



ORDINARY COUNCIL MEETING

Tuesday 25 February 2020

6:00pm

Community Hub

Room 1

48 Burns Street, Maryborough

AGENDA

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9. Use of Common Seal
10. Notices of Motion Nil
11. Urgent Business
12. Confidential Business Nil
13. Meeting Close

5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

Author: **Manager Governance Property and Risk**

Responsible Officer: **Chief Executive Officer**

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

SUMMARY/PURPOSE

To present for confirmation the minutes of the Ordinary Council Meeting held on 17 December 2019.

LEGISLATION AND 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.

CONSULTATION/COMMUNICATION

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

FINANCIAL & RESOURCE IMPLICATIONS

Costs included in the Governance and communications budgets.

RISK MANAGEMENT

This process conforms to the requirements of the *Local Government Act 1989*. Publication of the minutes increases transparency and reduces the risk of maladministration.

CONCLUSION

The unconfirmed minutes of the Ordinary Council Meeting held on 17 December 2019 are presented for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes of Ordinary Council Meeting held 17 December 2019.

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on 17 December 2019.



ORDINARY MEETING OF COUNCIL MINUTES

Tuesday 17 December 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 25 February 2020

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 of country.

PRESENT

Administrator Noel Harvey
Administrator Hugh Delahunty
Administrator Karen Douglas

IN ATTENDANCE

Chief Executive Officer, Lucy Roffey
General Manager Corporate Performance, Paul Brumby
General Manager Community Wellbeing, Martin Collins
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 November 2019.

Council Resolution

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

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

6. REPORTS FROM COMMITTEES

Nil

7. PETITIONS

Nil

8. OFFICER REPORTS

8.1 ASSEMBLIES OF COUNCILLORS

UNCONFIRMED MINUTES

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 for the period 19 November to 10 December 2019.

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.2 2019 COMMUNITY GRANTS PROGRAM

SUMMARY/PURPOSE

The purpose of this report is to present to Council the community grants application received in the 2019 Community Grants Program and recommend the awarding of the grants.

Council Resolution

That Council allocate the following funds from the 2019 Community Grants Program:

<i>The Salvation Army Australia Territory</i>	<i>\$1,700.00</i>
<i>Carisbrook Historical Society</i>	<i>\$500.00</i>
<i>Carisbrook Projects Inc</i>	<i>\$2,500.00</i>
<i>Goldfields Employment and Learning</i>	<i>\$1,500.00</i>
<i>Dunolly Recreation Reserve Committee of Management</i>	<i>\$2,749.00</i>
<i>Maryborough Girl Guides</i>	<i>\$3,752.65</i>
<i>Zonta Club of Maryborough</i>	<i>\$500.00</i>
<i>Maryborough and District Garden club</i>	<i>\$500.00</i>
<i>Maryborough Field Naturalists Club Inc</i>	<i>\$500.00</i>
<i>Maryborough Community Garden</i>	<i>\$750.00</i>
<i>Maryborough Community House</i>	<i>\$1,227.13</i>

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.3 AMENDMENT C31 TO THE CENTRAL GOLDFIELDS PLANNING SCHEME

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council resolve to commence the process for a planning scheme amendment to implement recommendations of the *Carisbrook Flood and Drainage Management Plan 2013* and the *Dunolly Flood Investigation 2014*.

UNCONFIRMED MINUTES

Council Resolution

That Council:

1. *Request authorisation from the Minister for Planning to prepare an amendment to the Central Goldfields Planning Scheme to update flood controls for Carisbrook, Tullaroop Creek and Dunolly, in accordance with the Planning and Environment Act 1987 Part 3 and the attached documents;*
2. *Should authorisation be provided, prepare the amendment and place the amendment on public exhibition;*
3. *Delegate the Manager Strategy and Economic Development to make minor changes to the amendment as and if required.*

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.4 PLANNING APPLICATION 050/19 – CONSTRUCTION OF FIVE DWELLINGS AND RETENTION OF ONE EXISTING DWELLING ON LAND AT 254-256 GLADSTONE STREET, MARYBOROUGH

This report recommends that a Notice of Decision to Grant a Planning Permit be issued for the construction of five dwellings and retention of one existing dwelling on land at 254-256 Gladstone Street, Maryborough.

Public notice of the application has been given by letter to adjoining owners and placing a sign on site. One objection has been received.

The Application has been assessed against the policy and specific controls of the Planning Scheme and it is considered that the proposed development is generally consistent with the relevant scheme provisions.

Council Resolution.

That Council, having caused notice of Planning Application No. 50/19 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, determines to issue a Notice of Decision to Grant a Planning Permit 50/19 in respect of the land known and described as 254-256 Gladstone Street, Maryborough, for the development of six dwellings (retention of one and construction of five additional dwellings) in accordance with the endorsed plans and subject to the following conditions:

Amended plans

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a) a minimum nine (9) metre setback to the front façade of Unit 1;

UNCONFIRMED MINUTES

- b) a minimum 6.4 metre-wide access aisle to the common driveway;
- c) a reduction of one (1) visitor car parking space;
- d) provision of a vehicle gate at the Gladstone Lane end of the common driveway; and
- e) the dimension between the power pole in the Gladstone Street nature strip and the proposed central crossover to ensure safe vehicle access and egress.

Schedule of materials and colours

- 2. Before the development starts, a schedule of construction materials, external finishes and colours (incorporating [insert details, for example paint samples]) to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority.

When approved, the schedule will be endorsed and will then form part of the permit.

Landscape Plan

- 3. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the approved plans and drawn to scale.

Landscaping works to be completed

- 4. Before the occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

Boundary walls

- 5. The walls on the boundary of the adjoining properties must be cleaned and finished to the satisfaction of the responsible authority.

Garbage storage

- 6. Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded and drained and screened from public view to the satisfaction of the responsible authority.

Secondary Consent

- 7. The development as shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.

Consolidation

- 8. The subject land is to be consolidated prior to commencement of development.

Engineering

- 9. Prior to the use of the dwelling the following must be undertaken by the applicant/owner to the requirements and satisfaction of the Responsible Authority:

Access:

UNCONFIRMED MINUTES

- 9.1 Vehicular access to dwellings must be provided from Gladstone Street Road with secondary access permitted from Gladstone Lane.
- 9.2 Any new or existing vehicular crossovers/driveways must be constructed between the dwelling and Sutton Road. Such crossovers/driveways must be of concrete construction and be from kerb to property boundary. (Refer Infrastructure Design Manual Standard Drawing 240) to the satisfaction of the Responsible Authority.
- 9.3 Any disused crossovers/driveways must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.
- 9.4 The applicant/owner must make further application for and have approved driveway crossing permit for crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).
- 9.5 Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.

Drainage:

- 9.6 All stormwater must be accommodated and treated within the subject land in accordance with IDM Clause 19.
- 9.7 The owner/applicant must design a drainage system to drain the surface and roof water from the dwellings to the legal point of discharge to the satisfaction of the Responsible Authority.
- 9.8 A legal point of stormwater discharge LPSD must be provided for the roof water from the dwellings to the Gladstone Street kerb & channel and for the surface water from the subject land to the Gladstone Lane dished invert to the satisfaction of the Responsible Authority.
- 9.9 The dished invert along Gladstone Lane is to be upgraded from the outlet of the subject land to flow stormwater to the Wills Street kerb and channel to the satisfaction of the Responsible Authority.

Landscaping:

- 9.10 One advanced street tree (minimum of two metres high at the time of planting), of a species and in a location to the satisfaction of the responsible authority is to be placed in the nature strip on the Gladstone Street road reserve in front of 254 Gladstone Street. The tree must be planted prior to the issue of the statement of compliance and maintained by the permit holder/owner for a period comprising at least two summers, or alternatively, a bond can also be offered to allow people to plant the trees at the appropriate time.
- 9.11 Upon completion of all off site works all nature strips must be levelled, and rehabilitated to match surrounding nature strip to the satisfaction of the Responsible Authority. Alternate landscaping methods may be undertaken, but must be approved, in writing, by the Responsible Authority prior to any works being undertaken.

Asset Protection

- 9.12 At any time the permit holder must ensure that the operation and condition of Council assets (including street trees, drainage pits and covers, footpaths, inverts and kerb and channel) are not damaged by

UNCONFIRMED MINUTES

the site construction works. If the Responsible Authority deems Council assets have been detrimentally affected or damaged by development construction access, then the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the Responsible Authority.

Sediment Control

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

Permit Expiry

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

- The development is not started within two years of the date of this permit.
- The development is not completed within four years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.5 PROPOSAL TO LEASE LAND - MARYBOROUGH AERO CLUB INC.

The purpose of this report is to advise Council on the outcome of the required statutory advertising process and recommend that Council enters into a site lease agreement with Maryborough Aero Club Inc. for sites 2/154 and 3/154 at the Maryborough Aerodrome located at 152 Leviathan Road, Maryborough.

Council Resolution

That Council

1. *Enters into a 21 year lease agreement with Maryborough Aero Club Inc. for sites 2/154 and 3/154 located at 152 Leviathan Road, Maryborough Aerodrome with an initial term of seven years plus two options for a further seven years each, at a rental of \$104.00 plus GST per annum.*
2. *Authorises the CEO to sign and seal all documentation required to effect the lease agreement with Maryborough Aero Club Inc. for site 2/154 and 3/154 located at 152 Leviathan Road, Maryborough Aerodrome.*

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.6 TALBOT CARAVAN PARK

The purpose of this report is to inform Council of non-compliance issues at the Talbot Caravan Park and possible options for the future of the Caravan Park, which have been discussed with the operator of the Caravan Park, being Talbot Football Netball Club, and the permanent residents of the Caravan Park.

UNCONFIRMED MINUTES

The report recommends broader consultation with the community on the future of the Caravan Park and a further report for decision to be presented to Council at the March Ordinary Meeting of Council.

Council Resolution

That Council note

- 1) *non-compliance issues at the Talbot Caravan Park, and the intention to undertake further consultation with the Caravan Park operator Talbot Football Netball Club, the permanent residents and the broader community on the future of the Talbot Caravan Park; and*
- 2) *that a further report will come to the March Ordinary Meeting of Council after consideration of the community consultation, providing a recommendation on the future of the Talbot Caravan Park.*

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.7 SUSTAINABILITY ACTION PLAN 2012 – 2020

The purpose of this report is to report to Council the actions undertaken that align with the Sustainability Action Plan 2012 – 2020 (the Plan) and to suggest how Council may address its role in sustainability and addressing climate change.

In summary the key points are:

- The Plan was adopted by Council in 2013, with an ambitious agenda and governance arrangements. The Plan was led by a Sustainability Officer, was funded through a specific program, and had considerable input across Council and the community.
- The Plan was not supported through the appointment of a Sustainability Officer, as recommended in the plan.
- The governance arrangements that would have driven delivery of the plan were not put in place.
- Despite not having the capacity to implement the Plan as the Plan proposed, Council has put in place a number of actions to address sustainability and climate change.
- Council should consider appointing a Sustainability Officer to develop a set of actions that Council can implement to address climate change.

Council Resolution

That Council:

- a) *Note that the Sustainability Action Plan 2012 – 2020 concludes in 2020.*
- b) *Note the actions undertaken that align with the Sustainability Action Plan 2012 – 2020.*

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

UNCONFIRMED MINUTES

8.8 SECTION 11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION

The purpose of this report is to recommend that Council adopt a Section 11A Instrument of Appointment and Authorisation for its Coordinator Statutory Planning and Statutory Planner.

The S11A Instrument of Appointment and Authorisation appoints Council staff under the Planning and Environment Act 1987, which allows them to fully discharge their duties and responsibilities under that Act.

Council Resolution

1. *That Council adopt the attached s11A Instrument of Appointment and Authorisation for the members of Council staff set out in the Instrument.*
2. *The attached 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.*
3. *That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.9 NOVEMBER FINANCIAL REPORT

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

Council Resolution

That Council receives and notes the attached 30 November 2019 Financial Report showing progress against the budget.

Moved Administrator Douglas
Seconded Administrator Delahunty

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 6.29pm

UNCONFIRMED MINUTES

To be confirmed at the Ordinary Council Meeting
to be held on 25 February 2020.

Chair, Administrator Noel Harvey

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

Author: Governance Officer

Responsible General Manager: Chief Executive Officer

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

SUMMARY/PURPOSE

To present for noting the confirmed minutes of Council's Special Committees established under section 86 of the *Local Government Act 1989* and the confirmed minutes of the Audit and Risk Committee established in accordance with section 139 of the *Local Government Act 1989*.

POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION

In accordance with section 86 of the *Local Government Act 1989*, Council has established Special Committees.

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

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

REPORT

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

- Talbot Town Hall Special Committee Meeting 15 October 2019
- Adelaide Lead Hall Special Committee Annual General Meeting September 2018
- Audit and Risk Committee Meeting 9 September 2019

RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

This process conforms to the requirements of the Local Government Act 1989. The requirement for reporting provides increased transparency of declarations of conflict of interest.

CONCLUSION

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

ATTACHMENTS

1. Talbot Town Hall Special Committee Meeting 15 October 2019
2. Adelaide Lead Hall Special Committee Annual General Meeting September 2018
3. Audit and Risk Committee Meeting 9 September 2019

RECOMMENDATION

That Council notes the confirmed minutes of the:

1. Talbot Town Hall Special Committee Meeting 15 October 2019
2. Adelaide Lead Hall Special Committee Annual General Meeting September 2018
3. Audit and Risk Committee Meeting 9 September 2019

Talbot Town Hall General Meeting
Held on the 15th October 2019
Meeting held at: Talbot Town Hall
Meeting Started at 7.03pm

Present; Daryl Greenwood, Bev Wells, Tina Fowler, Stephany Bohnke, Klaus Rosemeier, Don Woolfe, Steven Perry, Shirley Paterson, Julie Attard.

Apologies: Chris Meadows –Taylor, Roger Mann, Lynda Kent, John Russell, Ethan Fowler, Leanne Boyle, Gerry Seymour, Maria Wolfe, Alan Knight, John Russell, Aileen Marshall, Kevin Marshall.

Tina Fowler made comment that as we have 21 members and **our delegation states that we need half plus one**, which means we need 11 members and there is only 9 at this meeting and therefore we can have a meeting but cannot pass motions. After a heated conversation the executive committee decided to run the meeting as normal with only 9 members.

Minutes of the Previous Meeting: Read out.

Moved by: Steven Perry **Seconded by:** Bev Wells **Carried**

Business arising from Previous General Meeting:

- **Banking:** All signatures for accounts have been finalized.
- **Toilets Plans:** Chris Meadow Taylor has been in contact with Council and is still in discussion.
- **Registered Kitchen:** Tina has had a discussion with Ellen Brown from Council and will organize time to inspect kitchen.
- **Smoke detectors:** Contacted Council and discussed smoke detectors. Council disapproved that TTH did not discuss this issue with them. Example was given that if a house was rented and tenants did electrical alterations. Owners insurance would become invalid. Letter to be sent to council advising of Talbot Town Hall Improvement Committees proposal to install smoke detectors with their approval.
- **Duties of the Market Manager:** Moved to General Business.

Treasurers Report: Tabled.

Moved by: Tina Fowler **Seconded by:** Steven Perry **Carried**

Correspondence be dealt with as read:

Correspondence in:

- Email from Chris Meadows -Taylor regarding Toilets.
- Bill from Flick to be passed to Treasurer.
- Quote from Independent pest control for next contract as the Flick contract finishes 6th Jan 2020.
Email to be sent to independent pest control firm to inform him he has the job starting 7th Jan 2020.

Moved by: Steven Perry **Seconded by:** Tina Fowler **Carried**

Correspondence out:

- Emailed AGM and General Meeting minutes to Council records.

General Business:

- **Via Petty Cash Card Secretarial supplies** are to be purchased. Invoice Book, Printer Ink, A4 printing paper, Labels, Diary for Bookings. We are to purchase all the above via the Talbot Australian Post Office.

Moved: Shirley Patterson **Seconded:** Darryl Greenwood **Carried:**

- **Hall floor.** There has been a complaint about the condition of the floor in the hall, still sticky from after the party and some confetti is still on the floor. Steven stated every time he washes the floor after market these pieces are slowly coming off. Committee believes all complaints should come in writing and that confetti is ban from the hall. Tina informed the committee that it is stated in the conditions for hiring the hall, which is given out to each person hiring the hall, that there is to be no confetti.
- **Council Hall keys.** Key numbers and who holds them to be handed to the secretary so the list can then be sent to council.
- **Defibrillator Machine.** The committee has discussed in the pass for the need of a Defibrillator Machine. Klaus had done some research into this matter and obtained a quote of \$2,300. The committee said that we should obtain professional advice.
- **Fire Blanket.** Klaus brought up the fact that 3m x 3m fire blanket is too small for our BBQs and quoted that a 1.8m x 1.8m for \$44.80 with free postage through E Bay. The committee suggested that we speak to our local fire brigade to see if they could get us one.
- Shirley Patterson brought up the topic about the **TTT needing to get a licence for their BBQs**. Greg McNeilly suggest that the Town Hall committee pays for the yearly street traders for all the community groups at a cost of \$300. Tina recommended to the committee that it is unwise to do so as should anything go wrong; the Town Hall Improvement Committee will be liable and our insurance does not cover food. Further information to be obtained.
- The door between the **ANA hall and breezes** way has dropped and is now catching on the floor. Letter and email to be sent to council regarding **this maintenance matter**.
- **Septic Smell.** Sometime the septic smell especially after market is repugnant. Tina Informed the committee that while talking to Ellen Brown, the Council can come out and put a layer of vegetable oil and charcoal on top of sludge and this will stop the smell. Committee made no decision.
- **Shirley Patterson** has changed to a new computer programme for doing the treasurers books. She has requested the committee to pay a monthly fee of \$28, \$48 or \$60 depending on the amount of entries required on the application table, she will contact the programme company and see if she can get it at the lower monthly rate.

Moved: Steven Perry **Seconded:** Darryl Greenwood **Carried:**

Market Report:

- **Fire permits** have been sent off to CFA. President Darryl Greenwood checked and signed document's before mailing.
- **Emergency Evacuation and Risk Assessment Plan** Tina had given 2 member of the executive committee a copy o this document. Neither of them made comment and with time running out it was submitted to council for approval.
- **Personnel liability insurance.** While Tina was going through the Events paperwork, she noticed that our insurance was of \$10 million not \$20 million as required by the council. A copy of our insurance was handed to Steven Perry for him to investigate.

- **Santa Claus and lolly treats.** Tina would like permission to purchase the lollies and engage a Santa Claus for our December market. Lollies are being purchased from one of our stallholders and the Santa Claus being considered has a current working with children's certificate.

Moved: Bev Wells

Seconded: Darryl Greenwood

Carried:

- **Street signs a tripping hazards at Camp St.** Steven Perry has addressed this issue by putting the signs further out and putting our "A" frame signs over the legs. Sometimes stallholders move the signs to get their cars in. Klaus Rosemeier to check that signs are replaced to their original position.
- **Meeting recorder.** It was recommended that a recorder be used at meetings. No further action taken.
- **Market Managers Job** She will continue with the way she is running the market but any major discussion must come to a meeting or if it is a time sensitive matter than it must be brought to the executive members.

Meeting Closed at: 8.35 pm.

Presented to President Daryl Greenwood for approval before distribution by Secretary.

Signed _____

Dated _____

Signed _____

Dated _____

AGM - SEPT 26th 2018 - 7.30pm.

THOSE PRESENT WERE MARK & KERRIE JENNINGS / TRISH WALSH /
JEAN TAGGART / COLIN & AUDREY BARTLETT / GARY PERRY / DENNIS GEORGE
GREG COTTER / JOHN HUMMEL / KEITH BARTLETT & NOREEN MARTIN

PRESIDENT KEITH BARTLETT CHAIRED THE MEETING.

APOLOGIES WERE ^{RECEIVED} ~~ACCEPTED~~ FROM JUDY WEBB & GLORIA BARTLETT
MOVED AUDREY BARTLETT
SECONDED DENNIS GEORGE THAT APOLOGIES ~~BE~~ ACCEPTED
CARRIED

MOVED COLIN BARTLETT
SECONDED GARY PERRY THAT MINUTES OF LAST
AGM BE READ
CARRIED

THERE WAS NO CORRESPONDENCE PERTAINING TO AGM.

TREASURERS REPORT WAS CIRCULATED TO ALL COMMITTEE
BANK BALANCE \$5208.37

MOVED JOHN HUMMEL
SECONDED MARK JENNINGS THAT TREASURERS REPORT
BE RECEIVED
CARRIED

MOVED AUDREY BARTLETT
SECONDED TRISH WALSH THAT TREASURER BE PAID
\$75 ANNUAL FEE TO COVER
HIS COSTS.
CARRIED

A.G.M. PAGE 2.

PRESIDENT HANDED DOWN HIS REPORT

ALL POSITIONS WERE DECLARED VACANT

AUDREY BARTLETT WAS ASKED TO TAKE CHAIR

& ASK FOR NOMINATIONS.

PAESIDENT - KEITH BARTLETT WAS NOMINATED BY COLIN BARTLETT

VIC PRESIDENT - COLIN BARTLETT WAS NOMINATED BY NOREEN MARTIN

SECRETARY - NOREEN MARTIN " " " KEITH BARTLETT

TREASURER - JOHN HUMMEL " " " COLIN BARTLETT

(KERRIE JENNINGS TO CONSIDER TREASURER POSITION IN 12 MONTHS)

ALL PRESENT AGREEABLE TO BE ON COMMITTEE

THOSE INCLUDE MARK & KERRIE JENNINGS

TRISH WALSH

JEAN TAGGART

COLIN BARTLETT

AUDREY BARTLETT

GARY PERRY

DENNIS GEORGE

WITH THE EXCEPTION OF GREG COTTER.

NO GENERAL BUSINESS PERTAINING TO A.G.M.

MEETING CLOSED 8.05 PM.

CONFIRMED BY

DATE: -



AUDIT AND RISK ADVISORY COMMITTEE MEETING

Monday 9 September 2019
10:00 am

Community Hub
Room 1
48 Burns Street, Maryborough

MINUTES

MEMBERS:	Mr John Watson (Independent Chair), Mr Robert Tommasini (Independent Member), Ms Cheryl Fitzgerald (Independent Member), Hon Hugh Delahunty (CGSC Administrator)
OFFICERS ATTENDING:	Ms Lucy Roffey (CGSC Chief Executive Officer), Mr Martin Collins (CGSC General Manager Community Wellbeing), Mr Paul Brumby (CGSC General Manager Corporate Performance) Ms Anna Bartlett (CGSC Manager Finance)
OBSERVERS ATTENDING:	Mr Noel Harvey (CGSC Chief Administrator)
VISITORS ATTENDING:	Mr Brad Ead (AFS & Associates Pty Ltd – Internal Auditor), Mr John Gavens (Crowe Horwarth – External Auditor)
MINUTE TAKER:	Ms Megan Kruger (CGSC Manager Governance Property and Risk)
APOLOGIES:	Ms Karen Douglas (CGSC Administrator), Ms Rebecca Stockfeld (General Manager Infrastructure Assets and Planning)

Item	Title
1.	Welcome and Introduction (10:01 – 10:01am) The Chair welcomed all attendees to the meeting.
2.	Apologies (10:01 – 10:02am) Ms Karen Douglas (CGSC Administrator) Ms Rebecca Stockfeld (CGSC General Manager Infrastructure Assets and Planning)
3.	Declaration of Conflicts of Interest (10:02 – 10:02am) None Declared.
4.	Consideration of the Agenda (10:02 – 10:03am) No issues raised.

5. Adoption of Minutes of the meeting held on 3 June 2019 (10:03 – 10:04am)**Decision:**

The Minutes of the Audit and Risk Committee Meeting held on 3 June 2019 were confirmed.

In Camera Session (10:04 – 10:20am)**EXTERNAL AUDIT****6. Annual Financial and Performance Statements** (10:20 – 11:08am)Financial Statements

John Gavens, Crowe Horwarth, handed out the Closing Report to the Committee and presented the key matters advising there are no significant outstanding matters and everything is on track to recommend an unmodified audit opinion.

Discussion in relation to lost and found assets, particularly land, which was proposed to be written out of the statements. Crown Land was suggested by Council to be removed. This is not current practice, the land should be recorded by the entity getting the benefit of the land and has been included in the statements.

The Management Letter will be sent out to Council following today's meeting and Council will have the opportunity to respond.

ACTION: The following updates need to be made to the Financial Statements:

- **Page 4 and Page 7 - Headings should be \$. Whole document to be checked**
- **Page 12 – change \$112 WIP to minimal WIP**
- **Page 12 – Note 6 requires rewording**
- **Page 20 – Note 5.1 should say \$2.56M and not \$2.4M**

Performance Statement

Discussion in relation to the Performance Statement including:

- The Food Safety indicator and whether any comments about work done in 2019-2020 could be included. Any comments included would need to be audited.
- The definition changed about what an active library member was between 2016 and 2017 which has affected the results over the past four years.
- The large percentage changes in relation to the MCH indicator which is due to there being a small number of children so any changes are statistically significant.
- Average residential rate is lower this year due to the low garbage increase last year. This needs to be checked and a comment added.
- Working capital and the timing of grants received.
- Unrestricted cash – discussion about the change from having only 90 day deposits to now having most term deposits at 180 days.
- Service cost of governance – higher due to Administrators.

- ACTION:** Where there is no material change, or no change, these comments should be added so that each item has a comment.
- ACTION:** An additional note needs to be included for the Food Safety indicator in relation to the food safety assessments being completed in 2019-2020.
- ACTION:** A comment needs to be added to the Library Indicator to reflect that the changes over the past four years have been affected by the change to the definition of active library member.
- ACTION:** Add a comment to the Average residential rate indicator to explain decrease from previous year.
- ACTION:** Update comment in relation to working capital to correctly reflect whether this is higher due to unspent grants or grants received in advance.
- ACTION:** Comment to be added for the service cost of governance to ensure that this indicator details the higher costs in relation to Administrators.

Governance and Management Checklist:

Discussion in relation to the age of some of the Asset Management Plans, which haven't been reviewed since 2006. The CEO, Lucy Roffey, explained that a new framework has been adopted this year and the plans will be reviewed.

- ACTION:** Any non-material changes to the statements as recommended by the Auditor-General are to be made, and a summary provided of any such changes to the Audit and Risk Committee at its next meeting

Decision:

1. The Annual Financial Statements and Performance Statement incorporating changes as discussed and recommended by the Audit and Risk Committee, Draft VAGO Closing Report, Draft VAGO Management Representation Letter and Governance and Management Checklist be received and noted.
2. The Audit and Risk Committee recommends Council record its approved 'in principle' to the Annual Financial Statements and Performance Statement (the statements), for the year ended 30 June 2019; and that subject to the review of the final version of the statements. Council authorize:
 - a. Manager Finance to implement any non-material changes to the statements as recommended by the Auditor-General, and provide a summary of any such changes to the Audit and Risk Committee at its next meeting. Further that any material changes be discussed with the Chair of the Audit and Risk Committee prior to being presented to Council.
 - b. The Chief Executive Officer, Chief Administrator and an Administrator to certify the final version of the statements; and
 - c. The Chief Executive Officer to send the statements to the Auditor-General.

Moved: Ms Cheryl Fitzgerald (Independent Member)

Seconded: Hon Hugh Delahunty (CGSC Administrator)

CARRIED

INTERNAL AUDIT

7. INTERNAL AUDITOR INDEPENDENCE

7.1. Internal Auditor Declarations (11:08 – 11:08am)

Any obstruction of the work of the Internal Auditors.

The Internal Auditors responded that there has been no obstruction of their work.

7.2. Monitor Independence of Internal Auditors (11:08 – 11:14am)

Brad Ead, Internal Auditor, presented the Internal Auditor Independence Confirmation checklist to the Committee.

Discussion was had in relation to ensuring independence of the Internal Auditors by limiting the work they complete for Council outside of the current Internal Audit scope. Any additional work could be approved by the Chair of this Committee to ensure that independence is maintained.

ACTION: When the Audit and Risk Committee Charter is next reviewed, the possibility of including an approval mechanism for the Internal Auditors to do additional work in the Charter should be discussed.

Decision:

1. The Audit and Risk Committee reviewed the Internal Auditor Independence Confirmation checklist developed by AFS.
2. The Chair was authorised to complete and sign the Internal Auditor Independence Confirmation checklist on behalf of the Committee.

8. Internal Audit Update (11:14 – 11:16am)

8.1. Internal Audit Program Status Update

ACTION: The scope for the Information Privacy and Records Internal Audit mentions s223 Committees instead of s223 submissions. This needs to be updated.

Decision:

The Audit and Risk Committee noted the Internal Audit Program Status Update report provided by the internal audit service provider AFS Chartered Accountants.

9. Internal Audit Reports

9.1. Internal Audit Report – Past Issues Review (11:16 – 11:16am)

Brad Ead, Internal Auditor, presented the Report to the Committee.

Decision:

The Audit and Risk Committee noted the Internal Audit report 2019-10 Past Issues Review.

9.2. Internal Audit Report – 2019-07 Occupational Health and Safety (11:16 – 11:27am)

Brad Ead, Internal Auditor, presented the Report to the Committee and discussed the key findings.

Discussion was had in relation to the risk rating of the items in this Report. Whilst many items had an individual moderate risk rating, it may be more appropriate for the Report as a whole to receive a major risk rating.

ACTION: When items are added to the Progress Report on Prior Audit Recommendations, which are mentioned in previous Internal Audit Reports, the item does not need to be repeated, however the new Report details need to be added to the Source column.

ACTION: The management responses to audit recommendations should in future indicate whether Council agrees, partially agrees or disagrees with the recommendation.

Decision:

The Audit and Risk Committee endorsed the Internal Audit Report on Occupational Health and Safety and management's responses to the audit recommendations.

9.3. Internal Audit Report – 2019-08 s86 Committees (11:27 – 11:30am)

Brad Ead, Internal Auditor, presented the Report to the Committee and discussed the key findings.

Discussion was had in relation to the s86 Committees and their ability to hire out the facilities. The new Casual Hire Policy which has been drafted will assist with this in the future, although the s86 Committees still need to be consulted about this change to their current process.

Decision:

The Audit and Risk Committee endorsed the Internal Audit Report on S.86 Committees and management's responses to the audit recommendations.

9.4. Internal Audit Report – 2019-09 Human Resources Risk Management (11:30 – 11:37am)

Brad Ead, Internal Auditor, presented the Report to the Committee and discussed the key findings.

Discussion was had in relation to the Report. In particular training budgets and whether they should sit with individual teams or be central was discussed. The CEO gave further explanation about why the training budget being centralised is of benefit to Council and the Committee accepted the explanation.

ACTION: Recommendation 1 can now be marked as completed in the audit recommendations tracking tool following the recruitment of the Manager People and Culture.

ACTION: The management response for recommendation 4 needs to be updated to state that Council will consider engaging an external consultant.

ACTION: Recommendation 9 can be marked as completed in the audit recommendations tracking tool following adoption of the Probationary Period Policy.

Decision:

The Audit and Risk Committee endorsed the Internal Audit Report on Human Resources Risk Management and management's responses to the audit recommendations.

9.5. Internal Audit Report – 2019-01C Master Key Audit (11:37 – 11:44am)

Brad Ead, Internal Auditor, presented the Report to the Committee and discussed the key findings.

Discussion was had about how Council compares to other councils in this space. The Internal Auditors and the Committee members had not seen this type of Audit before so could not provide comments.

Discussion was had about the necessity of getting keys back from previous staff, and the possibility of a new system which records who is in the building.

Decision:

The Audit and Risk Committee endorsed the Internal Audit Report on Master Key Audit and management's responses to the audit recommendations.

STANDING ITEMS

10. CEO'S Report (1:44 – 11:47am)

The CEO, Lucy Roffey, presented her report to the Committee and discussed the excellent results received by Council in the 2019 Community Satisfaction Survey, and Staff Structure Realignment.

Decision:

The Audit and Risk Committee noted the Chief Executive Officer's Report.

11. Finance Report

NIL

12. Policies for Review

NIL

13. Reports by Sector and Related Agencies

13.1. Recent Reports and Publications of Interest to Councils (11:44 – 11:49am)

ACTION: The Committee would like to see the response in relation to the VAGO Fraud and Corruption Controls in Local Government Report before it is sent to the Minister.

Decision:

The Audit and Risk Committee noted the report from AFS Chartered Accountants on recent reports and publications of specific interest to Councils and the release of the State Government Rating Review.

13.2. VAGO Monthly Status Update (11:49 – 11:50am)

Decision:

The Audit and Risk Committee noted the management comments in relation to the VAGO Monthly Status Update.

14. Risk Management Update (11:50 – 11:53am)

Discussion in relation to the recent JLT Class Action matter and whether this poses a risk for Council. As JLT is a broker and not an insurer there is not obvious risk to Council at this stage.

Decision:

The Audit and Risk Committee noted the Risk Management update.

15. Defined Benefits Superannuation Update (11:53 – 11:56am)

Discussion was had into Vision Super's de-risking strategy and that although it was supposed to make the VBI less responsive to changes in the stock market, this does not appear to be happening.

ACTION: Council to discuss the strategy and its current results with the Superannuation Fund.

Decision:

The Audit and Risk Committee noted the Vision Superannuation Defined Benefits Superannuation Update report.

16. Outstanding action items (11:56am – 12.02pm)

The Committee reviewed the Outstanding Action Items Table.

ACTION: Item 2 is to be marked complete and removed from this list as it will be a long term item. Regular updates should be included in the CEO's report instead.

ACTION: Update the Audit and Risk Committee Guidelines so that the draft minutes are circulated to all Committee members at the same time, not to the Chair as a first step, then to the other Committee members.

Decision:

The Audit and Risk Committee noted the Outstanding Action Item Report.

17. Progress Report on Prior Audit Recommendations (12:02 – 12:17pm)

Discussion in relation to item 83, reviewing Council documents against the MAV Guidelines. This item is quite old now. If it is still relevant to review the documents against the MAV guidelines this should be a priority before the next meeting.

Discussion in relation to item 135, chart of accounts. Is it permissible to defer this matter or is it something that needs to be completed? The CEO provided an update to the Committee in relation to this matter and the shared services that Council is entering into. Implementing a shared finance system would include adopting the Chart of Accounts.

Discussion about percentages on some items being reduced from previous reports. This should not occur other than in exceptional circumstances. Where it is required comments as to why must be included in the report.

ACTION: Heading on top of report appears to have dropped off and needs to be corrected for the next meeting.

