indicating that more support tools and instruments such as investment, policy and delivery mechanisms are needed to support IWM in the area. While Water for Victoria provides guidance on IWM, it does not strictly require it to be undertaken. The split management responsibilities for the different streams of water may also contribute to the uncertainty. Tailored tools for regional towns and further capacity building in the area would be of benefit.

**Platforms for Connecting** - Communication processes were generally considered adequate but could be improved. The range in the scores again shows the wide range of stakeholders involved in IWM, and the challenges in providing effective means of collaboration. The establishment of the IWM Forum provides a platform for connecting organisations at a leadership and practitioner level, but initiatives are needed to also enhance community involvement in this area.

**Knowledge** - Perceptions of knowledge required for IWM were relatively more positive, suggesting a good base of understanding and skills in the area. Further development is still indicated, and could be consolidated through training programs with organisations such as Clearwater. Cross-organisational knowledge sharing networks may also be effective between local councils in the region.

**Projects and Application** – The delivery of on-ground IWM projects was perceived to be somewhat lacking. From discussion, there seemed to largely be a feeling that not enough was being delivered due to funding and implementation challenges. This Plan provides the basis for business cases for delivery of a range of projects and sets out an implementation plan to assist with the delivery of recommended projects.

## 5.2 Recommended IWM projects from option analysis

Based on the analysis and evaluation undertaken during the development of this plan a set of projects have been recommended for delivery.

The figure below presents both the results of both the economic evaluation (x-axis) and the scored evaluation (y-axis) in a comparative graph. By comparing both evaluations, we can determine which projects may have greater benefits than those recognised through a monetised economic analysis. This is particularly useful where the benefit-cost ratio of an option is less than 1, to give a clear articulation of the benefits which are perhaps not well appreciated by the economic analysis which could underpin a holistic business case for investment.

The two dashed red lines are used as comparison lines that divide the graph into four quadrants. These lines are 'moveable' based on the consensus of stakeholders regarding an acceptable performance. For the purposes of comparison, the scored benefit threshold is currently set at a score of 29 and the benefit-cost ratio threshold is set at 0.8. Projects in the top right-hand quadrant are justifiable in both analyses, while those in the left bottom quadrant could be justifiably dismissed from further investigation. Those in the other quadrants require further reasoning and clear reasons to be taken forward.

## Dual Assessment

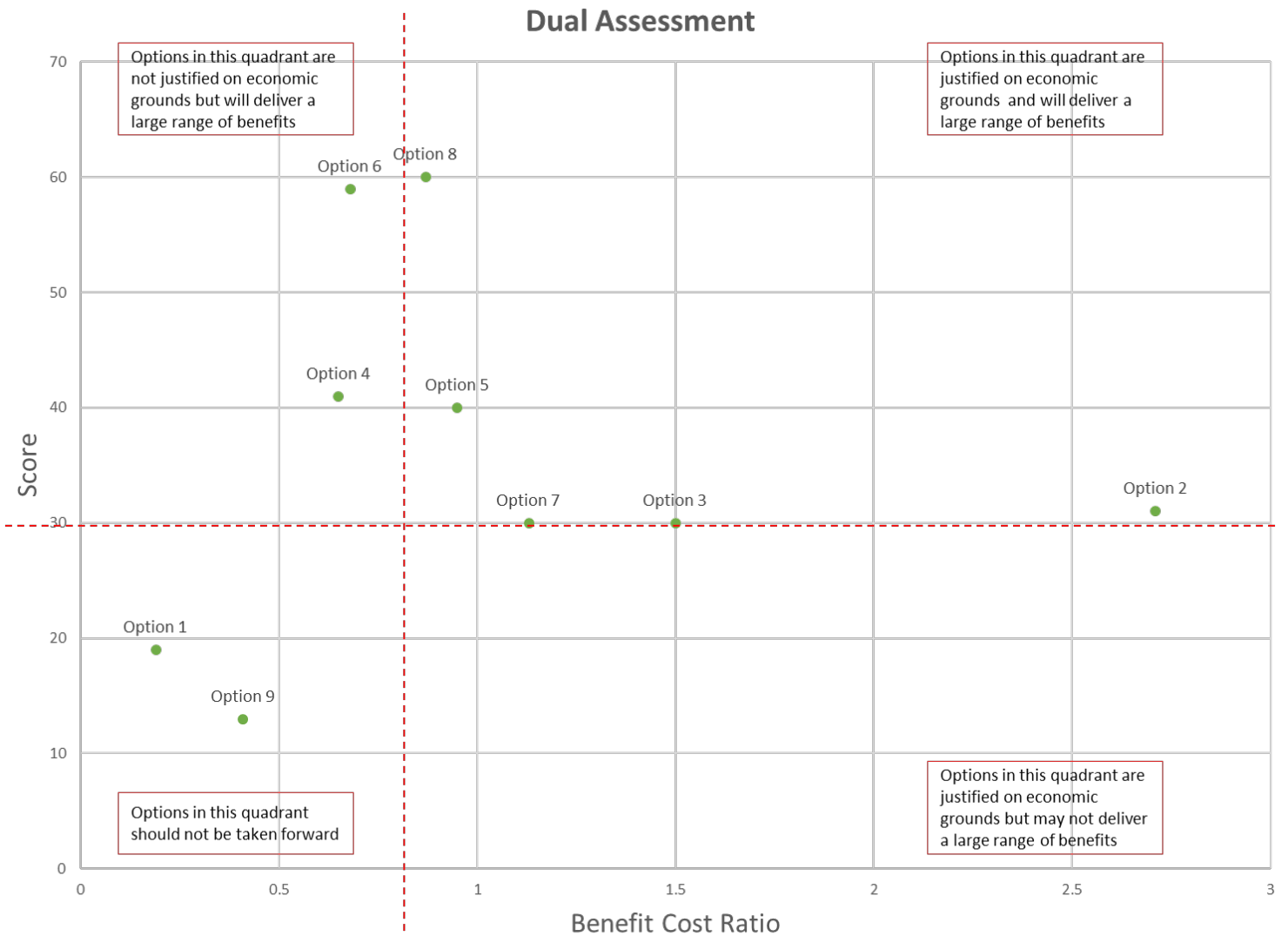


Figure 5.3: Comparison of option performance in an economic evaluation and a score evaluation

Based on this dual assessment, the following options have been taken forward into the recommendations and implementation plan:

**Options 2 and 3:** Stormwater-fed street trees in both new development areas and the commercial area of Maryborough demonstrated a very strong economic performance due to the multiple benefits they can return to the community.

**Option 5:** The stormwater harvesting scheme for station domain demonstrated a good economic business case while also showing benefit as a ‘ready-to-go’ project which could be delivered alongside other enhancements to station domain to deliver immediate community benefits.



**Options 7 and 8:** The creation of new wetland in the north of Maryborough to treat harvested stormwater from the main drain has been shown to be a viable project to ensure that recycled water can be used sustainably through a shandy arrangement (Option 7). Attachment 7 shows there are options to substantially reduce the cost of Option 7, which will further increase its attractiveness as an option. While this option is cost neutral with the base case, it also unlocks the opportunity to harness stormwater as a major new resource for the town, with the opportunity to deliver a cross-town transfer to Goldfields Reservoir and Centenary Reservoir in the future (Option 8).

**Options 4 and 6:** While the economic evaluation didn't provide justification for introduction of a wetland for Lake Victoria in monetary terms, the evaluation is unable to fully appreciate the potential social and environmental benefits of such a project. The scored evaluation recognised a much higher potential for the proposal, particularly when treated stormwater from the lake was utilised for irrigation of nearby green spaces (Option 6). The improvement of Lake Victoria was viewed by stakeholders and community representatives as a key priority for the area in workshops held for this project. Accordingly, further investigation of this option is recommended.

### 5.3 Recommended ongoing work to support IWM

While this Plan has identified and considered a range of IWM options in detail, there are also a number of water management initiatives which are already underway or have previously been identified as being required to support the local community and environment. It is recommended that these initiatives (summarised below) are taken forward, and key actions have been included in the Implementation Plan.

#### 5.3.1 Flood management

The Carisbrook Flood Study (2013) recommended a range of actions to be taken to improve flood management in the Carisbrook area. Many of these actions have already been completed, and planned works to manage overland flows from the South West of Carisbrook have been partly progressed, with planned implementation by 2020.

The development of a Flood Management Plan for Maryborough is about to commence, this will identify key actions and recommendations for improvement of flood management in the area. Central Goldfields Shire Council is also investigating planning controls which can be put in place to appropriately manage development in areas with significant flood risk.

### **5.3.2 Waterway Management Plan for Tullaroop Creek**

As identified in the Central Highlands IWM Forum Strategic Directions Statement, a waterway management plan for Tullaroop Creek is needed to understand and plan improvements to the Creek from a catchment perspective; understanding pressures and objectives for the creek relating to ecological health, flood management, water supply and recreational opportunities. The Plan can also consider flows to the creek and improvements to the public waterway reserve adjacent to Tullaroop Creek in Carisbrook.

### **5.3.3 Litter management**

Litter has been identified as a key water quality issue of concern for the communities of Maryborough and Carisbrook. It is recommended that both physical interventions, such as gross pollutant traps, and operational programs, such as targeted consultation and education along with clean-up activities, are considered to develop a plan for litter management.

### **5.3.4 Improvement of the reliability of the existing Class C recycled water supply to the Maryborough Golf Club and Princess Park precinct**

Central Highlands Water supplies recycled water from the Maryborough Wastewater Treatment Plant to the Central Goldfields Shire Council for irrigating grass playing surfaces at Princess Park and the Maryborough Golf Club.

While fit-for-purpose Class C recycled water provides a valuable and cost effective alternative to potable water for irrigation, from time to time the supply of recycled water is interrupted due to outbreaks of algae in the recycled water storage lagoons. Unfortunately, blooms most often occur in the warmer months, when reliance on recycled water for irrigation is at its highest.

During periods of interruption, Central Highlands Water works closely with reclaimed water customers to provide access to potable water as a short term alternative. This however comes at an additional cost and increases demand on Maryborough's drinking water resources.

To ensure fit for purpose recycled water remains available to meet the needs of the Maryborough community, CHW is pursuing several opportunities to reduce impact of algae on the reliability of the recycled water supply. These include:

- A new solar mixer has been installed in the recycled water storage lagoon at the Maryborough Wastewater Treatment Plant. The solar mixer will help to prevent

the onset of algae blooms by slowly mixing the water to avoid the conditions preferred by problem algae.

- Changes to Maryborough's customer base together with the adoption of water wise behaviour has seen the volume of wastewater entering the Maryborough Wastewater Treatment Plant reducing over time. This has had the effect of increasing the residence time of recycled water within the storage lagoons. CHW is investigating the opportunity to shorten the residence time, thereby reducing the opportunity for problem algae blooms to occur.
- CHW is also reviewing a range of commercial products for their potential to assist with preventing problem algae blooms. Some examples include:
  - Additives designed to naturally increase the water's resilience to algae blooms,
  - Electronic equipment that generates ultrasound to disrupt the growth of algae; and
  - Chemical algaecides.

### **5.3.5 Availability of water for Goldfields Reservoir**

The Goldfields Reservoir is situated downhill and approximately 600m north west of Central Highlands Water's Centenary Reservoir. Both are connected via an open stormwater channel.

The Centenary Reservoir is capable of receiving raw water supplied from Tullaroop Reservoir, Talbot Reservoir, Evansford Reservoir and the Moolort groundwater bores.

The connectivity that exists between the various reservoirs has been used previously to transfer raw water from the Tullaroop Reservoir into Goldfields Reservoir. In 2015, Central Highlands Water undertook improvement works on the open channel to increase the effectiveness of overground water transfers into Goldfields Reservoir.

Conditionally upon the availability of third party raw water entitlements and agreed commercial terms, the Central Highlands Water raw water network has the capability of transferring raw into the Goldfields Reservoir.

## 5.4 Implementation Plan

Six major IWM initiatives are recommended for the Maryborough area:

7. **Creating governance and delivery structures to support IWM**
8. **Harnessing stormwater for healthier street trees**
9. **Greening station domain as a key community asset**
10. **Creating a resilient and local alternative water supply network**
11. **Improving Lake Victoria for recreation and amenity**
12. **Continual improvement of waterways and flood management**

A set of actions are recommended for each initiative below, with a suggested timeframe and delivery partners attributed to each. Note that the timeline is indicative and subject to resourcing and planning by the relevant authorities.

Table 5.1: Implementation Plan

Recommended Action	Suggested Timeline	Delivery Partners ( <u>lead</u> )
<b>Creating governance and delivery structures to support IWM</b>		
Create a governance group between the partners of this plan to implement and monitor the actions in this Plan. This should be done in coordination with other regional governance groups such as the IWM Forum.	Short term (1-5 years)	<u>Central Goldfields Shire Council, Central Highlands Water, North Central Catchment Management Authority</u>
<p>In addition to the project-focused actions below, the governance group should identify and implement opportunities to support the delivery of IWM in the Maryborough area by:</p> <ul style="list-style-type: none"> <li>• Identifying funding and grant options to support delivery of IWM</li> <li>• Fostering and supporting IWM champions</li> <li>• Developing tailored IWM tools and supporting capacity building to improve skills and knowledge in the area</li> <li>• Improving and creating platforms to connect and collaborate – within and between organisations and with the community.</li> </ul>	Short term (1-5 years)	<u>Central Goldfields Shire Council, Central Highlands Water, North Central Catchment Management Authority</u>

Recommended Action	Suggested Timeline	Delivery Partners ( <u>lead underlined</u> )
<b>Harnessing stormwater for healthier street trees</b>		
Develop detailed designs for integration of passively irrigated trees in: <ul style="list-style-type: none"> <li>a. New development areas</li> <li>b. Central commercial / highly trafficked areas (retrofit)</li> <li>c. Town entrances</li> </ul>	Short term (1-5 years)	<u>Central Goldfields Shire Council</u>
Secure capital funding to include passive irrigation in planned tree retrofits in Central Maryborough	Short term (1-5 years)	<u>Central Goldfields Shire Council</u>
Include requirements and guidance for inclusion of passively irrigated street trees in infrastructure and landscape design manuals.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u>
Review Central Goldfield Shire Council's street tree planting guidance to ensure tree species selected provide amenity and ecological value while also being compatible with future climates, compatible with passive irrigation (wet and dry tolerance) and which offer large canopy growth.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u>
Link designs and learnings with the Green-Blue Infrastructure Guidance for small towns (Central Highlands IWM Forum Strategic Directions Statement Priority Project)	Short term (1-5 years)	<u>Central Goldfields Shire Council</u> , Central Highlands Chamber of Councils
<b>Greening Station Domain as a key community asset</b>		
Include raingarden and stormwater harvesting system in future master planning of Station Domain.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u> , Committee for Maryborough, Dja Dja Wurrung
Determine if water storage can be accommodated as an above ground tank at the depot site or if an underground tank is required under or near the domain.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u>
Assemble details into business case for investment (as both a council investment and a potential application for grant funding)	Short term (1-5 years)	<u>Central Goldfields Shire Council</u> , Committee for Maryborough, Dja Dja Wurrung

Recommended Action	Suggested Timeline	Delivery Partners ( <u>lead</u> <u>underlined</u> )
Complete detailed design for stormwater harvesting scheme and construct scheme	Medium term (5-10 years)	<u>Central Goldfields Shire Council, Dja Dja Wurrung</u>
<b>Creating a resilient and local alternative water supply network</b>		
Continue monitoring of salinity levels of recycled water	Short term (1-5 years)	<u>Central Highlands Water</u>
Conduct monitoring of salinity levels of stormwater in the main drain to determine required shandy ratio of stormwater to recycled water to achieve desired salinity	Short term (1-5 years)	<u>Central Highlands Water,</u> Central Goldfields Shire Council
Reduce risk of algal blooms in treated wastewater lagoons at Maryborough Wastewater Treatment Plant to improve reliability of supply of recycled water	Short term (1-5 years)	<u>Central Highlands Water,</u> Central Goldfields Shire Council, Maryborough Golf Club
Complete detailed design of wetland and stormwater harvesting system at either the Wastewater Treatment Plant or a selected site in Northern Maryborough	Short term (1-5 years)	<u>Central Highlands Water,</u> Central Goldfields Shire Council, Dja Dja Wurrung, Goulburn Murray Water, North Central Catchment Management Authority
Construct and establish connection of harvested stormwater to existing recycled water network with appropriate mixing to shandy supply	Short term (1-5 years)	<u>Central Highlands Water,</u> Central Goldfields Shire Council, Maryborough Golf Club
Collaborate to enable transfers of raw water from Centenary Reservoir to Goldfields Reservoir to maintain levels in priority periods (subject to availability and commercial arrangements).	Short term (1-5 years)	<u>Central Highlands Water,</u> Central Goldfields Shire Council, Maryborough Water Ski Club Inc

Recommended Action	Suggested Timeline	Delivery Partners ( <u>lead underlined</u> )
Investigate medium-long term utilisation of large-scale stormwater harvesting to contribute to raw water supplies and supplement Goldfields Reservoir. This can be considered alongside other available medium-long term supplementary potable water supplied for the Maryborough area including groundwater and a connection to the Goldfields Superpipe. Advances in stormwater reuse and potential regulatory support for such an option should be reviewed on an ongoing basis. Box 1 provides a summary of existing examples of large scale stormwater reuse.	Medium term (5-10 years)	<u>Central Highlands Water</u> , Central Goldfields Shire Council, Dja Dja Wurrung, Goulburn Murray Water, North Central Catchment Management Authority, Maryborough Golf Club
<b>Improving Lake Victoria for recreation and amenity</b>		
Bolster and expand business case for the improvement of the Lake through community surveys, assessment of cultural value and more detailed investigations.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u> , Dja Dja Wurrung, Committee for Maryborough
Seek funding for lake improvement including construction of a wetland.	Short term (1-5 years)	<u>Central Goldfields Shire Council</u> , Dja Dja Wurrung, Committee for Maryborough, North Central Catchment Management Authority
Conduct a community co-design exercise for the lake and its surroundings.	Medium term (5-10 years)	<u>Central Goldfields Shire Council</u> , Dja Dja Wurrung, Committee for Maryborough
<b>Continual improvement of waterways and flood management</b>		
Complete actions identified in the Carisbrook Flood Study to manage flood risk	Short term (1-5 years)	<u>North Central Catchment Management Authority</u> , Central Goldfields Shire Council

<b>Recommended Action</b>	<b>Suggested Timeline</b>	<b>Delivery Partners (<u>lead underlined</u>)</b>
Complete the Maryborough Flood Management Plan	Short term (1-5 years)	<u>North Central Catchment Management Authority</u> , Central Goldfields Shire Council
Explore opportunities to enhance the Main Drain corridor to promote walking and cycling and increase tree cover and amenity	Medium term (5-10 years)	<u>Central Goldfields Shire Council</u>
Develop a Waterway Management Plan for Tullaroop Creek (Central Highlands IWM Forum Strategic Direction Statement Priority Project)	Short term (1-5 years)	<u>North Central Catchment Management Authority</u> , Central Goldfields Shire Council, Central Highlands Water, Goulburn Murray Water, Dja Dja Wurrung
Continue delivery of stormwater management measures to improve waterways including litter management and water sensitive urban design	Ongoing	<u>Central Goldfields Shire Council</u> , <u>North Central Catchment Management Authority</u>



## Attachment 1 – Stakeholder engagement

Two stakeholder workshops were held as part of the development of this plan. The first workshop considered the vision and objectives for the plan and possible IWM options. The second workshop considered the IWM options which had been analysed and key delivery opportunities and barriers. The following tables summarise the invited stakeholders and those which attended.