ACTION: Manager Governance Property and Risk to advise staff that where a percentage is reduced from previous reporting, a comment as to what the previous percentage was the reason for the change must be included.

ACTION: Item 135 should be updated to state the progress made in relation to this matter in relation to shared services, rather than being marked as deferred.

ACTION: Item 141 needs a revised date.

ACTION: Formatting issues in the report need to be corrected including:

- Item 91, 92 and 96 have the same comment, which does not relate to the recommendation. Any formulas used within the document need to be updated.
- Consistency in relation to the recommendation needs to be included in the document. Item 140 and 141 should both start with 'We recommend'.
- Numbering of items with multiple sections needs to be corrected. They have defaulted to the end of the document.

Decision:

The Audit and Risk Committee noted the status update report on outstanding actions from prior audit recommendations.

18. Annual Work Plan (12:17 – 12:21pm)

Discussion was had in relation to items 4.1 and 4.2 of the Annual Work Plan and how that can be reviewed or marked complete. This needs to be reviewed when the Charter is updated.

ACTION: When the Audit and Risk Committee Charter is next reviewed, discussion of how to best review/monitor items 4.1 and 4.2 needs to be undertaken.

Decision:

The Audit and Risk Committee noted the status report on achievement of the 2019 Audit and Risk Committee Annual Work Plan.

19. Other Business

The Committee thanked the staff for all their effort in relation to the Annual Financials.

The Committee farewelled Anna Bartlett, Manager Finance and expressed special appreciation for all her efforts over the years. The Committee wished her all the best in the future.

20. Next Meetings

20.1 The next meeting of the Audit and Risk Committee is scheduled for Tuesday 3 December 2019 – 10.00am to 1.00pm

The meeting closed at 12:24pm.

7.1 RECEIPT OF PETITION

Author: **Manager Governance Property and Risk**

Responsible General Manager: **General Manager Corporate Performance**

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

Two copies of the petition relating to the Dunolly mosaics have been received, which reads as follows:

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly.

ATTACHMENTS

1. Dunolly Mosaics Petition dated 3 February 2020

RECOMMENDATION

That the petition be received by Council and referred to the General Manager Infrastructure Assets and Planning for action.



CENTRAL GOLDFIELDS SHIRE	
DOC ID:	
- 3 FEB 2020	
REFER TO:	
LIBRARY:	DB:

03rd February 2020

Attention : Mr Noel Harvey
Goldfields Shire Council
Maryborough.

Dear Sir,

I have attached a petition from one hundred or so Dunolly Residents, who have signed this partition to let you know that they are strongly opposed to having the Mosaic Art Works positioned anywhere in our main street (Broadway).


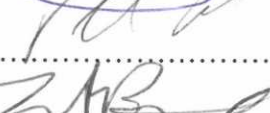
A lot of these people are elderly and/or don't use the internet or facebook, so emailing you with their point of view was out of the question for them.

Please treat these signatures as if they were in fact the emailed letters that you requested.

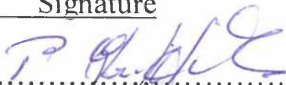
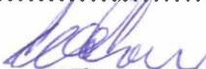



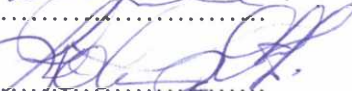






Kind Regards,

Gayle Boardman


We, the undersigned, strongly oppose the
Mosaics being installed in Broadway Dunolly

Name	Address	Signature
Peter Beazley	38 Broadway	P & B Beazley
Leanne Barnes	39 Broadway	
PETER MICK	127 BROADWAY	
Trent Bromley	101 BROADWAY	TB
Meagan Patten	101 BROADWAY	MP
DEBRA HAINES	341 Dunolly-mohiager RD Dunolly	Debra Haines









We, the undersigned, strongly oppose the
Mosaics being installed in Broadway Dunolly

Name	Address	Signature
PAUL GRIFFITHS	52 THOMPSON ST	
WAYNE HOWEL	55 MARLBOROUGH	
GREG M'CREAR	BROADWAY	
Coral Parker	Dunolly	
KATIE SMITH	Dunolly	
JOHN P. SMITH	137 BROADWAY DUNOLLY	
Ryan young	Carisbrook	
Kellie Fisher	65 Middle Rd Bromley	
Adam CHASE	DUNOLLY	
Margaret McAnley	Mogial	
Barrie Hallworth	Moligval	
STEVEN WHIZLOCK	DUNOLLY	

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly

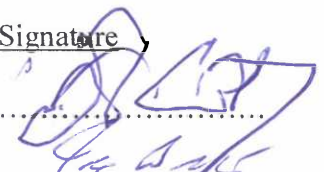
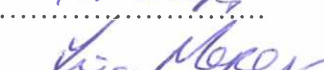





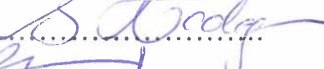
Name	Address	Signature
NEVILLE CALLOW	90 BROADWAY	
Civacme Frzmanter	Eddington	CLF
Nancy + Harold Pike	Dunolly vic 3472	(Park Only)
Sheryl Howard	Dunolly	(Park Only)
Jenny McHugh	Dunolly	(Park Only)
ALAN BROWN	52 BROADWAY	
SUGGEST	TIP	ENTRY
BILL WEETMAN	DUMP IT IN THE BUSH	
CHRISTINE	IN PARK	CHRISTINE
JIM SMITH	- BET BET	
David Price		
DONALD COE	MOLLAGUE	
Chris Williams	Dunolly	
Terry Lane	Dunolly	
Frank Mifsud	Dunolly	
Sandra Caldecoat	Dunolly	

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly

Name	Address	Signature
Kathy Kirby	17 Thompson street	
Rene KEATINGE	17 Thompson St	
Ron Hills	Dunolly 24 Grosvenor Rd Grosvenor	
Suzanne Jennings	73 Broadway Dunolly	
John Smith	137 Broadway Dunolly	
Coral Smith	137 Broadway Dunolly	
JOAN WRIGHT		
Stacy Vuks	79 Burns Gully	
Jude Perry	15 Outtrim St; M'borough	
	101 Broadway Dunolly	
A Brambley	101 Broadway Dunolly	



We, the undersigned, strongly oppose the
Mosaics being installed in Broadway Dunolly

Name	Address	Signature
Anthony Dunn	19 Lawrence St, Dunolly	
IA + Blodie	26 ALICE ST DUNOLLY	
MEG CONLIN	5 ALICE ST DONOLLY	
Vicky Frizzell	18 Broadway Dunolly	
JEAN BRADSHAW	22 DUNOLLY BDPINGTON R	
Margaret Rainbow	11 Tweeddale st	
BET L MARTIN	GOLDSBOROUGH	
SNEIL HODGSON	BURN CR LANE DUNOLLY	
Made Perry	156 LAURENCOORIE	



We, the undersigned, strongly oppose the
Mosaics being installed in Broadway Dunolly

Name	Address	Signature
Gayle Boardman	ORME STREET DUNDOLLY	Boardman
Judy Nankervis	19 Tweeddale st Dunolly	Judy Nankervis
PETER FOSTER	" " "	Peter Foster
Muhsen Bell	36 Middle Rd Dunolly Vic 3472	Muhsen Bell
NEIL WILKINSON	" " " "	Neil Wilkinson
BRIAN PHILLIPS	665 STUART MILL RD DUNDOLLY 3472	Brian Phillips
Kim McDonald	50 Barkly st Dunolly 3472	Kim McDonald
DOUG Mc DONALD	50 BARKLY ST DUNDOLLY 3472	Doug McDonald
JOEY SULLIVAN	1 BURKE ST DUNDOLLY 3472	Joey Sullivan
RON EVANS	20 MARKET ST DUNDOLLY 3472	Ron Evans
Kiara Sela	20 Market St Dunolly 3472	Kiara Sela
MARK O'NEILL	48, BARKLY ST DUNDOLLY 3472	Mark O'Neill
MEAGAN TALL	103 BROADWAY DUNDOLLY 3472	Meagan Tall
Levi Markham	103 BROADWAY DUNDOLLY 3472	Levi Markham
BRENTON MARTIN	5 BURKE ST DUNDOLLY 3472	Brenton Martin
Peter ANDRE	77 Atherton Rd. Broadly "	Peter Andre
Penny Dennis	30 Tweeddale st Dunolly 3472	Penny Dennis
Peter Dennis	30 Tweeddale st Dunolly 3472	Peter Dennis
Sue Chausser	2/1824 Maryborough Dunolly	Sue Chausser
Beryl Haylett	1836 Maryborough Rd Dunolly 3472	Beryl Haylett

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly

Name	Address	Signature
D.S. MACDONALD	73 INKERMANN ST DUNOLLY	<i>D.S. MacDonald</i>
NOFF FRITZE	30 Ravens Lane Dunolly	<i>Noff Fritze</i>
PILL WEETHAN	49 TIMOR DUNOLLY RD	<i>Pill Weethan</i>
TONY MILLS	FLETTS PADDOCK DUNOLLY	<i>Tony Mills</i>
MARG DAVIES	147 BROADWAY DUNOLLY	<i>M. Davies</i>
MAHAN MAPESON	8 MELZAK WAY BERWICK	<i>Mahan Mapeson</i>
Jonnyfers Kluge	Peter Kluge	
JOHN JONES	297 DUNOLLY - MOLIAGUL RD	
SUSIE OH	31 THOMPSON ST DUNOLLY	<i>Susie Oh</i>
Sharon Sewell	Broadway DUNOLLY	<i>Sewell</i>
BOB ROWE	80 MAUDE ST	<i>Bob Rowe</i>
SUSAN ROWE	80 MAUDE ST	<i>Susan Rowe</i>
J. STEWART	PAINSWICK	<i>J.R. Stewart</i>
Pam BROOKE	26 Alice St	<i>P. Brooke</i>
LISA MERCER	17 LEA KURIBOR	<i>Lisa Mercer</i>
SUSAN ANDERSON	99 INKERMANN ST	<i>Susan Anderson</i>
Susan Busbidge	15 Tweeddale St	<i>S. Busbidge</i>
J. BUSBIDGE	" "	<i>J. Busbidge</i>
Maree	103 BROADWAY	<i>Maree</i>
B. manti	136 Broadway	<i>B. manti</i>

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly

Name	Address	Signature
Judi McKail	51 Laidman St M/B 3465	J. McKail
WAYNE MCKAIL	" " "	[Signature]
Sue Tully	14 Short St Carisbrook 3464	S Tully
Wendy Harland-White	60 Broadway, Dunolly 3472	[Signature]
STEPHEN BARNHAM	60 BROADWAY DUNOLLY 3472	[Signature]
JASON STEWART	31 THOMPSON ST DUNOLLY 3472	[Signature]
SUSIE OH	" " " "	[Signature]
Michael Chaimy	155 George St Kettle	[Signature]
JAN STEPHENSON	23 Market St Dunolly	[Signature]
Nuira Opie	48 Barkly St Dunolly	[Signature]
JANINE PALEY	145 BROADWAY DUNOLLY	J. Paley
TREVOR READ	200 Broadway Dunolly 3472	[Signature]
Rosemary Hill	88+143 Broadway 3472	[Signature]
Mark Cousins	130 Queens Bldg, Mine Rd Goldborough	[Signature]
Nancy Preston	134 Queens Birthday, Mine Rd Goldborough	[Signature]
MIKKELSEN	TWEEDALE ST DUNOLLY	[Signature]
JEFFREY MIKKELSEN	RMB290 CARISBROOK.	Jeffrey Mikkelsen
Kristy Stephenson	23 MARKET ST	[Signature]
ANTHIA LINDSAY	37 BROADWAY	[Signature]
Marlyn Rowe	80 Maude St.	M. Rowe

We, the undersigned, strongly oppose the Mosaics being installed in Broadway Dunolly

Name	Address	Signature
JAMES MEYMAN	165 MOUNTVIEW RD GOLDSBOROUGH	<i>[Signature]</i>
Joe Grasso	204 Mount View Rd Goldsborough	<i>[Signature]</i>
BERNIE	4423 WIMERA HWY MOLAIGUL	<i>[Signature]</i>
Dense Bradley	Maryborough	<i>[Signature]</i>
RUSSEN McKINDLEY	Dunolly	<i>[Signature]</i>
Keith Hall	Dunolly	<i>[Signature]</i>
John Tully	Carsbrook	John Tully
ROBERT BROWN	DUNOLLY	<i>[Signature]</i>
Peter Taylor	Dunolly	<i>[Signature]</i>
Mary Heddell	577 Eddington Rd, Eddington	MEHeddell
BILL SCHULZ	187 BAKELAND RD MARYBOROUGH	<i>[Signature]</i>
PAUL PERRY	156 LAONELCORIE EDDINGTON	<i>[Signature]</i>
MONIKA THUMERER	21 HARDY ST. DUNOLLY	<i>[Signature]</i>
Jan Brock	23 Market St Dunolly	J. E. Brock
WILLIAM HUGHES	138 BETVEY RD DUNOLLY	<i>[Signature]</i>
LINDA HUGHES	AS ABOVE	<i>[Signature]</i>
DOUG SMALZ	170 BROADWAY	<i>[Signature]</i>
CHRYNE HAIGLL	19 MARKET ST	<i>[Signature]</i>
MARION EDWARDS	17 MARKET ST DUNOLLY	M. E. Edwards
Nancy & Harold Pike	Tweddale & Dunolly 3472	<i>[Signature]</i>
BETTY ALEXANDER	HOSPITAL ST DUNOLLY 3472	<i>[Signature]</i>

8. OFFICER REPORTS

8.1 ASSEMBLIES OF COUNCILLORS

Author: **Manager Governance Property and Risk**

Responsible Officer: **Chief Executive Officer**

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

SUMMARY/PURPOSE

The purpose of this report is to 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.

LEGISLATION AND POLICY CONTEXT

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

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

4.3 Objective Provide leadership in governance and Council decision making

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.

REPORT

Outlined below are the details of assemblies of councillors:

Date	17 December 2019	Meeting:	Briefing Meeting
Councillor Attendees	Noel Harvey (Chief Administrator), Karen Douglas (Administrator), Hugh Delahunty (Administrator)		
Council Staff Attendees	Lucy Roffey (CEO)		
Guests			
Conflict of interest disclosures:		NIL	
Matters Considered	Pre meeting to discuss December Ordinary Council Meeting.		

Date	11 February	Meeting:	Briefing Meeting
Councillor Attendees	Noel Harvey (Chief Administrator), Karen Douglas (Administrator), Hugh Delahunty (Administrator)		
Council Staff Attendees	Lucy Roffey (CEO); Paul Brumby (GMCP); Rebecca Stockfeld (GMIAP); Martin Collins (GMCW); Philip Schier, Manager Strategy and Economic Development; Amy Bell, Strategic Planner; Kym Murphy, Manager Community Partnerships; Lynn Waters, Healthy Heart of Victoria, Ron Potter, Manager Infrastructure; Kristie Berry, Property and Risk Officer; Helen Morrissey, Governance Officer, Megan Kruger, Manager Governance Property and Risk; James Maw, Manager Statutory Services, Lynne Stephenson, Acting Manager Finance		
Guests	Mike Ruzzene, Director, Urban Enterprise		
Conflict of interest disclosures:		NIL.	
Matters Considered	<ul style="list-style-type: none"> • Recording of Council Meetings • Property Update • Development and Community Safety Report • Central Victorian Goldfields World Heritage MOU • Findings of Active Living Census • Operating Plan for Youth Hub • Skate and Scooter Park Grant Application SRV • Emergency Management Arrangements During an Emergency • Influenza Pandemic Plan • Economic Development & Tourism Strategy – Draft Strategy and Action Plan • EBT Evaluation • Draft Waste Strategy • Dunolly Sculptures • Fence Policy • Council Action Plan Quarterly Update • Planning Approval Carisbrook Levee • December Financial Report 		

CONSULTATION/COMMUNICATION

Assemblies of Councillors reported to Council and minuted thereby informing the community of any reportable assemblies.

FINANCIAL & RESOURCE IMPLICATIONS

Costs included in the Governance budget.

RISK MANAGEMENT

This process conforms to the requirements of the Local Government Act 1989. The requirement for reporting provides increased transparency of declarations of conflict of interest.

CONCLUSION

All assemblies of councillors are reported as required under the Act.

ATTACHMENTS

NIL

RECOMMENDATION

That Council note the record of assemblies of councillors for the period 11 December 2019 to 17 February 2020.

8.2 MOSAIC SCULPTURES DUNOLLY

Author: General Manager Infrastructure Assets and Planning

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is to advise Council on the feedback received in relation to the placement of two community art mosaic sculptures in Broadway, Dunolly.

Council placed an advert in the locally circulating newspapers, community newspaper (in Dunolly) and on social media, proposing two sites in Broadway, Dunolly, for the placement of two of the four community art mosaic sculptures. Two sculptures have been erected in Gordon Gardens in Dunolly.

74 submissions (one in the form of a petition) have been received. The submissions can be broadly broken into outright objection to Broadway, an objection with an alternative location and support for the Broadway locations.

The Gordons Gardens Master Plan recommended two sculptures be located on Broadway, however after council placed the footings in the street, some feedback was received that suggested additional consultation needed to be undertaken, and that one sculpture outside 82 Broadway, Dunolly would not be acceptable on historical grounds.

This report considers the two proposed Broadway locations, the community feedback, and provides four different options for Council to consider as the final locations for the art works.

LEGISLATION AND POLICY CONTEXT

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

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

Objective: Facilitate an active and inclusive arts community

Initiative: Participate in regional cultural programs including the Regional Centre for Culture

Art Collection Policy

Council's art collection policy has a section about the display of art in public spaces:

4.9 Public Place Art Work

Central Goldfields Shire Council's Art Collection comprises a growing number of pieces that are displayed in public places (sculptures and external artworks). These are included as an integral part of the Central Goldfields Art Collection.

The use of art in public places has the capacity to enhance the environment and engender a great sense of community pride, excitement and participation in public spaces.

Any site where the Art Collection is displayed must be in public ownership and must be:

- A significant or strategically important public place with high visibility and/or accessibility;
- Highly visible to the community;
- In a position where the art work can be properly maintained;

The mosaic community sculptures have been gifted to Council, and the art works are part of Council's art collection.

The sculptures are three dimensional pieces with tile work on all sides. Each large side of the art works are intended to be viewed, which has implications for the position of the sculptures.

BACKGROUND INFORMATION

Dunolly District Inc received State Government funding through the Regional Centre for Culture program to develop community sculptures. The project has been community developed, led and Council are advised that approximately 400 community members participated in the project.

Two sculptures have been placed in the Gordon Gardens, and two are to be placed in Broadway (or an alternative location should Council resolve a new position for the sculptures).

Council is responsible for the decision about the locations of the sculptures as they will be on public land. The development of the Gordons Gardens Master Plan, adopted by Council in 2019, recommended sites for the sculptures. However after Council placed the footings in the street, some feedback was received that suggested additional consultation needed to be undertaken, and that one sculpture outside the 82 Broadway, Dunolly would not be acceptable on historical grounds.

The two sculptures in the Gordon Gardens have not been disputed and are not proposed to be altered.

REPORT

The mosaic sculptures have been designed by members of the community and it is appropriate they be located in the community to reflect the works the community undertook to develop the pieces. The responses received and further discussions on social media and print media do not raise issue with the art works belonging in Dunolly. Moreover the debate is centered around the look and feel and to a less extent the use of Broadway as a historic street.

Broadway does have historic elements, which do define the image of the town. The street demonstrates no aboriginal heritage, and fundamentally shows us the growth and development of colonial settlement since the goldrush: through its goldrush era buildings, later buildings, modern street furniture (seats, bins, mosaic planter boxes), the planting of street trees, an ATM, a phone booth and so on.

Broadway has a number of mosaic planter boxes as well as more formal obelisk memorials. Infrastructure of this sort is not uncommon on Broadway, and the proposed two mosaic sculptures are not inconsistent with this type of infrastructure.

Those that say Broadway is a historic street would have to agree that there are modern elements to the street. The concern is perhaps the modern colour and style and specific location of the sculptures that have resulted in the community debate.

Other members of the community do not share the level of concern about change in the Broadway streetscape and wish to continue the eras of change in the street. This community do not wish to remove the dominant historic buildings and other features, but add to the street with art designed and built by part of the community.

It is helpful that the community response has been varied and has offered other suggestions to allow Council to decide the final location of the mosaic sculptures. Based on the submissions the potential locations are:

- The two nominated locations in Broadway (26 Thompson Street, Dunolly (Broadway frontage) and 118 Broadway, Dunolly)
- Both in Gordon Gardens (so all the pieces are viewed together)
- One or two in Rene Fox Gardens
- At the school or Deledio Oval (neither are managed by Council)
- At the Arts Hub (occupied by a separate entity, but owned by Council)
- At the town entrances

A number of the submissions also note the angst and disruption the placement of the mosaics has brought to an inclusive community.

While a number of the alternative locations are not land managed by Council, certainly placing one or both of the sculptures in the Rene Fox Gardens or Gordon Gardens is open to Council to decide. Any of the proposed locations are consistent with Council's Art Policy.

CONSULTATION/COMMUNICATION

Consultation of the placement of the mosaic pieces commenced with the development of the Gordon Gardens Master Plan, which was developed with considerable community engagement.

Additional consultation has been undertaken about the locations for the pieces in Broadway with Council placing an advert in the locally circulating newspapers, community newspaper (in Dunolly) and on social media, proposing two sites in Broadway, Dunolly.

74 submissions have been received (one in the form of a petition). The submissions can be broadly broken into 23 submissions were outright objections to the Broadway locations, 26 submissions were objections to the Broadway locations but with an alternate location suggested and 24 submissions were in support for the Broadway locations, and 1 seeking further information.

FINANCIAL & RESOURCE IMPLICATIONS

The costs associated with the placement of the sculptures has been covered by the grant received by Dunolly District Inc, and Council has received money to cover the placement of the two sculptures.

Some additional costs will be associated with the removal of the concrete in Broadway, dependant on the final location of the art works.

RISK MANAGEMENT

The placement of the art works carries little risk to Council. However as noted by some of the submitters, there may be damage to the art works if they are not located in an agreed place, risking the integrity of the art works. The art works will become the property of Council and there is the risk of damage of the works and associated costs to repair.

CONCLUSION

The mosaic art works were developed through funding from the Regional Centre for Culture for a sense of place project. The art works belong in Dunolly, and having heard from the community Council need to decide on the most appropriate location for the art pieces, whether that be:

- The two nominated locations in Broadway (26 Thompson Street, Dunolly (Broadway frontage) and 118 Broadway, Dunolly)
- Both in Gordon Gardens (so all the pieces are viewed together)
- One or two in Rene Fox Gardens
- One or two at the town entrances

All of these sites, dependant of final positioning, would meet Council's Art Collection Policy of being an important public place, highly visible and accessible for maintenance.

ATTACHMENTS

Nil

RECOMMENDATION

That Council, having considered the community's feedback determine the location of the DINGO sculpture and the KANGAROO sculpture in Dunolly.

8.3 PLANNING APPLICATION 116/19 – CONSTRUCTION OF A LEVEE AND ASSOCIATED EARTHWORKS AND INFRASTRUCTURE AND UTILITY INSTALLATION AT 4027 PYRENEES HIGHWAY, CARISBROOK

Author: Coordinator Statutory Planning

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

This report recommends that Council issue a Notice of Decision to Grant a Planning Permit be issued for the construction of stages 3 and 4 of the flood levee located at 4027 Pyrenees Highway, Carisbrook.

Public notice of the application has been given by letter to adjoining owners, placing a sign on site and advertising on Councils website. Three objections have been received.

The application has been assessed against the policy and specific controls of the Planning Scheme and it is considered that the proposed development is generally consistent with the relevant scheme provisions.

LEGISLATION AND POLICY CONTEXT

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

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

2.3 Objective: Promote Central Goldfields as a place of choice to live, work and play.

This report has been developed in accordance with the Planning and Environment Act 1986, and the Central Goldfields Planning Scheme.

BACKGROUND INFORMATION

Planning Permit 116/19 was lodged on the 8 November 2019 for the construction of stage 3 and 4 of the Carisbrook flood levee at 4027 Pyrenees Highway, Carisbrook. Stages 3 and 4 consist of extensions to stage 1 and 2 of the levee which were constructed in 2016 and is proposed across a number of land titles.

The subject site is located within the Farming Zone, Rural Living Zone, Road Zone Category 1 and the Public Use Zone. There are also a number of overlays which cover the subject site including the Bushfire Management Overlay, Environmental Significance Overlay, Erosion Management Overlay, Land Subject to Inundation Overlay and Salinity Management Overlay.

The levee project has been designed in response to major floods which occurred in 2011 and 2012; these were considered to be consistent with a 1% annual exceedance probability (1 % AEP) event. Significant consultation with the Carisbrook community has been undertaken over a number of years as well as consultation with referral agencies, public and private land owners prior to the planning application being lodged.

REPORT

Proposal

The application proposes the use and development of the land for the construction of a flood levee, associated earthworks, infrastructure and utility installation within the Farming Zone, Rural Living Zone, Public Use Zone, Road Zone Category 1; Bushfire Management Overlay, Environmental Significance Overlay, Erosion Management Overlay, Land Subject to Inundation Overlay and Salinity Management Overlay.

Stage 3 and 4 is a continuation of the Pleasant Street/Wills Street section (stage 1) of the levee. The levee then intersects the Pyrenees Highway and continues under the highway via a number of culverts and will continue for approximately 1.55 km to a section of land just north of Williams Road (see attachment 1 for aerial photograph showing levee location).

The highest section of the levee will measure 1.5 metres however generally it will measure 1 metre in height. Construction of the levee will include a number a culverts in various locations in order to manage drainage matters.

The application documentation includes a layout plan rather than a detailed technical design plan. This is to allow for the proposal to be assessed against the relevant zones and overlays as well as the appropriateness of the use. A detailed design will be required to be submitted as part of the planning permit conditions; should a planning permit be issued.

The proposal also includes two subdivisions. The subdivisions are exempt from requiring a planning permit under Clause 62.04 which states:

Any requirement in this scheme relating to the subdivision of land does not apply to:

- A subdivision by an authority acquiring the land which does not create an additional lot;
- A subdivision by an authority acquiring the land which creates additional lots if the additional lots are severed parcels of land without legal access to an existing road and the additional lots are retained by the acquiring authority or sold to an abutting land owner on the condition that the lot be consolidated with abutting land.

The proposed subdivisions are considered to meet the above criteria and therefore do not require a planning permit.

Site and Surrounds

Carisbrook is located within proximity to McCallum Creek and Tullaroop Creek and is within the wider Loddon catchment. Inundation of the township has been identified as resulting from riverine or main creek flow which results in the overtopping of the creek banks or from overland flows.

The proposed levee will be constructed across a number of titles located along the western edge of the Carisbrook township area. Land which will contain the levee includes:

- Crown land located along Pleasant Street and High Street (road reserve);
- Castlemaine-Maryborough Railway Line;
- Pyrenees Highway (Road reserve);
- 4 LP 114330;
- Lot 1 TP 692027;
- Lot 2 TP 220222;
- Lot 2 TP 103682; and

- Lot 2 LP 205106.

The above titles (excluding the crown land, road and rail reserves) are generally vacant parcels of land which are formally known as 4020 and 4027 Pyrenees Highway, Carisbrook. Lot 2 TP 220222 and 4 LP 114330 each contain a single dwelling.

Land to the east of the levee generally includes Carisbrook town centre and land zoned for rural residential living. Land to the west of the levee is zoned for farming, rural residential living and industrial uses.

A number of burrow pits are proposed in order to gain material used for the construction. It is estimated at approximately 10,000m³ of material will be required to be sourced via this method. A number of suitable locations have been identified as possible locations for the burrow pits (see attachment 2 for possible locations).

Planning Permit Trigger

The planning permit triggers are as follows:

- 35.03-1 Use and development of the land for utility installation within the Rural Living Zone;
- 35.07- Use and development of the land for utility installation within the Farming Zone;
- 36.01-2 Use and development of the land for utility installation within the Public Use Zone 4 (transport);
- 34.04-1 Use and development of the land for utility insulation within the Road Zone;
- 42.01-2 Construction of buildings and works within the Environmental Significance Overlay;
- 44.01-2 Construction of buildings and works within the Erosion Management Overlay; and
- 44.02-2 Construction of buildings and works within the Salinity Management Overlay.

Planning Scheme Provisions

The purposes of the Central Goldfields Planning Scheme are as follows:

- *To provide a clear and consistent framework within which decisions about the use and development of land can be made.*
- *To express state, regional, local and community expectations for areas and land uses.*
- *To provide for the implementation of State, regional and local policies affecting land use and development.*

Council must take into consideration the State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF) including the Municipal Strategic Statement (MSS).

Planning Policy Framework

The following section gives consideration to the relevant sections of the Planning Policy Framework for this application.

Clause 13.03-1S Floodplain Management

Objective

To assist the protection of:

- Life, property and community infrastructure from flood hazard;
- The natural flood carrying capacity of rivers, streams and floodways;
- The flood storage function of floodplains and waterways; and

- Floodplain areas of environmental significance or of importance to river health
- Clause 14.02-1S Catchment Planning and Management

Objective

To assist the protection and restoration of catchments, water bodies, groundwater, and the marine environment.

Clause 19.03-3S Integrated Water Management

Objective

To sustainably manage water supply, water resources, wastewater, drainage and stormwater through an integrated water management approach.

Local Planning Policy

The following section gives consideration to the relevant sections of the Local Planning Policy Framework.

Clause 21.13 Enhancing lifestyle qualities of townships

Objective 2

Encourage and identify development opportunities that build on the roles and strengths of each township.

Zones and Overlays**Zone**

Clause 35.303 Rural Living Zone

The subject land is within the Rural Living Zone. Clause 35.30 states the purpose of the Rural Living Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for residential use in a rural environment.

To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.

To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Clause 35.07 Farming Zone

The subject land is within the Farming Zone. Clause 35.07 states the purpose of the farming Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for the use of land for agriculture.

To encourage the retention of productive agricultural land.

To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

To encourage the retention of employment and population to support rural communities.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Clause 36.01 Public Use Zone

The subject land is within the Public Use Zone, Clause 36.01 states the purpose of the Public Use Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To recognise public land use for public utility and community services and facilities.

To provide for associated uses that are consistent with the intent of the public land reservation or purpose.

Clause 36.04 Road Zone

The subject land is within the Road Zone Category 1. Clause 36.04 states the purpose of the Road Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To identify significant existing roads.

To identify land which has been acquired for a significant proposed road.

Overlays

Clause 42.01 Environmental Significance Overlay

The subject land is partly covered by the Environmental Significance Overlay. Clause 42.01 states the purpose of this overlay is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To identify areas where the development of land may be affected by environmental constraints.

To ensure that development is compatible with identified environmental values.

Clause 44.01 Erosion Management Overlay

The subject land is partly covered by the Erosion Management Overlay. Clause 44.01 states the purpose of this overlay is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To protect areas prone to erosion, landslip or other land degradation processes, by minimising land disturbance and inappropriate development.

Particular Provisions

Nil

General Provisions

Clause 65 Decision Guidelines

The proposed application is considered to be consistent with the decision guidelines of Clause 65, including the matters set out in section 60 of the Act

62.04 Subdivisions not Requiring a Permit

Clause 62.04 exempts the proposed subdivisions from requiring a planning permit.

Referrals

Table 1: External referrals to Department of Environment, Land, Water & Planning (DELWP)

Response:	DELWP have not provided a response with the prescribed 28 day timeframe under the Planning and Environment Act. Council has been informed the Department is under considerable pressure due to the recent bushfires.
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Table 2: External Referral to Goulburn Murray Water (GMW)

Response:	All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
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Table 3: External Referral to North Central Catchment Management Authority (NCCMA)

Response:	North Central CMA, pursuant to Section 56 of the Planning and Environment Act 1987, does not object to the granting of a permit subject to the following conditions: <ol style="list-style-type: none"> 1. Prior to the commencement of works detailed design/construction plans must be prepared and submitted to the North Central Catchment Management Authority for approval. The detailed design/construction plans must demonstrate that the final design is in accordance with the Water Technology report dated 30 August 2019
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Table 4: External Referral to VicRoads

Response:	The Department (of transport) has considered the application and in principle has no objection to the proposal.
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Table 5: External referral to VicTrack

Response:	<p>Pursuant to Central Goldfields Shire Council Planning Scheme, the land is within the Public Use Zone 4, and in accordance with Clause 36.01-3, an application for a permit by a person other than the relevant public land manager must be accompanied by the written consent of the public land manager. The subject site is leased to V/Line who manage and operate the rail corridor.</p> <p>We have reviewed the application and material provided and conditionally consent to the application for the flood mitigation works provided the following conditions are incorporated into any planning permit:</p> <ol style="list-style-type: none"> 1. Written formal application to be made to VicTrack including a design drawing in accordance with 'VicTrack Design Guidelines & Requirements' document and AS-4799. Formal application can be made online to VicTrack via the following link: https://www.victrack.com.au/services-and-capabilities/property/utilities-and-services 2. Independent engineering compliance report to be provided by the applicant demonstrating compliance with relevant standards and guidelines. Geotechnical report will also be required to assist with strength calculations of proposed asset under the rail to be compliance checked. 3. Written approval from the rail operator, V/Line, will be required. 4. Owner of the asset will be required to enter into a licence with VicTrack to formalise the ongoing operation and maintenance of the asset on VicTrack land.
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Table 6: External referral to Central Highlands Water

Response:	<p>We therefore wish to advise this Authority has no objection to any planning permit that may issue if the following conditions are included:</p> <ol style="list-style-type: none"> 1. No construction works shall commence on the levee that are within 1 lateral metre of any water and sewerage assets owned by Central Highlands Water unless and until approval under the Water Act 1989 has been provided by Central Highlands Water. 2. The Applicant must comply with any reasonable conditions required by Central Highlands Water, in relation to constructing the levee within 1 lateral
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	metre of any water or sewerage assets, and this may include the construction of works.
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Table 7: External Referral to Downer Utilities Australia

Response:	<p>AusNet Gas Services pursuant to Section 56 (1) of the Planning and Environment Act 1987 has no objection to the granting of a permit, subject to the following condition:</p> <ol style="list-style-type: none"> 1. The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.
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Table 8: External Referral to Powercor

Response:	<p>Subject to the following conditions, Powercor Australia Ltd (the Distributor) does not object to the issue of a planning permit for the abovementioned application Conditions Required By the Distributor</p> <p>This letter shall be supplied to the applicant in its entirety.</p> <ol style="list-style-type: none"> 1. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act. 2. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards. Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant. 3. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR). Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works. 4. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations. Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements: <ul style="list-style-type: none"> • RESERVES established by the applicant in favour of the Distributor. • SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years. The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision. 5. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.
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Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

At the time this report was prepared, Council had not received a referral response within the prescribed 28 day timeframe from the Department of Environment, Land, Water and Planning. Council has been informed that DELWP is under considerable pressure due to the recent bushfires across Victoria.