Table A1: Workshop 1 Invitees and Attendees

Invited	Attended
Highview College	Highview College
Central Goldfields Shire	Central Goldfields Shire
Maryborough Golf Club	Maryborough Golf Club
Goldfields Sustainability Group	Goldfields Sustainability Group
Maryborough Water Ski Club Inc	Maryborough Water Ski Club Inc
North Central CMA	North Central CMA
Central Highlands Water	Central Highlands Water
Bucknall & Gowers Real Estate	
Colts Phelans Cricket Club Inc	
Maryborough City Soccer Club	
Maryborough Netball Association	
Maryborough Angling Club	
Maryborough Football Netball Club	
Goulburn Murray Water	

True Foods	
Maryborough Education Centre	
St. Augustine's	
Novo (Vic) Pty Ltd	
Sonac Australia Pty Ltd	
Havilah Hostel Inc	
Leshway Pty Ltd & M & T Smits Pty Ltd	
Carisbrook Racecourse	
McPherson's Printing Pty Ltd	
Ian & Wendy Mortlock	
Maryborough Fire Brigade	
Maryborough Midlands Historical Society	
St Lukes Anglicare	
Mitre 10 and CRT	
Maryborough Rotary Club	
Maryborough District Health Service	
First National Real Estate Maryborough	
Carramar Nurseries	
Goldfields Group of Fire Brigades	
Lorraine Fitzpatrick	

Table A2: Workshop 2 Invitees and Attendees

<b>Invited</b>	<b>Attended</b>
True Foods	True Foods
Central Goldfields Shire	Central Goldfields Shire
Maryborough Golf Club	Maryborough Golf Club
Goldfields Sustainability Group	Goldfields Sustainability Group
Maryborough Water Ski Club Inc	Maryborough Water Ski Club Inc
Dja Dja Wurrung	Dja Dja Wurrung
Sonac Australia Pty Ltd	Sonac Australia Pty Ltd
Maryborough Midlands Historical Society	Maryborough Midlands Historical Society
North Central CMA	North Central CMA
Central Highlands Water	Central Highlands Water
Maryborough Netball Association	
Maryborough Angling Club	
Maryborough Football Netball Club	
Goulburn Murray Water	
Bucknall & Gowers Real Estate	
Maryborough Education Centre	
St. Augustine's	
Novo (Vic) Pty Ltd	
Colts Phelans Cricket Club Inc	
Havilah Hostel Inc	
Leshway Pty Ltd & M & T Smits Pty Ltd	
Carisbrook Racecourse	

McPherson's Printing Pty Ltd	
Ian & Wendy Mortlock	
Maryborough Fire Brigade	
Maryborough City Soccer Club	
St Lukes Anglicare	
Mitre 10 and CRT	
Maryborough Rotary Club	
Maryborough District Health Service	
First National Real Estate Maryborough	
Carramar Nurseries	
Goldfields Group of Fire Brigades	
Loraine Fitzpatrick	
Highview College	

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## Attachment 2 – Preliminary Assessment

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Please refer to an electronic copy of this report to zoom in on text.

Source	Option	Applicability yes/no	Site	Reason/Comment	Objective theme 1 Resilient Water Cycle	Objective theme 2 Healthy Landscapes and Environment		Objective theme 3 Prosperous Community and Economy		Key Cost Factors (A: Advantage, D: Disadvantage)	Risk review
					Quantifiable	Quantifiable	Quantifiable	Quantifiable	Quantifiable		
					ML/Year of potable water replacement	kg/year of nitrogen removed from waterway	ML/year of alternative water provided for recreation, productive uses or amenity	New amenity/productive areas created (ha)	Potential for community engagement / education (people)		
PO	Water supply leakage reduction	No		Basecase							
PO	Advanced water efficient practices - outdoor	No		Basecase							
PO	Advanced water efficient practices - buildings	No		Basecase							
GW	Groundwater harvesting for open space irrigation	No	Carisbrook	Not recommended - salinity and strained resource							
GW	Groundwater harvesting for non-potable uses in buildings	No	Carisbrook	Not recommended - salinity and strained resource							
GW	Groundwater harvesting for supplementary potable supply	No		Basecase							
GW	Groundwater harvesting for agricultural irrigation	No		Not recommended - salinity and strained resource							
RW	Rainwater harvesting for garden irrigation	No	Existing development	Basecase (high uptake of rainwater tanks in existing properties)							
RW	Rainwater harvesting for garden irrigation	Yes	New developments	Possible policy position	28	76	28		3181	A. Common technology A. Implementable by policy A. Water supply augmentation	Low
RW	Rainwater harvesting for garden or open space irrigation	No	Maryborough Educational Centre	Large roof area, site dominated by synthetic open spaces, not a current top ten potabel water user (~5ML/yr), tanks already on site.							
RW	Rainwater harvesting for garden or open space irrigation	No	Marborough District Health Service	Large roof but marginal scheme: private property + uncertain NP demands + elevated health risks + limited space available							
RW	Rainwater harvesting for garden or open space irrigation	No	Havilah Hostel (Retirement Home)	Large roof but marginal scheme: private property + uncertain NP demands + elevated health risks + existign tanks on site							
RW	Rainwater harvesting for garden or open space irrigation	No	Carisbrook Primary School	Collectively large roof area but fragmented and only one oval to irrigate.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Existing developments - residential	Basecase (high uptake of rainwater tanks in existing properties)							
RW	Rainwater harvesting for non-potable uses in buildings	Yes	New developments - residential	Possible policy position	36	99			3181	A. Common technology A. Implementable by policy A. Water supply augmentation	Low
RW	Rainwater harvesting for non-potable uses in buildings	No	Maryborough Sports & Fitness Centre	Large roof area but not a current top ten water user.							
RW	Rainwater harvesting for non-potable uses in buildings	No	True Foods	Large roof but marginal scheme: private property + uncertain NP demands							
RW	Rainwater harvesting for non-potable uses in buildings	No	Vault Self Storage	Large roof area but not a current top ten water user.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Sutton Tools PTY Ltd	Large roof area but not a current top ten water user.							
RW	Rainwater harvesting for non-potable uses in buildings	No	McPhersons Printing Group	Large roof area but not a current top ten water user and existing tanks on site.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Marborough District Health Service	Large roof but marginal scheme: private property + uncertain NP demands + elevated health risks + limited space available							
RW	Rainwater harvesting for non-potable uses in buildings	No	Maryborough Educational Centre	Large roof area, site dominated by synthetic open spaces, not a current top ten potabel water user (~5ML/yr), tanks already on site.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Goldfields Shopping Centre	Large roof area but not a current top ten water user and very space constrained.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Havilah Hostel (Retirement Home)	Large roof but marginal scheme: private property + uncertain NP demands + elevated health risks + existign tanks on site							
RW	Rainwater harvesting for non-potable uses in buildings	No	Carisbrook Primary School	Collectively large roof area but fragmented and site not a current top ten potable water user (<1.5ML/yr).							
RW	Rainwater harvesting for non-potable uses in buildings	No	Southern Cross Feeds	Large roof area but not a current top ten water user.							
RW	Rainwater harvesting for non-potable uses in buildings	No	Bryan Perry Pty Ltd	Large roof area but not a current top ten water user and multiple downpipes/roof structures.							
RW	Rainwater harvesting for hot water use in buildings	No	Existing developments - residential	Basecase (high uptake of rainwater tanks in existing properties)							
RW	Rainwater harvesting for hot water use in buildings	Yes	New developments - residential	Possible policy position	63	171	63		3181	A. Implementable by policy A. Water supply augmentation D. Complex plumbing D. Third party monitoring	High
RW	Rainwater harvesting for potable water use in buildings	No	Existing developments - residential	Basecase (high uptake of rainwater tanks in existing properties)							
RW	Rainwater harvesting for potable water use in buildings	No	New developments - residential	Regulatory barriers							
RW	Rainwater intercepted by green roofs	No	Hospital redevelopment?	No clear opportunities for planned new large roofs in strategic locations							
SW	Stormwater managed by vegetated device on-lot	Yes	New developments	Possible policy position		112		0.149	3181	A. Implementable by policy D. Uncommon element to deliver at small scale D. Householder maintenance	High
SW	Stormwater managed by vegetated device on-lot	Yes	Existing developments	Retrofit program		6		0.009	9123	D. Uncommon element to deliver at small scale D. Householder maintenance	High
SW	Stormwater managed by vegetated device in streets/carparks	Yes	New developments	Possible policy position		420	67	12	3181	A. Implementable through policy/design standards A. Inclusion with road construction	Low
SW	Stormwater managed by vegetated device in streets/carparks	Yes	Existing streets - town centre greening focus / road renewals	Passive irrigation / WSUD introduced with tree planting		57	9	1.575	12304	A. Planned works to introduce trees D. Possible design constraints	Low
SW	Stormwater managed by vegetated device in streets/carparks	Yes	Existing streets - retrofit	Retrofit into streets		57	9	1.575	615	D. Retrofit required D. Possible design constraints	Low
SW	Stormwater managed by vegetated device in streets/carparks	Yes	Clustered carparks of Woolworths, Maryborough Tyre Service, ALDI, Mitre10, Goldfields shopping centre, McDonalds	Permeability mitigate urban island and reduce SW generation		20	1	0.0252	12304	D. Retrofit required D. Possible design constraints	Low
SW	Stormwater managed by vegetated device in open space	No	New developments	Base case							
SW	Stormwater managed by vegetated device in open space	Yes	Bottom of Green St	Treatment of stormwater before release to creek in Carisbrook		24		0.03	500	A. May be an opportunity for gravity diversion D. Connection of multiple drains	Medium
SW	Stormwater managed by vegetated device in open space	Yes	Carisbrook Recreation Reserve			7		0.02	500	D. Lengthy inflow pipe	Medium
SW	Stormwater managed by vegetated device in open space	Yes	Jack Pascoe Reserve + Frank Graham Reserve			30		0.04	500	D. Diversion in road way	Low
SW	Stormwater managed by vegetated device in open space	Yes	JH Hedges Oval			29		0.04	500	D. Not Council land? D. Difficult diversion	Medium
SW	Stormwater managed by vegetated device in open space	Yes	MKM Oval / Ron Sinclair Reserve			76		0.09	500	A. Adjacent to Bet Bet Creek	Medium
SW	Stormwater managed by vegetated device in open space	Yes	Peel Street Oval + Cal Gulley Reserve			65		0.4	500	A. Adjacent to Drain	Low
SW	Stormwater managed by vegetated device in open space	Yes	Station Domain	Large open space, potential diversion of SW drain		97		0.6	12304	A. Adjacent to Drain	Low
SW	Stormwater managed by vegetated device in open space	Yes	Lake Victoria	Wetland to improve quality of SW entering Lake Victoria		460		2.7	12304	A. Economy of scale due to large treatment + catchment D. Retrofit required	Medium
SW	Stormwater managed by vegetated device in open space	Yes	Four Mile Creek near Whirrakee Dr	Treat stormwater in Maryborough North		320		2.0	500	A. Economy of scale due to large treatment + catchment D. Land acquisition D. Difficult diversion	High

SW	Stormwater managed by vegetated device in open space	No	Phillips Gardens	Limited / contested space															
SW	Stormwater managed by non-vegetated device on-lot	No		Vegetated options first preference for multiple benefits															
SW	Stormwater managed by non-vegetated device in streets/carparks	No		Vegetated options first preference for multiple benefits															
SW	Stormwater managed by non-vegetated device in open space	No		Vegetated options first preference for multiple benefits															
SW	Stormwater managed by detention device on-lot	No		Not recommended - significant flooding issues not due to intensification of urban areas															
SW	Stormwater managed by detention device in streets/carparks	No		Not recommended - significant flooding issues not due to intensification of urban areas															
SW	Stormwater managed by detention device in open space	No	New developments	Base case															
SW	Stormwater managed by detention device in open space	No	Carisbrook flood management works	Base case															
SW	Stormwater managed by detention device in open space	No	Maryborough South flood management works	Base case - detention basin has been included in Golf Course															
SW	Treated stormwater distributed to evapotranspiration fields	No		Lack of flow sensitive waterways to warrant option															
SW	Treated stormwater distributed to environmental flows in waterway	Yes	Tullaroop Creek	To be defined with Camille															
SW	Stormwater harvesting for open space irrigation/water feature	No	Lake Victoria	Base case															
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Carisbrook Recreation Reserve	Catchment too small, estimated demand 12 ML/yr			29	6	0.02	500				D. Lengthy inflow pipe D. New irrigation infrastructure				Medium	
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Jack Pascoe Reserve + Frank Graham Reserve	Potential diversion of SW drain, Jack Pascoe is currently irrigated, potable demand = 4.6 ML/yr, estimated demand = 6.3 ML/yr. Frank Graham is not irrigated, estimated demand = 8.4 ML/yr		7	36	7	0.04	500				D. Diversion in road way					Low
SW	Stormwater harvesting for open space irrigation/water feature	Yes	JH Hedges Oval	Potential diversion of SW drain. Currently irrigated, estimated demand = 9.3 ML/yr.		5	34	5	0.04	500				D. Not Council land? D. Difficult diversion					Medium
SW	Stormwater harvesting for open space irrigation/water feature	Yes	MKM Oval / Ron Sinclair Reserve	Potential diversion of SW drain. Not currently irrigated, estimated demand = 7.6 ML/yr.			83	6	0.09	500				A. Adjacent to Bet Bet Creek D. New irrigation infrastructure					Medium
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Peel Street Oval + Cal Gully Reserve	Potential diversion of SW drain. Both not irrigated, Peel Street = 7.2 ML/yr, Cal Gully = 6.0ML/yr.			76	9	0.4	500				A. Adjacent to Drain D. New irrigation infrastructure					Low
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Station Domain	Potential diversion of SW drain. Station Domain estimated demand = 5.0 ML/yr. Depot existing potable demand = 6.5 ML/yr potable demand, some rainwater tanks already installed.		4	108	8	0.6	12304				A. Adjacent to Drain					Low
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Lake Victoria	Transfer from victoria park to goldfields. Estimated demand = 25ML/yr (5ha, 0.5m difference btw evaptran and rainfall.			470	13	2.7	12304				A. Economy of scale due to large treatment + catchment A. 50mm drawdown allows for 13ML supply => no storage costs. D. Lengthy pipe mains D. Retrofit required					Medium
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Four Mile Creek near Whirrakee Dr for Golf Club	Currently connected to recycled water network. Treat at Burns St.		11	340	11	2.0	500				A. Economy of scale due to large treatment + catchment D. Land acquisition D. Difficult diversion					Medium
SW	Stormwater harvesting for open space irrigation/water feature	Yes	Phillips Gardens	Potential diversion of SW drain. Currently irrigated, potable demand = 7.6 ML/yr, estimated demand = 11.4 ML/yr.		9		9		12304				A. Adjacent to Bet Bet Creek D. Retrofit required					Medium
SW	Stormwater harvesting for open space irrigation/water feature	No	Princes Park	Currently connected to recycled water network.															
SW	Stormwater harvesting for non-potable uses in buildings	No	Maryborough Sports & Fitness Centre	Potential diversion of SW drain, 4.2 ML/yr potable demand. Small internal demand.															
SW	Stormwater harvesting for non-potable uses in buildings	No	Marborough District Health Service	Potential diversion of SW drain, 13.1 ML/yr potable demand															
SW	Stormwater harvesting for supplementary potable supply	Yes	Harvest from Lake Victoria and distribution to goldfields then centenary			200		200	2.70	12304				A. Large buffer storages D. Lengthy pipe mains D. Complex diversion D. 900 L/s pump					Medium
SW	Stormwater harvesting for supplementary potable supply	Yes	North Maryborough harvest and transfer to Centenary via goldfields			400		400	4.00	12304				A. Large buffer storages D. Lengthy pipe mains D. Complex diversion D. 2000 L/s pump					Medium
SW	Stormwater harvesting for agricultural irrigation (greenhouses)	Yes	Assuming greenhouses within or near study area	Agricultural demands to be confirmed		48	130	48	5	100				D. Land need D. Quality may not be suitable without potable standard treatment					Medium
SW	Stormwater harvesting for agricultural irrigation (land)	Yes	Irrigation land to the north	Agricultural demands to be confirmed			542			20				A. Quality suitable for irrigation D. Potentially high cost to get it into a useable location D. Storage needed to buffer supply and demand near irrigation areas					Medium
WW	Wastewater managed by class B treatment device	No		As 100% WW not discharged to waterway, treatment upgrades considered based on reuse															
WW	Wastewater managed by class A treatment device	No		As 100% WW not discharged to waterway, treatment upgrades considered based on reuse															
WW	Treated wastewater distributed to lake or water feature	Yes	Lake Victoria	Potential connection to RW pipe as top up						15			12304	D. Class A & nutrient removal and biosolids mgt \$\$\$					High
WW	Treated wastewater distributed to lake or water feature	Yes	Phillips Gardens	Potential connection to RW pipe. Estimated demand 11.4ML/year to fill lake		11.4				11.4			12304	D. Class A & nutrient removal and biosolids mgt \$\$\$					High
WW	Treated wastewater distributed to lake or water feature	Yes	Goldfields Reservoir	Potential connection to RW pipe. Estimated demand = 25ML/yr (5ha, 0.5m difference btw evaptran and rainfall.						25			12304	D. Class A & nutrient removal and biosolids mgt \$\$\$					High
WW	Treated wastewater distributed to land	No		Base case															
WW	Treated wastewater distributed to evapotranspiration fields	No		Considered same as land															
WW	Treated wastewater distributed to environmental flows in waterway	No		Discharge of wastewater to waterways not compliant with EPA conditions															
WW	Treated wastewater harvesting for open space irrigation	No	Maryborough Golf Course	Base case															
WW	Treated wastewater harvesting for open space irrigation	No	Princes Park	Base case															
WW	Treated wastewater harvesting for open space irrigation	Yes	Extension to food cluster	Branch off existing. Estimated demand 4ML/year						4			1	500	D. High cost of infrastructure for small demand D. Salinity issues D. Some demand currently unirrigated				Medium
WW	Treated wastewater harvesting for open space irrigation	Yes	Extension to station domain	Branch off existing. Estimated demand 5ML/year						4			1	12304	D. High cost of infrastructure for small demand D. Salinity issues D. Some demand currently unirrigated				Medium
WW	Treated wastewater harvesting for open space irrigation	Yes	California Gully Recreation Reserve (6ML, currently unirrigated), Peel Street Reserve (7.3ML, currently unirrigated), Education Precinct (perhaps 15ML, currently unirrigated, may be synthetic)	Recycled water ring main - phase 1						28.3			3	1000	D. High cost of infrastructure for small demand D. Salinity issues D. Some demand currently unirrigated				Medium
WW	Treated wastewater harvesting for open space irrigation	Yes	Velodrome (6ML, currently unirrigated), MKM oval (7.6ML currently unirrigated), Hedges Oval (9.3ML irrigated)	Recycled water ring main - phase 2		9.3				22.9				1000	D. High cost of infrastructure for small demand D. Salinity issues D. Some demand currently unirrigated				Medium
WW	Treated wastewater harvesting for open space irrigation	Yes	Highview college (4ML, currently partially irrigated (1.1)), pascoe reserve (6.3, irrigated), frank graham oval (8.4, currently unirrigated)	Recycled water ring main - phase 3		6.3				15.8				1000	D. High cost of infrastructure for small demand D. Salinity issues D. Some demand currently unirrigated				Medium

WW	Treated wastewater harvesting for open space irrigation	Yes	New developments	Expanding the recycled water network - residential (recreational areas). Assume 5ML demand.			5	1	1487	D. High cost of infrastructure for small demand D. Salinity issues D. Scale of development unlikely to support Class A system	Medium
WW	Treated wastewater harvesting for open space irrigation	Yes	Non-potable collection point	For council use at depot - near station domain. Assume 5ML use.	5		5	0	500	D. High cost of infrastructure for small demand D. Salinity issues	High
WW	Treated wastewater harvesting for non-potable uses in buildings	Yes	Maryborough Depot	Potential extension of RW pipe, 6.5 ML/yr potable demand	6.5		0	0	200	D. High cost of infrastructure for small demand D. Salinity issues	High
WW	Treated wastewater harvesting for non-potable uses in buildings	Yes	Reduced salinity supply to golf club, princes park and station domain/depot		18		22	1	12304	D. RO plant required D. Brine disposal	Low
WW	Treated wastewater harvesting for non-potable uses in buildings	No	SONAC	Needs further investigation, but I think it is unlikely as Sonac will want potable water for blood processing, and if recycled water is going to be used for cooling, there could be issues due to salinity and pathogens on equipment							
WW	Treated wastewater harvesting for non-potable uses in buildings	No	Marborough District Health Service	Class A - would require upgrade. Difficult to access non-potable demand							
WW	Treated wastewater harvesting for non-potable uses in buildings	No	New developments	Class A - would require upgrade							
WW	Treated wastewater harvesting for non-potable uses in buildings	No	Havilah Hostel (Retirement Home)	Class A - would require upgrade. Difficult to access non-potable demand							
WW	Treated wastewater harvesting for agricultural irrigation (greenhouses)	No		Not recommended due to class A upgrade required							
WW	Treated wastewater harvesting for agricultural irrigation (land)	No		It's a possibility, but salinity is a key problem. Best next option in addition to current irrigation of WWTP farm and Freemantle is Ipsen property, which is adjacent to Freemantle and would/could be supplied from the Bet Bet Storage. This farm is favoured due to favourable soils (i.e. good leaching potential), which can help to combat salinity issues							
SW+WW	Shandied treated wastewater and treated stormwater for local uses	Yes	Golf club and northern demands	Mixing in north Maryborough/ Lake Victoria for distribution.	25	156	55	2.0	2500.0	A. Local source in northern area D. Additional land needed for recycled water displaced	Medium
Raw water	Raw water distributed to lake or water feature	Yes	Goldfields reservoir + Phillips Gardens + Lake Victoria	Centennial reservoir to Goldfields reservoir. Not considered due to impact on potable supply			41		12304	A. Possible to use main drain for distribution D. Use of potable source water	Medium
Raw water	Raw water distributed for open space irrigation	No		Centennial reservoir to non-potable ring main. Not considered due to impact on potable supply							
Raw water +	Shandied raw water + treated wastewater for northern uses	Yes	Golf club and northern demands				55		2500	A. Reduced salinity management A. Use existing distribution network D. use of potable source water	Low
Raw water +	Shandied raw water + treated wastewater for agriculture	Yes	To northern agriculture (90ha)					36	50	A. Reduced salinity management A. Use existing distribution network D. use of potable source water	Low
Saline water	Saline water distributed to lake or water feature	No		Salt reduction plant saline water to goldfields reservoir. Considered inappropriate to introduce to a freshwater environment							
Waterways	Waterway improvement, amenity and access	Yes	Main drain - maryborough	Improved amenity and planting				4	12304	A. In keeping with council priorities for investment D. Heritage limitations to waterway improvement works	Low
Waterways	Waterway improvement, amenity and access	No	Drainage corridors - Carisbrook	Not a focus compared with other opportunities for amenity							
Waterways	Waterway improvement, amenity and access	No	Main drain - maryborough	Daylighting of north east underground tributary. Not feasible due to limited catchment and flow							
Waterways	Waterway improvement, amenity and access	Yes	Tullaroop Creek (Deep Creek)	Revitalisation of Bland Reserve on Tullaroop Creek			0.25		500	A. Site established D. May be difficult to access drain / significant stormwater	Low
Waterbody	Carisbrook reservoir improvement	No	Carisbrook Reservoir	Revitalisation of Carisbrook Reservoir - not feasible - decommissioned and damaged							



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## Attachment 3 – Rainfall Analysis

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The 6 minute rainfall gauge at Natte Yallock was selected as an appropriate reference station to model rainfall in Maryborough due to the quality and quantity of data available. It is recognized that while every effort was made to choose a period that aligns with the long term mean annual average with the best quality data available, there are some gaps in the rainfall records as well as periods of accumulated data. It has been found that reuse predictions, analysis of inundation frequency and wetting and drying spells and flow frequency can be more sensitive to larger proportions of missing and accumulated data.

To address this, a patched point data set was developed for the rainfall station and period proposed. The procedure for developing the patched point rainfall data sets generally follows that described by SILO for preparation of the daily patched point data sets it makes available (Jeffrey et. al., 2001). Missing or suspect values are 'patched' with data from a nearby rainfall station. The approach recognizes that proximity is not always a good indicator of similarity. Therefore, the correlation between stations is used as the primary indicator of similarity. Under this approach, the station with the highest correlation to the target station is used to infill data first, then if data is not available the next station is adopted and so forth. For the 6 minute data, both missing data and accumulated data are infilled as follows:

- Missing data is replaced with data from the station with the highest correlation with data for that day.
- Accumulated data occurs where a daily rainfall total is available but no 6 minute distribution. The daily total is averaged across the whole day resulting in a correct total but an underestimate of rainfall intensity since rainfall typically occurs over a small portion of a day. Accumulated data is infilled by using the daily total for the target rainfall station and the 6 minute distribution from the station with highest correlation with data for that day.

The data for the reference station and period was infilled with details reported below.

### **Infilling of Rainfall Data**

The Narre Yallock rainfall gauge was infilled with the stations listed in Table A71. It can be seen in Figure A71 that the data quality across the whole period improves with the proportion of missing data reducing from 4% to 0% and accumulated data from 2% to 1%.

Table A71 - Rainfall stations used for correlation

Rainfall Station	Correlation
88009	0.77
81026	0.76
89111	0.74
89082	0.67
89002	0.66

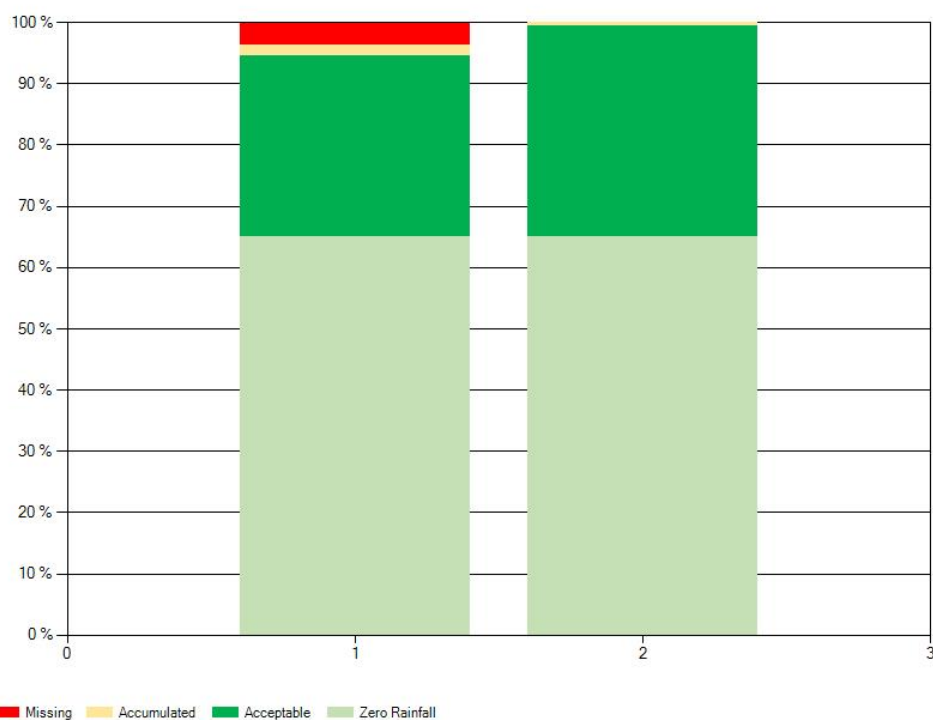


Figure A71 Natte Yallock rainfall data quality before and after infilling

Table A72 shows the impact of infilling data on the current 10 year reference period (1988-1997). In this period, the proportion of accumulated is reduced by 1% and missing data reduced by 4%.

Table A72 Effects of infilling on 1988-1997 period rainfall data quality

	1988-1997		
	Initial	Infilled	Target
Zero rain days	65%	71%	
Acceptable data days	25%	28%	

Accumulated data days	2%	1%	
Missing data days	8%	0%	
Mean annual rainfall (mm/year)	441	495	501

The target mean annual rainfall was calculated based on the weighted average of all daily rainfall stations within a 35km radius of Maryborough. Weighting was determined considering the number of years of data available at each gauge station.

The results indicate that the proportion of missing data is significantly reduced and accumulated data days are slightly reduced due to infilling of the data set. Therefore it is recommended that the Natte Yallock 1988-1997 reference period be used to model rainfall for the township of Maryborough.

### Summary of outcomes

Based on the analysis, it is proposed that the infilled Natte Yallock 1988-1997 rainfall template is adopted to model rainfall in Maryborough with Ballarat Monthly Areal PET. The proposed rainfall template is summarised in Table A73.

Table A73 Rainfall template for Maryborough

Rainfall station	Period	Target mean annual rainfall	Period mean annual rainfall	% accumulated	% missing
81038 Natte Yallock	1988-1997	501	495	1%	0%

### References

Jeffrey, S.J., Carter, J.O., Moodie, K.B. and Beswick, A.R. (2001). [Using spatial interpolation to construct a comprehensive archive of Australian climate data](#), *Environmental Modelling and Software*, Vol 16/4, pp 309-330. DOI: 10.1016/S1364-8152(01)00008-1.

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## Attachment 4 – Scored Assessment

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The economic assessment describes above provides an assessment framework to compare project costs and performance over a lifecycle. In some cases, benefits and dis-benefits are not easily evaluated in monetary terms and cannot be included in an economic assessment. To recognise the full range of objectives set for the project in the assessment, a dual assessment has been conducted, whereby key performance indicators across all objectives have been assessed using:

- A quantitative analysis, where possible, whereby performance of options is compared based on the relative performance of measured indicators out of a score of 10 (though these are not monetized); and
- Where a quantitative analysis is not possible, indicators are scored based on a qualitative judgement of relative performance.

A scoring framework of quantitative and qualitative indicators has been developed and a preliminary assessment has been made. The scored assessment is summarised against the three objective themes.

*Note: The scored assessment only evaluates benefits, and does not compare these to costs of projects. The economic analysis is a much superior platform to compare economic costs and benefits. The scored benefits instead highlight overall performance against the range of key objectives, and highlights objectives which aren't evaluated by the economic analysis.*

Quantified Indicators	Indicator	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9
A Resilient Water Cycle	Water supplied in place of mains potable supply (ML/year)	49	0	0	0	4	10	45	263	73
	Urban excess stormwater removed (ML/year)	49	9	0.4	29	9	42	153	284	0
	Recycled water use enabled by salinity reduction (ML/year)	0	0	0	0	0	0	90	0	146
	Additional fit-for-purpose water supplies created (ML/year)	49	9	0.4	0	8	10	45	263	-73
Healthy landscapes and waterways	Pollution removed from waterways (kg Total Nitrogen/year)	137	106	6	333	225	365	473	720	0
	New irrigated green area created (m2)	0	20966	708	0	20000	20000	0	0	0
	Healthy waterbody area maintained or created (ha)	0	0	0	5	0	5	2	6.8	0
A prosperous community and economy	Number of community users (no. of people)	3181	3181	12304	12304	12304	12304	3000	0	3000
	Amenity and place-making benefit (relative judgement)	0	8	8	7	6	10	2	5	0
	Educational benefit (relative judgement)	8	3	3	5	3	6	1	3	1
	Health and well-being benefit (relative judgement)	0	6	8	6	8	10	0	4	0
Scaled Score	Indicator	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9
A Resilient Water Cycle	Water supplied in place of mains potable supply (ML/year)	2	0	0	0	0	0	2	10	3
	Urban excess stormwater removed (ML/year)	2	0	0	1	0	1	5	10	0
	Recycled water use enabled by salinity reduction (ML/year)	0	0	0	0	0	0	6	0	10
	Additional fit-for-purpose water supplies created (ML/year)	2	0	0	0	0	0	2	10	-3
Healthy landscapes and waterways	Pollution removed from waterways (kg Total Nitrogen/year)	2	1	0	5	3	5	7	10	0
	New irrigated green area created (m2)	0	10	0	0	10	10	0	0	0
	Healthy waterbody area maintained or created (ha)	0	0	0	7	0	7	3	10	0
A prosperous community and economy	Number of community users (no. of people)	3	3	10	10	10	10	2	0	2
	Amenity and place-making benefit (relative judgement)	0	8	7	7	6	10	2	5	0
	Educational benefit (relative judgement)	8	3	3	5	3	6	1	1	1
	Health and well-being benefit (relative judgement)	0	6	10	6	8	10	0	4	0
<b>Total Score</b>		<b>19</b>	<b>31</b>	<b>30</b>	<b>41</b>	<b>40</b>	<b>59</b>	<b>30</b>	<b>60</b>	<b>13</b>

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## Attachment 5 – Option 7 Alternatives

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Two variations of Option 7 were examined in order to test alternative sites, demands, technologies and opportunities for cost savings. These include:

- **Option 7b:** Stormwater harvesting from Northern Sediment Basin to shandy recycled water supply
- **Option 7c:** Stormwater harvesting from Wetland at Maryborough STP to shandy recycled water supply

## Option 7b: Stormwater harvesting from Northern Sediment Basin to shandy recycled water supply

### Description

Option 7 includes a large regional wetland adjacent to Four Mile Creek on the northern outskirts of Maryborough. This wetland could treat a large portion of polluted urban stormwater runoff from the town, providing stormwater for reuse, as well as pollutant load reductions and habitat. To reduce the cost of this option the wetland could be replaced with a smaller sediment pond. The sediment pond would remove coarse sediments from diverted stormwater. Treated stormwater would be transferred to existing storages at the golf storage (~1 ML) and then shandied with recycled water network via a mixing tank prior to restricted reuse.

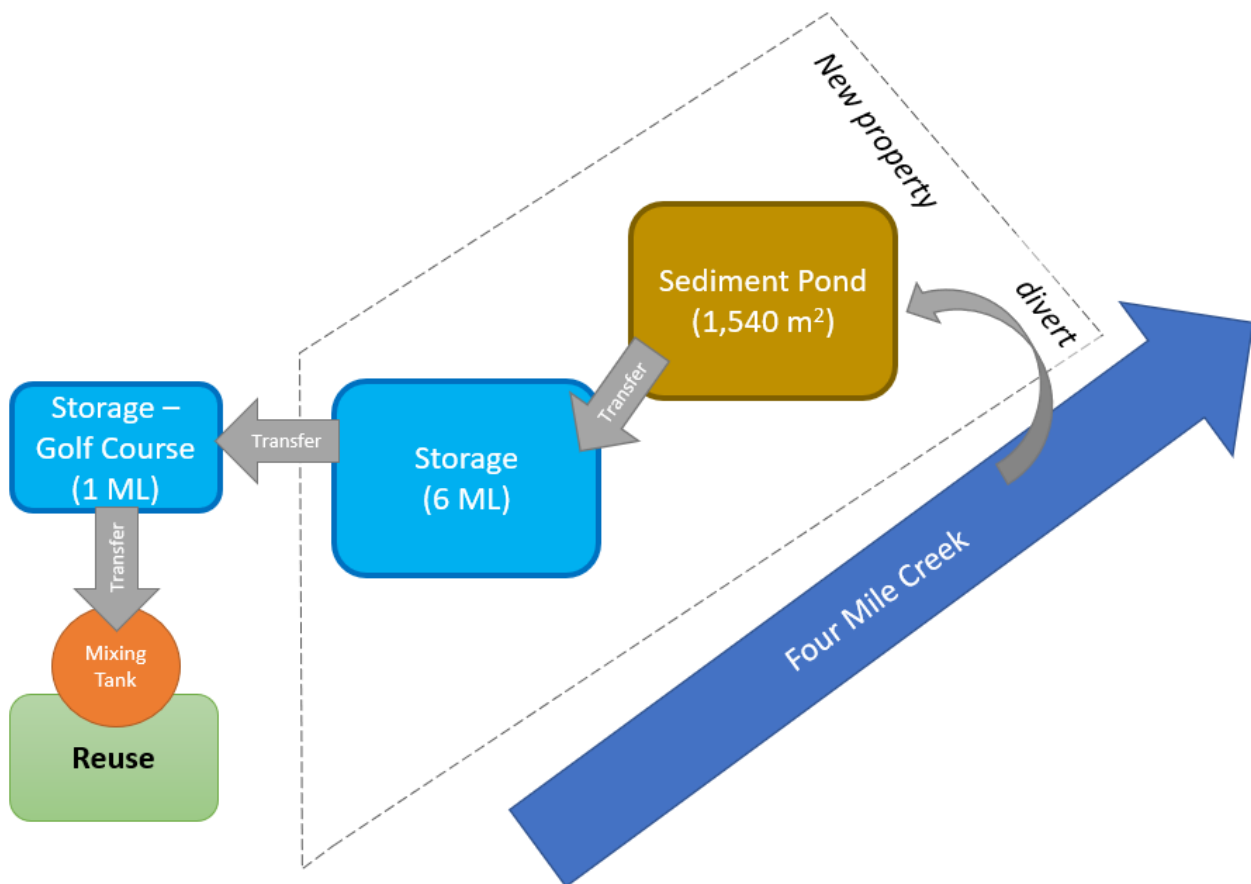


Figure A51: Schematic of storage and wetland adjacent to Four Mile Creek

### Key analysis assumptions and infrastructure requirements

The Northern Wetland system requires:

- A 1,400 ha (22% imperviousness) catchment with a 100L/s low flow bypass and gravity or pumped diversion with a capacity of 400 L/s.
- A gross pollutant trap upstream of the wetland.

- Purchase of private land to construct a treatment and reuse system (assumed the same area as for Option 7).
- Total sediment pond treatment area of 1,540m<sup>2</sup> (surface area) and 2,800 m<sup>3</sup> (volume).
- A storage pond with a 7,000 ML capacity (New = 6 ML, Existing at golf course = 1 ML)
- 200m of 225mm transfer pipework (wetland to shandy location).
- The demand for stormwater for shandy = 55 ML/yr (seasonal). This is lower than the demand in Option 7 as it assumes a 1:1 supply of Stormwater to Recycled Water. The salinity of the stormwater diverted from Four Mile Creek needs to be monitored in order to verify that it can be mixed with recycled water at a 1:1 ratio.
- The supply of stormwater for shandy = 38.3 ML/yr (70% reliability) with the shortfall made up with potable water.