CONSULTATION/COMMUNICATION

Public notice of the application has been given by letters to adjoining owners, placing a sign on site, advertising within the local newspaper and advertising on Councils website. Three objections have been received from adjoining land owners. The individual objectors concerns relate to:

- Technical design aspects of the levee; in particular the number of culverts proposed;
- The levee not being able to withstand a flood larger or at the level of a 1 in 100 year flood;
- Funding allocation; and
- Fire risk (lack of slashing on council owned or acquired land).

Extensive community consultation has also been undertaken at various stages of the overall project process including the creation of a community based flood management group.

ASSESSMENT OF APPLICATION

This application is for the development of a flood levee which is designed to alleviate the impacts of flood on the township of Carisbrook during a 1% AEP. The purpose of the planning application is to assess the use and development of the land for the levee and ensure it is consistent and appropriate within the zoning and overlays which impact the site.

The zoning of the land does not preclude the development of the levee. All zones and overlays require council to implement State and Local Planning Policy. Most relevant to this application is Clause 13.03-1S Floodplain Management, which has the objective “to assist the protection of life, property and community infrastructure from flood hazard.” The development of the levee will assist in achieving this objective for the township of Carisbrook.

The development of the levee will result in new flooding to one property (where flooding has previously not occurred) and additional flooding to several other rural properties. Clearly this is not ideal. The additional flooding will largely occur to farming properties, which already experience flooding (in some rain conditions). The impact of the levee flooding has been minimised and appropriate arrangements will be made to compensate for additional flooding. There is one rural residential property that will experience additional inundation, should the rain occur as modelled. Modelling has identified that approximately 1.8ha of this site may experience additional inundation and this does not affect the improved land or the reasonable opportunity for expansion of improved land for that property. Again, appropriate arrangements will be made to compensate for additional flooding.

The concern raised around fire risk relates to on-going management of the levee and associated land. Council will own the land and will be responsible for slashing of grass, fencing and on-going maintenance of the levee. A management plan for the levee is recommended as a condition of permit.

Concerns around the technical design of the levee have been raised by an objector. In the assessment of these objections, Planning Officers have been guided by technical advice received by authorities such as North Central Catchment Management Authority and Council's Engineering Unit.

The Victorian Floodplain Management Strategy states:

The Victorian Floods Review questioned if the 1% AEP flood should still be used as the DFE in Victoria. The Victorian Government has determined that the 1% AEP flood is the appropriate standard to regulate and protect most forms of development through the planning and building systems.

Policy 13a

The 1% Annual Exceedance Probability flood will remain the design flood event for the land use planning and building systems in Victoria.

The applicant will be required to submit a detailed design which will be re-referred to the North Central Catchment Management Authority (as per their conditions) for final assessment and comment. The detailed design will use the flood modelling that has been undertaken to ensure the final design accommodates a 1% AEP flood event as best practice.

There has been a concern raised about the number of culverts proposed, which is understood to be around the two proposed culverts under the Pyrenees Highway. While concern has been raised, the objector has no technical evidence to advise why more or less culverts would be needed. The plans have been engineer designed, peer reviewed and reviewed by the relevant flood plain manager. The following technical reports have been created and peer reviewed:

- Carisbrook Flood & Drainage Management Plan (Prepared by Water Technology) – May 2013
- Carisbrook Flood & Drainage Management Plan (Prepared by Water Technology) – May 2013
- Detailed Design Report (Prepared by Entura) – 6 June 2016
Peer Review
- Carisbrook Flood Study Review (Prepared by Jacobs) – Jan 2018
Updated modelling to address the peer review
- Updated Hydrology & Hydraulic Report (Prepared by Water Technology) – 30 Aug 2019

One objection raised concerns regarding funding of the construction of the flood levee. Whilst this is an operational issue that will need to be managed by Council, funding is not a consideration to be taken into account when assessing applications under the Planning Scheme.

It is considered that the proposed levee will be of significant net community benefit; from a policy perspective, the proposed development satisfies broad strategic objectives and strategies in the Central Goldfields Planning Scheme.

FINANCIAL & RESOURCE IMPLICATIONS

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

Should any party appeal any decision that Council makes there would be a Victorian Civil and Administrative Tribunal (VCAT) hearing. Additional costs will be incurred if a VCAT hearing occurs.

RISK MANAGEMENT

The risk management issues in relation to this planning permit application have been discussed in the Report and Assessment of Application sections above.

The risk to Council of not making a decision on the application is a 'failure to determine' appeal at VCAT.

Should the proposal be approved by Council and VCAT (upon appeal) there is a risk of non-compliance with the permit conditions. Council has a planning compliance function to mitigate this risk.

Should Council refuse the permit the township of Carisbrook will continue to be at significant risk of inundation from overland flow.

CONCLUSION

The proposed development seeks approval for the construction of a flood levee, associated earthworks and infrastructure and utility installation. Three objections have been received during the notice period.

A Council determination is sought for the application as the Council's Planning Officer recommends that a Notice of Decision to grant a planning permit be issued.

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

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

ATTACHMENTS

1. Aerial Photo of Levee location
2. Location of burrow pits

RECOMMENDATION:

That Council, having caused notice of Planning Application No. 116/19 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, determines to issue a Notice of Decision to Grant a Planning Permit 116/19 in respect of the land known and described as 4027 Pyrenees Highway (lot 1 TP 692027, lot 2 TP 220222, lot 2 TP 103682 and lot 2 LP 205106, 4 LP 114330), Carisbrook, for the construction of a flood levee and associated earthworks and infrastructure and utility installation within the Farming Zone, Rural Living Zone, Public Use Zone, Road Zone Category 1; the Salinity Management Overlay, Erosion Management Overlay and the Environmental Significance Overlay in accordance with the endorsed plans and subject to the following conditions:

Amended Plans

1. Prior to the commencement of any works detailed design/construction plans must be prepared and submitted to the Responsible Authority for approval. The plans must be in accordance with condition number 11 of this permit.
2. Prior to the commencement of any works, plans which detail the final location of any burrow pits must be submitted to the Responsible Authority for approval.
3. Prior to the commencement of any works pursuant to this permit, the applicant must prepare a Traffic Management Plan, in consultation with Council and VicRoads. The plan must be to the satisfaction of the Responsible Authority and address such matters including vehicle movements to and from the site, restrictions on travel within local residential streets, any required works to the entrance of the site, safety within the site, including any works required, and any other matters deemed appropriate.

Secondary Consent Provision

4. The use and development permitted by this permit as shown on the endorsed plan(s) and/or described in the endorsed documents must not be altered or modified (for any reason) except with the prior written consent of the Responsible Authority.

Construction Activities

5. All activities associated with the construction of the development permitted by this permit must be carried out to the satisfaction of the Responsible Authority and all care must be taken to minimise the effect of such activities on the amenity of the locality. Measures must be taken to suppress dust, noise or other emissions during construction to prevent nuisance to surrounding neighbours.
6. Adequate measures must be undertaken to ensure dust from any materials stockpiled does not affect adjoining properties or surrounding area, to the satisfaction of the Responsible Authority.
7. No mud, crushed rock or other debris is to be permitted to be carried onto public roads or footpaths from the subject land. Appropriate measures must be in place at all times during construction to prevent this occurrence to the satisfaction of the Responsible Authority.

Clean Fill

8. Only clean fill material is permitted to be imported to the site. This material must not contain any solid inert wastes (such as demolition material, concrete, bricks, timber, etc).
9. The deposition of fill material must not result in any off site impact on surface or groundwater.

Native vegetation

10. Native vegetation removal must not occur without the further written consent of the Responsible Authority.

North Central Catchment Management Authority

11. Prior to the commencement of works detailed design/construction plans must be prepared and submitted to the North Central Catchment Management Authority for approval. The detailed design/construction plans must demonstrate that the final design is in accordance with the Water Technology report dated 30 August 2019

Goulburn Murray Water

12. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

VicTrack

13. Written formal application to be made to VicTrack including a design drawing in accordance with 'VicTrack Design Guidelines & Requirements' document and AS-4799. Formal application can be made online to VicTrack via the following link: <https://www.victrack.com.au/services-and-capabilities/property/utilities-and-services>
14. Independent engineering compliance report to be provided by the applicant demonstrating compliance with relevant standards and guidelines. Geotechnical report will also be required to assist with strength calculations of proposed asset under the rail to be compliance checked.
15. Written approval from the rail operator, V/Line, will be required.
16. Owner of the asset will be required to enter into a licence with VicTrack to formalise the ongoing operation and maintenance of the asset on VicTrack land.

Central Highlands Water

17. No construction works shall commence on the levee that are within 1 lateral metre of any water and sewerage assets owned by Central Highlands Water unless and until approval under the Water Act 1989 has been provided by Central Highlands Water.
18. The Applicant must comply with any reasonable conditions required by Central Highlands Water, in relation to constructing the levee within 1 lateral metre of any water or sewerage assets, and this may include the construction of works.

Downer Utilities Australia

19. The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.

Permit Expiry

20. This permit will expire if one of the following circumstances applies:
 - The development is not started within four years of the date of this permit.
 - The development is not completed within eight years of the date of this permit.The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.





PROJECT STAGING

- STAGE 1 - Pleasant St levee / Wills St open drainage CONSTRUCTED
- STAGE 2 - Williams Rd Levee construction CONSTRUCTED
- STAGE 3 - Western Levee Ch1550 to Ch2700
- STAGE 4 - Western Levee Ch00 to Ch1550

CARISBROOK FLOOD MITIGATION PROJECT - STAGING PLAN

PLAN
SCALE 1:10000

LEGEND :

- LEVEE FOOTPRINT
- LEVEE CREST
- CULVERTS
- BOREHOLES
- TEST PITS
- PROPOSED BORROW AREA

NOTES:

1. ALL LEVELS AND DIMENSIONS ARE EXPRESSED IN METRES.
2. THIS DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL OTHER RELATED DRAWINGS.
3. FOR SET OUT POINTS & DETAILS REFER TO OTHER RELEVANT DRAWINGS.
4. THE CHANNEL ON THE WESTERN SIDE OF WESTERN LEVEE IS NOT SHOWN FOR CLARITY.
7. BORROW AREA, LOCATION TO BE CONFIRMED WITH SUPERINTENDENT.
8. SETOUT POINTS ARE TO GDA94 AND HEIGHTS ARE TO AUSTRALIAN HEIGHT DATUM.

ISSUED FOR TENDER

ALTERATIONS	
PROJ. No.	5014_36
ORIGINAL ISSUE	
CLIENT COMMENTS	
ADDRESSED	
DATE	13/05/16
BY	30/06/39
BY	30/06/39
DATE	13/05/16
BY	30/06/39
DATE	13/05/16
BY	30/06/39

FILENAME: \\HYDROTASMANIA\CONSULTS\MELBOURNE\CONSULT\TDM\E304\XXX\E304639\P509364\DRAWINGS\FINAL DRAWINGS-13-05-2016\EHT-CA-DR-001_003_006-00105AVED.DWG

<p>NO PART OF THIS DRAWING MAY BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM IN ANY FORM, OR TRANSMITTED BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF ENTURA.</p>	<p>REFERENCES</p>
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DRAWN	S.B.
CHECKED	M.M.
DESIGNED	M.M.
CHECKED	P.S.
APPROVED	T.G.
DATE	15-03-16
CLIENT APP'D	
DATE	

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CLIENT	CENTRAL GOLDFIELDS SHIRE COUNCIL
ENGAGEMENT No.	E304.639
TITLE	CARISBROOK FLOOD AND DRAINAGE MITIGATION PROJECT
LOCALITY	PLAN/GEOTECH DETAILS
SCALE	1:10000
SIZE	A3
REV.	0
DWG No.	EHT-CA-DR-001B
SHT.	-

8.4 LIBRARY SERVICE LEVEL AGREEMENT WITH CITY OF BALLARAT 2020-2025

Author: Manager Governance Property and Risk

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council write to the Minister for Local Government requesting an exemption from a public tender process, in order to negotiate a new Library Service Level Agreement, directly with the City of Ballarat for a period of five years.

LEGISLATION AND POLICY CONTEXT

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

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

Section 185(5)(c) of the Local Government Act 1989 requires Councils to undertake a public tender process for contracts goods or services over \$150,000 unless Ministerial exception is received.

BACKGROUND INFORMATION

Council currently operates its own library services and is provided with support functions by the City of Ballarat as part of the Central Highlands Libraries Group. These services currently include:

- Administration;
- Collection Services and strategic procurement;
- IT Services in relation to the provision of an Integrated Library Management System and website/social media updates;
- Information Services; and
- Community Learning, Programs and Promotions.

Council's library is currently operating under the 2015 – 2020 Service Level Agreement with City of Ballarat which expires on 30 June 2020.

A consortium of 6 Central Highlands Councils have a Service Level Agreement (SLA) in place with City of Ballarat Council to deliver shared library services including procurement of resources and IT systems and support across the region. The network of libraries from each of the participating Shires, including City of Ballarat, is known as Central Highlands Libraries.

The SLA was first signed in 2012 and renewed in 2015 and is due again for renewal in June 2020. Renewal of the SLA, as with 2012 and 2015 would require a Ministerial exemption from undertaking a public tender process.

REPORT

Councils enter into contracts for a range of goods, services and works needed to deliver services and infrastructure. Under the Local Government Act the Council must demonstrate that it is achieving value for money for the community when carrying out purchasing and procurement.

The Act requires that Councils must use resources efficiently and effectively and provide services in accordance with best-value principles to meet the needs of the local community, and improve the quality of life in the local community.

Each Council must also carry out all procurement activities in accordance with its procurement policies, and the public tender requirements in the Act. To achieve this, the procurement activities must provide:

- Value for money;
- Open and fair competition;
- Accountability;
- Risk management;
- Probity and transparency and
- Social value.

Section 186(1) of the Local Government Act 1989 requires Councils to carry out a public tender or expression of interest process prior to entering into a contract with a value equal to or more than the relevant threshold. As the intent is to negotiate a new service agreement with the City of Ballarat for continued support services to the Central Goldfields Regional Library with an expected value exceeding \$500,000 over the five year term of the service agreement an exemption is required to be sought from the Minister for Local Government to enable this to happen.

The alternative to seeking an exemption is to publicly tender the support services, which would involve significant time and cost to prepare the documentation, as well as little certainty that other parties would respond to the tender.

As Maryborough Regional Library has limited options for support services and the current arrangement has worked well extending the current Service Level Agreement with City of Ballarat for a further five years is recommended.

Library Services in the Shire has examined options for the continued delivery of the service.

Any change to existing arrangements would incur additional costs for the service and compromise efficiency (at least in the short term) as well as potentially reducing the range of books and other resources available to users. New costs involved in a changeover of service provider would include, catalogue migration, rebranding the service, transfer of IT systems and hardware, additional travel costs to support inter-library loans (if a new partnership was agreed with a library service cluster outside of the region) and the introduction of a new card system.

Across the region there are 3 library services – Central Highland Libraries (CHL), Goldfields Library Corporation (GLC) and Wimmera Regional Library Corporation (WRLC).

Goldfields Library Corporation: Council currently use the SWIFT catalogue system through its agreement with CHL which links hundreds of libraries across Victoria and provides our local users with access to a massive range of books and other resources. The range of resources

available through SWIFT is far in excess of what is available through GLC which manages its own system.

Wimmera Regional Library Corporation: Operational issues and costs have seen recent withdrawals from the regional library agreement of Hindmarsh, Northern Grampians and Yarriambiack Shires

Whilst the Council may also consider the possibility of operating as a stand-alone service, the continued membership of Libraries Victoria (formerly SWIFT) under such circumstances would be significantly more expensive as procurement under CHL and Libraries Victoria allows for bulk purchases at reduced cost.

The existing library services, supported through the Council's membership of CHL continues to deliver a high quality service which is popular with users and which has seen an ongoing increase in membership and borrowing during the period of the current SLA.

It is therefore recommended that the Council seeks to renew its current operating arrangements and remain as part of CHL. This will involve submission of an application for Ministerial exemption from a public tender process.

Council is currently involved with the Rural Councils Transformation project consortium with Central Highlands Councils Victoria and continuing to share services with this group of Councils aligns with this strategy and sharing services with of the Central Highland Councils.

CONSULTATION/COMMUNICATION

Information in regards to the performance indicators of the Ballarat City Council's support services to the library has been discussed with the library staff and there have been no issues as the level of service being delivered. The current working relationship between the Ballarat City Council Library and the Central Goldfields Regional Library has been a positive experience.

FINANCIAL & RESOURCE IMPLICATIONS

The provision of services under this agreement is included in the annual budget for the library operations.

RISK MANAGEMENT

In the event the Minister for Local Government does not give approval to the exemption from public tender for the Service Agreement between Central Goldfields Shire Council and Ballarat City Council for a further five years the Council will need to complete a public tender process.

CONCLUSION

It is recommended that Council continue delivering its Library Services through the Central Highland Libraries Group via a Service Level Agreement with the City of Ballarat. In order to do this it is recommended that Council directs its CEO to apply to the Minister for Local Government for an exemption from completing a public tender process for this service.

ATTACHMENTS

Nil.

RECOMMENDATION

That Council writes to the Minister for Local Government requesting an exemption undertaking a public tender under Section 186(5)(c) of the Local Government Act 1989 to allow the Council to enter into a new Service Agreement between Central Goldfields Shire Council and the City of Ballarat for support services to the Central Goldfields Regional Library for 1 July 2020 to 30 June 2025.

8.5 NORTHERN VICTORIAN INTEGRATED INFLUENZA PANDEMIC PLAN

Author: Emergency Management Coordinator

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE:

The purpose of this report is to recommend Council endorse the Influenza Pandemic Plan which complements the Integrated Municipal Emergency Management Plan (IMEMP).

The focus of this plan is to prescribe the municipal coordination arrangements that exist to support agencies which have a responsibility for pandemics.

LEGISLATION AND POLICY CONTEXT

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

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

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

Initiative: Coordinate Municipal Emergency Management Plans and Committee

BACKGROUND INFORMATION

Central Goldfields Shire Council is one of five Council's included in the Northern Victorian Emergency Management Cluster (NVEMC), consisting of City of Greater Bendigo, Shire of Campaspe, Mount Alexander Shire and Loddon Shire. Under the cluster arrangement a single Northern Victorian Municipal Emergency Management Planning Committee has been formed, supported through the endorsement of an Integrated Municipal Emergency Management Plan (IMEMP) by each Council.

The development of sub-plans, which sit under the IMEMP is progressing with the Integrated Emergency Animal Welfare Plan being presented at Council late last year for endorsement and the Northern Victorian Integrated Influenza Pandemic Plan now being presented to Council for endorsement.

REPORT

The purpose of the plan is to assist with

- a better understanding of Influenza Pandemic and the arrangements in place at all tiers of government
- reducing the impacts of an Influenza pandemic on the community
- ensuring response activities are consistent across the whole of government

The Plan has been written for Influenza Pandemic, however it could be adapted to all types of communicable disease pandemics.

CONSULTATION/COMMUNICATION

The Northern Victorian Integrated Influenza Pandemic Plan has been developed by the Integrated Municipal Emergency Management Planning Committee with input from all agencies included on the committee. The sub-plan for Influenza Pandemic has been recommended to Central Goldfields Shire Council for endorsement from the Integrated Municipal Emergency Management Planning Committee.

FINANCIAL & RESOURCE IMPLICATIONS

It is intended that the bulk of the actions contained within this Plan will be undertaken within the current operational budget parameters. Where additional activities require additional resources, external funding will be sought to support these.

RISK MANAGEMENT

Pandemic is defined as an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity.

The development of this plan assists in having arrangements in place to reduce the impact on the community during a pandemic and to provide support services to people who are isolated or quarantined within the municipality.

CONCLUSION

The Northern Victorian Integrated Influenza Pandemic Plan has been developed with input from various area within council and externally with relevant agencies. The Plan has been written for Influenza Pandemic, however it could be adapted to all types of communicable disease pandemics.

ATTACHMENTS

1. Northern Victorian Integrated Influenza Pandemic Plan

RECOMMENDATION

That Council endorse the Northern Victorian Integrated Influenza Pandemic Plan.

Northern Victorian Integrated Influenza Pandemic Plan



Northern Victorian Emergency Management Cluster



Issue 1.0 November 2019

Issue Number	Date of Issue	Brief Description of Change	Date considered by Council	Author
0.1	Initial draft	Draft for discussion		Meryl Brown, Campaspe Shire
0.2	Second draft	Draft for discussion at Workshop on 14/9/18		Meryl Brown, Campaspe Shire
0.3	Third draft	Draft from Workshop session 14/9/2018		Meryl Brown, Campaspe Shire
0.4	Fourth draft	Updates with comments from Agencies		Meryl Brown, Campaspe Shire
0.5	Fifth draft	Updates from Loddon		Meryl Brown, Campaspe Shire
0.6	Sixth draft	Updates from Campaspe		Meryl Brown, Campaspe Shire
0.7	Seventh draft	Updates from Central Goldfields Shire		Wendy Gladman, Central Goldfields Shire Council
1.0		Adopted by IMEMPC 7 November 2019		Cluster Executive Working Group

This Plan is administered by the Northern Victorian Emergency Management Cluster, Cluster Coordinating Council, on behalf of the Northern Victorian Integrated Municipal Emergency Management Planning Committee.

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1 Abbreviations

DHHS	Department of Health and Human Services
EMMV	Emergency Management Manual Victoria
IMEMP	Integrated Municipal Emergency Management Plan
IMEMPC	Integrated Municipal Emergency Management Planning Committee
IPP	Influenza Pandemic Plan
MOC	Municipal Operations Centre
MRM	Municipal Recovery Manager
NVEMC	Northern Victorian Emergency Management Cluster - consisting of the municipalities of Central Goldfields, Loddon, Greater Bendigo, Mount Alexander and Campaspe)
NVIMEMPC	Northern Victorian Integrated Municipal Emergency Management Planning Committee
PC	Pandemic Coordinator
PPE	Personal Protective Equipment
VIFM	Victorian Institute of Forensic Medicine
VHMPPI	Victorian Health Management Plan for Pandemic Influenza

2 Introduction

This document provides a framework and guidance for the NVEMC Councils and other influenza pandemic stakeholders in the municipalities to appropriately plan for and effectively respond to influenza pandemic conditions. The plan is supported by a set of operational documents, including Influenza Pandemic Response Procedures and Business Continuity Plans.

All facts and figures cited in this plan have been taken from the Victorian Health Management Plan for Pandemic Influenza (VHMPPPI) unless otherwise stated. Direction for pandemic will come largely from the Commonwealth and or State and local level of government will implement controls.

Pandemic is defined as an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity.

Seasonal influenza occurs annually, primarily causes complications and or death in people aged over 65 years and those with chronic medical conditions. The vast majority of people exposed will recover and develop immunity to that strain of virus.

Pandemics have been experienced in the past and are expected to occur again in the future and the impact on the organisation and community in such an event could be devastating.

3 Aims and Objectives

3.1 Aims

- To assist in reducing the impacts of an influenza pandemic on the community.
- To provide support and recovery assistance throughout the durations of the influenza pandemic.
- To ensure response activities are consistent across the whole of government.

3.2 Objectives

- Preparedness - have arrangements in place to reduce the impact on the community during a pandemic.
- Containment – prevent transmission, implement infection control measures, and provide support services to people who are isolated or quarantined within the municipality.
- Maintain essential municipal services – provision for business continuity in the face of staff absenteeism and rising demand on local government services.
- Mass Vaccination – assist in providing vaccination services to the community, if pandemic vaccine becomes available.
- Communication – develop media and communication messages, in line with whole of government messages, to inform the community and staff of any changes to normal municipal service delivery.
- Community support and recovery – ensure a comprehensive approach to emergency recovery planning in the Municipal Emergency Management Plan, with specific focus on influenza pandemic.

This Plan has been written for Influenza Pandemic, however it could be adapted to all types of communicable disease pandemics.

This Plan is to be used in conjunction with, and as a supplement to, existing emergency management plans in place within state, regional, municipal councils and the wider community.

4 Framework and Background

4.1 Framework

4.1.1 Commonwealth Plans

- National Action Plan for Human Influenza Pandemic – Australian Government Department of Prime Minister and Cabinet - September 2011
- Australian Health Management Plan for Pandemic Influenza – Australian Government Department of Health - April 2014.

4.1.2 State Plans

- Victorian Emergency Management Manual
- Victorian Action Plan for Influenza Pandemic – August 2015
- Victorian Health Management Plan for Pandemic Influenza – Victorian Department of Health – October 2014 - <http://health.vic.gov.au/pandemicinfluenza/>
- The Whole of Government Communication Strategy
- Action plans for all government departments
- The Victorian Human Influenza Pandemic Plan – Community Support and Recovery Sub Plan.

4.1.3 Other Plans

- Integrated Municipal Emergency Management Plan
- Business Continuity Plans
- Mass Vaccination Standard Operating Procedures

4.1.4 Disease Description

Influenza is an acute respiratory disease caused by influenza type A or B viruses. Symptoms usually include: fever, cough, lethargy, headache, muscle pain and sore throat. Infections in children, particularly type B and A (H1N1), may also be associated with gastrointestinal symptoms such as nausea, vomiting and diarrhoea.

The incubation period for influenza is usually one to three days. Adults shed the influenza virus from one day before developing symptoms and up to seven days after the onset of illness. Young children can shed the influenza virus for longer than seven days. Generally, shedding peaks early in the illness, typically within a day of symptom onset. The influenza virus remains infectious in aerosols for hours and potentially remains infectious on hard surfaces for one to two days.

4.1.5 Transmission

Human influenza virus is primarily transmitted via droplets. This occurs when droplets from the cough or sneeze of an infected person are propelled through the air (generally up to one metre) and land on the mouth, nose or eye of a nearby person. Influenza can also be spread by contact transmission. This occurs when a person touches respiratory droplets that are either on another person or an object – and then touches their own mouth, nose or eyes (or someone else’s mouth, nose or eyes) before washing their hands.

In some situations, airborne transmission may result from medical procedures that produce very fine droplets (called fine droplet nuclei) that are released into the air and breathed in.

These procedures include:

- Intubation
- Taking respiratory samples
- Performing suctioning
- Use of a nebuliser.

4.2 History of Pandemics

Previous pandemics have started abruptly without warning, swept through populations with rapid escalation, and left considerable damage in their wake.

The twentieth century had three recognised influenza pandemics (Spanish influenza 1918-19; Asian influenza 1957-58; and Hong Kong influenza 1968). All three pandemics were associated with increased mortality rates in Australia. The influenza pandemic of 1918-19 was unprecedented in terms of loss of human life – between 20 and 40 million people died worldwide, with the highest numbers of deaths among those aged between 20 and 40 years.

The Asian influenza of 1957-58 had infection rates reported to range between 20% to 70%, but case fatality rates were low, ranging from one in 2000 to one in 10,000 infections. Age-specific mortality rates showed that those aged over 65 years were most affected. The Hong Kong influenza was similar, with the highest mortality rates appearing in those over the age of 65 and infection rates of 25% to 30%.

Since then the world has experienced one other pandemic; H1N1 influenza virus. A new H1N1 influenza virus derived from human, swine and avian strains was initially reported in April 2009 in Mexico and subsequently spread around the world. In Australia during 2009, there were 37,636 cases of pandemic (H1N1) influenza 2009, including 191 associated deaths. The median age of those dying was 53 years, compared to 83 years for seasonal influenza.

The differences in past pandemics show the need for flexible contingency plans, capable of responding efficiently to any pandemic threat.

Further information about influenza pandemics can be found on the DHHS website at:

<http://www.health.vic.gov.au/pandemicinfluenza>.

4.3 Predicted impact of an influenza pandemic

Modelling the potential impacts of influenza pandemics involves a high degree of uncertainty. Factors such as the virulence and infection rate of the next pandemic strain limit our abilities to characterise the next pandemic with any accuracy. It is, however, possible to model various pandemic scenarios given a series of pre-determined assumptions and limitations.

The Victorian Health Management Plan for Pandemic Influenza (VHMPPi), October 2014, shows the following:

Pandemic Impact, unprepared vs prepared

	Pandemic as severe as the one that occurred in 1918 and we were not prepared and unable to respond	Pandemic as severe as that in 1918, but we were prepared and were able to respond effectively
Estimated population showing clinical signs of infection	40 per cent (2.2 million people)	10 per cent (540,000 people)
Estimated deaths	2.4 per cent of those affected would die (around 53,000 people)	1.2 per cent of those clinically affected would die (around 6,500 people)
Work absenteeism	50 per cent	30 – 50 per cent
Duration of the pandemic	Several waves each, lasting up to 12 weeks	7 – 10 months, in a single wave
Disruption of services	As long as two years	7 – 10 months

The table below shows the infection rates in the municipalities for a severe pandemic:

Municipality	Population	Infection rate (40% of the population) - Severe	Estimated fatality rate over the duration of the pandemic (2.4% of those infected)
Campaspe	37,000	14,800	355
Greater Bendigo	110,447	44,178	1,060
Central Goldfields	13,000	5,520	132
Loddon	7,500	3,000	72
Mount Alexander	18,761	7,504	180

Figures based on the 2016 Census of population and housing

The table below shows the infection rates in the municipalities for a mild pandemic:

Municipality	Population	Infection rate (10% of population) - mild	Estimated fatality rate over the duration of the pandemic (1.2% of those infected)
Campaspe	37,000	3,700	45
Greater Bendigo	110,447	11,044	133
Central Goldfields	13,000	1,300	16
Loddon	7,500	750	9
Mount Alexander	18,761	1,876	23

Figures based on the 2016 Census of population and housing

The VHMPPI states “While each pandemic is unique, the VHMPPI will consider the severity of illness caused by the virus and categorise it as low, moderate or high, based on the available evidence and emerging epidemiology.

Scenario 1: If clinical severity is low

The level of impact on the community may be similar to severe seasonal influenza or the 2009 H1N1 pandemic.

Scenario 2: If clinical severity is moderate

The number of people presenting for medical care is likely to be higher than for severe seasonal influenza. Pressure on health services will be more intense. The level of impact may be similar to the 1957 Asian influenza.

Scenario 3: If clinical severity is high

Widespread severe illness will cause concern and challenge the capacity of the health sector. The level of impact may be similar to the 1918 Spanish influenza.

Responses will be proportionate to the observed impact and may fall between these scenarios.

4.4 Mental health

Chaos, confusion, distress and trauma triggered by public health threats and emergencies can place enormous stress on the coping abilities of even the healthiest people. In the case of an influenza pandemic, effects on mental health can occur regardless of whether an individual is directly affected with pandemic influenza, whether their family or close friends are affected or whether they are indirectly affected.

Individuals may develop mental health concerns following experiences with sick and dying loved ones, with prolonged isolation or with other significant changes to their daily lives. Existing mental health conditions such as depression may worsen. These mental health effects may be long lasting.

4.5 Family violence

Disaster is no excuse for family violence

The Northern Victorian Integrated Municipal Emergency Management Planning Committee recognises that the risk and incidence of family violence increases significantly during and after an emergency. The Committee can play a vital role in preventing and reducing the impact of family violence during emergencies.

Family violence can affect anyone in our community, regardless of gender, age, socio-economic status, sexuality, culture, ethnicity or religion. During an emergency, many factors can increase the risk of family violence, including homelessness, financial stress, unemployment, drug and alcohol abuse, and trauma. None of these factors cause family violence, nor are they an excuse.

Family violence is driven by gender inequity, gender stereotypes and a culture of excusing violence. During emergencies, it is common for people to lapse into traditional gender roles of men as the protectors and women as protected. This is damaging to both genders, and the

Committee is committed to promoting the involvement of both men and women in all aspects of the response and recovery phase.

Family violence can include physical assaults and a range of tactics including:

- Intimidation or coercion;
- Direct or indirect threats;
- Sexual assault;
- Emotional or psychological abuse;
- Financial control;
- Social abuse/isolation;
- Racial or spiritual abuse, and;
- Any behaviour that causes a person to fear for their safety and wellbeing.

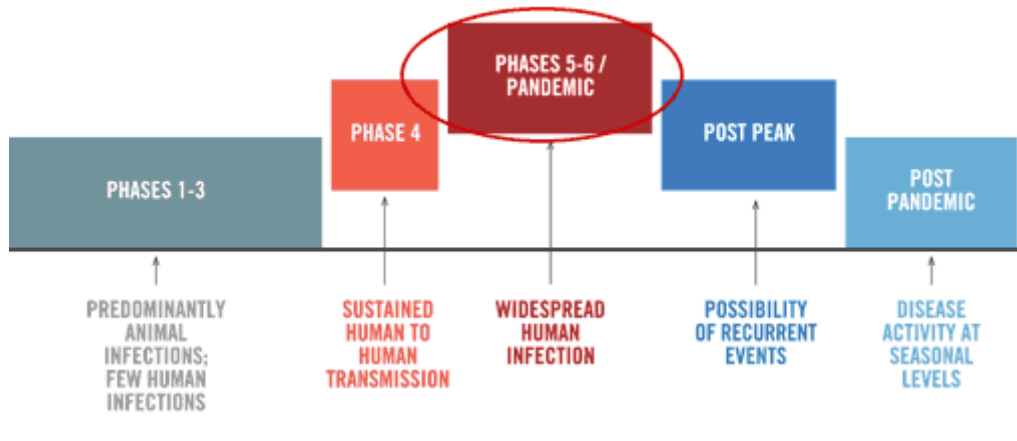
In planning for and responding to emergencies, the Committee will endeavor to:

- Openly and candidly acknowledge the heightened risk of family violence during and post emergencies;
- Dispel the notion that family violence is an acceptable response to stress and trauma, and that other issues should take priority during an emergency;
- Ensure incidences of family violence, or suspected family violence, are recorded and referred to support services and Victoria Police as appropriate;
- Provide mental health information to both men and women;
- Provide family violence information to both men and women;
- Provide women-friendly and men-friendly activities and outreach services;
- Target and tailor risk and recovery information for men and women when needed;
- Make use of existing social networks and gathering places, such as local venues and clubs, to distribute information across the community.