### Cost summary

Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$296,452	\$3,867
	Electrics and power	\$40,250	\$0
	GPT	\$86,834	\$1,650
WSUD	Treatment + Storage Pond	\$918,779	\$21,196
	Establishment	\$112,881	\$0
Other Items	Item 1: Transfer mains	\$137,880	\$962
	Item 2: Land acquisition	\$230,847	\$0
<b>Total</b>		<b>\$1,823,924</b>	<b>\$27,675</b>

### Key Benefits

A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Supporting sustainable recycled water use:</b> By using stormwater as a source for shandying recycled water it will enable ongoing use of recycled water for irrigation.</li> <li>• <b>New water supplies:</b> The scheme would harness 38ML/year of stormwater to support local needs.</li> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 40ML/year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 470kg/year of nitrogen by the end of the plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>



## Option 7c: Stormwater harvesting from Wetland at Maryborough WSP to shandy recycled water supply

### Description

There is an opportunity to construct a large regional wetland at the Maryborough Sewage Treatment Plant (STP). This wetland could treat a large portion of polluted urban stormwater runoff from the town and would make use of existing land and storage (via retrofits of existing lagoon(s)) owned by Central Highlands Water. Treated stormwater could be harvested from the wetland to shandy with recycled water prior to reuse. Option 7b requires diversion of stormwater from a 'natural' section of Four Mile Creek, this contrasts Option 7 which diverts stormwater from an already modified / channelized section of the creek closer to the town.

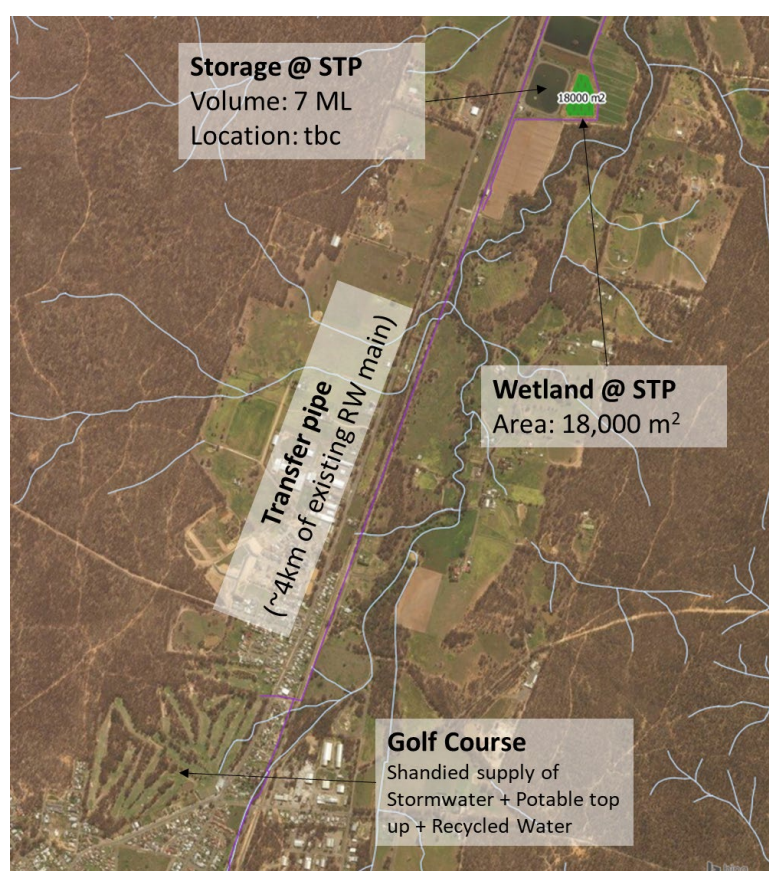


Figure A52: Schematic of storage and wetland adjacent to Four Mile Creek

### Key analysis assumptions and infrastructure requirements

The Northern Wetland system requires:

- A 1,400 ha (22% imperviousness) catchment with a 100L/s low flow bypass and gravity or pumped diversion with a capacity of 400 L/s.
- A gross pollutant trap upstream of the wetland.

- Total treatment area of 18,000m<sup>2</sup> consisting of a 1,800m<sup>2</sup> sediment pond and 16,200m<sup>2</sup> wetland.
- A wetland with a 350mm permanent pool and 350mm extended detention depth.
- A storage pond with a 7,000 ML capacity. A nominal \$110,000 has been included in the cost estimate to allow for the retrofit of existing lagoons at the Sewage Treatment Plant for use in the scheme.
- The demand for stormwater for shandy = 55 ML/yr (seasonal). This is lower than the demand in Option 7 as it assumes a 1:1 supply of Stormwater to Recycled Water, ignoring potable top up. The salinity of the stormwater diverted from Four Mile Creek needs to be monitored in order to verify that it can be mixed with recycled water at a 1:1 ratio.
- The supply of stormwater for shandy = 40 ML/yr (73% reliability) with the shortfall made up with potable water.

### Cost summary

Item		Capital Cost (\$)	Operating Cost (\$/yr)
General Infrastructure	Pumps	\$296,452	\$3,867
	Electrics and power	\$40,250	\$0
	GPT	\$86,834	\$1,650
WSUD	Treatment + Storage Pond	\$1,876,168	\$17,684
	Establishment	\$71,180	\$0
Other Items	Item 1: Lagoon retrofit	\$115,000	\$0
<b>Total</b>		<b>\$2,485,883</b>	<b>\$23,201</b>

### Key Benefits

A resilient water cycle	Healthy landscapes and environment	A prosperous community and economy
<ul style="list-style-type: none"> <li>• <b>Supporting sustainable recycled water use:</b> By using stormwater as a source for shandying recycled water it will enable ongoing use of recycled water for irrigation.</li> <li>• <b>New water supplies:</b> The scheme would harness 40ML/year of stormwater to support local needs.</li> <li>• <b>Reduced 'urban excess' stormwater flows:</b> Stormwater flowing from urban areas will reduce by 148ML/year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Water Quality:</b> Pollutants will be removed from runoff and therefore from waterways. The proposal will remove 470kg/year of nitrogen by the end of the plan period.</li> <li>• <b>New green infrastructure:</b> A new wetland will be created in Maryborough north which could be a valued ecological asset.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

## 8.5 PLACE NAMING POLICY

**Author:** General Manager Infrastructure Assets & Planning

**Responsible Officer:** General Manager Infrastructure Assets & 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.*

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### SUMMARY/PURPOSE:

The purpose of this report is to recommend that Council approve the Place Naming Policy.

Council, as a Naming Authority under the Geographic Place Names Act 1998, has responsibility for the naming of places, such as streets and parks. The Place Naming Policy will ensure that Council has a co-ordinated, consistent, fair and equitable approach in the naming of roads, places and localities across the municipality.

### 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.

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

### BACKGROUND INFORMATION:

Council, as a Naming Authority under the Geographic Place Names Act 1998 (the Act), is required to resolve on all geographic place names in the municipal district, with the exception of geographic places of regional, state and national significance.

Place names are required for property addressing, property identification, mapping, local government area management, emergency and statutory service provision and for tourism.

### REPORT:

A Place Naming Policy ensures that Council has a co-ordinated, consistent, fair and equitable approach in the naming of roads, places and localities across the municipality.

At present Council does not have a policy to guide place naming. As a process Council follows the Geographic Place Names Act 1998 (the Act) and the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2016 (the Naming Rules)

issued by the Department of Environment, Land, Water and Planning. The process that has been used is consistent with these various regulations, however does not, for example, require Council to consult with the recognised traditional land owners.

The major emphasis of this policy is to ensure that place names recognise the Shire's rich cultural history, including Aboriginal history, and any new names are in the interests of the whole community, past and present.

The policy and procedure is consistent with the practices of many local government organisations. Some also have a 'list' of appropriate names and no other name may be used. This is not recommended as Council is not in a position to research all possible names, and in part relies on the community or developers (in their role subdividing land) to suggest names.

#### **CONSULTATION/COMMUNICATION:**

The policy has been developed through consultation with relevant Council staff. Depending on the place to be named, a public consultation process may be undertaken for choosing a name.

#### **FINANCIAL & RESOURCE IMPLICATIONS:**

Implementing the policy will have no additional financial implications for Council. Additional staff time may be required to ensure the traditional land owners are consulted.

#### **CONCLUSION:**

The Place Naming Policy documents the objectives that Council seeks to achieve when making a decision on a place name. Significantly, Traditional Owners will be consulted. The policy is consistent with the requirements of relevant legislation.

#### **ATTACHMENTS:**

1. Place Naming Policy

#### **RECOMMENDATION:**

*That Council approve the Place Naming Policy.*



# Place Naming Policy

Category: Asset Management  
Adoption: Council Date:.....  
Review Period: Three years  
Responsible Manager: General Manager Infrastructure and Planning  
Signed by CEO: .....  
Date: .....

## 1. Purpose

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The purpose of this policy is to provide a co-ordinated, consistent, fair and equitable approach in the naming of roads, places and localities across the municipality.

Road names are required for property addressing, property identification, mapping, local government area management, emergency and statutory service provision, and for tourism.

The major emphasis of this policy is to ensure that place names recognise the Shire's rich cultural history, including Aboriginal history, and any new names are in the interests of the whole community, past and present.

This policy is made in accordance with the Geographic Place Names Act 1998 (the Act) and the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2016 (the Naming Rules) issued by the Department of Environment, Land, Water and Planning.

## 2. Scope

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This policy applies to Council officers and Councillors when Council has responsibility for naming roads, places and localities across the municipality.



### 3. Definitions

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A Place is any geographic place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- a) Suburbs (officially referred to as 'localities' and the boundaries are officially recognised for addressing purposes), townships and areas;
- b) Reserves, parks and public open space;
- c) Streets, roads, bridges and other road features; and
- d) Public facilities and buildings, including government schools, hospitals and nursing homes.

### 4. Policy

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Council, as a Naming Authority under the Naming Rules, is responsible for geographic place names in the municipal district, with the exception of geographic places of regional, state or national significance, and waterways. In doing this, Council will ensure compliance with the legislative and statutory requirements as well as the policy purpose when naming places.

Council will ensure the Traditional Owners are consulted when Council is undertaking a place naming action.

Council involvement in investigating and/or determining geographic place names begins when one of the following occurs:

1. A Council officer identifies a need to name an unnamed place, or alter a place name/boundary;
2. A member of the community or organisation requests an unnamed place be named, or that a place name/boundary be altered;
3. A Plan of Subdivision is submitted for certification by Council. Council's subdivision certification process includes working with the land owner to ensure proposed street names meet the requirements of *the Act* and *the Naming Rules*; or
4. A Planning Permit is submitted containing internal private roads (for example subdivisions for large private developments such as nursing homes, large multi-unit developments and shopping centres create private internal road systems that require naming).

Where possible, Council will avoid renaming roads, in order to prevent the inconvenience and cost to affected landholders. However, when road names do not comply with the Act and the Naming Rules, renaming is required.



When a request for an altered or new name for any place is received Council must ensure that:

- The use of Aboriginal languages in the naming of roads, features and localities is supported, subject to agreement from the relevant Traditional Owner group.
- Names have a sense of connection with the area. Aspects to be taken into account include indigenous culture and occupation of the land (past and current), historical, cultural, heritage, environmental, geographical and geological or botanical linkages. The naming proponent is required to provide the evidence regarding relevance to the location.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time. Where the names of deceased persons are being considered, the person being commemorated should have had a direct and long term association with the feature or have made a significant contribution to the area or region.
- The name should reflect the type of road of street it is, e.g. road, street, boulevard, court, etc. Additionally dead-ends or no through roads should be called court, close or similar, as appropriate.

Council will discourage names that do not follow the principles of the Geographic Place Names Act 1998 (the Act) and the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2016.

These can be found at: <https://www.propertyandlandtitles.vic.gov.au>

## 5. Roles and Responsibilities

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Person/s responsible	Accountability
Information Systems Administrator	<ul style="list-style-type: none"><li>• Implement policy</li><li>• Receive all place naming requests</li><li>• Maintain a list of all new place names and prepare an assessment of the list against the policy objectives at least one a year.</li><li>• Assess all proposed place names against policy and make recommendations to council about proposed place names.</li><li>• Maintain Council Road Name Register</li></ul>
General Managers	<ul style="list-style-type: none"><li>• Review of policy and procedures before adoption by Council</li><li>• Ensure an assessment against policy and list of all new place names is presented to the Risk and Audit Committee at least one a year.</li></ul>



## 6. Human Rights Statement

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It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

## 7. Related Policies and Procedures

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Place Naming Procedure

## 8. Relevant Legislation and Guidelines

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Primarily the naming of geographic places is governed by the following legislation:

- Geographic Place Names Act 1998
- Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2016, issued by the Department of Environment, Land, Water and Planning

Other legislation, regulations and policies relevant to geographic place naming are:

- AS/NZs4819:2011 Rural and urban addressing
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2007
- Local Government Act 1989
- Planning and Environment Act 1987
- Road Management Act 2004
- Subdivision Act 1988

### DOCUMENT HISTORY (TO BE REMOVED BEFORE SIGNING)

	Date	Author
Initial Draft	July 2018	Rebecca Stockfeld
Final Draft	September 2018	Mel Rogers
Approved	April 2019	EMT
Review Draft	May 2019	Rebecca Stockfeld
Review Final	May 2019	Paul Brumby
Approved		



## 8.6 APRIL FINANCIAL REPORT

**Author:** **Manager Finance**

**Responsible Officer:** **Acting 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.*

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### **SUMMARY/PURPOSE:**

The purpose of this report is to recommend that Council receives and notes the April Financial Report.

Monthly financial reports are presented to Council to show Council's year-to-date financial performance and how Council's finances are tracking against the adopted budget and the mid-year forecast.

### **POLICY CONTEXT:**

Central Goldfields Shire Council's Council Plan 2017-2021(2018 Refresh) – Our 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 April 2019 and does not include results for Council's Section 86 Committees such as the Tullaroop Leisure Centre 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
- Receivables (Rates and General Debtors) Information;
- Investment Schedule.

#### **Operating Statement**

The operating result, incorporating the results of the mid-year review, for the year to date as at 30 April was a surplus of \$2.14 million. Income is at \$25.58 million compared to a budgeted income of \$25.98 million, a variance of 1.5%.

Expenditure is at \$23.43 million compared to budgeted expenditure of \$25.41 million, a variance of 7.8% for the year to date. The variation is primarily attributable to the timing of waste related expenditure.

### **Balance Sheet**

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 totalled \$414,272 as at 30 April 2019. This balance includes arrears, however, excludes the FSPL Concession (which effectively reduces the payable amount). Council's next instalment for 2018-2019 is to be paid by 28 June 2019.

### **Statement of Changes in Equity**

Council has not budgeted to make any transfers to reserve during the 2018-2019 year.

The movement of \$255,818 relates to the closure of the Energy Breakthrough bank account and the completed transfer of the Energy Breakthrough's accounts into Council's accounting system.

### **Cash Flow Statement**

The balance of cash and investments as at 30 April 2019 is \$10.10 million, which includes \$9.75 million in short-term deposits.

Council's cash position is higher than budget due to the timing of capital works and waste related expenditure.

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, and with the addition of \$0.46 million in approved carried forward projects, and the incorporation of \$0.42 million in mid-year review adjustments, the budget now totals \$7.09 million across property, plant and equipment and infrastructure asset classes.

As at 30 April, Council had expended \$3.03 million on capital works. The contract for reseal works has now been awarded, with various infrastructure works commenced and scheduled for completion in the coming weeks.

### **Receivables Summary**

The Rate Debtor balance at 30 April is \$3.04 million (excluding FSPL), which is \$157,102 or 5% 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 10.7% (10.6% as at 30 April 2018). 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 \$455,578 which is \$393,973 or 46% lower than this time last year. The balance this time last year included \$240,000 invoiced to DEDJTR for the Local Roads to Market Program, and the GST Debtor was \$55,730 higher due to an increased level of contractor expenditure as a result of flood recovery works occurring at that time.

### **Timing of 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 April 2019 does not highlight any issues for concern, however is impacted by the following:

- The timing of waste related and capital works 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 April 2019 Financial Report

### **RECOMMENDATION:**

*That Council receives and notes the 30 April 2019 Financial Report showing progress against the budget and mid-year forecast.*

# CENTRAL GOLDFIELDS SHIRE

## Operating Statement

For Period 1 July 2018 to 30 April 2019

	Actual Year to Date \$	Mid Year Forecast Year to Date \$	Variation on Budget	% Variation	Mid Year Forecast \$
<b>Revenues</b>					
Community	1,456,281	2,063,355	(607,074)	(29.4%)	2,072,949
Health & Human Services	3,597,663	3,634,312	(36,649)	(1.0%)	4,231,069
Economic Development	1,126,184	1,135,249	(9,065)	(0.8%)	1,434,155
Culture & Heritage	169,076	166,345	2,731	1.6%	168,707
Recreation & Leisure	374,606	231,180	143,426	62.0%	243,557
Transport	2,094,515	2,054,524	39,991	1.9%	3,468,413
Waste & Environment	3,192,387	3,256,809	(64,422)	(2.0%)	3,264,205
Administration	384,746	275,221	109,525	39.8%	341,786
Rates	11,614,182	11,619,155	(4,973)	(0.0%)	11,604,309
Financial Assistance Grants	1,517,772	1,517,769	3	0.0%	1,988,694
Profit/(Loss) on sale of Fixed Assets	55,801	30,920	24,881	80.5%	30,920
	<b>25,583,213</b>	<b>25,984,839</b>	<b>(401,626)</b>	<b>(1.5%)</b>	<b>28,848,766</b>
<b>Expenditures</b>					
Community	1,279,763	1,593,489	(313,726)	(19.7%)	1,819,544
Health & Human Services	3,482,090	3,503,437	(21,347)	(0.6%)	4,240,601
Economic Development	2,100,459	2,290,825	(190,366)	(8.3%)	2,644,104
Culture & Heritage	739,792	737,368	2,424	0.3%	885,447
Recreation & Leisure	2,335,764	2,737,125	(401,361)	(14.7%)	3,225,644
Transport	7,296,618	7,662,688	(366,070)	(4.8%)	9,190,373
Waste & Environment	2,099,672	2,745,816	(646,144)	(23.5%)	3,263,541
Administration	4,101,107	4,140,858	(39,751)	(1.0%)	4,981,759
	<b>23,435,265</b>	<b>25,411,606</b>	<b>(1,976,341)</b>	<b>(7.8%)</b>	<b>30,251,013</b>
Surplus/(Deficit) on operations	2,147,948	573,233	1,574,715	274.7%	(1,402,247)

# CENTRAL GOLDFIELDS SHIRE

## Balance Sheet as at

	30-Jun-18	30-Apr-19
	\$	\$
<b>Current Assets</b>		
Cash	8,718,243	10,103,964
Receivables	2,212,535	4,156,943
Other	381,081	194,307
Non-current assets held for resale	573,394	245,223
<b>Total Current Assets</b>	<b>11,885,253</b>	<b>14,700,438</b>
<b>Current Liabilities</b>		
Creditors	3,245,044	1,221,011
Borrowings	574,803	506,604
Provisions	2,432,694	2,432,694
<b>Total Current Liabilities</b>	<b>6,252,541</b>	<b>4,160,310</b>
<b>NET CURRENT ASSETS</b>	<b>5,632,713</b>	<b>10,540,128</b>
<b>Non-Current Assets</b>		
Land Under Roads	381,486	381,486
Land & Buildings	46,010,465	44,959,720
Plant & Machinery	3,919,461	3,576,665
Furniture & Equipment	207,917	31,938
Infrastructure	266,524,875	262,368,470
Artwork Collection	210,990	210,990
Library Bookstock	349,277	349,277
Works in Progress	390,181	3,423,864
<b>Total Non-Current Assets</b>	<b>317,994,653</b>	<b>315,302,410</b>
<b>Non-Current Liabilities</b>		
Other Liabilities	69,115	69,115
Borrowings	3,885,313	3,885,313
Provisions	599,357	410,764
<b>Total Non-Current Liabilities</b>	<b>4,553,785</b>	<b>4,365,192</b>
<b>NET ASSETS</b>	<b>319,073,580</b>	<b>321,477,346</b>
<b>Equity</b>		
Accumulated Surplus	122,225,443	124,629,209
Reserves	196,848,137	196,848,137
<b>TOTAL EQUITY</b>	<b>319,073,580</b>	<b>321,477,346</b>

# CENTRAL GOLDFIELDS SHIRE

## Statement of Changes in Equity

For the period ended 30/04/19

	Accumulated Surplus	Reserves	Total
<b>Balance at beginning of period</b>	<b>122,225,443</b>	<b>196,848,137</b>	<b>319,073,580</b>
Adjustments due to changes in accounting policies	0	0	0
	<hr/>	<hr/>	<hr/>
	122,225,443	196,848,137	319,073,580
<b>Increase/(Decrease) in net assets resulting from operations</b>	2,147,948	0	2,147,948
<b>Transfers to reserves</b>	0	0	0
<b>Transfers from Reserves</b>	255,818	0	255,818
<b>Balance at end of period</b>	<b>124,629,209</b>	<b>196,848,137</b>	<b>321,477,346</b>

# CENTRAL GOLDFIELDS SHIRE

## Cash Flow Statement

For the period ended 30/04/19

	Actual Year to Date Inflows/ (Outflows)	Budget Year to Date Inflows/ (Outflows)
<b>Cash flows from operating activities</b>		
<b>Payments</b>		
<i>Community</i>	(1,247,712)	(1,561,439)
<i>Health &amp; Human Services</i>	(3,456,620)	(3,477,967)
<i>Economic Development</i>	(2,022,634)	(2,213,000)
<i>Culture &amp; Heritage</i>	(641,112)	(638,688)
<i>Recreation</i>	(1,753,989)	(2,155,350)
<i>Transport</i>	(4,960,088)	(3,178,513)
<i>Waste &amp; Environ</i>	(1,987,807)	(2,633,951)
<i>Administration</i>	(3,985,460)	(3,902,493)
	<u>(20,055,422)</u>	<u>(19,761,401)</u>
<b>Receipts</b>		
<i>Community</i>	1,474,396	2,063,355
<i>Health &amp; Human Services</i>	3,597,663	3,634,312
<i>Economic Development</i>	1,126,184	1,135,249
<i>Culture &amp; Heritage</i>	169,076	166,345
<i>Recreation</i>	374,606	231,180
<i>Transport</i>	2,094,515	2,054,524
<i>Waste &amp; Environ</i>	2,804,849	3,026,168
<i>Administration</i>	575,177	275,221
<i>Debtors/Rates</i>	10,145,039	10,690,846
<i>FSPL collected/paid</i>	38,549	0
<i>Grants Commission</i>	1,517,772	1,517,769
	<u>23,917,826</u>	<u>24,794,969</u>
<b>Net cash inflow/(outflow) from operating activities</b>	<u>3,862,405</u>	<u>5,033,568</u>
<b>Cash flows from investing activities</b>		
<i>Proceeds from Sale Fixed Assets</i>	486,092	682,550
<i>Payments for Capital Works</i>	(3,033,689)	(4,099,219)
<i>Proceeds from Energy Breakthrough</i>	227,716	0
<b>Net cash inflow/(outflow) from investing activities</b>	<u>(2,319,881)</u>	<u>(3,416,669)</u>
<b>Cash flows from financing activities</b>		
<i>Financing costs</i>	(88,605)	(115,320)
<i>Repayment of loan borrowings</i>	(68,199)	(68,196)
<b>Net cash inflow/(outflow) from financing activities</b>	<u>(156,804)</u>	<u>(183,516)</u>
<b>Net increase (decrease) in cash</b>	1,385,722	1,433,383
<i>Cash at beginning of the financial period</i>	8,718,243	8,718,243
<b>Cash at the end of April</b>	<u>10,103,964</u>	<u>10,151,626</u>

# CENTRAL GOLDFIELDS SHIRE COUNCIL

## Statement of Capital Works

For the period ended 30/04/19

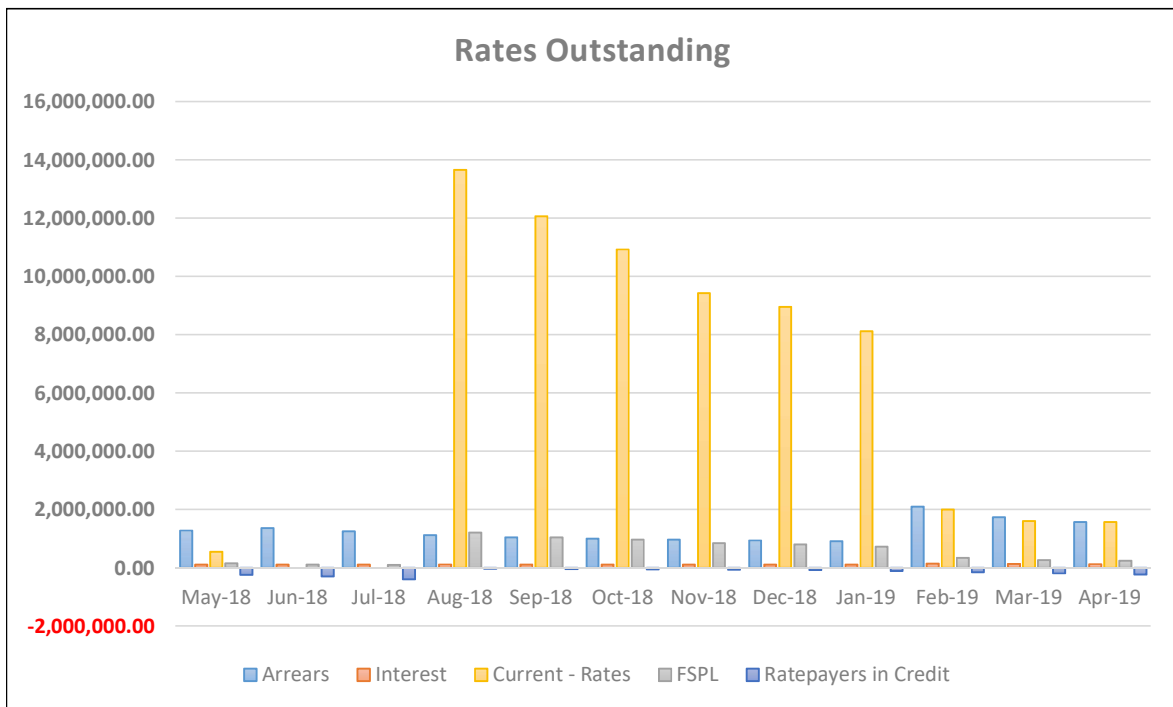
	Mid Year Forecast 2018-2019	Budget Year to Date	Actual Year to Date	Variance Act v Budget YTD
<b>Property</b>				
Land	104,665	80,665	27,654	(53,011)
Land Improvements	15,500	15,000	18,067	3,067
Buildings	442,500	122,435	106,744	(15,691)
<b>Total property</b>	<b>562,665</b>	<b>218,100</b>	<b>152,465</b>	<b>(65,635)</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment	385,783	385,783	265,134	(120,649)
Fixtures, fittings and furniture	372,945	311,121	177,431	(133,690)
<b>Total plant and equipment</b>	<b>758,728</b>	<b>696,904</b>	<b>442,565</b>	<b>(254,339)</b>
<b>Infrastructure</b>				
Roads	3,380,288	1,909,074	1,671,608	(237,466)
Bridges and major culverts	1,254,837	205,698	243,813	38,115
Pathways	156,000	156,000	66,472	(89,528)
Drainage	280,236	351,634	146,272	(205,362)
Parks, Open Space & Streetscapes	203,000	93,000	47,832	(45,168)
Car Parks	35,000	35,000	-	(35,000)
Other Infrastructure	467,980	433,809	262,662	(171,147)
<b>Total infrastructure</b>	<b>5,777,341</b>	<b>3,184,215</b>	<b>2,438,659</b>	<b>(745,556)</b>
<b>Total capital works expenditure</b>	<b>7,098,734</b>	<b>4,099,219</b>	<b>3,033,689</b>	<b>(1,065,530)</b>
<b>Represented by:</b>				
New asset expenditure	738,268	819,121	562,769	(256,352)
Asset renewal expenditure	4,106,629	2,407,400	1,797,642	(609,758)
Asset expansion expenditure	-	-	-	-
Asset upgrade expenditure	2,253,837	872,698	673,278	(199,420)
<b>Total capital works expenditure</b>	<b>7,098,734</b>	<b>4,099,219</b>	<b>3,033,689</b>	<b>(1,065,530)</b>



# CENTRAL GOLDFIELDS SHIRE

## Receivables - Rates

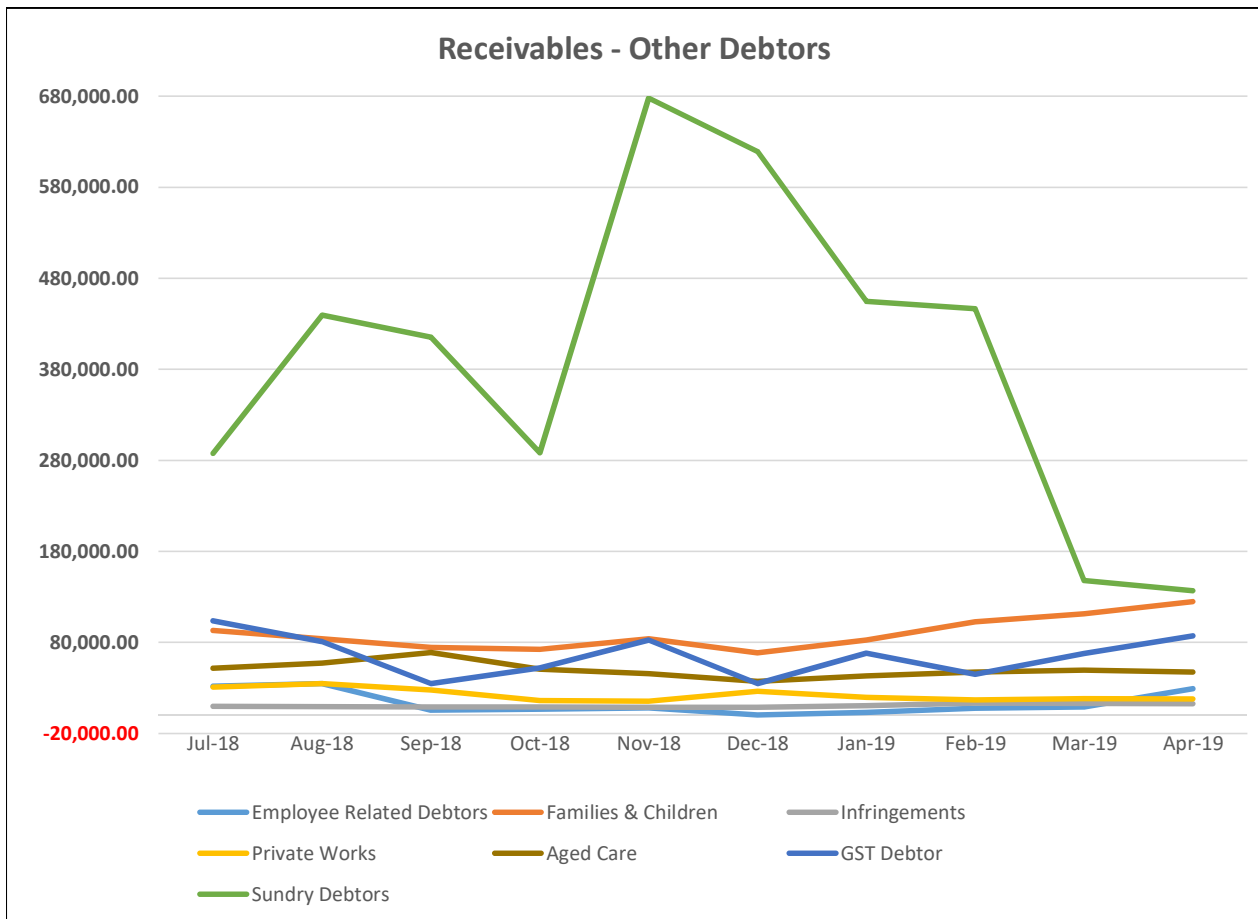
	30 April 2018		30 April 2019	
	Amount \$	% (Rate Income)	Amount \$	% (Rate Income)
Arrears	1,487,338.59	10.6%	1,569,392.31	10.7%
Interest	115,761.15	0.8%	128,219.00	0.9%
Current - Rates	1,279,490.55	9.1%	1,342,081.67	9.2%
Total (excluding FSPL)	<u>2,882,590.29</u>	<u>20.5%</u>	<u>3,039,692.98</u>	<u>20.8%</u>
Annual Rate Movement			157,102.69	5%
Fire Services Property Levy (FSPL)	254,141.25		248,437.65	
Total Rates (including FSPL)	<u>3,136,731.54</u>		<u>3,288,130.63</u>	



# CENTRAL GOLDFIELDS SHIRE

## Receivables - Other Debtors

	30 April 2018		30 April 2019	
	Amount \$	% (Budget Income)	Amount \$	% (Budget Income)
Employee Related Debtors	24,554.67	0.2%	29,228.25	0.2%
Families & Children	84,916.77	0.5%	124,722.56	1.0%
Infringements	10,329.63	0.1%	12,636.87	0.1%
Private Works	41,021.30	0.3%	17,946.37	0.1%
Aged Care	60,617.60	0.4%	47,290.04	0.4%
GST Debtor	142,676.79	0.9%	86,947.10	0.7%
Sundry Debtors	485,434.32	3.1%	136,806.57	1.1%
	<u>849,551.08</u>	<u>1.5%</u>	<u>455,577.76</u>	<u>1.8%</u>
Annual Movement			(393,973.32)	-46%

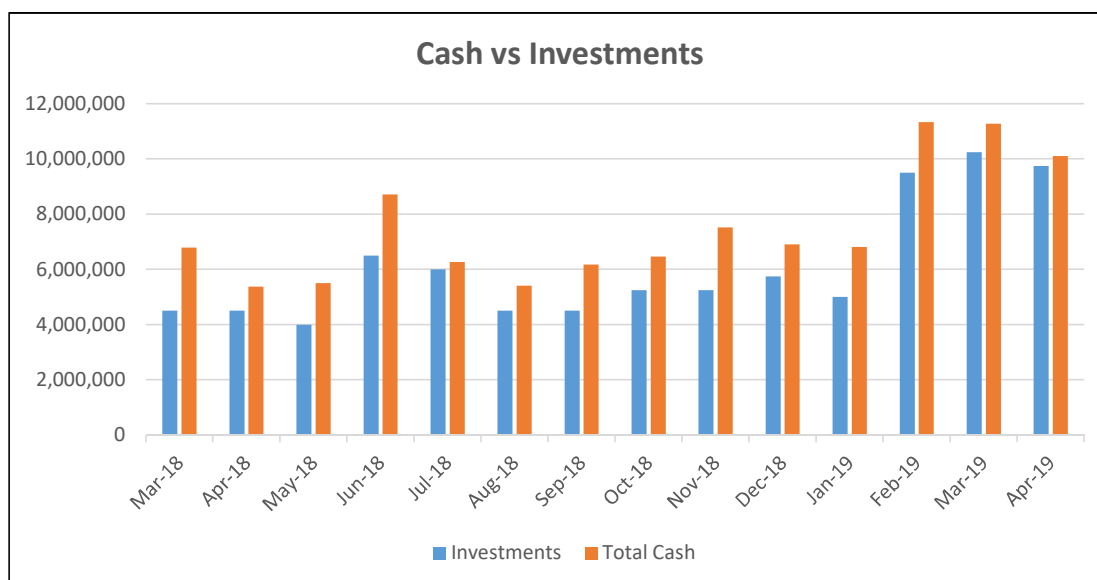


# CENTRAL GOLDFIELDS SHIRE

## Investment Register as at 30 April 2019

Financial Institution	Term	Maturity Date	Rating	Amount \$	Interest Rate
ME Bank	90 d	01-May-19	A2	500,000.00	2.75%
Bankwest	60d	20-May-19	A1+	500,000.00	2.35%
AMP	95d	21-May-19	A2	1,000,000.00	2.65%
Bank West	120d	18-Jun-19	A1+	1,000,000.00	2.65%
Bendigo Bank	120d	18-Jun-19	A2	1,000,000.00	2.60%
Bendigo Bank	134d	24-Jun-19	A2	500,000.00	2.70%
Bendigo Bank	120d	02-Jul-19	A2	500,000.00	2.60%
ME Bank	139d	08-Jul-19	A2	500,000.00	2.75%
MyState Bank	146d	22-Jul-19	P2	500,000.00	2.65%
ME Bank	160 d	05-Aug-19	A2	500,000.00	2.70%
AMP	180d	12-Aug-19	A2	500,000.00	2.75%
ME Bank	139 d	02-Sep-19	A2	500,000.00	2.50%
Auswide	190d	19-Sep-19	P2	500,000.00	2.86%
Bank Vic	209d	30-Sep-19	P2	750,000.00	2.70%
AMP	174 d	14-Oct-19	A1	500,000.00	2.70%
AMP	197d	30-Oct-19	A1	500,000.00	2.70%
<b>Total</b>				<b>\$ 9,750,000</b>	

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



## 8.7 SECTION 86 COMMITTEE INSTRUMENTS OF DELEGATION

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Acting 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.*

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### **SUMMARY/PURPOSE:**

The purpose of this report is to recommend that Council updates the instrument of delegation for each of its Section 86 Committees.

The instrument of delegation is the tool that allows Council to delegate certain responsibilities and functions to a Section 86 Committee. Having a current instrument of delegation in place for each Council Section 86 Committee ensures that both Council and the Section 86 Committee are clear about their respective roles and responsibilities.

### **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:**

At its Meeting in March 2018 Council resolved:

*That:*

1. *new Instruments of Delegation, in the format of Attachment 1, be issued in relation to:*
  - a) *Adelaide Lead Hall;*
  - b) *Daisy Hill Community Hall;*
  - c) *Dunolly Historic Precinct Management;*
  - d) *Energy Breakthrough Management;*
  - e) *Talbot Community Homes;*
  - f) *Talbot Town Hall;*
  - g) *Tullaroop Leisure Centre;*
2. *the following special committees be disbanded:*
  - a) *Maryborough Wings and Wheels;*
  - b) *Preserve Planet Earth - Carisbrook Park;*

- c) *Public Places Tree Advisory Committee – Bealiba*  
*and that any funds, keys and other items be recovered from the committees;*
3. *the following advisory committees be confirmed as advisory committees without a delegation:*
- a) *Public Places Tree Advisory Committee – Maryborough*  
b) *Public Places Tree Advisory Committee – Carisbrook*  
c) *Public Places Tree Advisory Committee – Dunolly*  
d) *Public Places Tree Advisory Committee – Talbot*
4. *that the membership of the special and advisory committees be in accordance with Attachment 2*
5. *a further report be presented to Council in relation to the Go Goldfields Collaborative when its Terms of Reference have been determined, and*
6. *a further report be presented to Council mid-year in relation to longer term arrangements.*

The above updates were to be interim updates to address some immediate issues, with a further report to be presented to Council after consultation had taken place with the committees and clarification has occurred in relation to the proposed *Local Government Act 2018* which would have provided for delegated committees and community asset committees.