5 Pandemic Phases

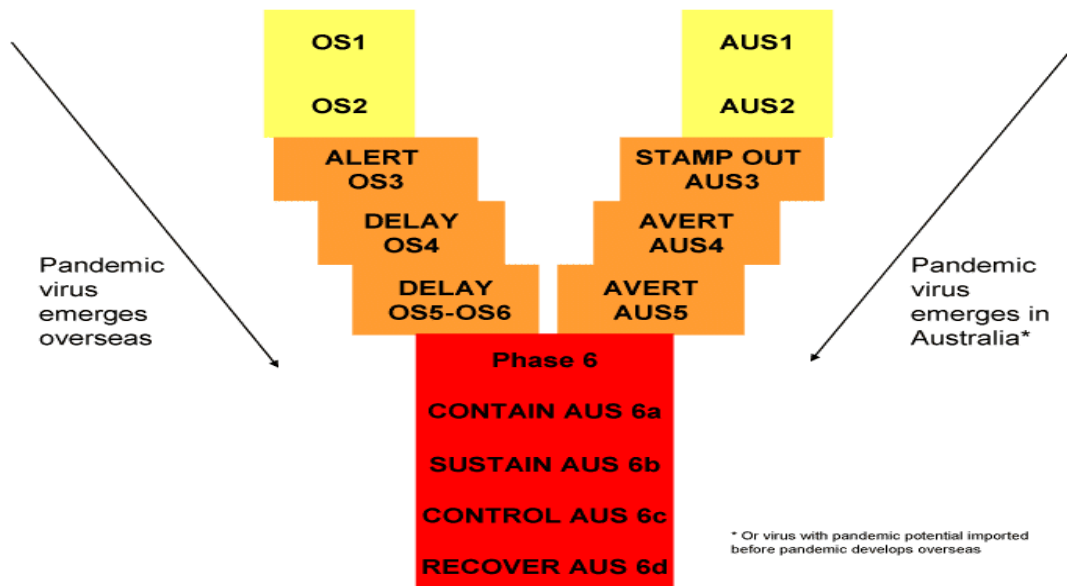
The World Health Organisation (WHO) has a set of pandemic phases that it uses to describe the global situation (phases 1–6). Australia uses the same numbering system as the WHO to describe each phase; however, the Australian pandemic phases are designed to describe the situation in Australia and to guide Australia’s response. Thus, the Australian and the WHO phase may not always be the same and do not neatly align. Similarly, Victoria also defines pandemic status using a set of phases. These definitions align with the Australian definitions, but once again depending on the state of spread of a pandemic the Victorian phase may differ from the Australian and World phases.

World Health Organisation Pandemic Phases



Reference: World Health Organisation-
<https://www.who.int/csr/disease/swineflu/phase/en/>

Australian Pandemic Phases



Reference: Australian Department for Health and Aging -Australian Health Management Plan for Pandemic Influenza. <http://www.flupandemic.gov.au>

Australian Phases of the health response	
The ALERT phase	Being alert to the risk of a pandemic and preparing for a pandemic
The DELAY phase	Once the pandemic virus emerges overseas, keeping the virus out of Australia
The CONTAIN phase	Once the pandemic virus does arrive in Australia, limiting the early spread
The PROTECT Phase	Protecting vulnerable people and those who care for them from the virus.
The SUSTAIN phase	Sustaining the response, while we wait for a pandemic vaccine
The CONTROL phase	Controlling the pandemic spread with a vaccine
The RECOVER phase	Once the pandemic is under control, returning to normal, while remaining vigilant

It is vital, however, that Council is proactive to assess the impact of the pandemic on its own community and staff to determine which elements of this plan to activate. The impact of a pandemic on the local community may be very different to the experiences elsewhere in Australia.

Council should act on advice from and in support of the Victorian Department of Health & Human Services.

6 Roles

In the event of an emergency such as a pandemic it is the role of Local Government, as the closest level of government to the community, to ensure the provision of essential services to the community. Actions will be in accordance with individual municipalities Business Continuity Plans. The following items are a high priority during a pandemic:

- Continuation of the essential components of services provided to the community by Council eg. aged care services, children's services, immunisation services (as relevant) where they can be provided within the confines outlined in this plan.
- Provision of services as outlined in the Integrated Municipal Emergency Management Plan, including recovery assistance.
- Provision of public health information and education to the community.
- As an existing immunisation provider, in conjunction with other providers, deliver a pandemic vaccination program (if / when vaccine is available).

Additional services will be provided on an as needs basis. The State Government will advise Council of any further assistance they may be required at a local level.

An Influenza Pandemic Committee consisting of Environmental and Emergency Management staff will be necessary in the event of a pandemic, or if a pandemic is considered imminent. The Influenza Pandemic Committee will be appointed by the Northern Victorian Integrated Municipal Emergency Management Planning Committee.

The requirements of the Pandemic Coordinator and Influenza Pandemic Committee are shown below.

6.1 Pandemic Coordinator

Planning for an influenza pandemic is a complex task, requiring input from a range of work areas and specialists to ensure a cohesive and effective response to and recovery from such an emergency. To address this, each Council will assign responsibility for coordinating influenza pandemic planning to a Pandemic Coordinator (MRM, MERO, EHO to be determined by the Influenza Pandemic Committee).

The role could include:

- administering the Influenza Pandemic Committee;
- increasing awareness among municipal health care providers about pandemic; influenza and involving them in the development of planned municipal arrangements
- researching vulnerable groups within the community;
- liaising with municipal business continuity planners to ensure the Municipal Business Continuity Plan has addressed the specific considerations likely to arise in an influenza pandemic;
- liaising with the Municipal Recovery Manager (MRM) in relation to specific community support and recovery considerations in an influenza pandemic;
- arranging exercises or workshops.

6.2 Influenza Pandemic Committee

The role of this Committee is to assist the Pandemic Coordinator to plan for a pandemic when it is imminent, respond to a pandemic and plan for recovery. The Committee will need to ensure arrangements dovetail with existing emergency management and public health arrangements in the municipality and across Victoria. With this in mind, it is vital to ensure all issues are addressed and that there is a link to the important work being undertaken in other parts of the Council business, and other agencies.

Representation on the Influenza Pandemic Committee should include:

- a senior manager of Council as the champion of the project;
- the Influenza Pandemic Coordinator;
- an Environmental Health Officer;
- representation and/or advice from the following areas of the municipal business:
 - human resources (especially with skill in work planning, industrial relations and financial management)
 - IT management
 - Integrated Municipal Emergency Management Planning Committee
 - infrastructure management
 - children, Health and community care services and aged care services
 - risk management and occupational health and safety services immunisation coordinator
 - communication/public relations.
- representation from other community related health services;
- medical practices, hospitals;
- support services such as meals on wheels, home care, community nursing;
- DHHS region;
- community and business representatives, especially from special needs groups.

7 Health Services Planning

Individual Health Service providers will have their own pandemic arrangements. Refer to the State Pandemic Plan.

A list of Hospitals, General Practices and Health Services are contained in the Cluster Contacts stored within Crisisworks (refer IMEMP for details).

8 Community Profile

This information is contained in Appendix 2 of the IMEMP – Municipal Statistics and Demographics.

9 Communication and Education

9.1 Community Education

The Cluster Councils will not initiate any community education or public health control measures without guidance from the Department of Health and Human Services. The Department of Health and Human Services will provide information to all forms of media regarding good personal hygiene practices and precautions the public should be taking to protect themselves.

Refer to IMEMP and SHERP v.4 section 4.2 - www2.health.vic.gov.au/emergencies/shera

9.2 Education Materials

The DHHS website provides information sheets on influenza pandemics, as well as posters in relation to coughing and sneezing and washing hands.

www.health.vic.gov.au/pandemicinfluenza .

The Better Health Channel Flu Site contains all the information about influenza:
<https://www.betterhealth.vic.gov.au/health/ConditionsAndTreatments/flu-influenza>

Local provider websites may also contain information.

10 Plan Review

Plan Review Cycle / Maintenance of the Plan

The plan will be reviewed every two years by the Northern Victorian Integrated Municipal Emergency Management Planning Committee (IMEMPC). This review may be undertaken by a Working Group of Local Government emergency management staff.

The Cluster Coordinating Council holds the master copy of the document and it is expected that agencies have internal processes in place to ensure distribution of the Plan within their organisation.

11 Activation

11.1 Activation Protocol

The Influenza Pandemic Plan will be activated if any of the following occurs:

- a request is made by the State,
- a request is made by the Control Agency (Department of Health and Human Services),
- a request is made by the Police Municipal Emergency Response Coordinator (MERC) or Regional Emergency Management Inspector (REMI);
- a request is made by Council's Chief Executive Officer or Executive Management Group,
- a request is made by the Municipal Emergency Resource Officer (MERO) or Municipal Recovery Manager (MRM).
- Council's Municipal Operations Centre is established in response to the pandemic.

Individual departments within Council may activate their Business Continuity Plans as necessary. It may be necessary that only some aspects of the plan are activated during a pandemic depending on the severity of the disease and the impact it has on the community and the needs of the community.

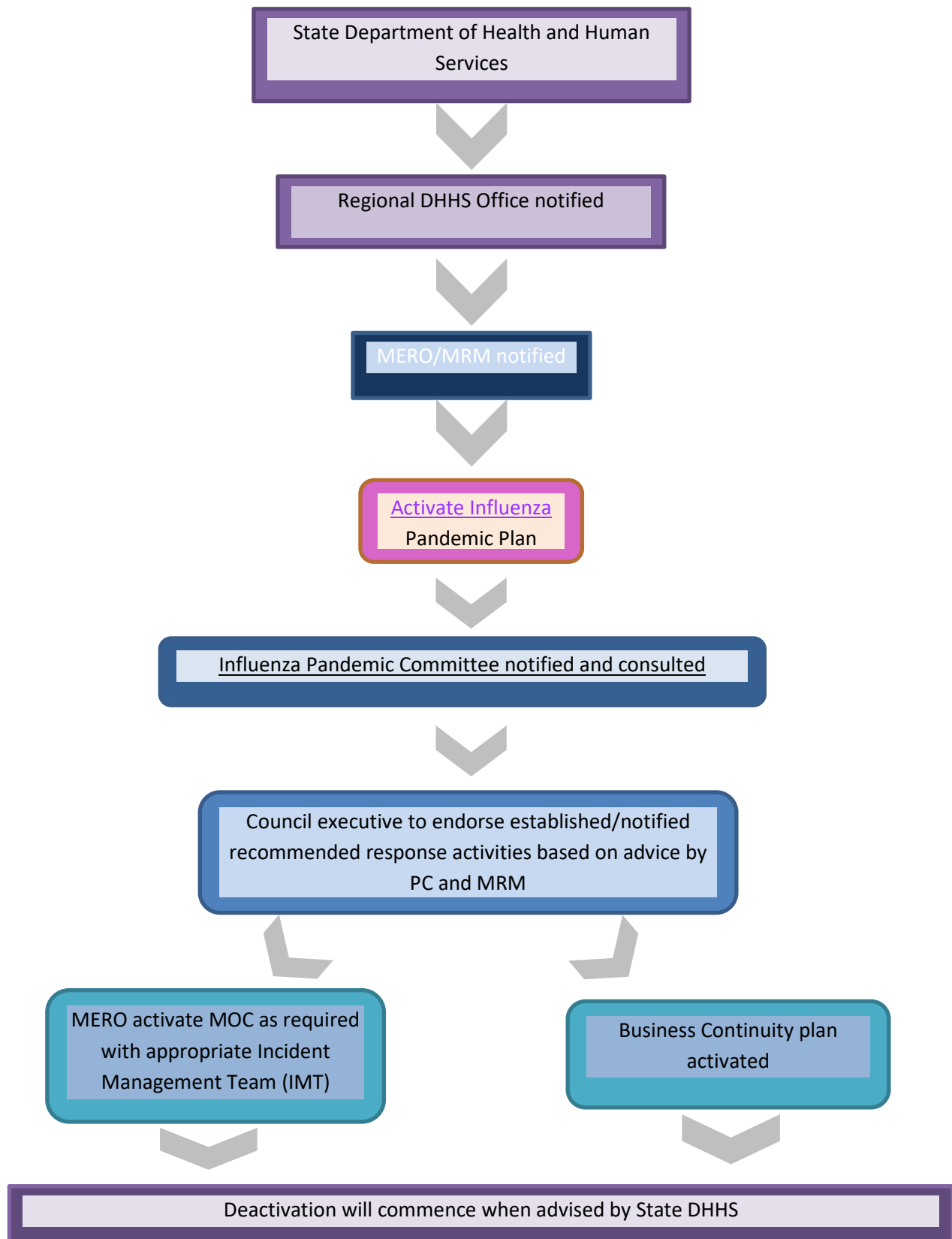
The Pandemic Committee will meet throughout the pandemic. This will most likely be via teleconference to avoid close contact and reduce the risk of the virus spreading.

Possible outcomes during/ after a pandemic for the committee to consider are shown in Appendix 1.

Council will implement the following strategies in the initial response to a pandemic:

- call a meeting of the Influenza Pandemic Committee to oversee activity and provide advice. This will most likely be via teleconference to avoid close contact and reduce the risk of the virus spreading;
- strengthen infectious disease control measures to minimise or prevent the spread of influenza in the workplace;
- provide clear, timely and pro-active communication to staff including how Council is responding to the situation;
- provide clear, timely and pro-active communication to residents;
- provide personal protective equipment to staff (surgical masks, disposable gloves);
- review and strengthen infectious disease control measures and exclusion policies in all Councils' child care centres/kindergartens (as relevant), maternal and child health centres, immunisation services and other funded community services (eg home support – aged care);
- enact Business Continuity Plan.

ACTIVATION PROTOCOL



11.2 Control Strategies

This plan identifies a number of strategies that may need to be undertaken in the event of a pandemic.

Depending on the transmission mode of the agent, varied control measures will be implemented to prevent/limit transmission. During a Pandemic, agencies within the Cluster Councils may be required to assist with control strategies appropriate to the nature of the contagion. This will be handled within existing Emergency Management arrangements.

11.2.1 Social distancing

Social distancing refers to various personal and physical infection control measures designed to reduce the risk of transmission between people. Measures need to be implemented appropriately and progressively at different phases of a pandemic, in order to maximise their benefits and limit any unnecessary impact on communities and business.

Moderate measures may include advising people to minimise physical contact and avoid large gatherings and public places.

Extreme measures might include closing schools, childcare centres, universities, workplaces and recreational facilities, cancelling public events, home isolation or strict travel restrictions.

How to minimise contact

- Avoid meeting people face to face – use the telephone, video conferencing and the internet to conduct business as much as possible, even when participants are in the same building.
- Avoid any unnecessary travel and cancel or defer non-essential meetings, gatherings, workshops and training sessions.
- If possible, arrange for employees to work from home or work variable hours to avoid crowding at the workplace.
- Practice shift changes where one shift leaves the workplace before the new shift arrives. If possible, leave an interval before re-occupation of the workplace. If possible, thoroughly ventilate the workplace between shifts by opening doors and windows or turning up the air-conditioning.
- Avoid public transport. Walk, cycle, drive a car or go early or late to avoid rush hour crowding on public transport.
- Bring lunch and eat it at your desk or away from others (avoid the cafeteria and crowded restaurants). Introduce staggered lunchtimes so the numbers of people in the lunchroom are reduced.
- Do not congregate in tearooms or other areas where people socialise. Do what needs to be done and then leave the area.

- If a face-to-face meeting with people is unavoidable, minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible; avoid shaking hands or hugging. Consider holding meetings in the open air.
- Set up systems where clients and customers can pre-order or request information via phone/email/fax and have the order or information ready for fast pick-up or delivery.
- Encourage staff to avoid large gatherings where they might come into contact with infectious people.

11.2.2 Limiting mass gatherings

Mass gatherings have the capacity to spread viruses among participants. Events that may be considered as mass gatherings include schools/education facilities, concerts, large sporting events, citizenship ceremonies, festivals, shopping centres, cinemas, nightclubs and places of worship.

In the event of a pandemic, mass gatherings organised within or by the Council will be reviewed in line with DHHS advice. DHHS will determine the approach based on the particular nature of the contagion and advise private business and event organisers of their obligation to close and cancel events.

11.2.3 Procedure for Supporting People Isolated in their home

During influenza pandemic community members may be quarantined in their homes. Additional support may be required for members of the community who are quarantined in their homes who don't have any form of assistance (family or friends). Identification of these 'affected' people could be made by DHHS via their Help Line, requests for assistance through the Council Reception or referrals from members of the community. Initial consideration should be given as to the person's reasonable ability to remain quarantined in their home with limited support, with other options to be considered (e.g: hospital admission).

Assistance provided by Councils will be dependent on each municipality's capacity and funding streams and they may not all be the same. Any assistance provided must take into consideration the control strategies identified in this plan, see section 11.2.1 and 11.2.2.

The following points will be considered by the municipalities when determining what assistance can be provided:

- council may have limited capacity to respond
- the least human contact is the underlying principle
- initial information provided should indicate:
 - health status
 - access to food and support
 - access to medication.
- the need to maintain regular phone contact and whether this is possible due to resourcing issues
- any deliveries of supplies (e.g: food or medications) to be delivered to a pre-arranged collection point that minimises contact with the quarantined person/s.

11.2.4 Work from Home / Restricting work place entry

As a minimum, on declaration of the Australian 'Contain Phase', agencies will, via their Business Continuity Plan, determine the need to advise staff and visitors not to attend if they have symptoms of the pandemic or have been in contact with someone who has/d symptoms of the infection.

Employees shall be advised not to come to work when they are feeling unwell, particularly if they are exhibiting symptoms associated with the pandemic. Unwell employees will be advised to see a doctor and to stay at home until symptom free for at least eight days, and medical clearance has been provided.

Staff who have recovered from the pandemic related illness are unlikely to be re-infected (most will have natural immunity) and will be encouraged to return to work as soon as medical clearance is provided. In extreme cases it may be desirable that staff are not gathering in the same place. In this instance work from home (remote) practices may need to be authorised and then supported by the IT department.

11.2.5 Council visitors

In order to prevent and limit the likelihood of influenza transmission between Council staff and visitors the following actions should be undertaken:

- Stringent cleaning procedures and the use of disinfectant cleaning products.
- Enhanced cleaning and servicing of air conditioners.
- Sanitary waste management, including the installation of foot pedal operated lidded bins.
- A dedicated budget allowance for essential supplies.

In response to pandemic, extra precautions would be taken to prevent infection. These include:

- Reducing staff travel and using other non-contact methods of communication.
- Restrict entry by the public and contractors into Council Offices.
- Implement enhanced cleaning services.
- Provide PPE as required.
- Enhanced cleaning and servicing of air conditioners. Or switching off/ isolating air conditioning in favour of providing natural ventilation, where applicable.

Some of these actions will only be implemented if the pandemic is particularly infectious or severe.

11.2.6 Virtual MOC operations

The IMEMP details arrangements for the normal operation of the Municipal Operations Centre (MOC). Should social isolation be considered as the most appropriate control strategy by the control agency, the MOC can still be managed by staff logging onto Crisisworks remotely. Communication via telephone rather than gathering in the predetermined MOC facility should also be considered. As a pandemic is likely to be long running, consideration should be given to

incorporating the MOC role into a person's normal role. The long-running nature of pandemic also means the MOC may not need permanent full staffing.

11.2.7 Personal Protective Equipment (PPE) and Cleaning Supplies

Councils will maintain a limited stockpile of Personal Protective Equipment (PPE) for use by staff that have direct contact with the community during the pandemic. This includes: disposable gloves, safety glasses and alcohol based hand sanitiser. Appropriate face masks will be purchased as required.

These will be available to staff that have close contact with members of the community and with people who may be unwell. This includes personal carers in the aged and disability area, early years staff and maternal child health nurses. These will be supplied to staff on an as needs basis at the discretion of the Pandemic Coordinator with the assistance of internal staff, in particular the managers of these areas, Council's Occupational Health and Safety Officer and Environmental Health Officers.

The reliability of suppliers to provide these services during a pandemic has been investigated and deliveries are usually available within 3-4 days, providing the items are available.

11.2.8 Food Delivery

AUSFOODPLAN-Pandemic addresses National food supply during a pandemic. The plan includes arrangements for grocery stores to implement social distancing, and continue to supply groceries, hygiene and sanitary products. The plan does not cover vulnerable communities that are sick or not able to get to stores. The role of food supply at the state level is shared between Department of Environment, Land, Water and Planning (DELWP) and DHHS. If local food deliveries are required, this will be managed within the existing Emergency Management arrangements.

Cluster Councils utilise different contractors and approved suppliers for the catering of the delivered meals program and Council functions. Each Council keeps details of contractors and suppliers.

Councils maintain a list of approved suppliers for the purchasing of products. Local food businesses located throughout the Shire are able to provide catering for large numbers of people. If necessary these businesses will be contacted to assist in the provision of additional meals for isolated persons.

11.3 Council internal arrangements

Staff will be encouraged to regularly clean their own work areas, especially those that are shared with other members of staff. Focus will be on high contact areas such as computers, telephones, door handles, light switches and high traffic areas such as tea rooms and meeting rooms.

The collection of sharps has been considered and arrangements are in place for routine collections and deliveries of containers. An adequate supply of containers is on hand if

deliveries cannot be made and secure storage is available for full containers to be stored until collection can be arranged.

Personal Support for staff is available through the Employee Assistance Program. This is a counselling service that staff can access for a range of issues at any time.

11.3.1 Mass Vaccination

Advice on the process of mass vaccination is provided in the Mass Vaccination Guide, which forms Appendix 8 of the Victorian Health Management Plan for Pandemic Influenza (VHMPP). Refer to individual Council's standard operating procedure for Mass Vaccination.

11.3.2 Mass fatality

The Victorian Institute of Forensic Medicine (VIFM) is responsible for all deceased persons where there is no Doctor's certification of death. The VIFM has a capacity for normal operations and surge capacity arrangements for a significant number of deceased persons. The VIFM will use the Disaster Victim Identification INTERPOL Guidelines to identify multiple bodies after a mass fatality (likely in a pandemic). Cultural sensitivities are taken into account and teams are briefed on local religious beliefs, cultural attitudes and practices and political systems.

11.3.3 Deactivation

When response activities are nearing completion, the Influenza Pandemic Committee in conjunction with the control agency will call together relevant relief and recovery agencies including the MERO and the MRM to consult and agree on the timing and process of the response stand down.

Stand- down activities for agencies include:

- Liaise with agencies for up-to-date information.
- Implement agency plan for resumption of full business capacity.
- Restock inventory and resupply.
- Document financial expenditure and seek advice from your regional department in relation to any financial support packages available.
- Conduct staff debriefs.
- Review the Influenza Pandemic Plan and prepare for the next influenza pandemic using lessons learnt.
- Continue recovery processes to assist the community.

(Refer to 13 - Action Plan Implementation – Section 5. Deactivation)

12 Community Support and Recovery

12.1 Responsibilities in recovery

Under the current emergency recovery arrangements, Emergency Management Victoria is the lead agency for recovery in Victoria. Regionally, DHHS leads recovery and Local Government plays a key role in assisting DHHS in the provision of services at a local level due to the close relationship Council has with the community. The IMEMP outlines arrangements in place in relation to the provision of aid and support in the event of an emergency.

Possible outcomes during/ after a pandemic for the Influenza Pandemic Committee to consider are shown in Appendix 1.

12.2 The role of Local Government

Local government has a pivotal role in assisting individuals and communities in the recovery phase of an emergency. The Emergency Management Manual Victoria (EMMV) outlines the key activities carried out by local government in close conjunction with, or with direct support by, government departments.

Coordination with Regional DHHS and Regional MRMs will be ongoing to discuss and assess the sharing and coordination of recovery resources. Refer to Part 7 of the EMMV – Emergency Management Agency Roles for full details on the planned arrangements for the management of community support and recovery and the community organisations and agencies that can assist.

12.3 Impact Assessments

Following an emergency it is important to conduct impact assessments as soon as possible to prioritise recovery activities for the community. An assessment of public health risks will ensure key messages are provided to the community in a timely manner which will be very important in trying to contain the pandemic. Section 8 of the IMEMP explains the assessment process.

12.4 Finance during recovery

Recording of accurate and comprehensive expenditure is referred to in the IMEMP. If required a dedicated cost centre number will be used by the Influenza Pandemic Committee and later referred to the MERO/MRM.

13 Action Plan Implementation

Appendix 2 contains checklists to assist Council staff to undertake required tasks during the following stages:

1. Preparedness
2. Standby
3. Initial Action
4. Activation
5. Stand-down.

14 Helpful resources and fact sheets

Refer to the Better Health Channel for information:

<https://www.betterhealth.vic.gov.au/health/ConditionsAndTreatments/flu-influenza>

The Victorian Health website will provide information and fact sheets:

<http://www.health.gov.au>

The World Health Organisation: Fact Sheet: <http://www.who.int/influenza/en/>

Resources and fact sheets listed below can be found from the above websites:

RESOURCES

Pandemic Tool Kit

Pandemic Influenza

Victorian Action Plan for Pandemic Influenza

FACT SHEETS

How to fit and remove protective gloves

How to fit and remove a protective gown

How to fit and remove a surgical mask

How to fit and remove a P2 -N95 respirator

Protective eyewear

How to fit and remove personal protective equipment

Clean hands

Travel health – Have you recently returned from overseas?

Avian Influenza

Seasonal and pandemic influenza

Transmission of respiratory disease and managing the risk

15 Distribution List

Title	Organisation	Plan No.
Electronic database	Cluster Coordinating Council	1
Manager, Health Protection	Department of Health and Human Services Loddon Mallee Region	2
Manager, Emergency Management North Division	Department of Health and Human Services	3
Emergency Management Coordinator	Mount Alexander Shire Council	4
Emergency Management Coordinator	City of Greater Bendigo	5
Emergency Management Coordinator	Central Goldfields Shire Council	6
Emergency Management Coordinator	Loddon Shire Council	7
Emergency Management Coordinators	Campaspe Shire Council	8

A copy of this Plan can be found on each Cluster Council's website.

16 Appendices

Appendix 1 - Community Support and Recovery – Possible outcomes for consideration

Impact as a result of an influenza pandemic	Consequence to the community
Staff absenteeism	Reduced ability to deliver basic services e.g. home support (aged care and early years services). Loss of income. Extra stress on already struggling families
Death of employees	Loss of local knowledge, will take longer to train new person and restore the service, time for organisation to find new person
Decreased socialisation/ breakdown of community support mechanisms	Depression, loneliness
Increased pressure on services	Greater demand on resources, decrease in means of distribution. Current receivers of care may receive insufficient care
School closure	Parents of dependent children can't go to work. Teachers and school staff can't work. Economic loss
Increased need for information	Conflicting messages and misinformed social media groups can cause anxiousness and fear
Overloaded hospitals and medical centres	Reduced capacity to treat all patients, patients with minor problems less likely to be admitted
Animal abandonment	Abandonment of the animal originally responsible for carrying the flu. Fear of animals. Animal cruelty
Increased numbers of vulnerable people and emergence of new groups	More pressure on already struggling services. Increased care requirements of vulnerable people. Less numbers of carers available
Closure of public places	Reduced ability to buy supplies, loss of entertainment
Widespread economic disruption	Increase in crime. Stress on families. Businesses will struggle. Reduced ability to buy essential supplies. Reduced employment
Psychological health	Trauma, depression
Mental health	Survivor guilt

Appendix 2 – Action Plan Implementation Checklists

1. Preparedness – Planning Stage

STATUS – No novel strain of the virus has been detected.

PRIMARY OBJECTIVE - Plan and prepare for pandemic influenza as part of normal risk management business.

RESPONSIBLE OFFICERS: Council Environmental Health Coordinators and Emergency Management staff.

Influenza Pandemic Coordination – Actions required		Actioned Y/N
1.	Review the Influenza Pandemic Plan and update any contact details or operating procedures	
2.	Promote influenza prevention activities such as: <ul style="list-style-type: none"> ▪ offering workplace seasonal influenza immunisation to staff ▪ promote good personal hygiene – hand hygiene and respiratory/cough etiquette ▪ staying away from work or public gatherings if symptomatic 	
3.	Ensure all business continuity plans are current at all times	
4.	Promote seasonal influenza vaccination to vulnerable community members through the Community Care / Community Services and Early Years teams	
5.	Promote seasonal influenza vaccination to the broader community via the community newsletter, local newspaper and the council website	
6.	Check Influenza PPE stockpiles: <ul style="list-style-type: none"> ▪ What current levels of PPE gear do you have? ▪ Are masks, gloves and hand sanitisers within adequate use by date? ▪ Is current storage ok? If not what location will you store items? 	
7.	Review of current Influenza/Mass Vaccination clinics	
8.	Meet with Pandemic Planning Committee to discuss organisational preparedness (if activated)	

2. Standby - Response Stage

STATUS - Sustained human-human transmission of a novel influenza virus has been detected overseas in one or more countries

PRIMARY OBJECTIVE – Commence arrangements to reduce the impact of a pandemic on the municipalities and increase vigilance for case detection.

RESPONSIBLE OFFICERS: Council Environmental Health Coordinators and Emergency Management staff. Note: A Pandemic Committee may be appointed at this point.

Pandemic Coordination – Actions required		Actioned Y/N
1.	Convene the Influenza Pandemic Planning Committee of the IMEMPC to ensure the following occurs: <ul style="list-style-type: none"> ▪ maintain access to the Chief Health Officer’s alerts to monitor the situation ▪ liaise with Department of Health and Human Services and other agencies. 	
2.	Messages to staff should: <ul style="list-style-type: none"> ▪ explain the local status ▪ explain infection prevention arrangements and promote ongoing education regarding the minimizing of infection spread ▪ demonstrate the need for increased vigilance for case detection ▪ incorporate advice from Department of Health & Human Services. ▪ promote messages for employees to convey to fellow staff members, friends, family, clients and customers. ▪ provide the link to the Department of Health & Human Services website and other pandemic influenza information resources. <p><i>Refer to Part 14 - Helpful Resources and Fact Sheets</i></p>	
3.	Confirm that the procedures to support people in home isolation are current and operable.	
4.	Meet with Risk and Safety Officer, or other responsible officer, to ensure Council’s business continuity plan considers the impacts of a Pandemic.	
5.	Review stocks of Personal Protection Equipment (PPE) and make arrangements to increase capacity.	

3. Initial Action – Response Stage

STATUS - Novel influenza virus or pandemic virus detected in Australia with limited information available.

PRIMARY OBJECTIVE – Minimise transmission by implementing maximum infection control procedures and monitoring staff wellness.

RESPONSIBLE OFFICERS: Council Environmental Health Officers / Coordinators and Emergency Management staff. Note: a Pandemic Coordinator may be instigated at this time.

Pandemic Coordination – Actions required		Actioned Y/N
1.	Alert Council staff of the situation and reinforce the infection control measures implemented in the previous stage. Additional advice to staff to also: <ul style="list-style-type: none"> ▪ stay away from work or public gatherings if symptomatic to minimise the risk of infecting others ▪ to seek medical advice if symptoms continue or get worse. 	
2.	Maintain the communication activities initiated in the Standby Response stage.	
3.	Consider further arrangements for minimising the risk of infection in the workplace: <ul style="list-style-type: none"> ▪ implement remote work arrangements if applicable ▪ use alternate non face-to-face work arrangements ▪ introduce additional cleaning and disinfecting (handrails, door handles, lift controls, telephones, rubbish bins) ▪ use clear screens or PPE for staff in customer interactive roles ▪ encourage home quarantine for suspected cases. 	

4. Activation – Response Stage

STATUS – The pandemic virus has entered the country and is spreading throughout the community. Enough is known about the disease to tailor measures to specific needs.

PRIMARY OBJECTIVE – Provide targeted support and quality care while maintaining business continuity.

RESPONSIBLE OFFICERS: Pandemic Coordinator, MERO, Community Care / Community Services Coordinator, MRM.

Pandemic Coordination – Actions required		Actioned Y/N
Pandemic Virus infections are being reported in the local municipalities		
1.	Maintain current infection control measures implemented in the Initial Action stage. If the severity of the influenza virus is deemed high the following is recommended: <ul style="list-style-type: none"> ▪ public access to the Council offices be restricted ▪ promote social distancing ▪ PPE usage – the State controller will provide advice about the appropriate use of PPE. 	
2.	Establish a Municipal Operations Centre and implement the following: <ul style="list-style-type: none"> ▪ conduct regular tele-conferences with DHHS, support agencies and neighbouring municipalities ▪ identify which parts of the relevant plan need to be implemented on advice from DHHS 	
3.	Implement procedures to continue delivery of the essential components of support for clients receiving funded services delivered by Council as per business continuity plans and determine capacity to provide support for people who are isolated in their homes.	
4.	Implement the procedure to establish and deliver community support services. The nature of these will vary, depending on the degree of impact. Similarly, how they are delivered (single gathering point for the community or on an individual basis) will also vary.	
5.	Liaise with the Business Continuity Team regarding measures to maintain critical Council service delivery.	
6.	Maintain communication with Council staff and the community.	
7.	Provide vaccination services to the priority community groups when requested by the DHHS. See Mass Vaccination Standard Operating Procedure	
8.	The Influenza Pandemic Committee prepare for the recovery arrangements for the affected community (s) as the need arises. Liaise with the local health and other service providers to ensure these actions complement each other.	

5. Deactivation – Response Stage

STATUS – Pandemic subsiding and/or Vaccinations result in a protected population.

PRIMARY OBJECTIVE – The public health threat is managed within normal arrangements and monitoring for change is in place.

RESPONSIBLE OFFICERS: Pandemic Coordinator, MERO or MRM, Emergency Management Team.

Pandemic Coordination – Actions required Infection rate has dropped significantly		Actioned Y/N
1.	Stand-down: Initiate stand down procedures which include: <ul style="list-style-type: none"> ▪ reducing community support activities while maintaining quality care of funded clients ▪ cease activities that are no longer needed (eg the MOC) ▪ communicate these changes to staff and external agencies ▪ maintain basic infection control procedures ▪ monitor for a second wave of the outbreak and also for development of anti-viral resistance. 	
2.	Liaise with the Municipal Recovery Manager regarding a hand-over from response to recovery operations. <i>Refer to Council IMEMP – Emergency Recovery Plan for more detail on the recovery services likely to be required.</i>	
3.	Continue to coordinate vaccination sessions when requested by DHHS	
4.	Participate in the Influenza Pandemic Committee to determine the services and resources required to address the identified needs.	
5.	Conduct staff debriefs to determine: <ul style="list-style-type: none"> ▪ status of their psycho-social well-being ▪ effectiveness of the Pandemic Plan procedures. 	
6.	Participate in regional operations debrief/s.	
7.	Recommend any changes to the IMEMPC in relation to the IMEMP, Influenza Pandemic Plan or Mass Vaccination Procedures. This may include improvements that have come from debriefs.	