#### **REPORT:**

The proposed review of Council's Section 86 Committees, as outlined in the report to Council in March 2018, has not yet commenced. This is due to a variety of issues, including staff availability and personnel changes. The Section 86 Committees are also being audited by Council's Internal Auditors in May 2019, and it is quite likely that there will be recommendations from this internal audit which will impact on the review of the Instrument of Delegation for each of these Committees.

The changes proposed to the Local Government Act would also have had an impact on the Section 86 Committees. The new Act proposed splitting the current Section 86 Committees, or Special Committees, into two categories – Delegated Committees and Community Asset Committees. This change would require a review of the current Instrument of Delegation for each Section 86 Committee to ensure that they comply with the new legislation.

To enable a review of the Section 86 Committees to be completed it is recommended that the current Instrument of Delegation for each Section 86 Committee be extended for a further 12 month period. After this time longer term arrangements can be put into place.

The Instrument of Delegation for the following Section 86 Committees need to be renewed:

- Adelaide Lead Hall
- Daisy Hill Community Hall
- Dunolly Historic Precinct Management
- Energy Breakthrough Management
- Talbot Community Homes
- Talbot Town Hall
- Tullaroop Leisure Centre

It is recommended that all Instruments of Delegation are renewed using the same terms and conditions, except for an update to the membership of the Energy Breakthrough Special Committee to remove one representative of the major sponsor and to include:

- one local community member over 24 years of age who has been or is an Energy Breakthrough volunteer;
- one local community member under 25 years of age who has been a participant in Energy Breakthrough;
- one local business owner.

The proposed membership of the Energy Breakthrough Special Committee is:

### **Membership**

The Special Committee shall comprise:

- a) an Administrator of the Council who shall be the Chairperson;
- b) one representative of the Country Education Partnership;
- c) one representative of the Energy Breakthrough Operations Group;
- d) one representative from the Executive of the Council;
- e) one representative from the Committee for Maryborough;
- f) one local community member over 24 years of age who has been or is an Energy Breakthrough volunteer;
- g) one local community member under 25 years of age (at the time of appointment) who has been a participant in Energy Breakthrough;
- h) one local business owner.

### **CONSULTATION/COMMUNICATION:**

No consultation has been undertaken at this stage as the review of the Section 86 Committees has not commenced. Consultation will be undertaken with all of Council's Section 86 Committees as part of the review of Council's Section 86 Committees.

### **FINANCIAL & RESOURCE IMPLICATIONS:**

There are no financial or resource implications in renewing the Instrument of Delegation Delegations for each of the Section 86 Committees referred to in this report.

### **CONCLUSION:**

The Instrument of Delegation for each of Council's Section 86 Committees is due to expire and need to be renewed in order to provide each Committee with ongoing formal guidance of their role and responsibilities. It is recommended that Council extend the Instrument of Delegation for each Section 86 Committee for a further 12 month period only, during which time the review of the Section 86 Committees proposed back in March 2018 will be undertaken.

**ATTACHMENTS:**

1. Instruments of Delegation for current s86 Committees.
2. Membership of Special Committees.

**RECOMMENDATION:**

*That :*

1. *New Instruments of Delegation, in the format of Attachment 1, be issued in relation to:*
  - a) *Adelaide Lead Hall;*
  - b) *Daisy Hill Community Hall;*
  - c) *Dunolly Historic Precinct Management;*
  - d) *Energy Breakthrough Management;*
  - e) *Talbot Community Homes;*
  - f) *Talbot Town Hall;*
  - g) *Tullaroop Leisure Centre;*
2. *The membership of the special and advisory committees be in accordance with Attachment 2*
3. *Expressions of interest be sought for the vacant membership positions on the Energy Breakthrough Special Committee.*

**Maddocks Delegations and Authorisations*****C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Adelaide Lead Hall Special Committee**

The Central Goldfields Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Adelaide Lead Hall Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 23 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:



## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Adelaide Lead Hall and for those purposes:

- a) To develop and maintain the Adelaide Lead Hall for the overall benefit of the community;
- b) To preserve the historical integrity of the Adelaide Lead Hall;
- c) To advise Council in relation to the general development of the Adelaide Lead Hall;
- d) Determine fees and charges; and
- e) By resolution, reduce or waive fees where appropriate.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Arrange and manage opening and closing times;
- b) Manage bookings;
- c) Cleaning and maintenance;
- d) Financial management; and
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A President;
- b) A Secretary; and
- c) A Treasurer.

## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST);  
or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

### **Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

### **Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

### **Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

### **Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;

- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}. In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

**Maddocks Delegations and Authorisations*****C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Daisy Hill Community Centre Special Committee**

The Central Goldfields Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Daisy Hill Community Centre Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 23 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Daisy Hill Community Centre and for those purposes:

- a) To develop and maintain the Daisy Hill Community Centre for the overall benefit of the community;
- b) To preserve the historical integrity of the Daisy Hill Community Centre;
- c) To advise Council in relation to the general development of the Daisy Hill Community Centre;
- d) Determine fees and charges; and
- e) By resolution, reduce or waive fees where appropriate.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Arrange and manage opening and closing times;
- b) Manage bookings;
- c) Cleaning and maintenance;
- d) Financial management; and
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A President;
- b) A Secretary; and
- c) A Treasurer.

## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST);  
or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.



**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

**Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

**Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

**Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;

- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}). In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

**Maddocks Delegations and Authorisations*****C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Dunolly Historic Precinct Management Special Committee**

The Central Goldfields Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Dunolly Historic Precinct Management Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 23 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Dunolly Historic Precinct Management and for those purposes:

- a) To develop and maintain the Dunolly Historic Precinct Management for the overall benefit of the community;
- b) To preserve the historical integrity of the Dunolly Historic Precinct;
- c) To promote and attract visitors to the Court House and Town Hall;
- d) Determine fees, including discretionary fees such as a "gold coin donation" and charges; and
- e) By resolution, reduce or waive fees where appropriate.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Arrange and manage opening and closing times;
- b) Manage bookings;
- c) Cleaning and maintenance;
- d) Financial management; and
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A President;
- b) A Secretary; and
- c) A Treasurer.

## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST);  
or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

**Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

**Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

**Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;



- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}). In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

## Maddocks Delegations and Authorisations

***C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Energy Breakthrough Special Committee**

The Central Goldfields Shire Council (**Council**) delegates to the Energy Breakthrough Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 28 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. The Special Committee comprises representatives (or a substitute representative) of the Council, the Country Education Partnership (CEP) and the Energy Breakthrough Operational Group (EBOG);
4. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## SCHEDULE

### POWERS AND FUNCTIONS

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Energy Breakthrough Event and for those purposes:

- a) In conjunction with the EBOG, to plan, prepare, organize, manage and promote an annual event called Energy Breakthrough (the Event);
- b) To preserve the integrity and significance of the Event;
- c) To generally promote the ideals of the Event;
- d) To operate a petty cash float not exceeding \$1,000.00;
- e) To determine Event fees, including, but not limited to:
  - i. Team entries;
  - ii. Vendor site fees;
  - iii. Car parking;
  - iv. Programme advertising; and
  - v. Hay bales sales (post Event).

### DUTIES

The duties of the Special Committee are to:

- a) implement the Event in conjunction with any Council appointed advisory committee(s);
- b) consult with relevant stakeholders and report to Council by 31 January 2020 with options and recommendations for the future management of the Event, including the option of a partnership agreement between Council, the CEP and any other relevant party;
- c) review the recommendations in the 2014/15 governance review and adopt and implement the recommendations to the extent they remain relevant;
- d) prepare, review, update and submit to Council, a draft, four year Strategic Plan for the Event annually by 31 January;
- e) regularly monitor performance against the Strategic Plan;
- f) establish KPIs for each of the Event's objectives;
- g) in relation to risk management;
  - i. establish a Risk Appetite Statement;
  - ii. regularly undertake a risk identification and evaluation process;
  - iii. monitor implementation of risk management strategies;

- iv. monitor significant changes in risk;
- h) report to Council in relation to performance against KPIs - annually within three months of the Event.

## **OPERATION OF THE COMMITTEE**

### **Membership**

The Special Committee shall comprise:

- a) an Administrator of the Council who shall be the Chairperson;
- b) one representative of the Country Education Partnership;
- c) one representative of the Energy Breakthrough Operations Group;
- d) one representative from the Executive of the Council;
- e) one representative from the Committee for Maryborough;
- f) one local community member over 24 years of age who has been or is an Energy Breakthrough volunteer;
- g) one local community member under 25 years of age (at the time of appointment) who has been a participant in Energy Breakthrough;
- h) one local business owner.

### **Secretarial support**

The Council will provide secretarial support to the Special Committee.

### **Finances**

The Council will process all financial transactions including receipting, sundry debtors, purchasing and accounts payable.

## **CONDITIONS AND LIMITATIONS**

The Special Committee must:

- a) comply with the relevant Council policies adopted from time to time;
- b) ensure any purchases are made through the Council's purchasing system; and
- c) comply with the statutory obligations for special committees (summarised in Attachment 1), with the exception that pursuant section 81 (2A) of the Act, non-Council representatives on the Special Committee are not required to submit primary or ordinary returns.

## **SPECIAL COMMITTEE MEETINGS**

### **Meetings**

The Special Committee shall convene meetings at least quarterly.

A quorum of the committee is at least a majority of the members of the Special Committee.



Each Special Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote.

**EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Special Committee is not authorised by this delegation to exercise the powers which, by force of section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - v. Councillors/Administrators;
  - vi. Council staff;
  - vii. other persons;
  - viii. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

**Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

**Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

**Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;
- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}). In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});



- xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4}); and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).



## Maddocks Delegations and Authorisations

***C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Talbot Community Homes Committee of Management**

The Central Goldfields Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Talbot Community Homes Committee of Management (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated June 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Talbot Community Homes and for those purposes:

- a) To oversee the occupancy and tenancy of the development, including the selection of occupants, setting of tenancy conditions and to arrange general maintenance of the development;
- b) To advise Council in relation to the general improvement and preservation of the development;
- c) To manage funds generated by the development with the goal of providing local funds for future housing development within the Shire.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Be responsible for selecting tenants to occupy the development, subject to the tenants generally falling within the income and asset levels to be applied to people under the Local Government Sub-program of the Local Government and Community Housing Program;
- b) Manage any disputes by tenants which shall be heard by the Committee and resolved in accordance with the requirements of the Residential Tenancies Act 1980;
- c) Manage the form of the lease required under the Residential Tenancies Act 1980 which shall be signed by the Secretary of the Committee and the tenant(s);
- d) Arrange general maintenance and the improvement to the development. The Committee shall inform Council of major maintenance requirements for the development;
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A President;
- b) A Secretary; and
- c) A Treasurer.

## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST) other than the lease arrangement as stated in Duties (c); or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

**Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

**Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

**Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;

- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}). In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

**Maddocks Delegations and Authorisations**

***C4 Instrument of Delegation (Special Committees)***

**Central Goldfields Shire Council**

**Instrument of Delegation**

**Talbot Town Hall Special Committee**

The Central Goldfields Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Talbot Town Hall Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 23 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Talbot Town Hall and for those purposes:

- a) To develop and maintain the Talbot Town Hall for the overall benefit of the community;
- b) To preserve the historical integrity of the Talbot Town Hall;
- c) To advise Council in relation to the general development of the Talbot Town Hall;
- d) Determine fees and charges; and
- e) By resolution, reduce or waive fees where appropriate.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Arrange and manage opening and closing times;
- b) Manage booking;
- c) Cleaning and maintenance;
- d) Financial management; and
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A President;
- b) A Secretary; and
- c) A Treasurer.



## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST);  
or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) In respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.

**Confidential information (section 77)**

A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

**Conflicts of interest (section 79).**

Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

The declaration of the conflict must be recorded in the minutes.

**Register of interests (section 81)**

Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;

- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}. In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

**Maddocks Delegations and Authorisations*****C4 Instrument of Delegation (Special Committees)*****Central Goldfields Shire Council****Instrument of Delegation****Tullaroop Leisure Centre Special Committee**

The Central Goldfields Shire Council (Council) delegates to the special committee established by resolution of Council passed on 28 May 2019 and known as the Tullaroop Leisure Centre Special Committee (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019;
2. the delegation:
  - 2.1 revokes the Instrument of Delegation dated 28 May 2018 to the Committee;
  - 2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.3 remains in force for a period of 12 months unless Council resolves to vary or revoke it; and
  - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee have voting rights on the Committee.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date:

## **SCHEDULE**

### **POWERS AND FUNCTIONS**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Tullaroop Leisure Centre and for those purposes:

- a) To develop and maintain the Tullaroop Leisure Centre for the overall benefit of the community;
- b) To foster, encourage, promote and implement programmes directed to meeting the recreational, cultural and sporting needs of the Central Goldfields community and that of adjacent municipalities;
- c) To develop and maintain effective relationships with the Carisbrook Primary School and other user groups;
- d) To advise Council in relation to the general development of the Tullaroop Leisure Centre;
- e) To determine fees and charges for the period ending 30 June 2020 or to such later date determined by Council; and
- f) By resolution, reduce or waive fees where appropriate.

### **DUTIES**

In relation to the facility, the duties of the Committee are to:

- a) Arrange and manage opening and closing times;
- b) Manage bookings;
- c) Cleaning and maintenance;
- d) Financial management; and
- e) Do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

### **OPERATION OF THE COMMITTEE**

The Committee members will be appointed by Council resolution.

In the event of a casual vacancy on the Committee, the Council shall give public notice of the vacancy and subsequently resolve to fill the vacancy.

The Chief Executive Officer of the Council, or his or her nominee may attend Committee meetings as an observer and may be called upon by the Committee for assistance.

If the Council does not do so, the Committee shall elect the following office bearers from among its members:

- a) A Secretary; and
- b) A Treasurer.

## **COMMITTEE MEETINGS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **Meetings**

An annual general meeting of the Committee shall be held between 1 July and 30 September annually at which the Treasurer shall present a statement of receipts and expenditure for the preceding year ending 30 June.

The Committee shall convene other meetings at least quarterly.

A quorum of the Committee is at least a majority of the members of the Committee.

Each Committee member shall have one vote and in the event of an equality of votes, the Chairperson of the meeting shall have a casting vote except in the case of the election of the Chairperson in which case the election shall be decided by lot.

### **Finances**

The Treasurer shall as soon as possible after the receipt, pay all monies received by the Committee into the Committee's bank account.

The Committee may establish and maintain a petty cash float of not more than \$100.00.

Cheques drawn on the Committee's bank account must be signed by any two of the office bearers. In the case of non cheque payments:

- a) Arrangements for direct debit payments must be approved in advance by resolution of the Committee; and
- b) Cash payments are limited to petty cash items.

The Committee is responsible for paying all utility charges, cleaning costs and the cost of minor maintenance which are to be recovered from users through the fee structure.

### **Secretary**

The Secretary shall keep proper minutes of all meetings and provide them to the Council's Chief Executive Officer within 14 days of every Committee meeting.

## **EXCEPTIONS, CONDITIONS AND LIMITATIONS**

The Committee is not authorised by this Instrument of Delegation to:

1. enter into contracts, or incur expenditure, for an amount exceeding \$500.00 (including GST);  
or
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

**ATTACHMENT 1****SPECIAL COMMITTEES****SUMMARY OF LEGISLATIVE PROVISIONS****LEGISLATIVE BASIS**

Section 86 of the *Local Government Act 1989* (the Act) provides that a council may:

- a) establish Special Committees comprising:
  - i. Councillors/Administrators;
  - ii. Council staff;
  - iii. other persons;
  - iv. any combination of the above; and
- b) delegate any of its powers, duties and functions (with some exceptions) to a special committee.

**SPECIAL COMMITTEES**

Please note the following provisions.

**Indemnity (section 76)**

A Council must indemnify and keep indemnified each Councillor, member of a Council committee, member of Council staff and any person exercising any function or power on behalf of a Council against all actions or claims (whether arising during or after the term of office or employment of that Councillor or member) in respect of any act or thing done or omitted to be done in good faith in the exercise or purported exercise of any function or power conferred on the Council or Council committee or any Councillor, member of the Council committee.

**Insurance**

Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.

Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.

**Misuse of position (section 76D)**

A person who is, or has been, a member of a Special Committee must not misuse his or her position:

- a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b) to cause, or attempt to cause, detriment to the Council or another person.



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A person who is, or has been, a member of a Special Committee, must not disclose information that the person knows, or should reasonably know, is confidential information.

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Members of Special Committees must, at a meeting, disclose any conflict of interests by advising the meeting of the conflict immediately before the matter is considered and must leave the room until the matter has been resolved.

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Members of Special Committees may be required to lodge a "primary return" and "ordinary returns" (twice yearly) of their interests however the Council may exempt members of Special Committees from this provision and has done so in relation to the non-Council representatives.

**Special committee meetings**

The requirements are:

- a) a meeting of a Special Committee must be held at a time and place determined (ie: by resolution) of the Special Committee (section 87 {5});
- b) meetings must be open to the public (section 89 {1}) unless the Special Committee is considering any of the following;
  - i. personnel matters;
  - ii. the personal hardship of any resident or ratepayer;
  - iii. industrial matters;
  - iv. contractual matters;
  - v. proposed developments;
  - vi. legal advice;
  - vii. matters affecting the security of Council property;
  - viii. any other matter which the Council or special committee considers would prejudice the Council or any person;
  - ix. a resolution to close the meeting to members of the public;

- c) the Chairperson of a Special Committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the Special Committee - section 89 {5}). In this context, "reasonable notice" could include a notice;
  - i. at the front of the venue;
  - ii. in an newspaper/publication circulating in the local community;
  - iii. on the Council website;
- d) voting;
  - x. each member has a vote (section 90 {1});
  - xi. voting must not be in secret (section 90 {1}{ca});
  - xii. voting is not compulsory - the question is determined in the affirmative by a majority of the members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question (section 90 {1}{d}). This means that if a member refrains from voting, the member may stay in the room while the vote is taken but refraining from voting is effectively a vote against the motion. A different result may occur if the member leaves the room;
- e) minutes must be kept (section 93 {3});
- f) the minutes must be submitted to the next meeting for confirmation (section 93 {4});  
and
- g) the chairperson must sign the minutes once they are confirmed (section 93 {5}).