8.6 SKATE AND SCOOTER PARK

Author: **Manager Community Partnerships**

Responsible Officer: **General Manager Community Wellbeing**

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

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council endorse:

- Princes Park as the preferred location for the Skate and Scooter Park, and
- a financial commitment of \$393,260 to enable a funding application to Sport & Recreation Victoria for the proposed Skate and Scooter Park.

LEGISLATION AND POLICY CONTEXT

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

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

Objective 1.6: Promote and support passive and active recreation

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

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

Objective 2.7: Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences.

Initiative: Identify opportunities for new events in the Central Goldfields Shire.

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

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

Municipal Public Health & Wellbeing Plan 2017-2021 (2019 refresh)

Priority1: Healthy Eating and Active Living

Area 4: Support walking, cycling and other physical movement.

The Skate and Scooter Park is one of Council's eight Priority Projects which will directly address youth disengagement by bringing community building facilities into the heart of our region.

It also links to the infrastructure and activation priorities of the Healthy Heart of Victoria initiative.

BACKGROUND INFORMATION

The Skate and Scooter Park was identified as a Priority Project as a result of the Maryborough Skate Park Committee presenting a petition with 1,000 + signatures to Council.

The request was to upgrade the Maryborough Skate Park including a vision statement to *'build one of the best skate parks in Central Victoria'*.

Subsequently, Council appointed Convic Pty Ltd (Convic) to identify the most appropriate site, organise soil testing, conduct community consultation and prepare concept design plans with costings.

After assessment of three short listed sites, Convic identified Princes Park as the preferred option.

Community consultation was conducted between July and December 2019 significantly contributing to the final concept design.

Convic has now provided the Maryborough Skate and Scooter Park Final Concept Report and associated costing. The final design meets the Australian standard for equal access to the Skate Park and Lake Road shelter area.

This project meets the criteria for SRV's Local Sports Infrastructure Fund. If successful, the grant funding will enable construction to start within the 2020/21 financial year.

REPORT

The Skate and Scooter Park has been designed to accommodate a range of wheeled sports including skateboards, scooters, roller skates, roller blades, toddler bikes and BMX bikes. The design incorporates spectator seating and viewing areas plus shade structures. It enables passive surveillance for parents and carers from several directions including the adjacent facilities (playground and BBQ area).

The new Skate and Scooter Park will provide opportunities for participation in free and low cost recreation activities for children, young people, adults, and older adults. It will also provide participation opportunities for girls and women, and all skill levels from beginner to experienced wheeled sport participants.

The new design and proposed location provides additional physical activity options in an area where other free and low cost options are available. This will further activate the area and produce positive health outcomes across the broader community.

Location:

Council conducted an initial assessment of nine sites in Maryborough to identify the most appropriate location for the Skate and Scooter Park. Three sites were short listed:

- Jack Pascoe Reserve (current skate park site)
- Station Domain, and
- Princes Park adjacent to the playground.

Convic identified Princes Park as the preferred option because it 'offers a unique opportunity to tie into existing recreational precincts, creating a linked network of active programs from playgrounds, BBQ areas, football oval and extensive footpath network' (Maryborough Skate and Scooter Park Site Selection Report, 2019).

The memorial and art work dedicated to Darcy Nicholson located at the current skate park will be considered for inclusion at the new site. This has been discussed with Darcy's family who have indicated their support and to be involved in any further considerations of the relocation of Darcy's memorial.

Activation of the new Skate and Scooter Park

The establishment of a 'user action group' is being explored, the role of which will be to activate the facility to its fullest extent. This will include organising and running events, and reducing the likelihood of vandalism.

Sports Focus have indicated their support by running a series of programs at the site which will specifically target female participation.

Skate Boarding Victoria have indicated they can run the 'We Roll' program (targets 12-17 year olds) and gender inclusive 'Skate boarding workshops' to activate the site. This program also assists with the transition of committed participants into coaching and officiating positions, especially in regional areas.

CONSULTATION/COMMUNICATION

The Maryborough Skate Park Committee and approximately 55 other young people have been engaged throughout the consultation process. This is in addition to the 1,000 plus young people who signed a petition to Council requesting a skate park.

The development of concept plans and input opportunities was promoted through a Community Engagement Plan which included Council's website, local newspapers, school newsletters, flyers on community notice boards and via word of mouth.

Convic conducted two pre-design community consultation workshops which resulted in a 'Maryborough Skate and Scooter Park Pre-Design Consultation Summary Report'.

Based on information received through the above channels, Convic prepared a concept design which was then reviewed at two 'Draft Design' Workshops held in December 2019. The draft was favourably received and after some minor changes the 'Maryborough Skate and Scooter Park Final Concept Report' was provided in January 2020.

Advice has been sought from the SRV Regional Manager - Loddon Mallee throughout the planning process and in regard to grant opportunities.

FINANCIAL & RESOURCE IMPLICATIONS

Local Government can apply for up to \$250,000 per project. The funding ratio for rural councils is SRV \$2: Council \$1. Projects must be shovel ready, organisations must have the capacity to deliver the project, and matching funds are committed to the project. This project is shovel ready and the organisation has the capacity to deliver.

The Skate and Scooter Park concept is estimated at \$546,400. With 5% contingency and 10% project management allowance, plus \$14,900 for construction documentation, the project total is estimated to be \$643,260. The application to SRV would request \$250,000 and will require a financial commitment from Council of \$393,260.

Sale of the existing Skate Park site at Jack Pascoe Reserve has been proposed as an option to fund the project. This land has the potential for subdivision and sale, with an initial estimated market value of between \$300,000 and \$400,000. The sale preparation process and securing a buyer could take 2 to 3 years but would in effect cover the initial outlay from Council.

Other opportunities for income generation to support the skate park build and activation will continue to be fully explored as part of the project. This includes work to identify potential

sponsorship opportunities and working with government, philanthropic organisations and other funding bodies to identify appropriate grant funding streams.

It is anticipated that specialist skate and scooter park companies will respond to the Design and Construct tender and no other specialist costs have been identified.

If the application to SRV is successful and the Skate and Scooter Park is constructed, Council will be responsible for ongoing maintenance for the life of the asset, and renewal when the asset requires replacement.

RISK MANAGEMENT

Benefits

The Skate and Scooter Park will provide free recreation opportunities, will be a space which enhances community connection and social inclusion, and contribute to the positive mental and physical health outcomes of young people. Local research indicates that cost is an inhibitor to participation in sport and recreation activities for young people in Central Goldfields Shire, and they need appropriate places to connect and socialise.

The new facility will be a draw card for Maryborough, attracting skate and scooter park tourism. It will activate a prime recreation location and compliments existing infrastructure in the identified location in Princes Park, including playground, BBQs, trails and footpaths, and recreation oval.

Risks

If Council does not commit to the required financial contribution to support the funding application, it might be perceived as unwilling to take active steps toward turning the plans into reality thereby resulting in considerable community dissatisfaction, especially from young people whose expectations have been raised through contribution to the design process.

There is financial risk to Council which will result from ongoing maintenance and renewal costs. There is potential for vandalism with its associated costs; this will be reduced due to the incorporation of good lines of sight for visual surveillance. Given that a significant percentage of users are likely to be junior scooter riders, there will be many more families/parents/carers in attendance which will mitigate this risk.

CONCLUSION

The Skate and Scooter Park was identified by more than 1,000 young people as a priority for them, resulting in Council including the project as one of its priority projects.

The new Skate and Scooter Park will further activate an existing recreational space, provide free recreational opportunities to improve health and wellbeing outcomes for young people, and enhance the local economy as it becomes a tourist attraction.

It is proposed that Council endorse a financial commitment of \$393,260 to enable the funding application to SRV for the proposed Skate and Scooter Park construction.

It is also proposed that Council endorse Princes Park as the preferred location for the Skate and Scooter Park.

ATTACHMENTS

1. Maryborough Skate and Scooter Park Final Design Report January 2020
2. Maryborough Skate Park Estimate of Probable Costs January 2020
3. Maryborough Skate and Scooter Park Site Selection Report June 2019

RECOMMENDATION

That Council endorse:

1. *a financial commitment of \$393,260 for the Skate and Scooter Park; and*
2. *Princes Park as the preferred location for the Skate and Scooter Park.*

A black and white photograph of a building's upper portion, featuring a prominent clock tower with a dome and a clock face. The clock face shows Roman numerals and hands. To the left, there is a smaller tower with a cross on top. The building has a brick facade and a gabled roof with decorative elements.

MARYBOROUGH SKATE AND SCOOTER PARK

FCR.19023.B

FINAL CONCEPT REPORT

JANURARY 2020

CONVIC

PREPARED BY

CONVIC

FOR



QUALITY INFORMATION

PROJECT NAME Maryborough Skate and Scooter Park
PROJECT NO. 19023
PREPARED BY Angus Thomas
REVIEWED BY Simon Bogalo

ACKNOWLEDGEMENTS

Convic Pty Ltd. acknowledge the contributions of all those who participated in the concept design of the Maryborough Skate and Scooter Park, including the Central Goldfields Shire Council, community groups and other stakeholders who responded to the various opportunities for input and/or who provided advice and information where required.

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Draft Concept Consultation	09
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Perspectives	15
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REVISION HISTORY

REVISION	REVISION DATE	DETAILS	AUTHORISED	
			NAME / POSITION	SIGNATURE
A	10.01.2020	FIRST ISSUE	SIMON BOGALO / DESIGN LEAD	
B	29.01.2020	SECOND ISSUE	SIMON BOGALO / DESIGN LEAD	

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BACKGROUND

The Central Goldfields Shire Council are proposing a new Skate and Scooter Park within Princes Park. The facility shall compliment the existing uses and future recreational development within the area. By utilising a holistic approach the design of the Maryborough Skate and Scooter Park will result in a dynamic and activated central community hub that offers recreational and social experiences for all members of the Central Goldfields Shire community.

The Maryborough Skate and Scooter Park aims to be a local level facility catering to the needs of young people of the Central Goldfields Shire region, and be part of the broader network of skate parks/informal youth recreation facilities attracting users from the wider region.

The following report explains the approach and principles utilised to create a comprehensive design response.

The design explores opportunities and possibilities for the holistic integration of an active youth recreation precinct with landscape amenity, increased youth activation, supporting infrastructure, circulation and access.



VISION | THE MARYBOROUGH SKATE AND SCOOTER PARK WILL PROVIDE A MULTI-DISCIPLINE STREET AND TRANSITION STYLE FACILITY WITH SOME UNIQUE PLAZA STYLE OBSTACLES. IT WILL CATER TO MAINLY BEGINNER AND INTERMEDIATE SKILL LEVELS. THE SKATE SPACE WILL BE INVITING, FAMILY FRIENDLY AND CELEBRATE THE HERITAGE AND COMMUNITY OF MARYBOROUGH.

02

COMMUNITY CONSULTATION

CONSULTATION SUMMARY

The pre-design consultation outcomes have been summarised to inform a community driven design brief for the Maryborough Skate and Scooter Park. The information collected from the design workshop have informed this brief. These are all outlined thematically and will be used as the foundation for the development of the concept design.

TARGET USER GROUP

The community workshop feedback has highlighted skateboarders as the majority of users. It will however, cater to all user groups including those participating in BMXing, scooter, roller skating and all other active wheeled sport disciplines, as well as those non active participants looking to spectate.

SKILL LEVEL PROVISION

The majority of participants listed themselves as intermediate riders, however it was not a standout response with a close mix of beginner and advanced riders. The skate park design will consider obstacles mainly for beginner to intermediate skill levels however will ensure it provides opportunities for skill progression to an advanced level of riding.

SKATE TYPOLOGY

A clear preference for a mixed facility of street and transition style elements was indicated by the majority of participants. Furthermore, the sticker voting and design workshop discussions demonstrated there is a strong requests for unique street style obstacles.

SKATE VISION

Standout transition features favoured by community members were low level elements such as mini ramps, volcanos, blends and roll overs. The requested street elements highlighted more unique features such as curved ledges and sculptural elements. An interest in future competitions and skateboarding workshops was also highlighted as desirable, the space must consider provision and connecting elements suitable for such events.

ICONIC ELEMENTS

To celebrate Maryborough and give the park its own identity the design should reflect the surrounding natural materials and heritage of the area. The train station and gold mining references were mentioned by several community members, such ideas are to be reflected in the facility to provide local riders with a sense of ownership.

USER + SPECTATOR AMENITIES

To ensure a central community space that can be used by a variety of different user groups, the facility must tie into several other social opportunities within it's surrounds. The provision for areas of refuge and shade throughout the day is to be considered, whether purpose built or looking to utilise natural shade. Many highlighted the need for breakout spaces to allow for social hangout zones and spectating areas, this will be considered when developing the concept design.



03

MASTERPLAN

SITE CONTEXT

The site selected for the Maryborough Skate and Scooter Park is located within Princes Park. The site is simple in its topography with limited trees over a relatively levelled area. Lake Victoria borders the west edge and contains a busy pedestrian path network. Existing play and shelter amenity borders the south edge, with Burns street to the east.

Overall, the allocated site is bordered by active edges with vast open space for future development. In order to justify the skate parks position within a large park an indicative master plan study was undertaken with possible future development of splash park and playground works investigated.

-  Activate lake edge frontage.
-  Maintain views towards lake through open skate areas.
-  Direct connection to primary shelter and community infrastructure.
-  Maximize open area of park for future recreation development.



LEGEND

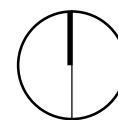
EXISTING WORKS

- 1 Playground
- 2 DDA Playground
- 3 Car Park
- 4 BBQ Shelter
- 5 Shelter
- 6 Toilets
- 7 Football Oval
- 8 Pedestrian Path

PROPOSED WORKS

- 1 Skate and Scooter Park
- 2 Advanced Playground
- 3 Splash Park
- 4 Future Recreation Development

CLIENT



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PROJECT
MARYBOROUGH SKATE
AND SCOOTER PARK

TITLE
MASTERPLAN SKETCH

DATE
10.12.2019

REVISION
01

04

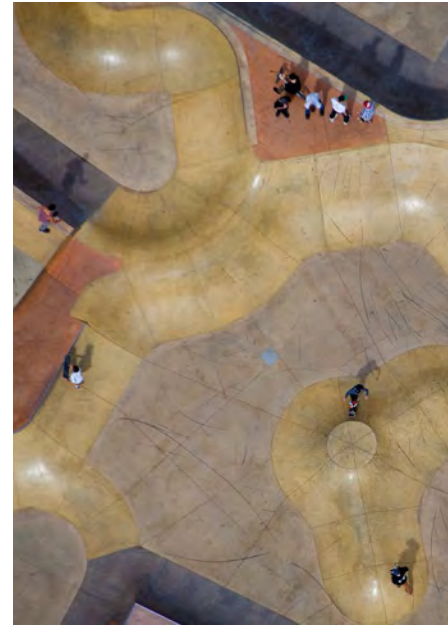
CONCEPTUAL DEVELOPMENT

THEMING

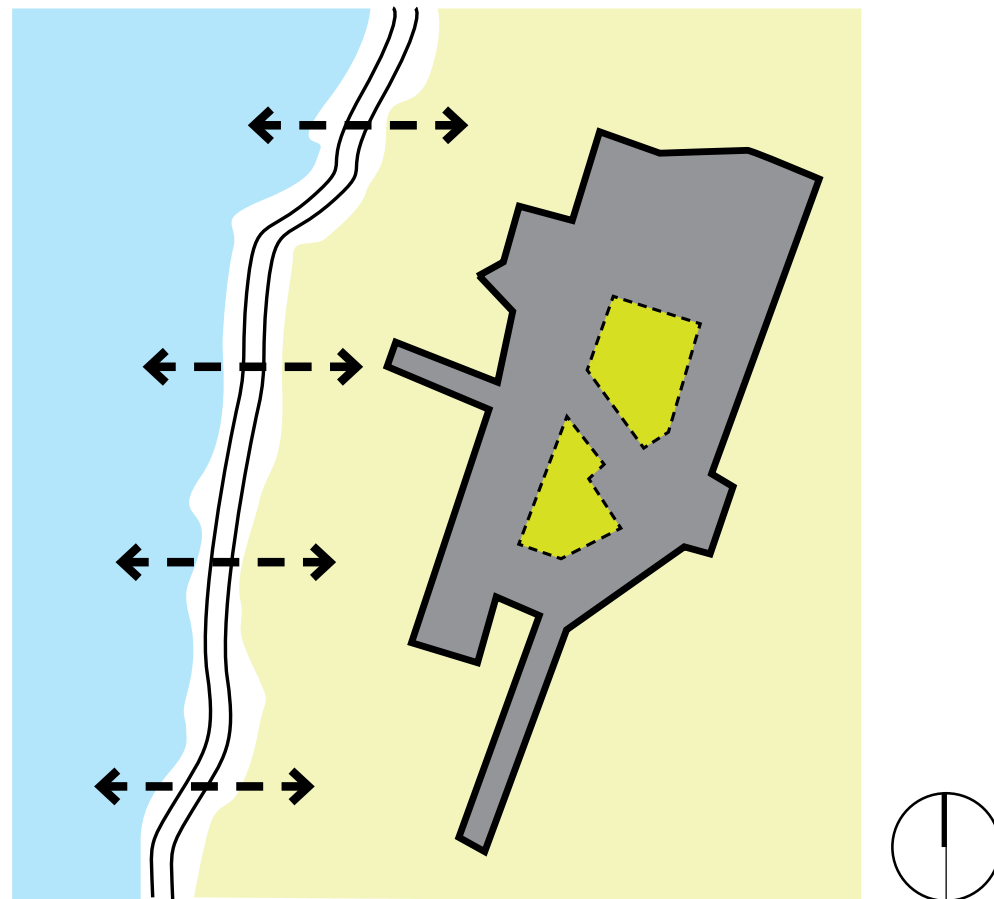
The concept theming takes inspiration from the surrounding historic architecture of Maryborough.

Situated in an area of rich mining history the skate park draws reference to significant buildings around town such as the train station, post office, town hall and grand stand. Exploring a natural colour pallet earthy tones are to reflect the masonry work of these buildings. Furthermore brick stencil work is to reflect the intricate craftsmanship displayed on the facades of the structures.

Green breakout spaces with passive lawn areas and low height planting are also integrated to buffer skate park runs and bring the surrounding Lake Victoria and Princes Park setting into the space.

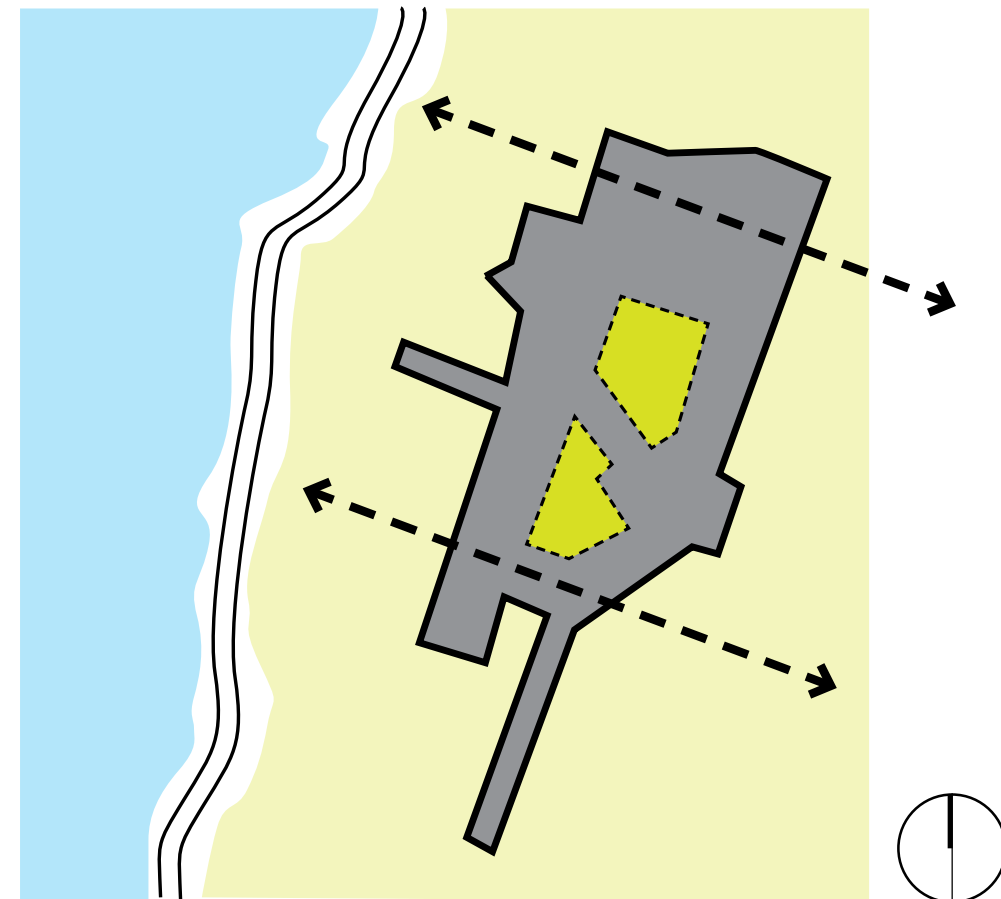


CONCEPTUAL LAYERS



ACTIVATE LAKE EDGE

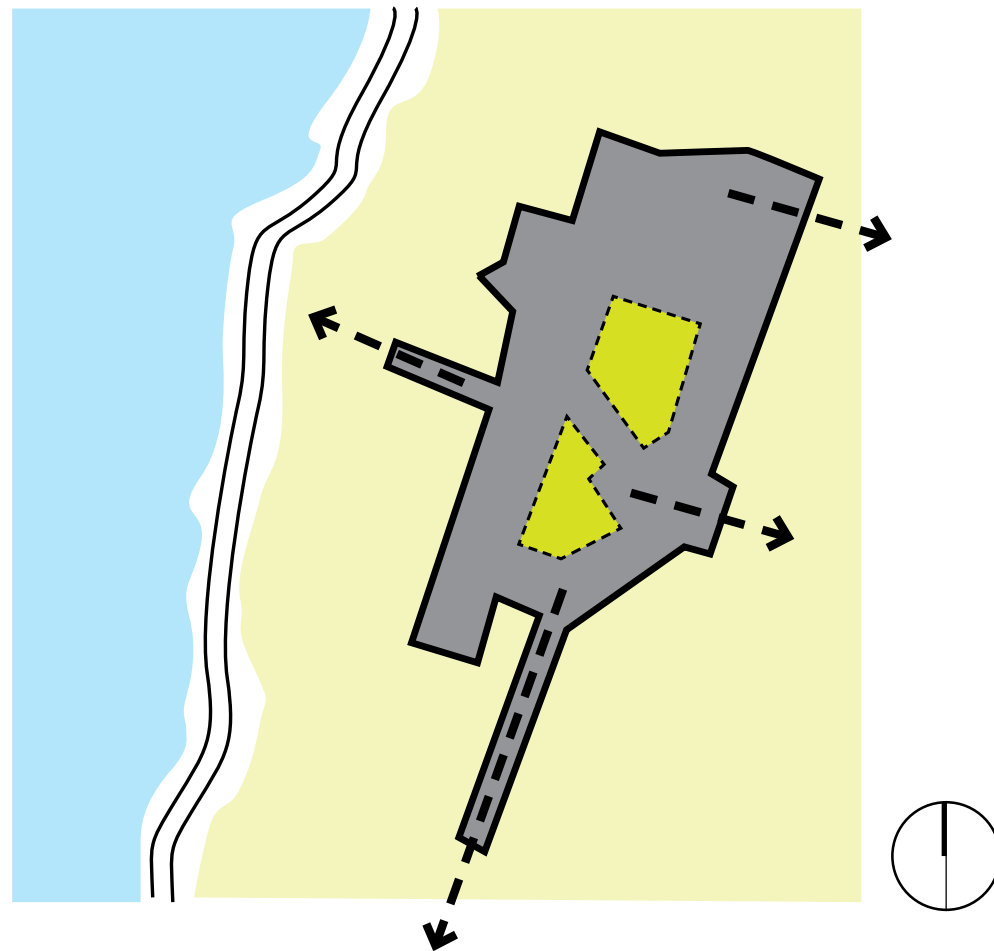
Lake Victoria and a pedestrian pathway sits adjacent the western edge of Princes Park. In order to connect to these areas the skate park footprint has been stretched in a linear arrangement from north to south. This opens entry points and activates the pedestrian journey along the lake edge.



MAINTAIN LAKE VIEWS THROUGH OPEN SKATE AREAS

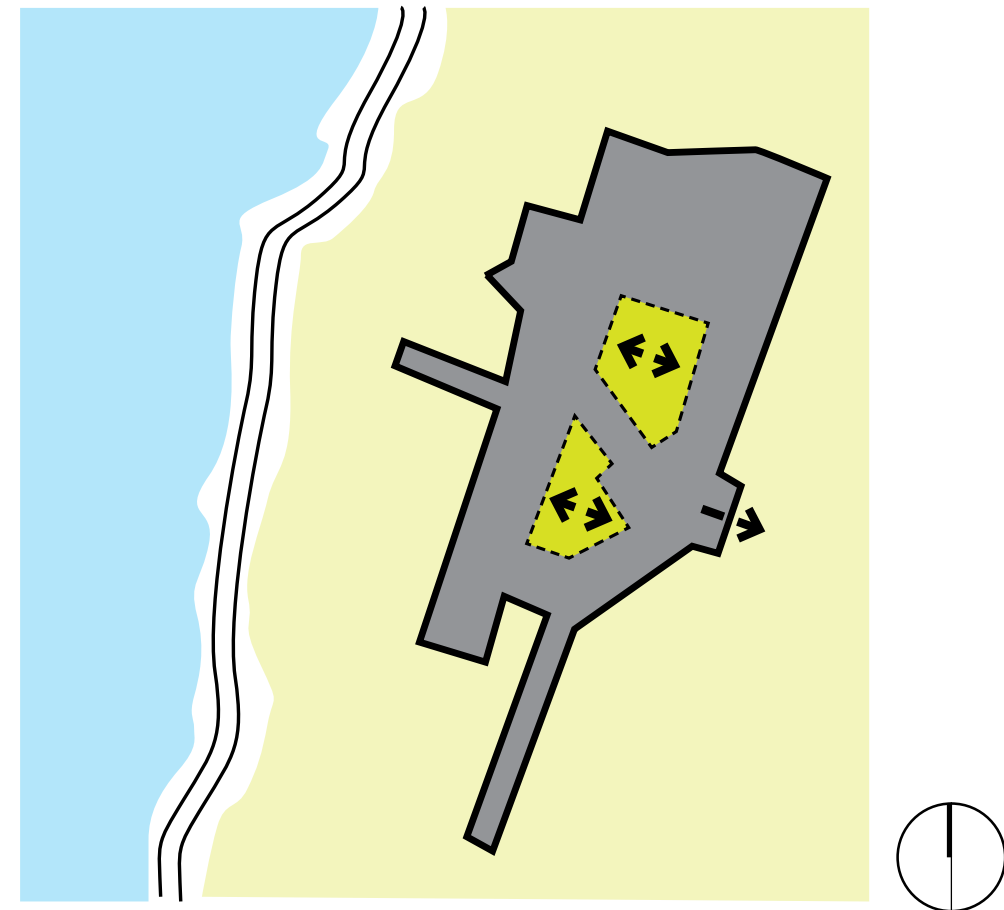
In order to maintain passive surveillance through the facility open skate areas have been positioned to the north and south. An open mini ramp transition zone to the north and flat street plaza zone to the south maintains view shafts through the space.

CONCEPTUAL DEVELOPMENT



CONNECT TO EXISTING INFRASTRUCTURE

Surrounded by existing infrastructure the skate park has been positioned to provide direct access to adjacent areas. A large shelter and BBQ space to the south, playground spaces to the east and footpath network to west all key into entry points.



INTEGRATE INTO GREEN SURROUNDINGS

Situated amongst a vast green oval the skate park has been stretched to fit its setting. Forming a loop style circuit green spaces divide and buffer runs of the skate park with central turf and vegetation spaces.

05

DRAFT CONCEPT: CONSULTATION FEEDBACK

DRAFT CONCEPT DESIGN CONSULTATION

The draft concept design consultation comprised of two community workshops taking place on the 11th of December at the Maryborough Community Hub.

Following a presentation of the initial consultation findings, the design process to date, design theming and eventually the draft concept, attendees completed questionnaires and took part in discussion of the project.

The first workshop comprised of a mix of young and mature local riders and community members. The younger group were particularly interested in the scooter specific elements and details of the design, where the older group were more interested in skate board provision. The second consult took place later in the afternoon and comprised mainly of older riders and users parents. There was a strong presence of skateboarders who were interested in the specific materials and ramp sizes throughout the design.

The following pages outline key responses received during group discussions and a summary of the feedback from the consultation questionnaire available at the community workshops:



DRAFT CONCEPT DESIGN

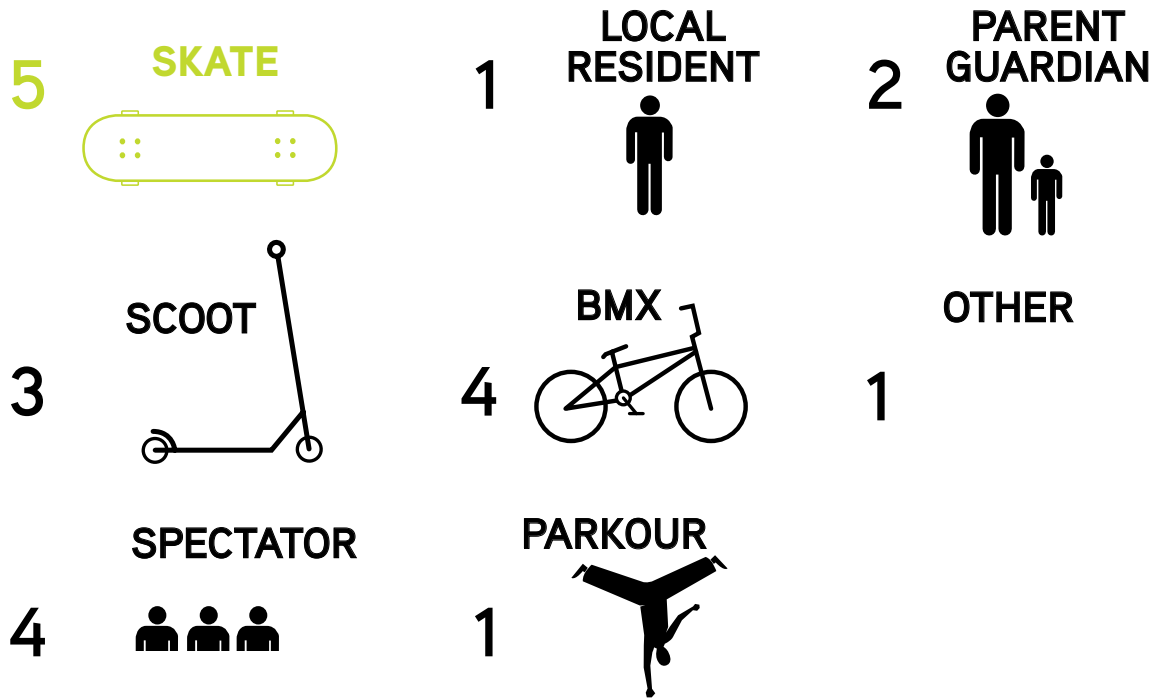


COMMUNITY FEEDBACK

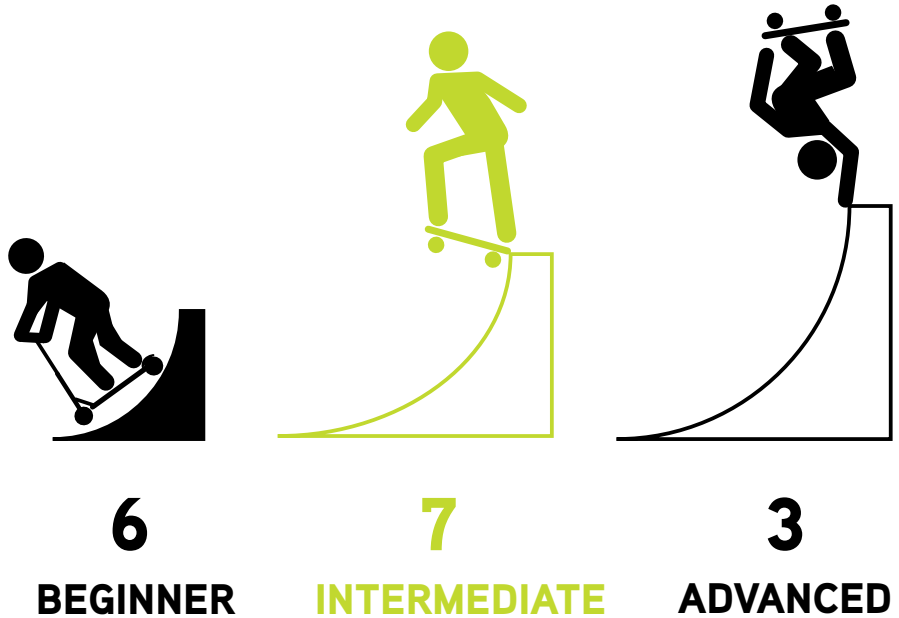
WHO WAS INVOLVED?



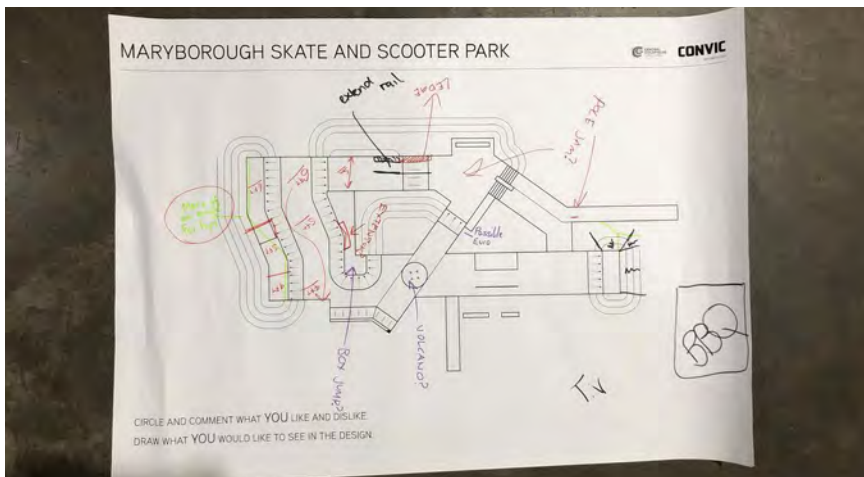
ARE YOU A...



WHAT WOULD YOU SAY YOUR SKILL LEVEL IS?



COMMUNITY FEEDBACK



DRAFT CONCEPT CONSULTATION SUMMARY

WHICH IS YOUR FAVOURITE PART OF THE SKATE PARK?

There was a variety of responses to this question with many participants favouring the mini ramp section, stair set and street run.

The feedback highlights the most valued areas within the draft concept design that should be maintained as the design evolves.

WHAT OTHER AMENITIES SHOULD BE CONSIDERED?

Participants were asked to identify what non-skate features are missing within the draft concept design. This helps to prioritize individual features and inclusions within the design, when moving forward into the final concept.

The results showed more shade closer to skate park areas as a stand out request. Drinking fountain and all inclusive play areas were also mentioned.

WHAT'S MISSING?

This response saw many different 'one off' responses, although some responses began to show trends:

- More rails in the street area was popular with many of the skate board riders.
- The inclusion of a euro gap was a stand out response.
- More shade and seating was again mentioned.
- The suggestion of increasing heights in the transition area was discussed amongst the advanced riders.

Further comments included the consideration of security lighting and a stage area.

WHAT WOULD BE ONE UNIQUE/CREATIVE OBSTACLE YOU WOULD ADD?

There were limited suggestions to this question, however some responses mentioned the inclusion of a wave feature to the street run.

ANY OTHER COMMENTS?

The majority of comments outlined general excitement that the facility is going ahead in Maryborough.

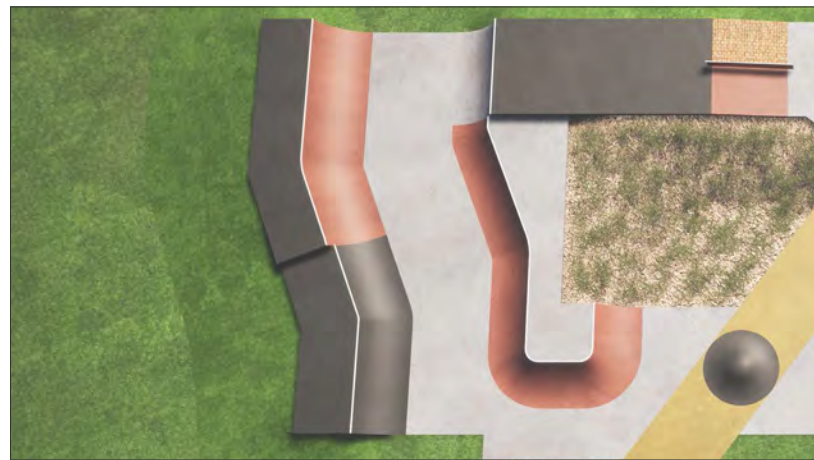
A general comment that also came up in group discussion was the removal of the existing skate park and the suggestion that certain ramp dimensions be reflected in the new facility.

Any additional comments made only reinforced what was previously mentioned, this includes the addition of rails, a euro gap, shade and more seating.

DRAFT CONCEPT CONSULTATION SUMMARY

MINI RAMP:

Many participants mentioned this was their favourite area within the facility. A common response was to increase the height of the advanced end. Also, many comments referred to the specific dimensions of the existing skate park ramps and suggested that the radius be reflected in the new facility, particularly the transition elements.



STREET RUN:

There was much excitement around the street run, people like the fundamental elements with open spacing. Some comments centred around whether the mogul could become a volcano or more functional box element. Another common response was to integrate shade amongst the seating area.



PLAZA RUN:

Many participants mentioned they were concerned about spacing and run up within the upper platform area. The integration of a euro gap was a standout request by many attendees.



DRAFT TO FINAL: KEY CHANGES

DRAFT



FINAL



- ① The transition section has been increased in height to provide more advanced provision. The intermediate section has also modified to integrate into the beginner area with an escalator blend.
- ② The central platform seating has been reorientated to allow greater run up for the stair set. This has also increased landing space for the down rail.
- ③ A euro-gap has been incorporated into the terrace seating area.
- ④ The return quarter has been modified to direct lines towards the euro-gap. The landing of the stairs has also been modified to avoid collision hazards and increase flow.
- ⑤ Shelters have been added to the seating areas.

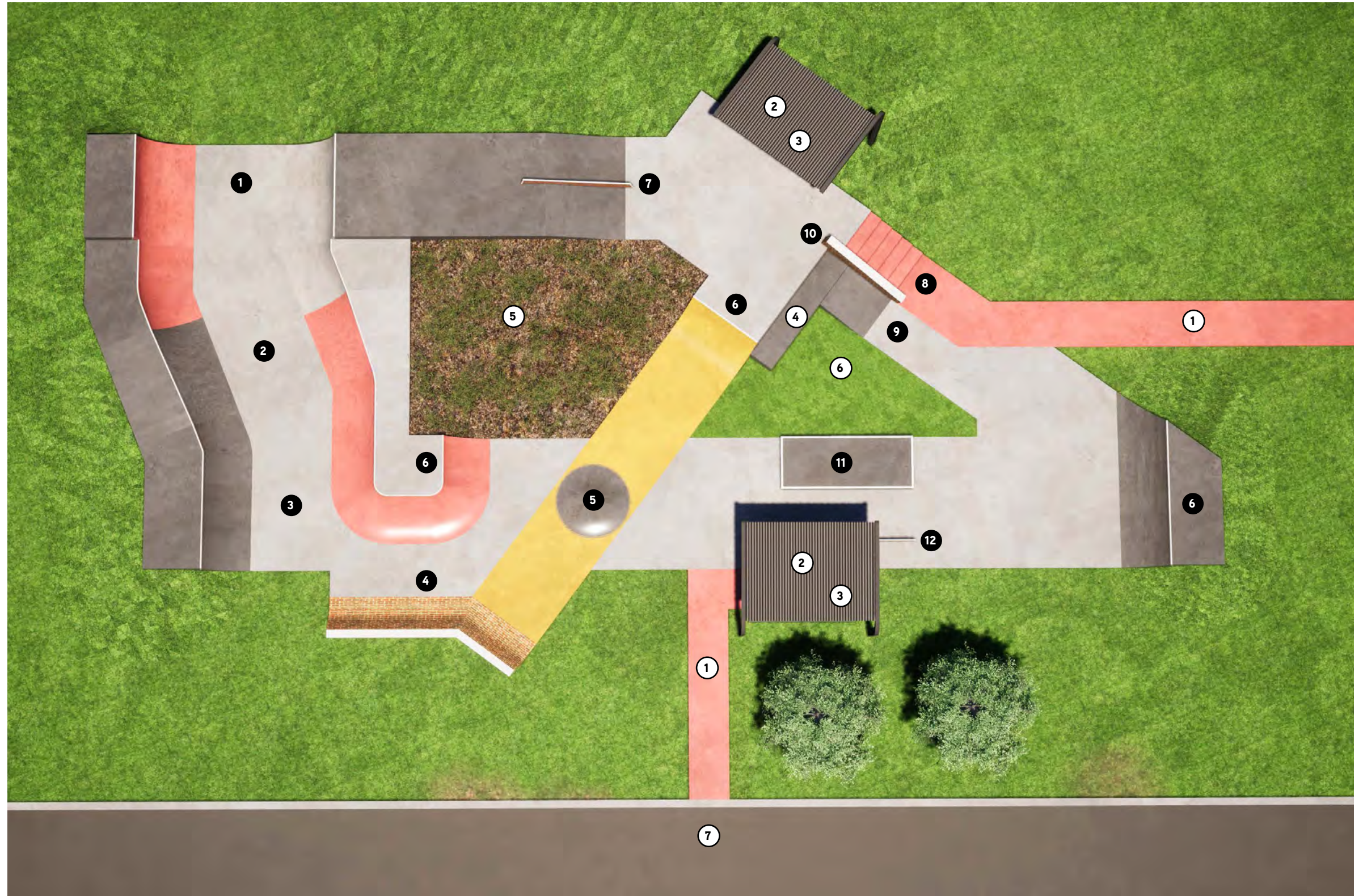
LEGEND

SKATE WORKS

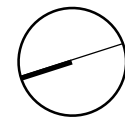
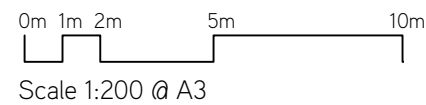
- 1 Advanced mini ramp - 1600H
- 2 Intermediate mini ramp - 1200H
- 3 Beginner mini ramp - 900H
- 4 Flat bank - 900H
- 5 Mogul - 500H
- 6 Beginner quarter - 900H
- 7 Mellow down rail - 400H
- 8 Intermediate six stair
- 9 Euro gap
- 10 Down hubba - 500H
- 11 Manual pad - 200H
- 12 Flat bar - 400H

LANDSCAPE WORKS

- 1 Pedestrian footpath
- 2 Shelter
- 3 Block seating
- 4 Terrace seating
- 5 Planting - low shrub
- 6 Turf buffer
- 7 Lake road



CLIENT



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PROJECT
 MARYBOROUGH SKATE
 AND SCOOTER PARK

TITLE
 FINAL CONCEPT PLAN

DATE
 09.01.2020

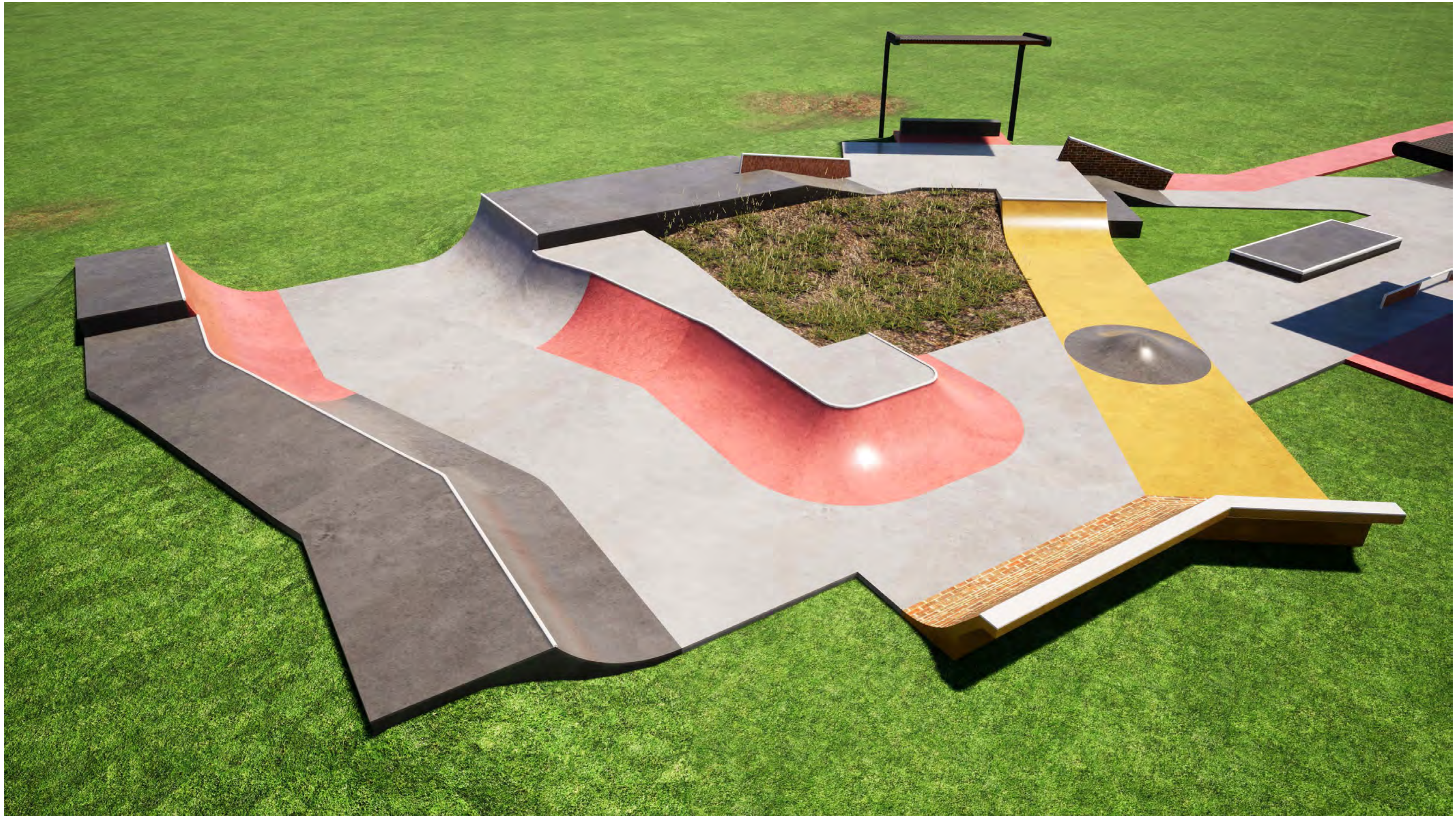
REVISION
 01

3D OVERVIEW





3D TRANSITION



07

CONCLUSION

MOVING FORWARD

Upon council endorsement of the final concept design the Skate and Scooter Park should be developed into a technical drawing package for construction.

CONVIC

CREATE COMMUNITY

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MARYBOROUGH SKATE AND SCOOTER PARK

ESTIMATE OF PROBABLE COSTS
BASED ON FINAL CONCEPT DESIGN
29.01.20

PREPARED: AB
CHECKED: JT

ITEM	DESCRIPTION	PROBABLE COST
1.00	SKATE PARK WORKS	
1.01	Preliminaries Inclusive of insurances, mobilisation, site establishment, project management, travel, site clean-up, demobilisation and site manager time.	\$ 51,000.00
1.02	Civil Works Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour.	\$ 68,300.00
1.03	Concrete Skate Park Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish.	\$ 335,400.00
1.04	Fabricated Skate Steel Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles.	\$ 18,500.00
1.05	Landscaping Works Inclusive of supply and install of top soil and turfing, supply and install of all plants and materials for garden beds.	\$ 28,200.00
SKATE PARK WORKS TOTAL		\$ 501,400.00
2.00	SHELTER WORKS	
2.01	Shade Shelters Inclusive of fabrication, supply, and installation of 2 no. shade shelter, including footings.	\$ 45,000.00
SHELTER WORKS TOTAL		\$ 45,000.00

Exclusions
- GST
- Authority charges
- Cost escalation
- Significant rock excavation
- Sub grade improvements
- Builder's Margins where CONVIC works under a Head Contractor

Note : This estimate is based on currently available industry rates and prices. Skate park construction is a specialised trade and costs are prone to fluctuation.

Convic have based the skate park costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. Prices submitted at tender may vary according to market demand at the time of tender.



MARYBOROUGH SKATE AND SCOOTER PARK

SITE SELECTION REPORT

CENTRAL GOLDFIELDS SHIRE COUNCIL

JULY 2019

CONVIC



PREPARED BY

CONVIC

FOR



QUALITY INFORMATION



PROJECT NAME Maryborough Skate and Scooter Park
PROJECT NO. 19005
PREPARED BY Angus Thomas
REVIEWED BY Simon Bogalo

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REVISION HISTORY

REVISION	REVISION DATE	DETAILS	AUTHORISED	
			NAME / POSITION	SIGNATURE
A	19.07.2019	FIRST ISSUE	SIMON BOGALO / SENIOR DESIGNER	
B	24.07.2019	SECOND ISSUE	SIMON BOGALO / SENIOR DESIGNER	

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PROJECT BACKGROUND

01

INTRODUCTION

In July 2019, CONVIC were engaged by the Central Goldfields Shire Council to undertake the Maryborough Skate and Scooter Park design. The scope of works included a site confirmation study which required an analysis of three short listed sites, these included; Jack Pascoe Reserve (the existing skate park), Station Domain and Princes Park.

Prior to CONVIC's engagement council undertook their own assessment of nine potential sites. Using a site selection matrix three short listed sites evidently stand out to the others, the other six sites considered were; rear of Nolan Street Gym, Princes Park South West, Netball complex area, old MKM tennis court, East side of McDonalds and the vededrome. While undertaking detailed assessments of the short listed sites CONVIC visited the other six to confirm they were not suitable for further investigation.

The development of this site selection report and subsequent delivery of a local level skate facility represents the Central Goldfields Shire Council's commitment to delivering active and social spaces for their communities and young people.

Each site has been assessed for their suitability to accommodate a successful local level skate facility using a specialised site selection criteria. To further test each sites suitability, key local level facility requirements will be used, along with a size comparison exercise to ascertain the most ideal site and help guide the specific location of the facility. For the size comparison, a precedent skate facility of a comparable budget will be used to test and establish if the sites have the spatial capacity to host the relevant elements required for a local level facility.

Overall, the outcomes from the site assessment and site suitability works will be presented to make a recommendation for the preferred site.



Figure 1.0 | Site Location Plan

SITE ASSESSMENT

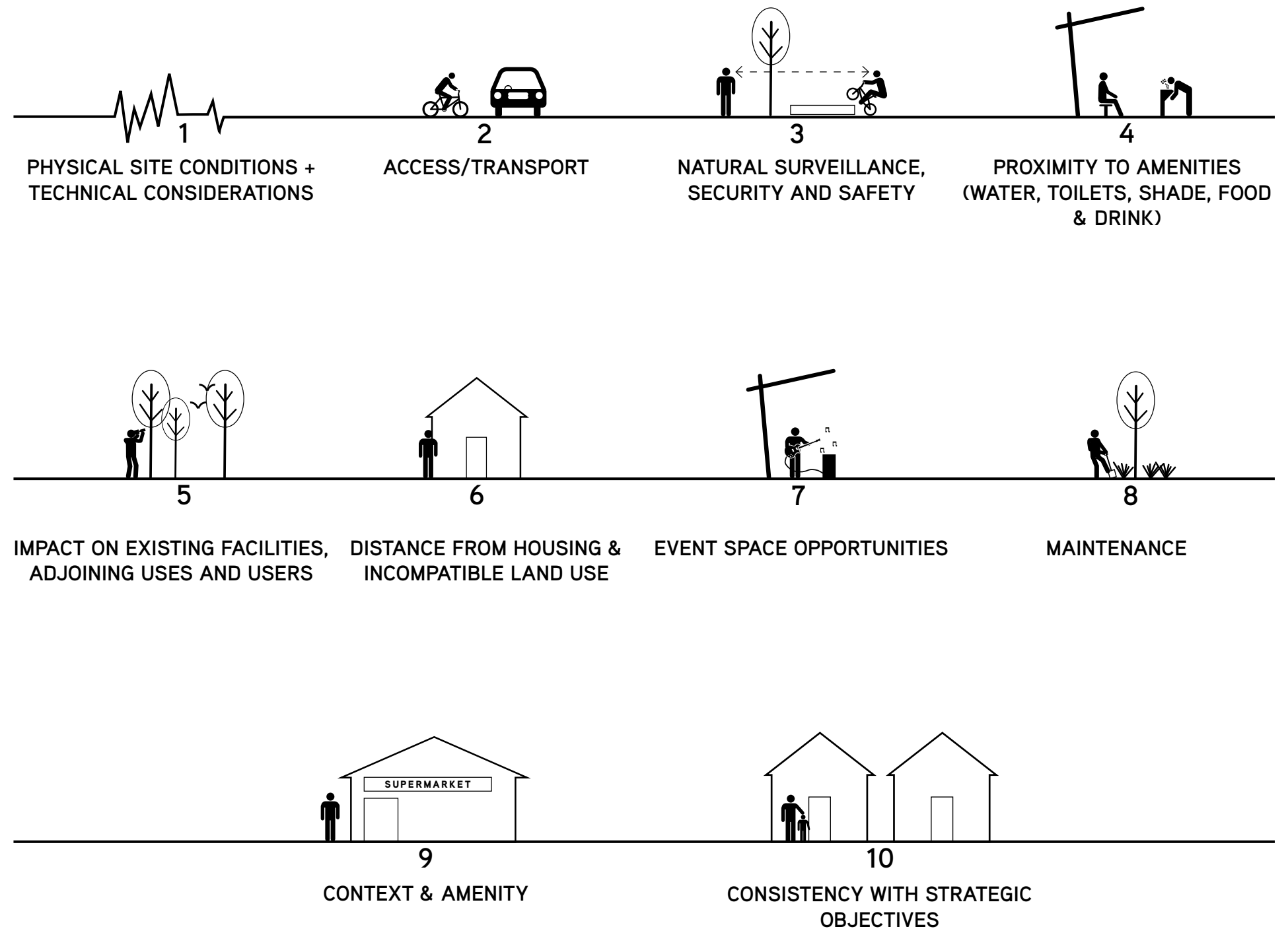
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SELECTING THE APPROPRIATE SITE

The location of the Youth Precinct is critical in ensuring the future success of this important community asset. In particular the site should have the capability to:

- Create a centralised social hub for young people.
- Allow users of different ages to interact with each other.
- Allow users of different abilities to learn from each other.
- Create strong links with other existing community facilities and amenities.

The following section outlines the key criteria used to assess suggested sites. This allows for a comprehensive assessment and commentary to recommend a preferred site.



SITE ASSESSMENT

1. PHYSICAL SITE CONDITIONS + TECHNICAL CONSIDERATIONS

This first broad criterion is based on the physicality of the various sites and whether they can accommodate a facility of the required scale and type required. It also considers technical implications such as drainage and soil conditions. Questions asked at each site include;

- Is the proposed site capable to cater for the applicable facility type as defined previously? (i.e. large enough to cater for a neighborhood scale park)
- Is the proposed site free of existing land use implications, covenants, easements, service access requirements and/or underground/overhead power lines, water and gas?
- What are the implications on the physical terrain, ground water, drainage?

1. Jack Pascoe Reserve - Existing Skate Park	1
2. Station Domain - Central open green area	2
3. Princes Park - Large open green area	3



SITE ASSESSMENT

PHYSICAL SITE CONDITIONS + TECHNICAL CONSIDERATIONS








JACK PASCOE RESERVE

- The existing skate park area is of a local level size. The park consists of obsolete steel ramps.
- Tightly bordered by residential development, road and amenity infrastructure, the existing skate park offers the only free space for the consideration of the skate and scooter park.
- Overhead power line run across the western road edge of the site and are of a significant offset from the main identified area. This should not impact the potential facility.
- Underground gas mains run directly through the site. Refer to appendix 1.3.
- The existing skate park site is raised from the natural ground levels with surface flow drainage away from each edge of the facility.

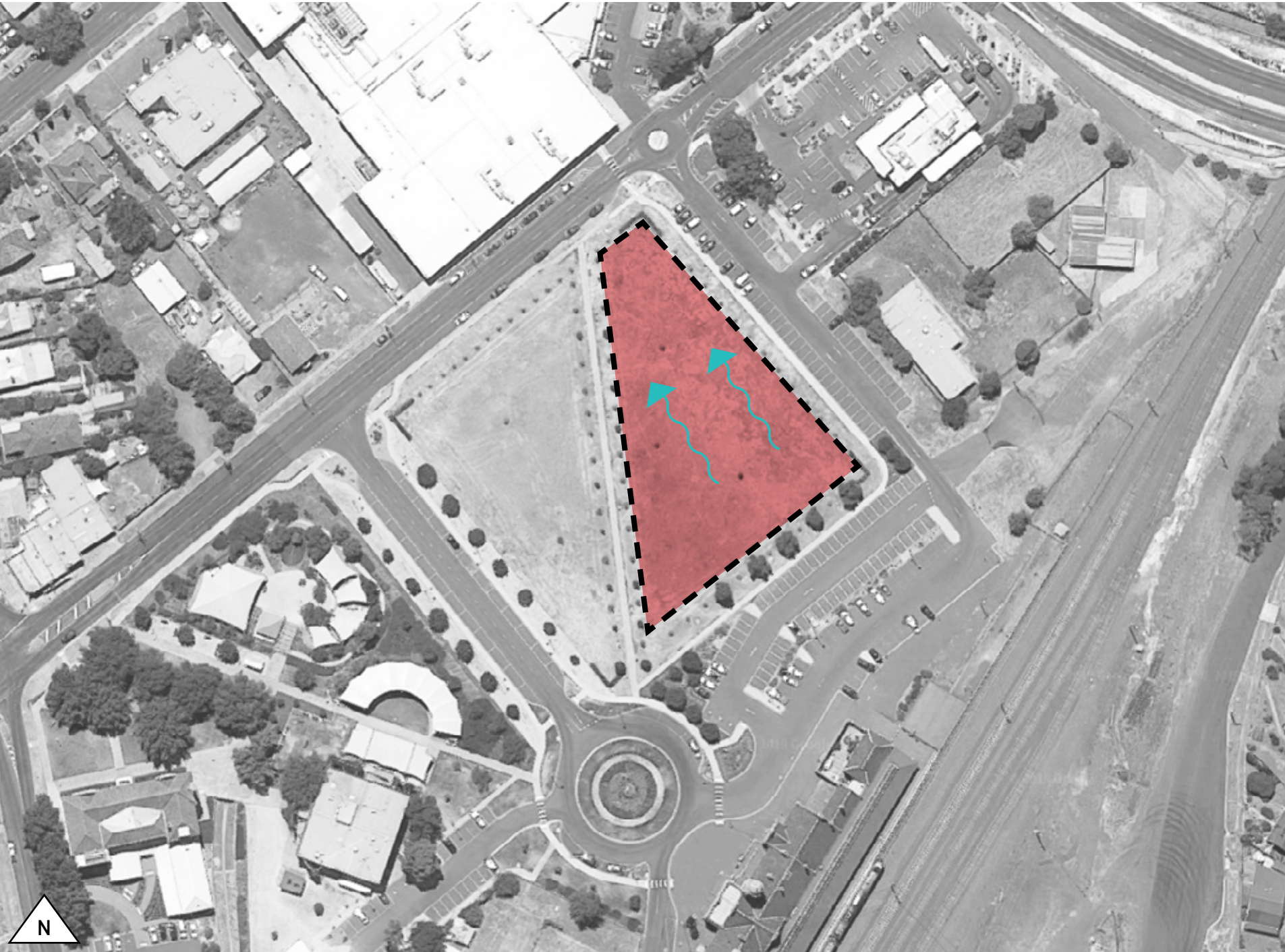
OVERALL RATING: FAIR

LEGEND

-  Overland flow
-  Existing drainage channel
-  Overhead power line
-  Existing skate park
-  Gas main

SITE ASSESSMENT

PHYSICAL SITE CONDITIONS + TECHNICAL CONSIDERATIONS







STATION DOMAIN

- The site is of an adequate scale for a local level facility.
- Bordered by road and footpath infrastructure an open central turfed area offers the main free space for the consideration of the youth precinct.
- The site is free of nearby overhead power lines and other above ground services.
- Although not identified on the DBYD documents, discussions with council members on site noted that the site has recently been irrigated, potential underground water services may run throughout.
- Existing services around the site should allow for connection to electricity, water, and drainage should it be required.
- The site is very open with a down gradient towards the north. The identified unprogrammed area would be considered reasonably flat and the topography suitable for a potential facility.

OVERALL RATING: FAIR

LEGEND

-  Overland flow
-  Existing drainage channel
-  Overhead power line
-  Unprogrammed area

SITE ASSESSMENT

PHYSICAL SITE CONDITIONS + TECHNICAL CONSIDERATIONS







PRINCES PARK

- The site is of an adequate scale for a local level facility.
- Bordered by road infrastructure, an open central turfed area offers the main free space for the consideration of the youth precinct.
- The site is free of adjacent power lines and other overhead services.
- The main identified unprogrammed area is free of underground services. Existing services around the site should allow for connection to electricity, water, and drainage should it be required.
- The site is open with a subtle gradient towards the adjacent lake area. The identified unprogrammed area would be considered reasonably flat and the topography suitable for a potential facility.

OVERALL RATING: EXCELLENT

LEGEND

-  Overland flow
-  Existing drainage channel
-  Overhead power line
-  Unprogrammed area

SITE ASSESSMENT

2. ACCESS + TRANSPORT

This second criterion looks at how easily accessible the site is for users, parents, spectators and for events. Questions asked of each site on this criterion include;

- Is there access to public transport at the proposed site?
- Are there pedestrian/footpath connections from transport nodes to the proposed site?
- Is there a safe drop off area or adequate car parking if applicable?



1. Jack Pascoe Reserve - Adjacent road and bus stop	1
2. Station Domain - Adjacent train station	2
3. Princes Park - Adjacent car parking	3

SITE ASSESSMENT

ACCESS + TRANSPORT



JACK PASCOE RESERVE

- The site has good public transport links with a bus stop located directly adjacent.
- Poor pedestrian footpaths connect the bus stop to the site. Pedestrians are required to walk across grass with no defined route to the sites main destination points.
- No pedestrian crossings are located along Majorca Road.
- Footpath runs along the western road edge of the site and connect to the town centre.
- Sufficient car parking exists both to the west edge and adjacent sports centre to the north.
- No designated drop off zone currently exists, however the car park to the north offers an ideal location for drop off and pick up.

OVERALL RATING: GOOD

LEGEND

- Destination nodes
- Vehicular routes
- Pedestrian routes
- Car parking

SITE ASSESSMENT

ACCESS + TRANSPORT







STATION DOMAIN

- The site has excellent public transport links to both trains and buses with Maryborough train station directly adjacent.
- Well defined and direct pedestrian footpaths connect wider transport links to the site. A direct pedestrian footpath runs through the centre of the site connecting users from the train station to town centre.
- Footpaths circulate around the site and connect to the nearby carparks and amenities.
- Sufficient car parking exists both to the east and west of the site, with linear parking situated along Mark Twain drive and a defined car park at the train station.
- No designated drop off zone currently exists, however the train station car park offers an ideal location for drop off and pick up.

OVERALL RATING: EXCELLENT

LEGEND

-  Destination nodes
-  Vehicular routes
-  Pedestrian routes
-  Car parking

SITE ASSESSMENT

ACCESS + TRANSPORT








PRINCES PARK

- The site has average public transport links with the nearest bus stop a 2 minute walk north along Burns street.
- Well defined and direct pedestrian footpaths connect wider transport links to the site. Pedestrian footpath runs around Lake Victoria and connects to the town centre.
- Footpaths circulate around the west edge of the site and connect to the nearby carpark and amenities.
- Sufficient car parking exists both to the east and west of the site.
- No designated drop off zone currently exists, however both the car park to the east and west offer an ideal location for drop off and pick up.
- The site is bordered by a section of the Energy Breakthrough route, an event in November attracting 30,000 people to Maryborough.

OVERALL RATING: FAIR

LEGEND

-  Destination nodes
-  Vehicular routes
-  Energy Breakthrough route (November event)
-  Pedestrian routes
-  Car parking

SITE ASSESSMENT

3. NATURAL + PASSIVE SURVEILLANCE, SECURITY AND SAFETY

Given we are looking at creating a public sporting facility with the main users being below the age of 18 it is critical to ensure the facility is visually open, safe and easily accessed in the case of an emergency. Questions asked for this criterion include;

- Is the site visually prominent with good public and passive surveillance for safety and for the promotion of the facility and youth activity?
- Is the site a short distance from police response calls and does it provide ease of police access on scheduled routes?
- Can the site provide adequate emergency vehicle access (fire and ambulance)?
- Can vehicular access be restricted at the proposed site to prevent skating at night by car light if applicable?
- Can the proposed site provide safe entry to and from the site and safe setbacks from busy roads and intersections?



1. Jack Pascoe Reserve - Views from adjacent road	1
2. Station Domain - Views from adjacent car park	2
3. Princes Park - Views from passing traffic	3

SITE ASSESSMENT

NATURAL + PASSIVE SURVEILLANCE, SECURITY AND SAFETY



JACK PASCOE RESERVE

- The site is visually prominent from Marjorca Road with good passive surveillance from nearby residents and fitness centre users.
- Views are slightly restricted by a number of mature trees along Marjorca Road.
- The south edge of the site has several enclosed spaces due to boundary fences associated with residential properties and existing trees.
- Emergency access is provided from the north east edge of the site through a locked gate between bollards.

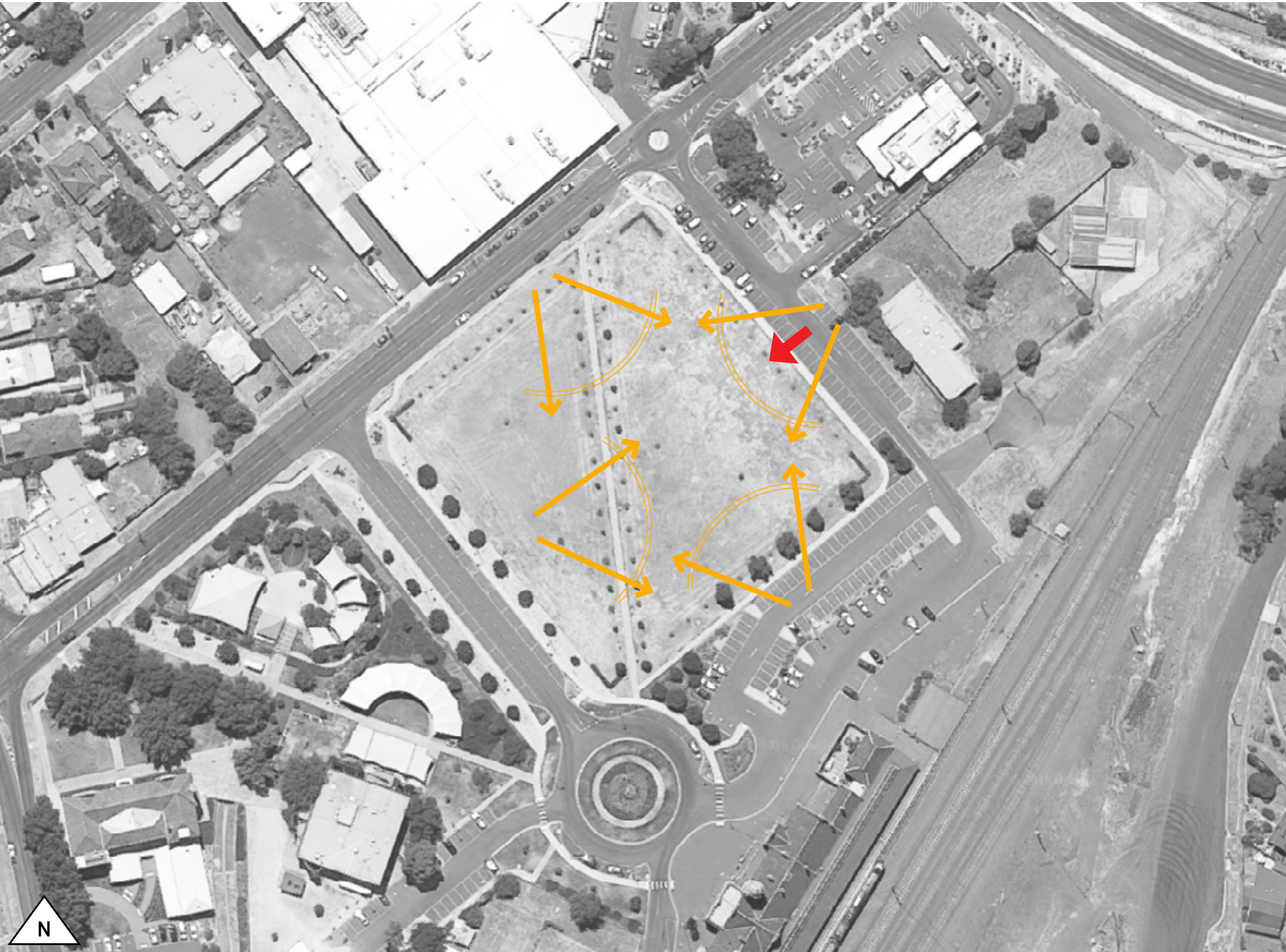
OVERALL RATING: FAIR

LEGEND

- Passive surveillance - Views In/Out
- ||||| Visual obstruction
- Enclosed Space
- Emergency Access

SITE ASSESSMENT

NATURAL + PASSIVE SURVEILLANCE, SECURITY AND SAFETY



STATION DOMAIN

- The site is visually prominent from both Burns street and Mark Twain Drive with excellent passive surveillance from nearby buildings and park users.
- The site is surrounded by active edges.
- Views are free from any major obstructions.
- The entire site is open with no enclosed spaces.
- Emergency access is provided from numerous points, particularly along the east edge.

OVERALL RATING: EXCELLENT

LEGEND

- Passive surveillance - Views In/Out
- ||||| Visual obstruction
- Enclosed Space
- Emergency Access

SITE ASSESSMENT

NATURAL + PASSIVE SURVEILLANCE, SECURITY AND SAFETY



PRINCES PARK

- The site is visually prominent from both Burns Street and Lake Road with excellent passive surveillance from nearby sports field and amenity areas.
- Views are slightly obstructed on the east and west by mature trees and amenity infrastructure.
- Active edges border the site with the Lake Victoria footpath and football oval.
- The entire site is open with no enclosed spaces.
- Emergency access is provided from numerous points around the sites edges.

OVERALL RATING: EXCELLENT

LEGEND

- Passive surveillance - Views In/Out
- ▨ Visual obstruction
- Enclosed Space
- ➔ Emergency Access

SITE ASSESSMENT

4. PROXIMITY TO AMENITIES

An active public sporting facility such as a outdoor youth space should have appropriate ancillary amenities as outlined in the previous sections. This includes shade for viewing and resting, drink fountains and nearby toilets given users can spend many hours using a youth space in a single session.

Questions asked for this criterion are;

- Are associated amenities such as public telephone, toilets, water, shelter and shade existing and available or effective to install at the site?
- Is the site close to shops selling food and drink and is there potential for seasonal, peak time and/or event day food and drink outlets?



1. Jack Pascoe Reserve - Shelter and bench seating	1
2. Station Domain - Park benches and central footpath	2
3. Princes Park - Shelter and BBQ facilities	3

SITE ASSESSMENT

PROXIMITY TO AMENITIES



JACK PASCOE RESERVE

- A large shelter, bench seating, litter bins and bike racks are currently provided on site directly adjacent the existing skate park.
- Toilets are located at the adjacent fitness centre building, however these are not public and only accessible during business hours.
- The site is positioned within 200m of the town centre, some food and drink is available from the fitness centre.
- Adequate space is available to host temporary food outlets for special events.

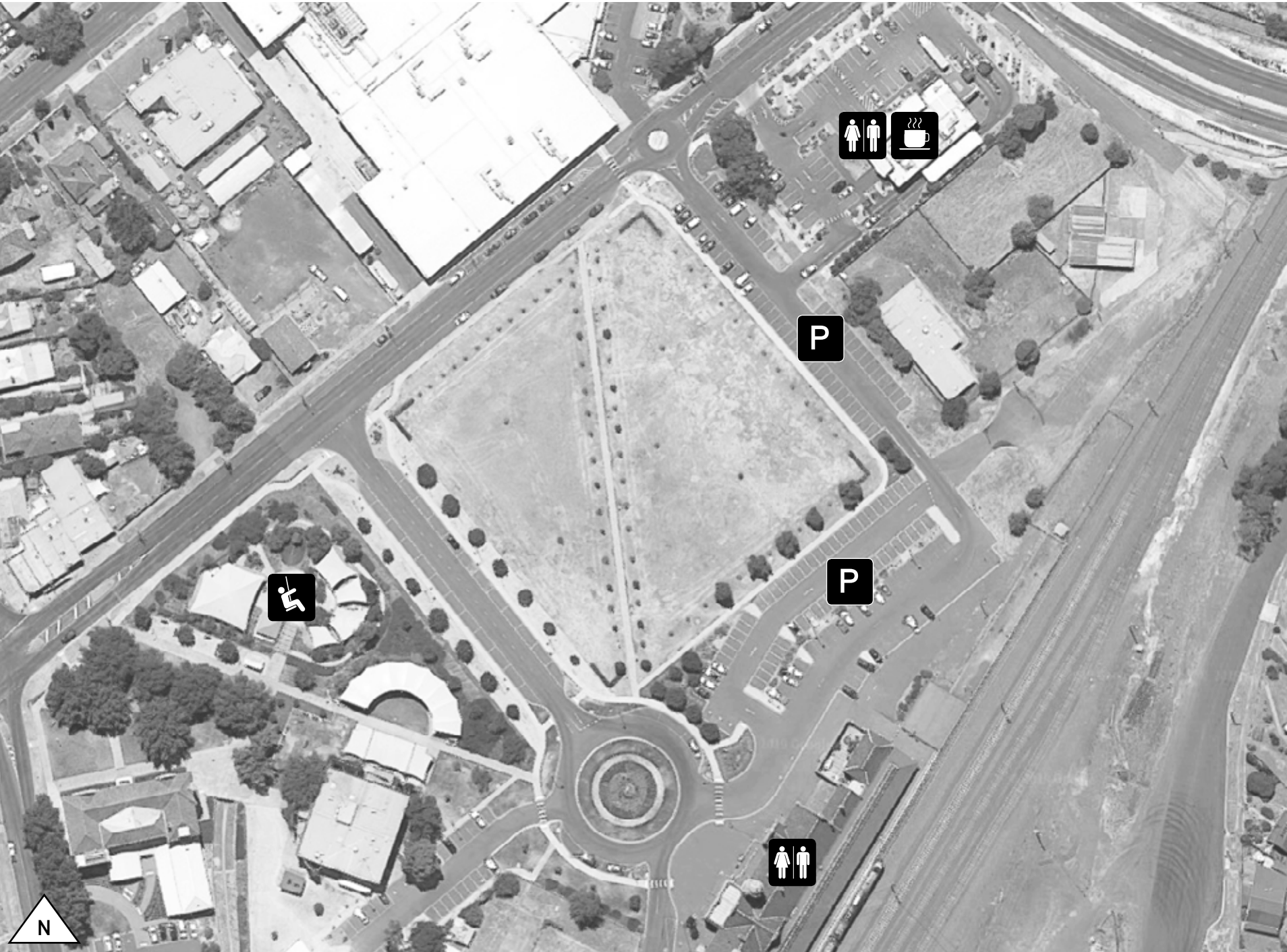
OVERALL RATING: GOOD

LEGEND

- Parking
- Sports Pitches/Court
- Eateries and Cafes
- Toilets
- Play Area
- Shelter

SITE ASSESSMENT

PROXIMITY TO AMENITIES



STATION DOMAIN

- Centrally located are existing litter bins and bench seating.
- No shade shelter is currently provided, with minimal shading from existing trees.
- Toilets are located at the adjacent train station and McDonalds, however these are not public and only accessible during business hours.
- Food and drink are available directly adjacent the site.
- Adequate space is available to host temporary food outlets for events or at weekends e.g. mobile food trucks.
- Playground amenity is provided to the west of site, however it is not directly linked and in a closed off area.

OVERALL RATING: FAIR

LEGEND

- Parking
- Sports Pitches/Court
- Eateries and Cafes
- Toilets
- Play Area
- Shelter

SITE ASSESSMENT

PROXIMITY TO AMENITIES



PRINCES PARK

- Two large shelters, bench seating, litter bins and BBQ facilities are currently provided on site directly adjacent the proposed area.
- Public toilets are located directly adjacent the proposed area.
- Some food and drink are available at the neighbouring caravan park.
- Adequate space is available to host temporary food outlets for events or at weekends e.g. mobile food trucks.
- Playground amenity is provided to the south of site and completely open to link with a future youth space development.

OVERALL RATING: EXCELLENT

LEGEND

- Parking
- Sports Pitches/Court
- Eateries and Cafes
- Toilets
- Play Area
- Shelter

SITE ASSESSMENT

5. IMPACT ON EXISTING FACILITIES, ADJOINING USES + USERS

To assess the suitability of a site, one of the main considerations is how much impact will a new facility have on the existing users and use of the space. This can be a contentious community issue and so the following questions have been asked for this criterion;

- Can the site facilitate minimal loss of green space?
- Can the site facilitate minimal impact on ecological systems e.g. wetlands, foreshore and bushland?
- Can the site facilitate minimal loss of mature or significant trees?
- Can the site facilitate minimal impact on pedestrian or road network and access including existing desire lines?
- Will the location of a youth facility on the site not substantially displace existing recreational or other site users?
- Are there any existing heritage items or indigenous people's claims for land title or cultural significance at the site?

1. Jack Pascoe Reserve - Existing hardstand	1
2. Station Domain - Tree lined border	2
3. Princes Park - Existing young trees	3



SITE ASSESSMENT

IMPACT ON EXISTING FACILITIES, ADJOINING USES + USERS







JACK PASCOE RESERVE

- The existing skate park currently takes up the majority of the site. Some loss of turf area surrounding the skate park may occur with a new facility.
- Existing mature trees border the site, but the space allows for these to remain as is.
- Minimal alterations to pedestrian networks or desire lines will be required as part of the potential facility.
- Existing open facilities include a sheltered seating area, this is positioned to be retained and linked into a new facility.
- Directly neighbouring residential areas may result in some minor conflict of use, but through spatial design may be remodelled to provide a coherent buffer space between both areas.

OVERALL RATING: EXCELLENT

LEGEND

-  Green space that may be impacted
-  Possible path realignment required
-  Existing Trees
-  Connection with other recreation facilities

SITE ASSESSMENT

IMPACT ON EXISTING FACILITIES, ADJOINING USES + USERS







STATION DOMAIN

- The site is currently made up of informal lawn area, but this is of no ecological importance.
- Existing trees border the site, but the space allows for these to remain as is.
- Minimal alterations to pedestrian networks or desire lines will be required as part of the potential facility.
- Existing seating areas run through the centre of the site, these are positioned to be retained and linked into a new facility.
- A busy pedestrian route runs through the centre of the site, linking the train station and town centre. This is to be retained as an important pedestrian link.

OVERALL RATING: GOOD

LEGEND

-  Green space that may be impacted
-  Possible path realignment required
-  Existing Trees
-  Connection with other recreation facilities

SITE ASSESSMENT

IMPACT ON EXISTING FACILITIES, ADJOINING USES + USERS







PRINCES PARK

- The site is currently made up of informal lawn area, but this is of no ecological importance.
- Existing mature trees border the site, but the space allows for these to remain as is.
- Minimal alterations to pedestrian networks or desire lines will be required as part of the potential facility.
- Existing shelters, play and toilet facilities are positioned to be retained and linked into a new facility.

OVERALL RATING: GOOD

LEGEND

-  Green space that may be impacted
-  Possible path realignment required
-  Existing Trees
-  Connection with other recreation facilities

SITE ASSESSMENT

6. DISTANCE FROM HOUSING + INCOMPATIBLE LAND USE

Another major consideration for any new public sporting facility is the potential impact of noise and light to nearby housing. It is important that the new outdoor youth facility is placed to minimise impact to surrounding residential areas. We have undertaken acoustic assessments of a number of existing skate parks and youth spaces to ascertain an appropriate distance from residential areas and as a guide 50m is considered an acceptable distance for a purpose built skate park or youth space. Please note that this is subject to a more detailed acoustic analysis and investigation.



- 1. Jack Pascoe Reserve - Adjacent residential fence
- 2. Station Domain - Adjacent train line
- 3. Princes Park - Adjacent lake

SITE ASSESSMENT

DISTANCE FROM HOUSING + INCOMPATIBLE LAND USE





JACK PASCOE RESERVE

- The park is surrounded by residential properties, with one directly boarding the eastern edge.
- Applying the 50m offset a significant section of the park falls within the offset, limiting potential feasible areas. Acoustic studies may be required if deemed inappropriate for residents.
- As an existing facility has functioned next to residential areas for years this may not be an issue, dependent on tenants.

OVERALL RATING: POOR

LEGEND

-  Area of site outside of 50m offset
-  50m offset from residential

SITE ASSESSMENT

DISTANCE FROM HOUSING + INCOMPATIBLE LAND USE





STATION DOMAIN

- The park is has no nearby residential properties within a 50mm distance.

OVERALL RATING: EXCELLENT

LEGEND

-  Area of site outside of 50m offset
-  50m offset from residential

SITE ASSESSMENT

DISTANCE FROM HOUSING + INCOMPATIBLE LAND USE





PRINCES PARK

- Maryborough Caravan Park is located to the north of the site with facilities close to a 50m offset from the proposed area.
- The proposed site has vast area to be positioned south and minimise noise impact to the neighbouring caravan park.

OVERALL RATING: EXCELLENT

LEGEND

-  Area of site outside of 50m offset
-  50m offset from residential

SITE ASSESSMENT

7. EVENT SPACE OPPORTUNITIES

With centrally located facilities presenting the opportunity to become a major community activity node, not just for skating/bmx and scooter users but also basketball, parkour, bouldering, community events, clinics and competitions, sites must be assessed for their suitability to play such a role. Questions therefore include;

- Is the proposed site adjacent to like/complimentary activities to create a greater recreational experience?
- Does the site have the ability to cater for larger crowds and temporary infrastructure during peak use and events?

JACK PASCOE RESERVE

- The existing skate park is bordered by a large open grassed area for event space car parking and spill out. Already complementing the existing youth facility, this area is ideal for competitions and other community events.
- The site is large enough to facilitate local level based competitions.
- The site provides adequate access for events vehicles, such as food trucks and portable speaker systems.



STATION DOMAIN

- Station domain is a regional open space with limited existing programs including a pedestrian thoroughfare and seating. Although neighbouring areas have a wider range of programs and amenities which the addition of a youth facility would complement well.
- The site is large enough for temporary events of a local level size.
- The site provides adequate access for events vehicles, such as food trucks and portable speaker systems.



PRINCES PARK

- Princes park is a regional open space with multiple surrounding programs and amenity. The addition of a skate facility would complement these existing programs.
- The space is large enough for temporary events of all scales.
- In November each year the site facilitates a section of the annual Energy Breakthrough. The event sees students from all over the country participating in an innovative technology race where the design and construction of a vehicle represents an 'energy breakthrough'. Attracting over 30,000 people to the town the space offer a huge opportunity to tie in with a significant youth event.



SITE ASSESSMENT

8. MAINTENANCE

Maintenance is important to ensure the park can be cleaned easily and regularly. Questions therefore asked for this criterion are;

- How readily accessible is the site to regular cleaning for existing council cleaning and maintenance team?

All sites have clear and controlled access points that could be used by council maintenance teams.



LEGEND

 Maintenance access

1	2
	3

1. Jack Pascoe Reserve
2. Station Domain
3. Princes Park

SITE ASSESSMENT

9. CONTEXT & AMENITY

The criteria applies to the socialisation that occurs at skate facilities and the importance of providing facilities that are where young people want to be and that wider community networks and amenities have a relationship to the site. The following questions will be asked for each of the sites regarding context and amenity;

- Is the site location where young people want to be or adjacent to where they currently congregate?
- Is the site in close proximity to existing shopping centres, sports or recreation facilities or interested schools?
- Is the site within or adjacent to a major community hub or central area?

LEGEND

- Study Area
- Young people congregation areas
- ☕ Shopping Centres
- 🏃 Sports and recreation facilities
- 🎓 Schools/TAFE
- 👥 Community hub/centre

JACK PASCOE RESERVE



SITE ASSESSMENT

STATION DOMAIN

LEGEND

-  Study Area
-  Young people congregation areas
-  Shopping Centres
-  Sports and recreation facilities
-  Schools/TAFE
-  Community hub/centre

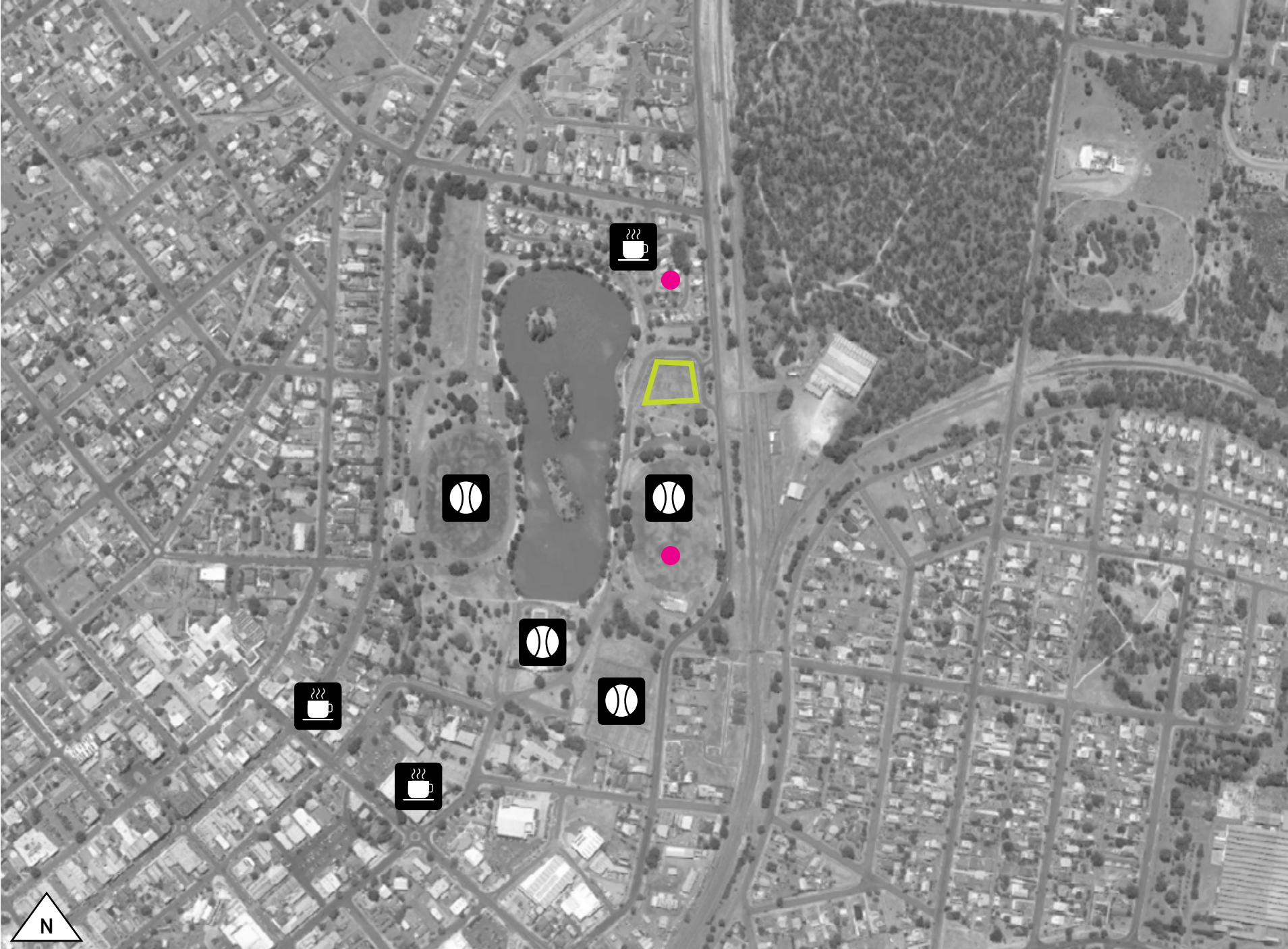


SITE ASSESSMENT

PRINCES PARK

LEGEND

-  Study Area
-  Young people congregation areas
-  Shopping Centres
-  Sports and recreation facilities
-  Schools/TAFE
-  Community hub/centre



10. CONSISTENCY WITH STRATEGIC OBJECTIVES

Sites for consideration need to conform to local planning schemes, embody strategic planning and reflect the current land use zones. Therefore, for this criterion the following questions need to be asked;

- Is the location consistent with the strategic land use, masterplanning, planning schemes and zoning?

1. Jack Pascoe Reserve

- The existing skate park, amenity, surrounding infrastructure and open views allow the site to fit well with strategic objectives.
- Overall the site is well suited to future and strategic land use.

2. Station Domain

- Located in the middle of the town centre, the site is surrounded by an abundance of supporting retail and food amenity.
- Although not within eyesight, other near by play amenity support future developments.

3. Princes Park

- Surrounded by multiple sporting facilities the site is positioned to tie into a sporting precinct.
- Facilitating a section of the Energy Breakthrough, the site offers the opportunity to tie in with a significant youth event.
- Overall the site is well suited to future and strategic land use.

SITE ASSESSMENT

CRITERIA MATRIX RESULTS

The following table lists the criteria used for assessment, gives each a rating with respect to importance to the future success of the proposed facility, and from the site assessment assigns a weighting (1 low importance weighting to 5 high importance weighting). The rating factor is multiplied by the weighting to give a total score. This is then used to calculate the percentage total outcome for each site, enabling direct comparison of different sites in an equal platform.

The total percentage outcomes are applied to the following rating system guide to rank each sites suitability. This ranking system is a comparative, rating one site against another. General percentages are used to clarify the following recommendations:

GOOD - 75% < 100%

If a site achieves a score 70% or above it is seen as a suitable site for any size or type facility.

FAIR - 50% < 74%

A score between 50% and 69% is considered a potential site for consideration, however should not be favoured over a higher scoring site. This score indicates there are key criteria that are not met at the site, and these will need to be addressed within the design to create a successful outdoor youth facility, which may reduce the scope of active youth provision.

POOR - 0% < 49%

Any site scoring below 40% should not be considered for a outdoor youth facility. As every site is distinct to its particular context and situation, the above rating system should be used as a guide only.

CRITERIA	IMPORTANCE 1 Low / 5 High	JACK PASCOE RESERVE	STATION DOMAIN	PRINCES PARK
1. Physical site conditions & considerations				
Is the proposed site capable of catering for a neighbourhood facility type? (ie: large enough to cater for events if we are looking for a regional scale park)	5	4	4	5
Is the proposed site free of existing land use implications, covenants, easements, service access requirements and/or underground/overhead power lines, water and gas?	3	2	2	5
Is the site encumbered by the implications of geotechnical conditions, ground water, drainage?	3	4	4	5
2. Access/transport				
Is there access to public transport at the proposed site?	5	4	5	3
Are there pedestrian/footpath connections from transport nodes to the proposed site?	4	3	5	5
Is there a safe drop off area or adequate car parking if applicable?	4	4	4	5
3. Natural surveillance, security and safety				
Is the site visually prominent with good natural and passive surveillance for safety and for the promotion of the facility and activity?	5	3	5	4
Is the site a short distance from police response calls and does it provide ease of police access on scheduled routes?	3	5	5	5
Can the site provide adequate emergency vehicle access (fire and ambulance)?	4	5	5	5
Can vehicular access be restricted at the proposed site to prevent activity at night by car light if applicable?	1	5	5	5
Can the proposed site provide safe entry to and from the site and safe setbacks from busy roads and intersections.	3	2	4	5
4. Proximity to supporting amenities				
Are associated amenities such as public toilets, water, shelter and shade, existing and available or cost effective to install at the site?	5	3	1	5
Is the site close to shops selling food and drink and is there potential for seasonal, peak time and/or event day food and drink outlets?	3	4	5	3
5. Impact on existing facilities & adjoining uses				
Can the site facilitate minimal loss of green space?	2	5	3	3
Can the site facilitate minimal impact on existing ecological systems eg. wetlands, foreshore and bushland?	3	5	5	5

SITE ASSESSMENT

CRITERIA	IMPORTANCE 1 low / 5 high	JACK PASCOE RESERVE	STATION DOMAIN	PRINCES PARK
Can the site facilitate minimal loss of significant trees?	3	5	4	4
Can the site facilitate minimal impact on pedestrian or road network and access including existing desire lines?	2	5	5	5
Will the location of a youth facility on the site mitigate displacement of existing recreational or other site users?	2	5	5	5
Is the site encumbered by existing heritage items, native title claims or items of cultural significance?	3	5	5	5
Is there a history of 'anti-social' activity of behaviour at the site?	4	5	5	5
6. Distance from housing & incompatible land use				
Is the site location an adequate distance (50m) from residential dwellings to mitigate potential noise and light intrusions?	5	1	5	4
Is the site sufficiently located away from adjacent or nearby incompatible land uses, other activities or services?	3	4	4	4
Has the site the capacity to place a youth facility in a location to maximise noise attenuation (eg: sunk into the ground, solid fencing etc.)	2	2	4	4
7. Event space opportunities (multiplicity of use)				
Is the proposed site adjacent to other like/complimentary activities to create a greater recreational experience	4	3	2	5
Does the site have the ability to cater for larger crowds and temporary infrastructure during peak use and events?	4	3	3	5
8. Maintenance issues				
Is the site readily accessible for regular cleaning by cleaning and maintenance teams.	4	5	5	5
9. Context & Amenity				
Is the site location where young people want to be or adjacent to where they currently congregate?	5	3	4	4
Is the site in close proximity to existing shopping centres, sports or recreation facilities or interested schools?	4	4	5	2
Is the site within or adjacent to a major community hub or central activity area?	4	3	3	4
10. Consistency with Strategic Objectives				
Is the location consistent with the strategic land use, masterplanning, planning scheme and zoning.	4	5	5	5
TOTAL PERCENTAGE		75%	83%	89%

SITE SUITABILITY

03

LOCAL LEVEL SITE REQUIREMENTS

The following table illustrates preferable requirements that are necessary for a well implemented local level facility. For example, where temporary event space is critical for a regional facility it is not necessary for a local level facility. These will requirements will be used to further test the sites suitability to host a local level facility.

NEIGHBOURHOOD KEY REQUIREMENTS

Appropriate size to cater for specific requirements of each type	Essential for facility to function properly
Space for temporary seating & associated infrastructure for events	Preferable for facility to function properly
Public transport access available	Essential for facility to function properly
Emergency vehicle access available	Essential for facility to function properly
Adequate car parking /drop off available	Essential for facility to function properly
Shelter/shade	Essential for facility to function properly
Designated seating and viewing areas	Essential for facility to function properly
Toilets (or in close proximity)	Essential for facility to function properly
Rubbish bin/s	Essential for facility to function properly
Drinking fountain/s	Essential for facility to function properly
Appropriate entry and safety signage	Essential for facility to function properly
Good natural surveillance	Essential for facility to function properly
At least 50m from housing/residential areas	Preferable for facility to function properly
Close proximity of food/drink outlets	Preferable for facility to function properly
Proximity to youth interest areas (recreation spaces, schools)	Preferable for facility to function properly
Proximity to major community centre or centralized location?	Preferable for facility to function properly

- Essential for facility to function properly
- Preferable for facility to function properly



Image above coast Watchers Skate Park QLD (size 600sqm)

SCALE COMPARISON FACILITY REQUIREMENTS

JACK PASCOE RESERVE

LOCAL LEVEL FACILITY KEY REQUIREMENTS

Appropriate size to cater for a local level facility	✓
Space for temporary seating & associated infrastructure for events	✓
Public transport access available	✓
Emergency vehicle access available	✓
Adequate car parking /drop off available	✓
Shelter/shade	✓
Designated seating and viewing areas	✓
Toilets (or in close proximity)	✗
Rubbish bin/s	✓
Drinking fountain/s	✗
Appropriate entry and safety signage	✓
Good natural surveillance	✗
At least 50m from housing/residential areas	✗
Close proximity of food/drink outlets	✗
Proximity to youth interest areas (recreation spaces, schools)	✓
Proximity to major community centre or centralized location?	✓

Essential for facility to function properly

Preferable for facility to function properly

✓ Ability to provides for typology criteria

✗ Inability to provides for typology criteria



Indicative overlay of local level facility - Coast Watchers Skate Park QLD (size 600sqm)

SCALE COMPARISON FACILITY REQUIREMENTS

STATION DOMAIN

LOCAL LEVEL FACILITY KEY REQUIREMENTS

Appropriate size to cater for a local level facility	✓
Space for temporary seating & associated infrastructure for events	✓
Public transport access available	✓
Emergency vehicle access available	✓
Adequate car parking /drop off available	✓
Shelter/shade	✗
Designated seating and viewing areas	✗
Toilets (or in close proximity)	✗
Rubbish bin/s	✓
Drinking fountain/s	✗
Appropriate entry and safety signage	✓
Good natural surveillance	✓
At least 50m from housing/residential areas	✓
Close proximity of food/drink outlets	✓
Proximity to youth interest areas (recreation spaces, schools)	✓
Proximity to major community centre or centralized location?	✓

- Essential for facility to function properly
- Preferable for facility to function properly

- ✓ Ability to provides for typology criteria
- ✗ Inability to provides for typology criteria



Indicative overlay of local level facility - Coast Watchers Skate Park QLD (size 600sqm)

SCALE COMPARISON FACILITY REQUIREMENTS

PRINCES PARK

LOCAL LEVEL FACILITY KEY REQUIREMENTS

Appropriate size to cater for a local level facility	✓
Space for temporary seating & associated infrastructure for events	✓
Public transport access available	✓
Emergency vehicle access available	✓
Adequate car parking /drop off available	✓
Shelter/shade	✓
Designated seating and viewing areas	✓
Toilets (or in close proximity)	✓
Rubbish bin/s	✓
Drinking fountain/s	✓
Appropriate entry and safety signage	✓
Good natural surveillance	✓
At least 50m from housing/residential areas	✓
Close proximity of food/drink outlets	✗
Proximity to youth interest areas (recreation spaces, schools)	✓
Proximity to major community centre or centralized location?	✓

Essential for facility to function properly

Preferable for facility to function properly

✓ Ability to provides for typology criteria

✗ Inability to provides for typology criteria



Indicative overlay of local level facility - Coast Watchers Skate Park QLD (size 600sqm)

CONCLUSION

04

PREFERRED SITE RECOMMENDATION - PRINCES PARK

The following recommendation for the preferred site considers the outcomes from both the site assessment and site suitability works.

The site assessment works demonstrated that all three sites have some constraints to be considered. In particular **Jack Pascoe Reserve** has constraints that hamper it severely and as such limit it as a viable option for the optimum youth precinct site. On the cusp of scoring 'fair', the site is not recommended as preferable. Although facilitating the an existing skate park, the conflict of underground services, tight site restrictions and proximity to neighbouring residential areas resulted in the site scoring 75%.

The site assessment works have demonstrated that both Station Domain and Princes Park are appropriate for a local level youth facility, however, Princes Park ranked marginally higher with only a 6% difference in scoring.

The **Princes Park** site offers a unique design opportunity to tie into existing recreational precincts, creating a linked network of active programs from the playgrounds, BBQ areas, football oval and extensive footpath network. It also offers the opportunity to tie in with the annual Energy Breakthrough, a significant youth event. A skate facility in this location would provide an opportunity to holistically tie all these active programs together and provide a unique park and recreation setting for the region.

The **Station Domain** site is a safe distance from major roads, ideally located near car parking and directly centered in town near shops. It's well connected to existing footpaths, the train and bus stops. Sufficient area is available as to not require demolition to any of the existing park infrastructure or vegetation. However investigation into underground

irrigation works will need to be undertaken prior to further development of a design at this site.

The site suitability works assessed the potential for each site to host a local level sized facility based on a comparable benchmark facility. When reviewing the results all sites achieved this, however Jack Pascoe Reserve came in very tight compared to the other two. Even with demolition of the existing skate park, the physical size of the area tightly bordered by a busy road and residential property presents a number of restrictions to the design and development of a new facility. Without further investigation it is difficult to note exactly what these restrictions would be, however from experience it is likely to have a heavy impact on the style of facility that could be considered and limit the features that could be included within the space no matter what the community and user preferences are.

Although Jack Pascoe reserve is not the preferred site, refurbishment of the existing hardstand offers potential to convert the existing skate park. By removing the obsolete steel ramps the existing concrete hardstand has the scale to become a new sports court area. Grinding back and re-sealing the existing slab would achieve a 'like new' finish.

Overall, when assessed side by side, the Princes Park site has achieved the highest rating with respect to both the site assessment and site suitability criteria. As a result, we recommend Princes Park as the preferred site for a local level youth facility.

Please note, although the Princes Park site has been identified as the preferred location, Station Domain also shows good potential for the development of a youth precinct.

APPENDICES

05

DBYD JACK PASCOE RESERVE

- 1.1 Citi Power
- 1.2 Central Goldfields Shire Council
- 1.3 AusNet
- 1.4 NBN
- 1.5 Central Highlands Water - Sewer
- 1.6 Central Highlands Water - Water
- 1.7 Telstra

DBYD STATION DOMAIN

- 2.1 Citi Power
- 2.2 Central Goldfields Shire Council
- 2.3 AusNet
- 2.4 NBN
- 2.5 Central Highlands Water - Sewer
- 2.6 Central Highlands Water - Water
- 2.7 Telstra

DBYD PRINCES PARK

- 3.1 Citi Power
- 3.2 Central Goldfields Shire Council
- 3.3 NBN
- 3.4 Central Highlands Water - Water
- 3.5 Telstra

Date: 11/07/2019

Sequence No: 85457749

Map 1

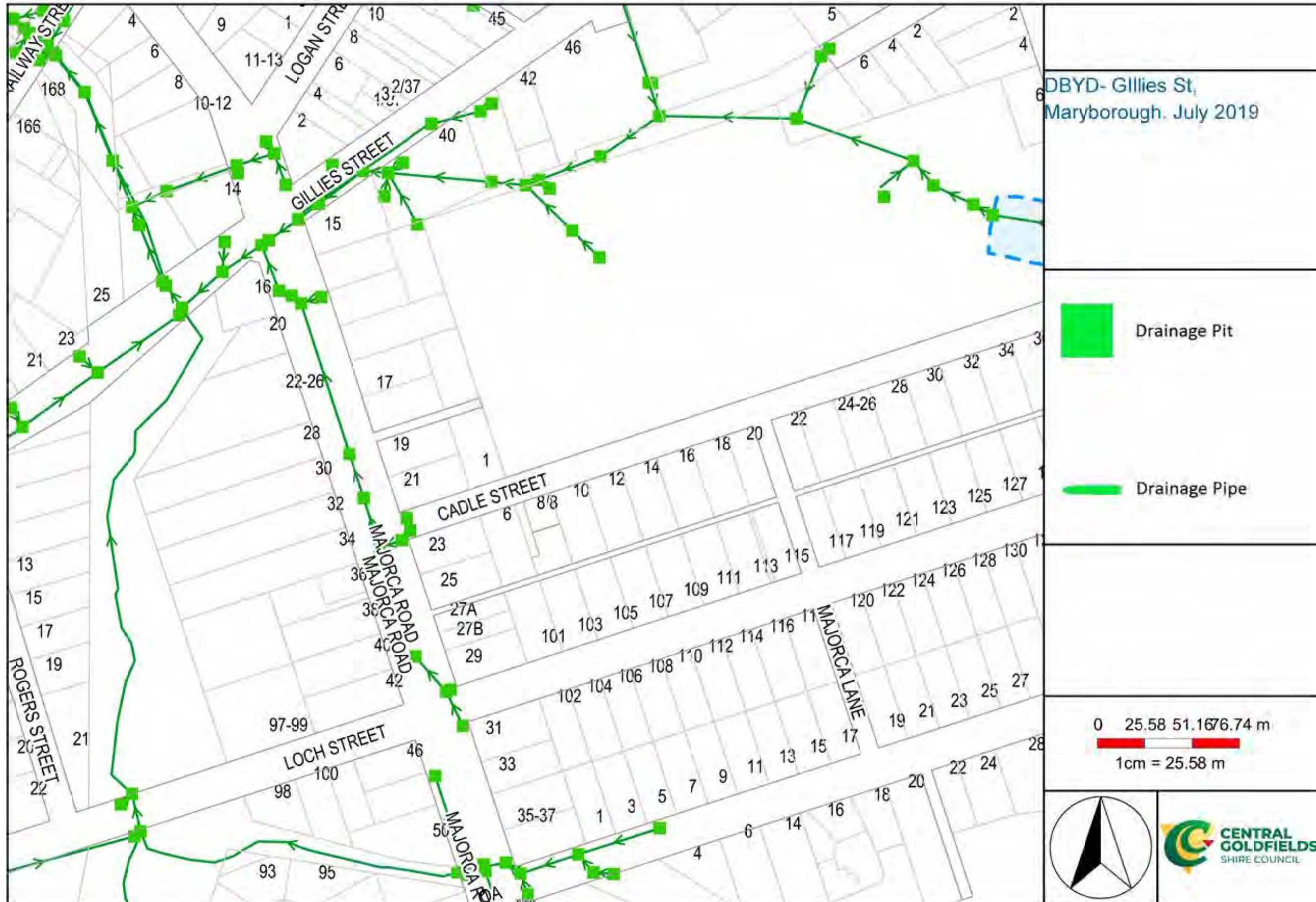


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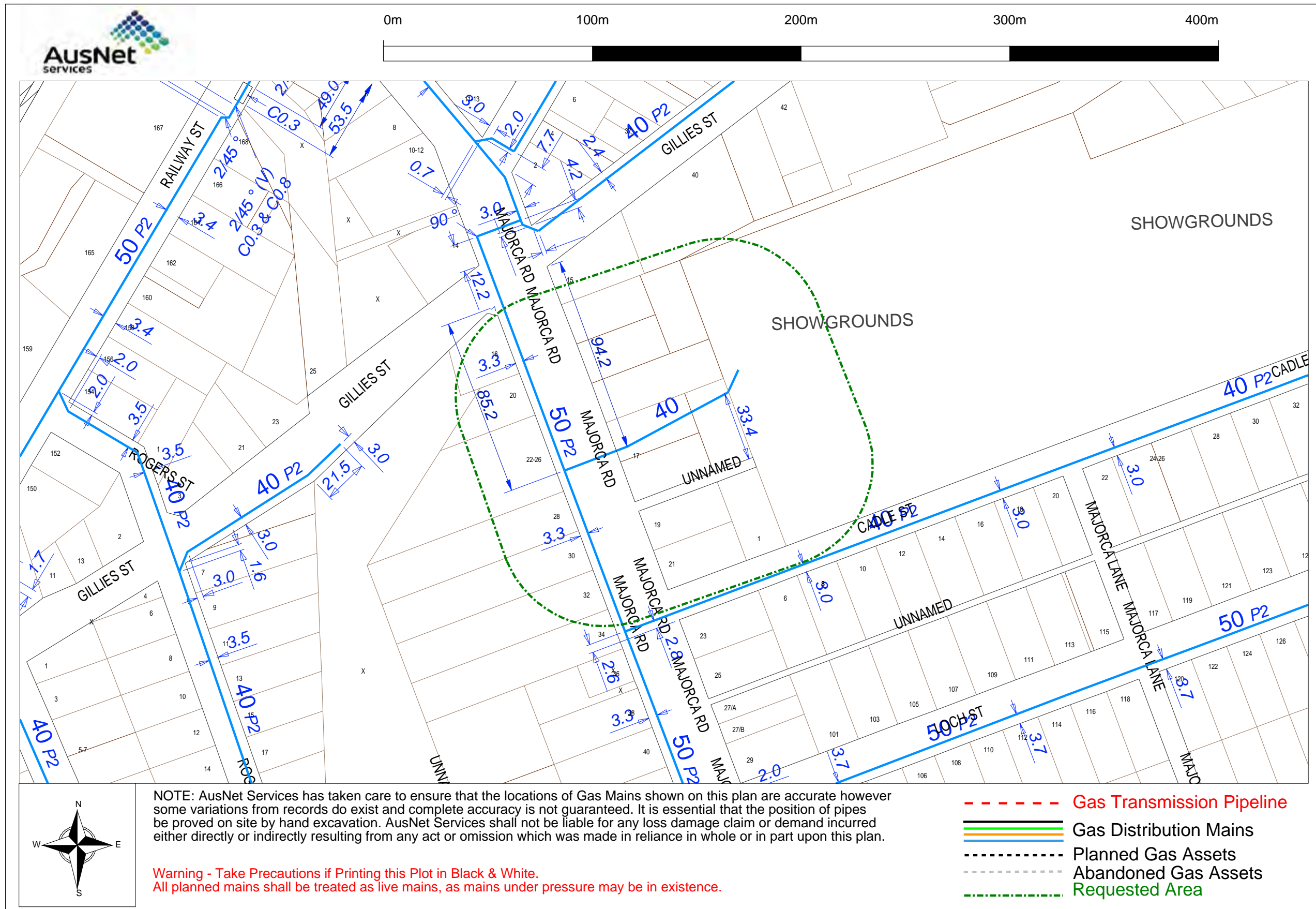


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APPENDIX 1.2



APPENDIX 1.3





Emergency Contacts

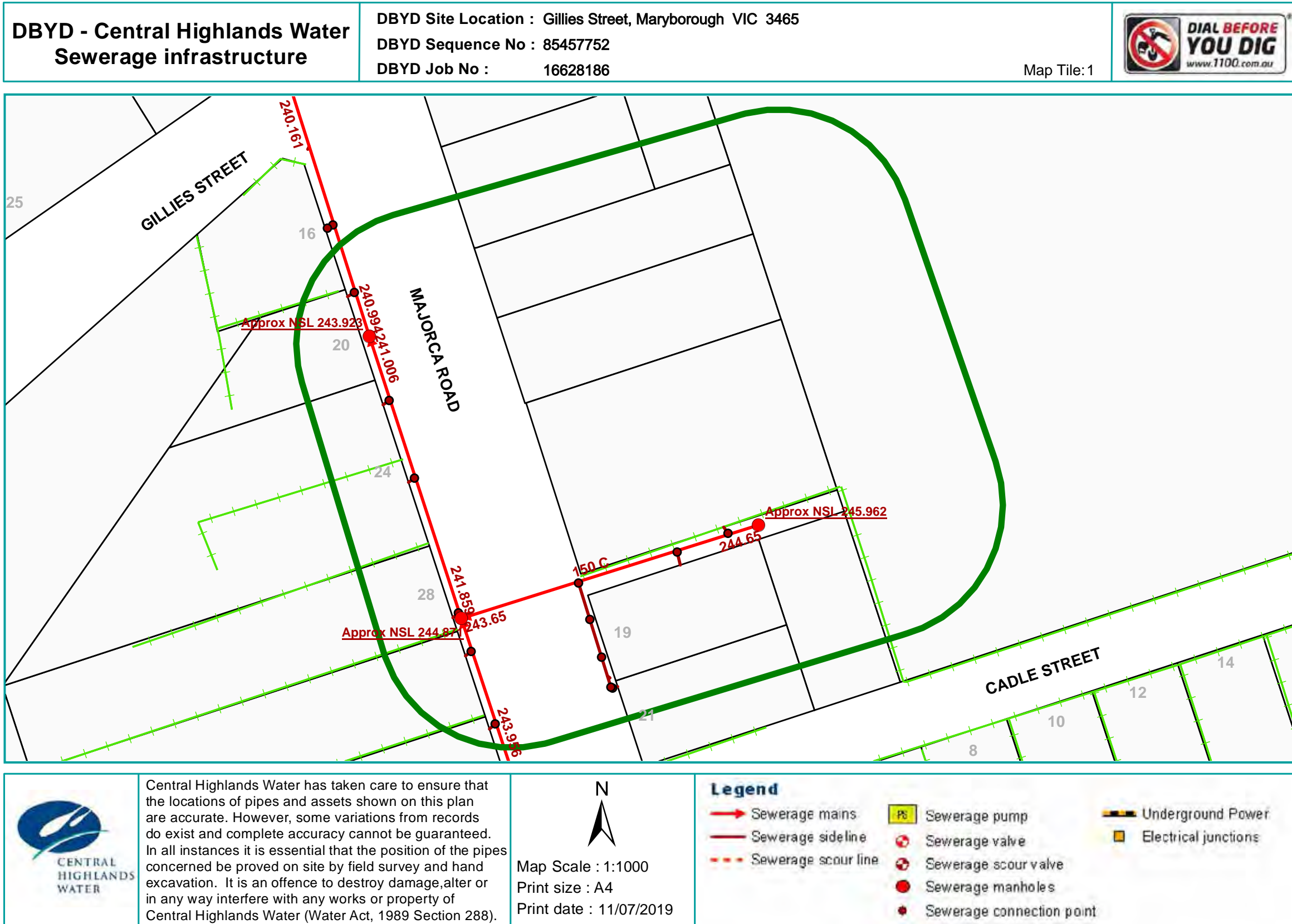
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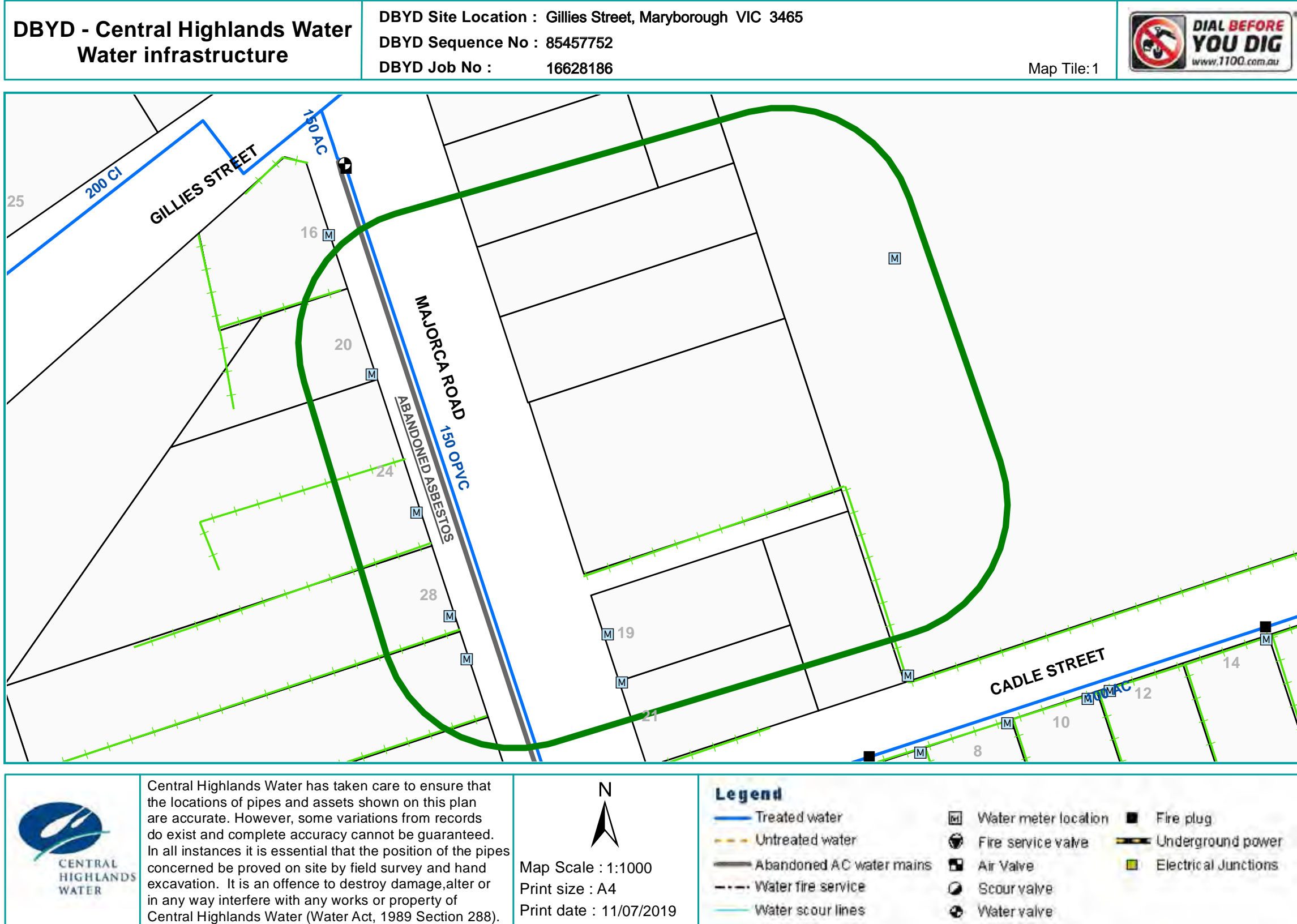
Website: nbn.com.au

Email: info@nbn.com.au

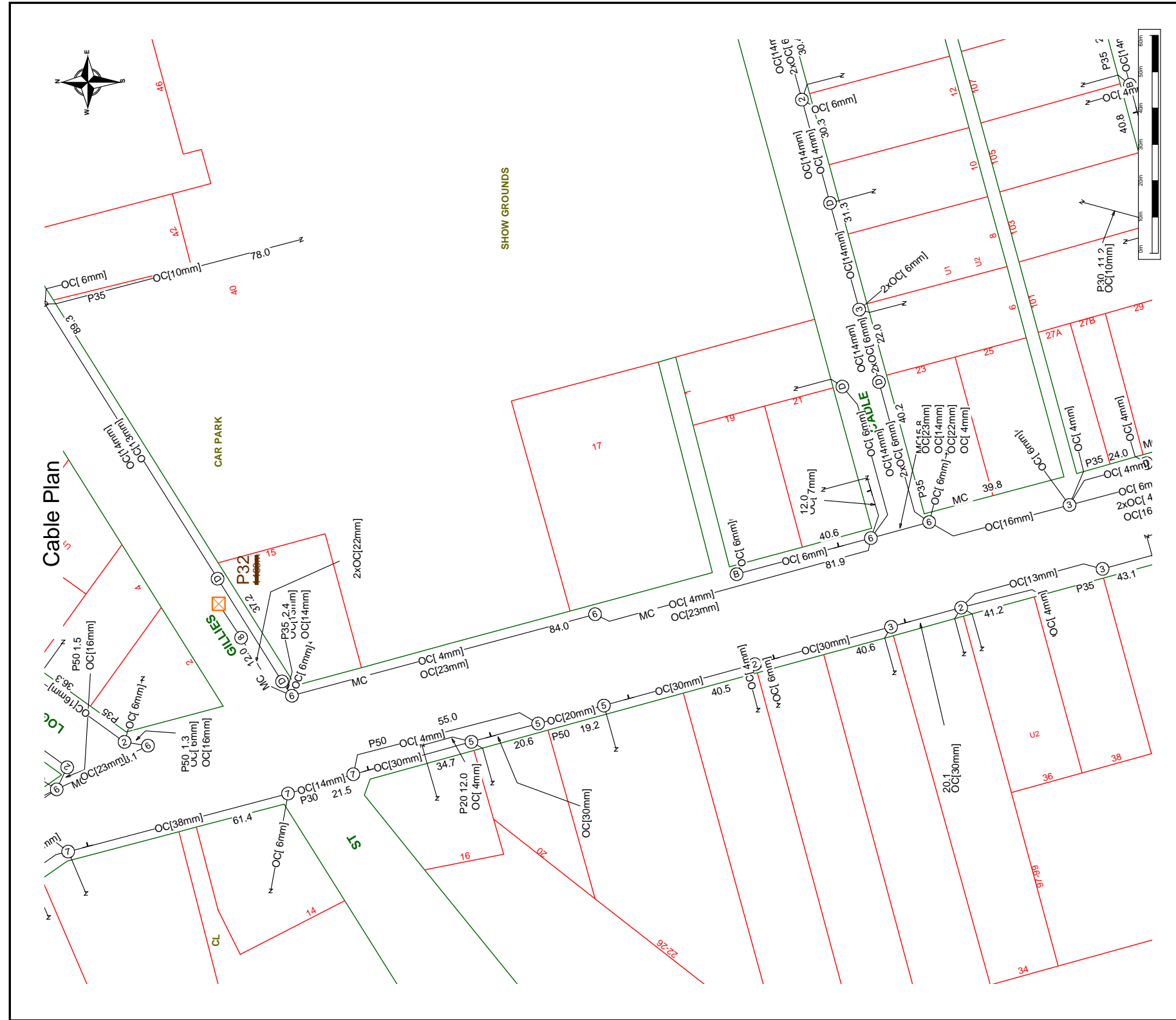
APPENDIX 1.5



APPENDIX 1.6



APPENDIX 1.7



Sequence Number: 85457750

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Date: 11/07/2019

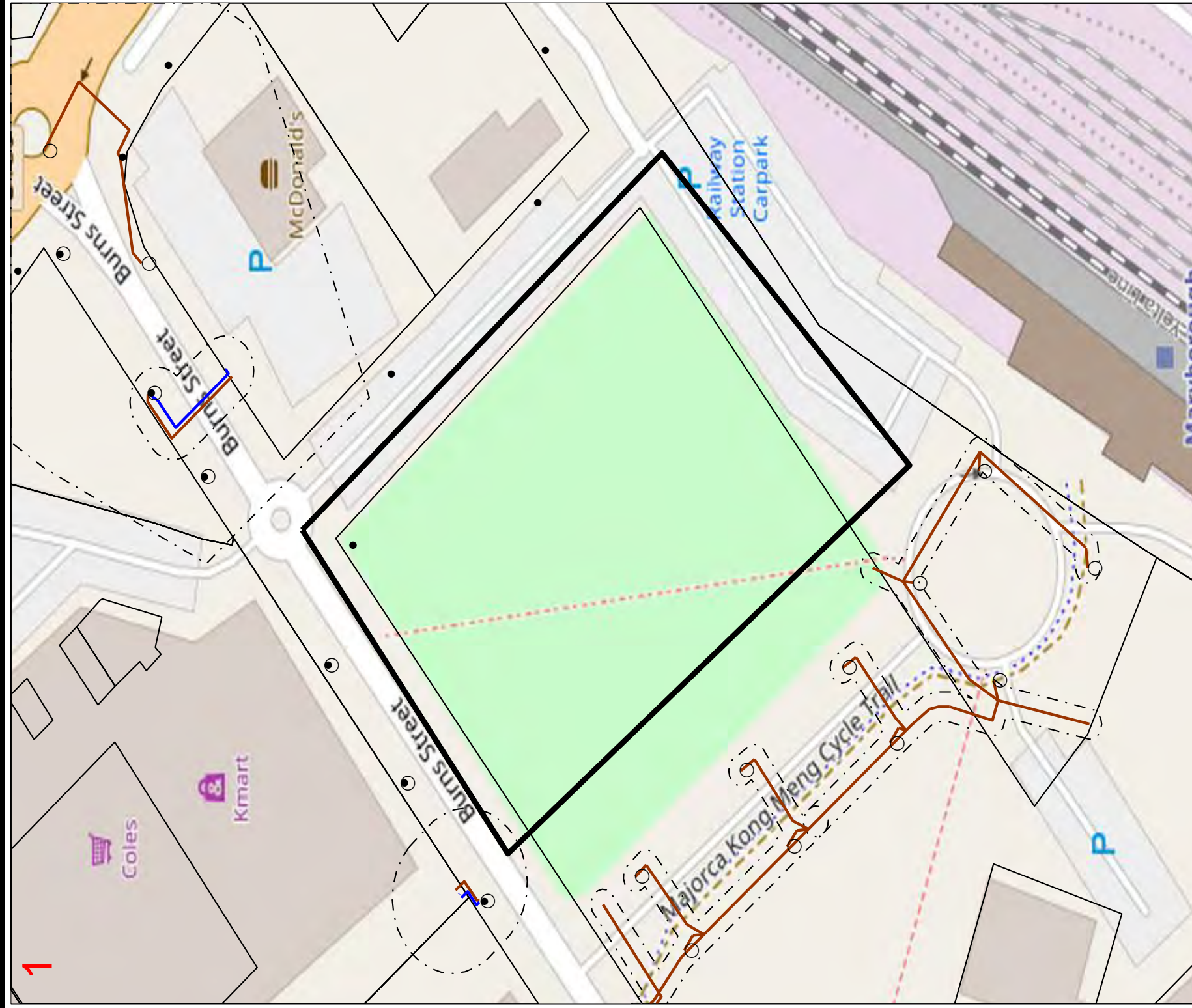
Sequence No: 85458146

Gillies Street Maryborough

Map 1



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LEGEND:

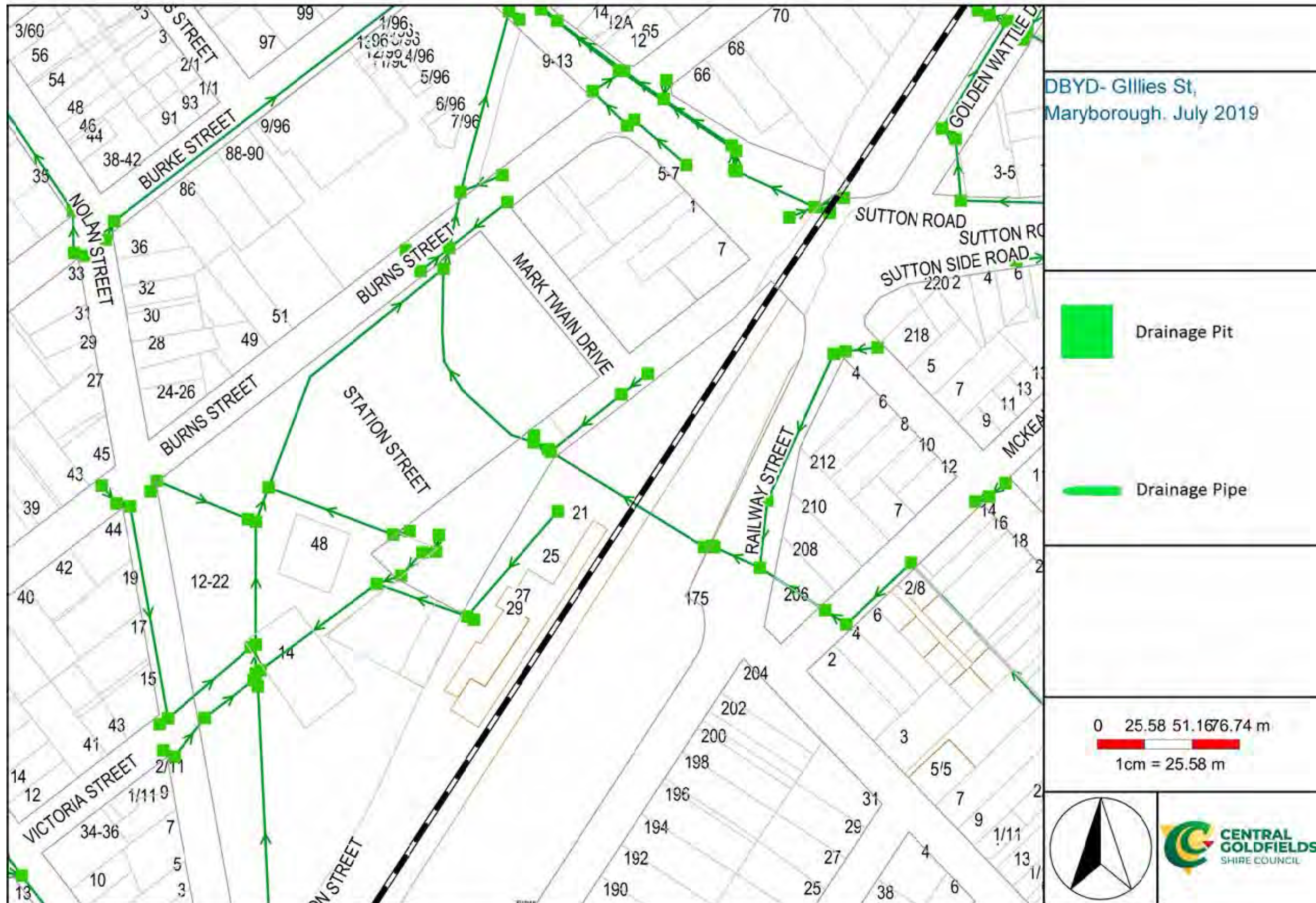
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- SWER Substation
- Zone Substation
- High Voltage Cable
- Low Voltage Cable
- Communication Cable
- Earth Cable
- Pole (LV)
- Pole (HV)
- Property Boundary

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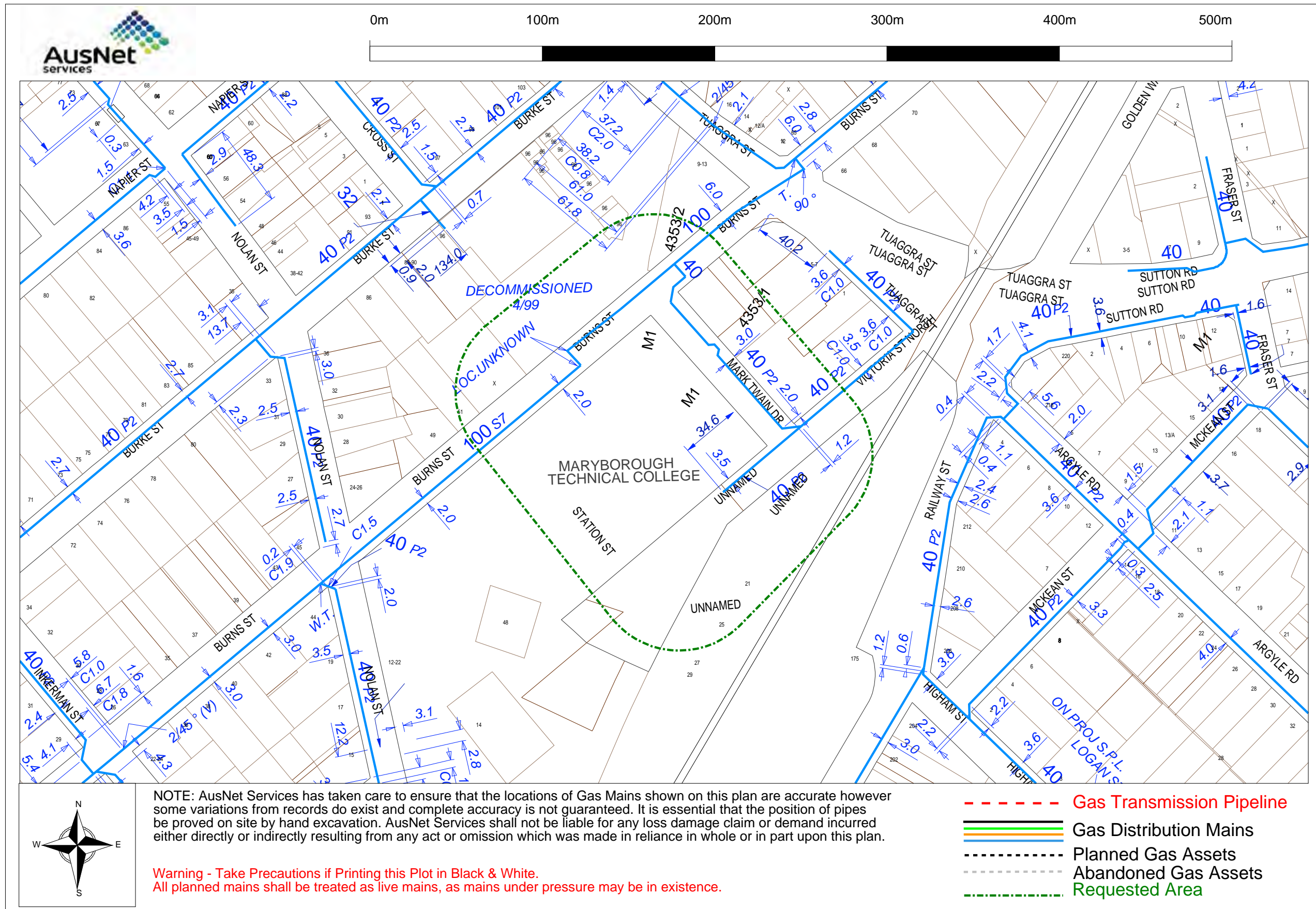
Imagery sourced from Open StreetMaps

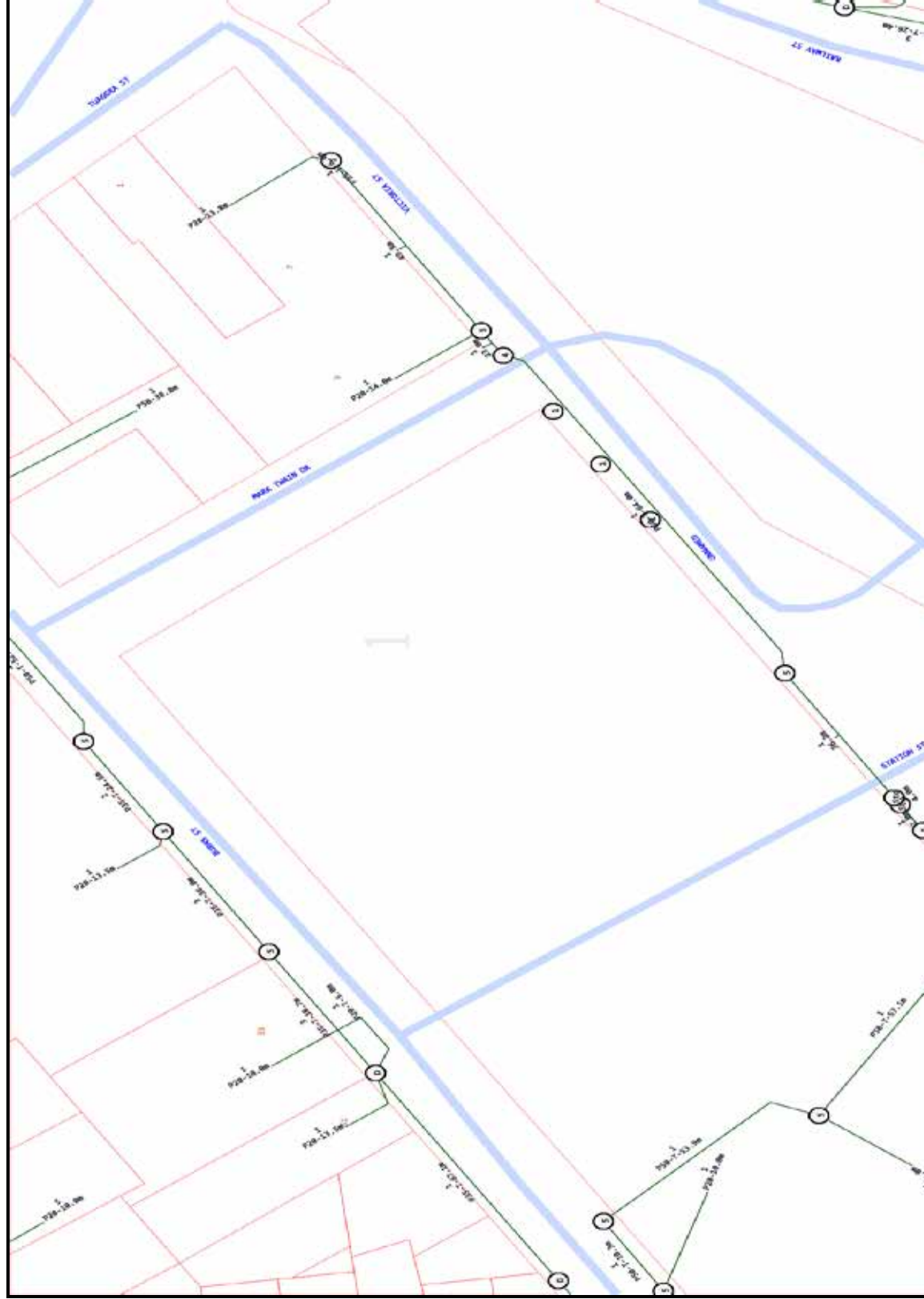


APPENDIX 2.2



APPENDIX 2.3