**CENTRAL GOLDFIELDS SHIRE COUNCIL  
MEMBERSHIP OF SPECIAL COMMITTEES**

**Special Committees**

<b>Committee</b>	<b>Surname</b>	<b>Given name</b>	<b>Office</b>
Adelaide Lead Hall	Bartlett	Keith	President
	Bartlett	Colin	Vice President
	Martin	Noreen	Secretary
	Hummel	John	Treasurer
	Jennings	Kerrie	Committee
	Jennings	Mark	Committee
	George	Dennis	Committee
	Perry	Gary	Committee
	Taggart	Jean	Committee
	Walsh	Trish	Committee
	Webb	Judy	Committee
Daisy Hill Recreation Reserve	Nicholls	Laurie	President
	Reid	John	Secretary
	Hibberd	Irene	Treasurer
	Laurie	Robbie	Committee
	Meddows-Taylor	Chris	Committee
	Burns	Maree	Assistant Secretary
	Nicholls	Lorraine	Committee
	Newitt	Graeme	Committee
	Newitt	Wendy	Committee
	Page	Janet	Committee
	Perry	Gordon	Committee
	Perry	Pat	Committee
	Auger	Neil	Committee
	Reid	Helen	Committee
	Wiseman	Rita	Committee
Dunolly Historic Precinct	Lindsay	Fiona	President
	Da Costa	Marion	Secretary
	Ford	Jan	Treasurer
	Meldrum	Judy	Committee
	Scott	Jenny	Committee
Energy Breakthrough	Delahunty	Hugh	Chair
	Brown	Phil	Country Education
	Stafford	John	EBT Operations Grp
	Roffey	Lucy	Council
	Collins	Martin	Council proxy
	Nugent	Greg	Committee for Maryborough
	Local community member	Is/has been volunteer	vacant
	Local community member <25 y.o.	Former participant	vacant
	Local business	Owner	vacant
Go Goldfields Collaborative	Augerinos	Margaret	
	Butler	Rowena	

	Cail	Hayley	
	Elliot	Maree	
	Hamilton	Sandra	
	Harvey	Noel	Chair
	Huggett	Paul	
	Johnstone-McLeod	Ben	
	Lynch	Francis	
	Osborn	David	
	Rinaldi	Barry	
	Sawyer	Gill	
	Sayers	Mary	
	Sutton	David	
	Thoroughgood	Caroline	
	Welch	Terry	
	West	Sue	
	Williams	Raelene	
	Wills	Tom	
Talbot Community Homes	Gunther	Reiny	President
	Meddows-Taylor	Chris	Committee
	Seach	Annie	Secretary/Treas
	Smith	Kenny	Committee
Talbot Town Hall	Greenwood	Daryl	President
	Fowler	Tina	Secretary
	Boyle	Leanne	Treasurer
	Perry	Steven	Committee
	Durr	Ralph	Committee
	Fowler	Ethan	Committee
	Kent	Linda	Committee
Tullaroop Leisure Centre	Cain	Russell	Chair
	Cain	George	Committee
	Evans	Noela	Committee
	Nicholson	Kelvin	Committee
	Prime	James	Committee
	Fetling	Ian	Committee

a) *The membership of the Energy Breakthrough Special Committee will consist of*

1. *an Administrator of the Council who shall be the Chairperson, Hugh Delahunty;*
2. *one representative of the Country Education Partnership, Phil Brown;*
3. *one representative of the Energy Breakthrough Operations Group, John Stafford;*
4. *one representative of the major sponsor, vacant;*
5. *one representative from the Executive of the Council, Chief Executive Officer, Lucy Roffey; and*
6. *one representative from the Committee for Maryborough, Greg Nugent.*

## 8.8 REVIEW OF INSTRUMENTS OF DELEGATION AND AUTHORISATION BY COUNCIL

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Acting 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.*

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### SUMMARY/PURPOSE:

The purpose of this report is to recommend that Council resolve to appoint and authorise Council staff in accordance with the attached instruments of delegation and authorisation.

Instruments of delegation are the means by which Council delegates many powers to its staff. Two of the existing instruments made by Council are required to be updated due to legislation and staffing changes:

- The Section 6 Instrument of Delegation under which Council delegates its powers to Council Staff; and
- The Section 11A instrument of Appointment and authorisation which appoints Council staff to be authorised under the *Planning and Environment Act 1987*, which allows them to fully discharge their duties and responsibilities under that Act.

### 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 Section 6 Instrument of Delegation from Council to Staff was adopted on 23 October 2018.

### **REPORT:**

The Act, and a variety of other legislation, makes express provision for the appointment of delegates to act on behalf of Council and delegation of powers is essential to enable day to day decisions to be made and for the effective operation of the organisation.

The Instruments of Delegation and Appointment and Authorisation are prepared for Council by Maddocks Lawyers.

#### Section 6 Instrument of Delegation from Council to staff

There have been a large number of changes to this Instrument due to extensive changes to the Planning and Environment Act 1987, prompted by the Planning and Environment Amendment (Public Land Contributions) Act 2018 and the Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018. The changes made to the Instrument are as follows:

- The title of the Governance and Risk Support Officer has been updated to the Governance Officer;
- The Planning and Environment Act 1987 has been updated as follows:
  - Removal of s46GF-46GI(5), 46GL and 46GM;
  - Insertion of s46AW – 46AZK;
  - Insertion of s46GI(2)(b)(i) – 46LB(3) and 172C – 172D(2), which are provisions conferring powers and functions and imposing duties on Council acting in one or more of the following capacities:
    - Collecting authority;
    - Development authority;
    - Municipal council;
    - Planning authority.

#### Section 11A Instrument of Appointment and Authorisation

The Section 11A Instrument of Appointment and Authorisation:

- Appoints the officers to be authorised officers for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act; and
- Authorises the officers generally to institute proceedings for offences against the Planning and Environment Act 1987 and the regulations made under that Act.

Authorisations need to be made to enable Council's Manager Statutory Services, James Maw and the Coordinator Statutory Planning, Tim Blackie to become authorised officers under the Planning and Environment Act 1987. In particular, this authorisation gives officers the power to access property when required.

As with the delegations under the Planning and Environment Act 1987 these appointments and authorisations must be made by Council, and are not delegated to the CEO.

**CONSULTATION/COMMUNICATION:**

There is no requirement for community consultation in relation to the review of the Delegations. Affected staff will be provided with confirmation of the amendments to the Instruments of Delegation.

**FINANCIAL & RESOURCE IMPLICATIONS:**

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget. There are no other financial implications in reviewing the Instruments of Delegation.

**CONCLUSION:**

The Section 6 Instrument of Delegation from Council to Staff requires an update due to a large number of changes to the Planning and Environment Act 1987 to ensure that Council staff can exercise the powers that they need to under delegation. The Section 11A Instrument of Appointment of Authorisation is required due to staffing changes at Council. Both Instruments must be adopted by Council.

**ATTACHMENTS:**

1. Section 6 Instrument of Delegation from Council to Staff.
2. Section 11A Instrument of Appointment and Authorisation.

**RECOMMENDATION:**

1. *That Council, in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached instrument, delegate to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached s6 Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.*
2. *The s6 Instrument of Delegation to members of Council staff comes into force immediately the common seal of Council is affixed to the instrument and on coming into force all previous delegations to members of Council staff under previous s6 Instruments are revoked.*
3. *That Council, adopt the attached s11A Instrument of Appointment and Authorisation for the members of Council staff set out in the instrument.*
4. *The s11A Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.*
5. *That the instruments be signed and sealed.*





**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. record that the references in the Schedule are as follows:

CASS	Coordinator Assets
CCMP	Coordinator Compliance
CODP	Coordinator Design and Projects
CSTP	Coordinator Statutory Planning
EHO	Environmental Health Officer
GMCP	General Manager Corporate Performance
GMIA	General Manager Infrastructure Assets and Planning
GO	Governance Officer
MBS	Municipal Building Surveyor
MFIN	Manager Finance
MGPR	Manager Governance Property and Risk
MGSS	Manager Statutory Services
MIFR	Manager Infrastructure
MOPS	Manager Operations
MSED	Manager Strategy and Economic Development
PCO	Planning Compliance Officer
PLNNR	Town Planner
STRAT	Strategic Planner

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 May 2019; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3 and the Schedule; and

3.2.4 must be exercised in accordance with the *Delegations Policy* approved by the Chief Executive Officer on 28 May 2018 and any other guidelines or policies which Council from time to time adopts;

- 3.2.5     revokes the delegation made by Council on 23 October 2018;.
- 3.3     the delegate must not determine the issue take the action or do the act or thing:
  - 3.3.1     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
  - 3.3.2     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
  - 3.3.3     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
  - 3.3.4     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**

Date:

# **SCHEDULE**

## **Delegation Sources**

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

## S6 Instrument of Delegation - Members of Staff

### 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 also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
<p><i>Note – the following cemeteries exist in the municipality:</i></p> <ul style="list-style-type: none"> <li>a) Alma;</li> <li>b) Bealiba;</li> <li>c) Bung Bong/Wareek;</li> <li>d) Carisbrook;</li> <li>e) Dunolly (new);</li> <li>f) Dunolly (old);</li> <li>g) Majorca;</li> <li>h) Maryborough;</li> <li>i) Moliagul;</li> <li>j) Talbot (Amherst); and</li> <li>k) Timor.</li> </ul> <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. The other cemeteries are managed by volunteer cemetery trusts.</p>				
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Where Council is a Class B cemetery trust	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	Where Council is a Class B cemetery trust	GMCP	
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Where Council is a Class B cemetery trust	GMCP	
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions		GMCP	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.		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 also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

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	Report must contain the particulars listed in s 57(2)	GMCP	
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 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 place 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	Where the holder of right of interment or responsible person cannot be found	GMCP	
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Where the holder of right of interment or responsible person cannot be found	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 also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find 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**

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
s 41A(1)	Power to declare a dog to be a menacing dog	Council may delegate this power to a Council authorised officer	CCMP	

**Environment Protection Act 1970**

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
s 53M(3)	Power to require further information		EHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with		EHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	Refusal must be ratified by Council or it is of no effect	EHO	

**Environment Protection Act 1970**

s 53M(6)	Power to refuse to issue septic tank permit	Refusal must be ratified by Council or it is of no effect	EHO	
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	Refusal must be ratified by Council or it is of no effect	EHO	

**Food Act 1984**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	If s 19(1) applies	EHO	
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	If s 19(1) applies	EHO	
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	If s 19(1) applies  Only in relation to temporary food premises or mobile food premises	EHO	
s 19(4)(a)	Power to direct that an order made under s 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	If s 19(1) applies	EHO	
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	If s 19(1) applies	EHO	
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	If s 19(1) applies	EHO	
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Where Council is the registration authority	EHO	



**Food Act 1984**

s 19AA(4)(c)	Power to direct, in an order made under s 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	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution	EHO	
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Where Council is the registration authority	EHO	
s 19CB(4)(b)	Power to request copy of records	Where Council is the registration authority	EHO	
s 19E(1)(d)	Power to request a copy of the food safety program	Where Council is the registration authority	EHO	
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Where Council is the registration authority	EHO	
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Where Council is the registration authority	EHO	
s 19NA(1)	Power to request food safety audit reports	Where Council is the registration authority	EHO	
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	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.	Not Delegated	

**Food Act 1984**

s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Where Council is the registration authority	EHO	
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Where Council is the registration authority	EHO	
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	Where Council is the registration authority	EHO	
	Power to register, renew or transfer registration	Where Council is the registration authority  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))	EHO	
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	Where Council is the registration authority	EHO	
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Where Council is the registration authority	Not Delegated	
s 38A(4)	Power to request a copy of a completed food safety program template	Where Council is the registration authority	EHO	
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Where Council is the registration authority	EHO	
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Where Council is the registration authority	EHO	

**Food Act 1984**

s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Where Council is the registration authority	EHO	
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Where Council is the registration authority	EHO	
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Where Council is the registration authority	EHO	
s 38D(3)	Power to request copies of any audit reports	Where Council is the registration authority	EHO	
s 38E(2)	Power to register the food premises on a conditional basis	Where Council is the registration authority  not exceeding the prescribed time limit defined under s 38E(5)	EHO	
s 38E(4)	Duty to register the food premises when conditions are satisfied	Where Council is the registration authority	EHO	
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Where Council is the registration authority	EHO	
s 39A	Power to register, renew or transfer food premises despite minor defects	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)	EHO	
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008		EHO	

**Food Act 1984**

s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Where Council is the registration authority	EHO	
s 40D(1)	Power to suspend or revoke the registration of food premises	Where Council is the registration authority	EHO	
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	Where Council is the registration authority	EHO	
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	Where Council is the registration authority	EHO	
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	Where Council is the registration authority	GMIAP	

**Planning and Environment Act 1987**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	If authorised by the Minister	GMIAP, MSED	
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 amendment to Victoria Planning Provisions available		MSED, STRAT	
s 4I	Duty to keep Victorian Planning Provisions and other documents available		MSED, STRAT	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A		MSED, STRAT	

**Planning and Environment Act 1987**

s 8A(3)	Power to apply to 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 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 proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons		GMIAP, MSED, STRAT	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)		GMIAP, MSED, STRAT	
s 12B(1)	Duty to review planning scheme		GMIAP, MSED, STRAT	
s 12B(2)	Duty to review planning scheme at direction of Minister		GMIAP, MSED, STRAT	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay		GMIAP	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)		GMIAP, MSED, STRAT	
s 17(1)	Duty of giving copy amendment to the planning scheme		GMIAP, MSED, STRAT	
s 17(2)	Duty of giving copy s 173 agreement		GMIAP, MSED, STRAT	

**Planning and Environment Act 1987**

s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days		GMIAP, MSED, STRAT	
s 18	Duty to make amendment 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 s 19 to a planning scheme		GMIAP, MSED, STRAT	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Where 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.	GMIAP, MSED, STRAT	
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19		GMIAP	
s 21(2)	Duty to make submissions available		MSED, STRAT	
s 21A(4)	Duty to publish notice		MSED, STRAT	
s 22	Duty to consider all submissions	Except submissions which request a change to the items in s 22(5)(a) and (b)	GMIAP, MSED, STRAT	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel		MSED, STRAT	

**Planning and Environment Act 1987**

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 s 96D)		GMIAP, MSED, STRAT	
s 26(1)	Power to make report available for inspection		GMIAP, MSED, STRAT	
s 26(2)	Duty to keep report of panel available for inspection		MSED, STRAT	
s 27(2)	Power to apply for exemption if panel's report not received		GMIAP, MSED	
s 28	Duty to notify the Minister if abandoning an amendment	Note: the power to make a decision to abandon an amendment cannot be delegated	GMIAP, MSED	
s 30(4)(a)	Duty to say if 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 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 s 39 and duty to comply with determination by VCAT		MSED	

**Planning and Environment Act 1987**

s 40(1)	Function of lodging copy of approved amendment		MSED, STRAT	
s 41	Duty to make approved amendment available		MSED, STRAT	
s 42	Duty to make copy of planning scheme available		MSED, STRAT	
s 46AW	Function of being consulted by the Minister	Where Council is a responsible public entity	GMIAP	
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	Where Council is a responsible public entity	GMIAP	
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Where Council is a responsible public entity	GMIAP	
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Where Council is a responsible public entity	GMIAP	
s 46G1(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency	GMIAP	
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans		GMIAP	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority		GMIAP	



**Planning and Environment Act 1987**

s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land		GMIAP, MSED, STRAT	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land		GMIAP, MSED, STRAT	
s 46GP	Function of receiving a notice under s 46GO	Where Council is the collecting agency	GMIAP, MSED, STRAT	
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land		GMIAP, MSED, STRAT	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO		GMIAP, MSED, STRAT	
s 46GR(2)	Power to consider a late submission  Duty to consider a late submission if directed to do so by the Minister		GMIAP, MSED, STRAT	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ		MSED	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general		MSED	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference		MSED	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land		MSED	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)		MSED	

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s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met		MSED	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	Where Council is the collecting agency	MFIN	
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Where Council is the collecting agency	GMIAP, MSED	
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Where Council is the development agency	GMIAP, MSED	
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Where Council is the collecting agency	GMIAP, MSED	
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area		GMIAP, MSED	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Where Council is the collecting agency	GMIAP, MSED	
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Where Council is the collecting agency	GMIAP, MSED	
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Where Council is the collecting agency	GMIAP, MSED	
s 46GY(1)	Duty to keep proper and separate accounts and records	Where Council is the collecting agency	GMCP, MFIN	

**Planning and Environment Act 1987**

s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	Where Council is the collecting agency	GMCP, MFIN	
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority	GMCP, MFIN	
s 46GZ(2)(a)	Function of receiving the monetary component	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency	GMCP, MFIN	
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	GMCP, MFIN	
s 46GZ(2)(b)	Function of receiving the monetary component	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not	GMCP, MFIN	

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		apply where Council is also the collecting agency		
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP, MFIN	
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	GMCP, MFIN	
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency	GMCP, MFIN	
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP, MFIN	
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	If any inner public purpose land is vested in Council under the Subdivision Act	GMCP, MFIN	

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		<p>1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>		
s 46GZ(9)	Function of receiving the fee simple in the land	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>	GMCP, MFIN	
s 46GZA(1)	Duty to keep proper and separate accounts and records	<p>Where Council is the development agency under an approved infrastructure contributions plan</p>	GMCP, MFIN	
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	<p>Where Council is a development agency under an approved infrastructure contributions plan</p>	GMCP, MFIN	

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s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Where Council is a development agency under an approved infrastructure contributions plan	GMIAP	
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan	GMIAP	
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	GMIAP	
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMIAP	
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP, MFIN	
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public	Where Council is the development agency under an approved	GMCP, MFIN	

**Planning and Environment Act 1987**

	purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	infrastructure contributions plan  This duty does not apply where Council is also the collecting agency		
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency	GMCP, MFIN	
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP	
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Where Council is the development agency under an approved infrastructure contributions plan	GMCP	
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	GMIAP	
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Where Council is the collection agency under an approved infrastructure contributions plan	GMCP, MFIN	

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		This provision does not apply where Council is also the development agency		
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP, MFIN	
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP, MFIN	
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Where Council is the collecting agency under an approved infrastructure contributions plan	GMCP	
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Where Council is a collecting agency or development agency	GMIAP	
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Where Council is a collecting agency or development agency	GMCP	
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)		GMIAP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy		MSED, STRAT	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy		MSED, STRAT	



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s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy		GMIAP, MSED	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit		MSED, STRAT	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy		GMIAP, MSED	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 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	
s 46Q(1)	Duty to keep proper accounts of levies paid		MFIN, MSED	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency		MFIN, MSED	
s 46Q(2)	Duty to apply 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		MFIN, MSED	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Only applies when levy is paid to Council as a 'development agency'	MFIN, MSED	
s 46Q(4)(c)	Duty to pay amount to 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 s 46Q(4)(a)	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	MFIN, MSED	

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s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Must be done in accordance with Part 3	GMIAP, MSED	
s46Q(4)(e)	Duty to expend that amount on other works etc.	With the consent of, and in the manner approved by, the Minister	GMIAP, MSED	
s 46QC	Power to recover any amount of levy payable under Part 3B		MFIN, MSED	
s 46QD	Duty to prepare report and give a report to the Minister	Where Council is a collecting agency or development agency	MFIN, MSED	
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 Delegated	
s 46Y	Duty to carry out works in conformity with the approved strategy plan		Not Delegated	
s 47	Power to decide that an application for a planning permit does not comply with that 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 register available for inspection		CSTP, PLNNR	
s 50(4)	Duty to amend application		CSTP, PLNNR	
s 50(5)	Power to refuse to amend application		CSTP, PLNNR	
s 50(6)	Duty to make note of amendment to application in register		CSTP, MGSS	
s.50(6)	duty to make note of amendment to application in register		CSTP, PLNNR	
s 50A(1)	Power to make amendment to application		CSTP, PLNNR	

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s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given		CSTP, PLNNR	
s 50A(4)	Duty to note amendment to application in register		CSTP, PLNNR	
s 51	Duty to make copy of application 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 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 Council where appropriate		CSTP, PLNNR	
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 effected		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 s 52(1) to persons specified by it		CSTP, PLNNR	
s 53(1A)	Power to require the applicant to give the notice under s 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 s 54(1)		CSTP, PLNNR	

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s 54(1B)	Duty to specify the lapse date for an application		CSTP, PLNNR	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information		CSTP, PLNNR	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)		CSTP, PLNNR	
s 55(1)	Duty to give copy 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 commercial advantage for the objector		CSTP, PLNNR	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go		CSTP, PLNNR	
s 57(5)	Duty to make available for inspection copy of all objections		CSTP, PLNNR	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)		CSTP, PLNNR	
s 57A(5)	Power to refuse to amend application		CSTP, PLNNR	
s 57A(6)	Duty to note amendments to application in 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 amended application to 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		CSTP, PLNNR	
s 60	Duty to consider certain matters		CSTP, PLNNR	

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s 60(1A)	Duty to consider certain matters		CSTP, PLNNR	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect		CSTP, PLNNR	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006	CSTP, PLNNR	
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of 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 permit		CSTP, PLNNR	
s 61(4)	Duty to refuse to grant the permit if 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	
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 or an approved infrastructure 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 s 173 agreement		CSTP, GMIAP, PLNNR	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant		CSTP, GMIAP, PLNNR	

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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 ss 46N(1), 46GV(7) or 62(5)		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 s 62(1)(a)		CSTP, PLNNR	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)		CSTP, PLNNR	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	This provision applies also to a decision to grant an amendment to a permit - see s 75	CSTP, PLNNR	
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 s 75	CSTP, PLNNR	
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 s 75	CSTP, PLNNR	
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 s 75A	CSTP, STRAT	
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57		CSTP, PLNNR	
s 66(1)	Duty to give notice under s 64 or s 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	If the recommending referral authority objected to the grant of the permit	CSTP, PLNNR	

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		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	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	CSTP, PLNNR	
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 s 64 or 65	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	CSTP, PLNNR	
s 69(1)	Function of receiving application for extension of time of permit		CSTP, PLNNR	
s 69(1A)	Function of receiving application for extension of time to complete development		CSTP, PLNNR	
s 69(2)	Power to extend time		CSTP, PLNNR	
s 70	Duty to make copy permit available for inspection		CSTP, PLNNR	
s 71(1)	Power to correct certain mistakes		CSTP, PLNNR	

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s 71(2)	Duty to note corrections in register		CSTP, PLNNR	
s 73	Power to decide to grant amendment subject to conditions		CSTP, PLNNR	
s 74	Duty to issue amended permit to applicant if no objectors		CSTP, PLNNR	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit		CSTP, PLNNR	
s 76A(1)	Duty to give relevant determining referral authorities copy of 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	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	CSTP, PLNNR	
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	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	CSTP, MGSS	
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 s 64 or 76	If the recommending referral authority did not object to the amendment of the permit or the	CSTP, PLNNR	



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		recommending referral authority did not recommend a condition be included on the amended permit		
s 76D	Duty to comply with direction of Minister to issue amended permit		CSTP, PLNNR	
s 83	Function of being respondent to an appeal		CSTP, GMIAP, PLNNR	
s 83B	Duty to give or publish notice of application for review		CSTP, GMIAP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit		CSTP, GMIAP, PLNNR	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit		CSTP, PLNNR	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit		CSTP, PLNNR	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days		CSTP, PLNNR	
s 84AB	Power to agree to confining a review by the Tribunal		CSTP, MGSS	
s 86	Duty to issue a permit at order of Tribunal within 3 working days		CSTP, PLNNR	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit		CSTP, GMIAP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit		CSTP, GMIAP, PLNNR	

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s 91(2)	Duty to comply with the directions of VCAT		CSTP, GMIAP, PLNNR	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs		CSTP, GMIAP, PLNNR	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90		CSTP, PLNNR	
s 93(2)	Duty to give notice of 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 permit concurrently with preparation of 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 s 96C		CSTP, PLNNR	
s 96F	Duty to consider the panel's report under s 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 s 23 of the Planning and Environment (Planning Schemes) Act 1996)		CSTP, GMIAP, PLNNR	
s 96H(3)	Power to give notice in compliance with Minister's direction		CSTP, GMIAP, PLNNR	
s 96J	Power to issue permit as directed by the Minister		CSTP, PLNNR	

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s 96K	Duty to comply with direction of the Minister to give notice of refusal		CSTP, PLNNR	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		CSTP, PLNNR	
s 97C	Power to request Minister to decide the application		CSTP, PLNNR	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application		CSTP, PLNNR	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister		CSTP, PLNNR	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection		CSTP, PLNNR	
s 97L	Duty to include Ministerial decisions in a register kept under s 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, PLNNR	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance		CSTP, PLNNR	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate		CSTP, PLNNR	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate		CSTP, GMIAP, PLNNR	
s 97Q(4)	Duty to comply with directions of VCAT		CSTP, PLNNR	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions		CSTP, PLNNR	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances		CSTP, GMIAP	

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s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed		CSTP, GMIAP	
s 101	Function of receiving claim 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 claim for compensation		CSTP, PLNNR	
s 107(3)	Power to agree to extend time for making claim		CSTP, PLNNR	
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 s 114 application has been made		CCMP, PCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs		CCMP, PCO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Except Crown Land	CCMP, PCO	
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 determination		GMIAP	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement		GMIAP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(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 s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Where Council is the relevant planning authority	CSTP	

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s 171(2)(f)	Power to carry out studies and commission reports		CSTP, MGSS	
s 171(2)(g)	Power to grant and reserve easements		Not Delegated	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Where Council is a development agency specified in an approved infrastructure contributions plan	Not Delegated	
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Where Council is a collecting agency specified in an approved infrastructure contributions plan	Not Delegated	
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Where Council is the development agency specified in an approved infrastructure contributions plan	Not Delegated	
s 173(1)	Power to enter into agreement covering matters set out in s 174		CSTP, MGSS	
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	Where Council is the relevant responsible authority	Not Delegated	
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority		CSTP, MGSS, PLNNR	

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	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority		CSTP, MGSS, PLNNR	
s 177(2)	Power to end a s 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		CSTP, MGSS	
s 178	power to amend a s 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		CSTP, MGSS	
s 178A(1)	Function of receiving 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 s 178A(1)		CSTP, MGSS	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal		CSTP, MGSS	
s 178A(5)	Power to propose to amend or end an agreement		CSTP, MGSS, PLNNR	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement		CSTP, MGSS, PLNNR	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement		CSTP, MGSS, 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		CSTP, MGSS, PLNNR	
s 178C(4)	Function of determining how to give notice under s 178C(2)		CSTP, MGSS, PLNNR	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given		CSTP, MGSS, PLNNR	

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s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	If no objections are made under s 178D  Must consider matters in s 178B	CSTP, MGSS	
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	If no objections are made under s 178D  Must consider matters in s 178B	CSTP, MGSS	
s 178E(2)(c)	Power to refuse to amend or end the agreement	If no objections are made under s 178D  Must consider matters in s 178B	CSTP, MGSS	
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	After considering objections, submissions and matters in s 178B	CSTP, MGSS	
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	After considering objections, submissions and matters in s 178B	CSTP, MGSS	
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	After considering objections, submissions and matters in s.178B	CSTP, MGSS	
s 178E(3)(d)	Power to refuse to amend or end the agreement	After considering objections, submissions and matters in s 178B	CSTP, MGSS	
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)		CSTP	

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s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)		CSTP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 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		CSTP, MGSS	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement		CSTP, MGSS	
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		CSTP, MGSS	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land		CSTP, MGSS	
s 179(2)	Duty to make available for inspection copy agreement		CSTP, PLNNR	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General		CSTP, MGSS	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement		CSTP, MGSS	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement		CSTP, MGSS	
s 182	Power to enforce an agreement		CSTP, MGSS, PCO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement		CSTP, MGSS	
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		CSTP, MGSS	
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		CSTP, MGSS	
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		CSTP, MGSS	



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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		CSTP, MGSS	
s 184G(2)	Duty to comply with a direction of the Tribunal		CCMP, CSTP, MGSS	
s 184G(3)	Duty to give notice as directed by the Tribunal		CCMP, CSTP, MGSS	
s 198(1)	Function to receive application for planning certificate		CSTP	
s 199(1)	Duty to give planning certificate to applicant		CSTP	
s 201(1)	Function of receiving application for declaration of underlying zoning		CSTP, PLNNR	
s 201(3)	Duty to make 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	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district		CSTP, PLNNR	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible		CSTP, PLNNR	

## Rail Safety (Local Operations) Act 2006

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
s 33	Duty to comply with a direction of the Safety Director under s 33	Where Council is a utility under s 3	MIFR	
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	Duty of Council as a road authority under the Road Management Act 2004	MIFR	
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 s 33(1)	Where Council is a utility under s 3	MIFR	
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	Where Council is the relevant road authority	GMIAP	
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Where Council is the relevant road authority	MIFR	
s 34D(2)	Function of receiving written notice of opinion	Where Council is the relevant road authority	MIFR	
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	Where Council is the relevant road authority	GMIAP	
s 34E(1)(a)	Duty to identify and assess risks to safety	Where Council is the relevant road authority	MIFR	
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	Where Council is the relevant road authority	MIFR	
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority	GMIAP	

### Rail Safety (Local Operations) Act 2006

s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority	MIFR	
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority	MIFR	
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority	GMIAP	
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	Where Council is the relevant road authority	MIFR	
s 34I	Function of entering into safety interface agreements	Where Council is the relevant road authority	GMIAP	
s 34J(2)	Function of receiving notice from Safety Director	Where Council is the relevant road authority	MIFR	
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	Where Council is the relevant road authority	MIFR	
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	Where Council is the relevant road authority	MIFR	

### Residential Tenancies Act 1997

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
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		EHO	

### Residential Tenancies Act 1997

s 142G(2)	Power to enter certain information in the Rooming House Register		EHO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		EHO	
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	Where Council is the landlord	GMIAP	
s 262(1)	Power to give tenant a notice to vacate rented premises	Where Council is the landlord	GMIAP	
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council		GMIAP	
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 s 526 (either generally or in a particular case)		Not Delegated	
s 525(4)	Duty to issue identity card to authorised officers		<del>GSOGO</del> , MGPR	
s 526(5)	Duty to keep record of entry by authorised officer under s 526		EHO	
s 526A(3)	Function of receiving report of inspection		EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)		Not Delegated	

### Road Management Act 2004

Provision	Item Delegated	Conditions and Limitations	Delegate	Date
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## Road Management Act 2004

s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Obtain consent in circumstances specified in s 11(2)	GMIAP	
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette		GMCP	
s 11(9)(b)	Duty to advise Registrar		MIFR	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Subject to s 11(10A)	MIFR	
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Where Council is the coordinating road authority	MIFR	
s 12(2)	Power to discontinue road or part of a road	Where Council is the coordinating road authority	Not Delegated	
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	Power of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	CASS, GMIAP, MIFR	
s 12(5)	Duty to consider written submissions received within 28 days of notice	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	MIFR	
s 12(6)	Function of hearing a person in support of their written submission	Function of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	MIFR	

## Road Management Act 2004

s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	MIFR	
s 12(10)	Duty to notify of decision made	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	MIFR	
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate	MIFR	
s 14(4)	Function of receiving notice from VicRoads		MIFR	
s 14(7)	Power to appeal against 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 arrangement 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 arrangement in public roads register		CASS, MIFR	
s 16(7)	Power to enter into an arrangement under s 15		GMIAP	

**Road Management Act 2004**

s 16(8)	Duty to enter details of determination in public roads register		CASS, MIFR	
s 17(2)	Duty to register public road in public roads register	Where Council is the coordinating road authority	CASS, MIFR	
s 17(3)	Power to decide that a road is reasonably required for general public use	Where Council is the coordinating road authority	GMIAP	
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Where Council is the coordinating road authority	CASS, MIFR	
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Where Council is the coordinating road authority	Not Delegated	
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Where Council is the coordinating road authority	CASS, MIFR	
s 18(1)	Power to designate ancillary area	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)	CASS, MIFR	
s 18(3)	Duty to record designation in public roads register	Where Council is the coordinating road authority	CASS, MIFR	
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority		CASS, MIFR	

**Road Management Act 2004**

s 19(4)	Duty to specify details of discontinuance in public roads register		CASS, MIFR	
s 19(5)	Duty to ensure public roads register is available for public inspection		CASS, MIFR	
s 21	Function of replying to request for information or advice	Obtain consent in circumstances specified in s 11(2)	CASS, MIFR	
s 22(2)	Function of commenting on proposed direction		GMIAP	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.		GMIAP	
s 22(5)	Duty to give effect to a direction under s 22		GMIAP	
s 40(1)	Duty to inspect, maintain and repair a public road.		CASS, MIFR	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road		CASS, MIFR	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair		CASS, MIFR	
s 42(1)	Power to declare a public road as a controlled access road	Power of coordinating road authority and sch 2 also applies	GMIAP	
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Power of coordinating road authority and sch 2 also applies	CASS, MIFR	
s 42A(3)	Duty to consult with VicRoads before road is specified	Where Council is the coordinating road authority	CASS, MIFR	



## Road Management Act 2004

		If road is a municipal road or part thereof		
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road	CASS, MIFR	
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)	Where Council is the responsible road authority, infrastructure manager or works manager	CASS, MIFR	
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M		CASS, MIFR	
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		CASS, MIFR	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan		CASS, MIFR	
s 54(2)	Duty to give notice of proposal to make a road management plan		CASS, MIFR	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals		CASS, MIFR	
s 54(6)	Power to amend road management plan		CASS, MIFR	
s 54(7)	Duty to incorporate the amendments into the road management plan		CASS, MIFR	

## Road Management Act 2004

s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper		CASS, MIFR	
s 63(1)	Power to consent to conduct of works on road	Where Council is the coordinating road authority	CASS, MIFR	
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	CASS, MIFR	
s 64(1)	Duty to comply with cl 13 of sch 7	Where Council is the infrastructure manager or works manager	CASS, MIFR	
s 66(1)	Power to consent to structure etc	Where Council is the coordinating road authority	CASS, MIFR	
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Where Council is the coordinating road authority	CASS, MIFR	
s 67(3)	Power to request information	Where Council is the coordinating road authority	CASS, MIFR	
s 68(2)	Power to request information	Where Council is the coordinating road authority	CASS, MIFR	
s 71(3)	Power to appoint an authorised officer		Not Delegated	
s 72	Duty to issue an identity card to each authorised officer		<del>GSOGO</del> , MGPR	
s 85	Function of receiving report from authorised officer		CASS, MIFR	

**Road Management Act 2004**

s 86	Duty to keep register re s 85 matters		CASS, MIFR	
s 87(1)	Function of receiving complaints		MIFR	
s 87(2)	Duty to investigate complaint and provide report		MIFR	
s 112(2)	Power to recover damages in court		GMIAP	
s 116	Power to cause or carry out inspection		CASS, MIFR	
s 119(2)	Function of consulting with VicRoads		CASS, MIFR	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)		CASS, MIFR	
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)		CASS, MIFR	
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	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads		GMIAP	
sch 2 cl 3(1)	Duty to make policy about controlled access roads		Not Delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads		Not Delegated	
sch 2 cl 4	Function of receiving details of proposal from VicRoads		CASS, MIFR	

**Road Management Act 2004**

sch 2 cl 5	Duty to publish notice of declaration		CASS, MIFR	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Where Council is the infrastructure manager or works manager	CASS, MIFR	
sch 7 cl 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	Where Council is the infrastructure manager or works manager	CASS, MIFR	
sch 7 cl 9(1)	Duty to comply with 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	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure	CASS, MIFR	
sch 7 cl 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	Where Council is the infrastructure manager or works manager	CASS, MIFR	
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Where Council is the infrastructure manager or works manager	CASS, MIFR	
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Where Council is the coordinating road authority	CASS, MIFR	

**Road Management Act 2004**

sch 7 cl 12(5)	Power to recover costs	Where Council is the coordinating road authority	MFIN, MIFR	
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Where Council is the works manager	CASS, MIFR	
sch 7 cl 13(2)	Power to vary notice period	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Where Council is the infrastructure manager	CASS, MIFR	
sch 7 cl 16(1)	Power to consent to proposed works	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 16(4)	Duty to consult	Where Council is the coordinating road authority, responsible authority or infrastructure manager	CASS, MIFR	
sch 7 cl 16(5)	Power to consent to proposed works	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 16(8)	Power to include consents and conditions	Where Council is the coordinating road authority	CASS, MIFR	

## Road Management Act 2004

sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl18(1)	Power to enter into an agreement	Where Council is the coordinating road authority	GMIAP	
sch7 cl 19(1)	Power to give notice requiring rectification of works	Where Council is the coordinating road authority	CASS, MIFR	
sch 7 cl 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	CASS, MIFR	
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Where Council is the coordinating road authority	CASS, MIFR	
sch 7A cl 2	Power to cause street lights to be installed on roads	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	CASS, MIFR	
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Where Council is the responsible road authority	CASS, MIFR	
sch 7A cl 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	Where Council is the responsible road authority	CASS, MIFR	
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Duty of Council as responsible road authority	CASS, MIFR	

**Road Management Act 2004**

that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

**Planning and Environment Regulations 2015**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
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	where 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.	CSTP, PLNNR	
r.21	power of 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 copy of matter considered under section 60(1A)(g) available for inspection free of charge	where Council is the responsible authority	CSTP, PLNNR	
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	CSTP, PLNNR	

**Planning and Environment Regulations 2015**

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	where 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.	CSTP, PLNNR	
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**Planning and Environment (Fees) Regulations 2016**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
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**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
r 7	Function of entering into a written agreement with a caravan park owner		EHO	
r 11	Function of receiving application for registration		EHO	



**Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010**

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		EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		EHO	
r 13(4) & (5)	Duty to issue certificate of registration		EHO	
r 15(1)	Function of receiving notice of transfer of ownership		EHO	
r 15(3)	Power to determine where notice of transfer is displayed		EHO	
r 16(1)	Duty to transfer registration to new caravan park owner		EHO	
r 16(2)	Duty to issue a certificate of transfer of registration		EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	_____	Not Delegated	
		Fees can only be set by resolution of Council.		
r 18	Duty to keep register of caravan parks		EHO	
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		EHO	
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		EHO	

**Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010**

r 23	Power to determine places in which 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		EHO, MBS	
r 40(4)	Function of receiving installation certificate		EHO	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling		EHO, MBS	
sch 3 cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling		EHO, MBS	

**Road Management (General) Regulations 2016**

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
r 8(1)	Duty to conduct reviews of road management plan		CASS, MIFR	
r 9(2)	Duty to produce written report of review of road management plan and make report available		CASS, MIFR	

## Road Management (General) Regulations 2016

r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Where Council is the coordinating road authority	CASS, MIFR	
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act		CASS, MIFR	
r 13(1)	Duty to publish notice of amendments to road management plan	where Council is the coordinating road authority	GMIAP	
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment		CASS, MIFR	
r 16(3)	Power to issue permit	Where Council is the coordinating road authority	CASS, MIFR	
r 18(1)	Power to give written consent re damage to road	Where Council is the coordinating road authority	CASS, MIFR	
r 23(2)	Power to make submission to Tribunal	Where Council is the coordinating road authority	GMIAP	
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Where Council is the coordinating road authority	CASS, MIFR	
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Where Council is the responsible road authority	CASS, MIFR, MOPS	
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Where Council is the responsible road authority	CASS, MIFR, MOPS	

**Road Management (General) Regulations 2016**

r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible		GMIAP	
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**Road Management (Works and Infrastructure) Regulations 2015**

Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.

<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>	<b>Date</b>
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act	CODP	
r 22(2)	Power to waive whole or part of fee in certain circumstances	Where Council is the coordinating road authority	CODP	

*S11A Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*

**Central Goldfields Shire Council**

**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987* only)**

**James Maw  
Manager Statutory Services**

**Tim Blackie  
Coordinator Statutory Planner**

**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

**James Maw  
Tim Blackie**

**By this instrument of appointment and authorisation** Central Goldfields Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Central Goldfields Shire Council on 28 May 2019.

**The COMMON SEAL of CENTRAL  
GOLDFIELDS SHIRE COUNCIL  
Was affixed in the presence of**

**Lucy Roffey  
Chief Executive Officer.**

Date: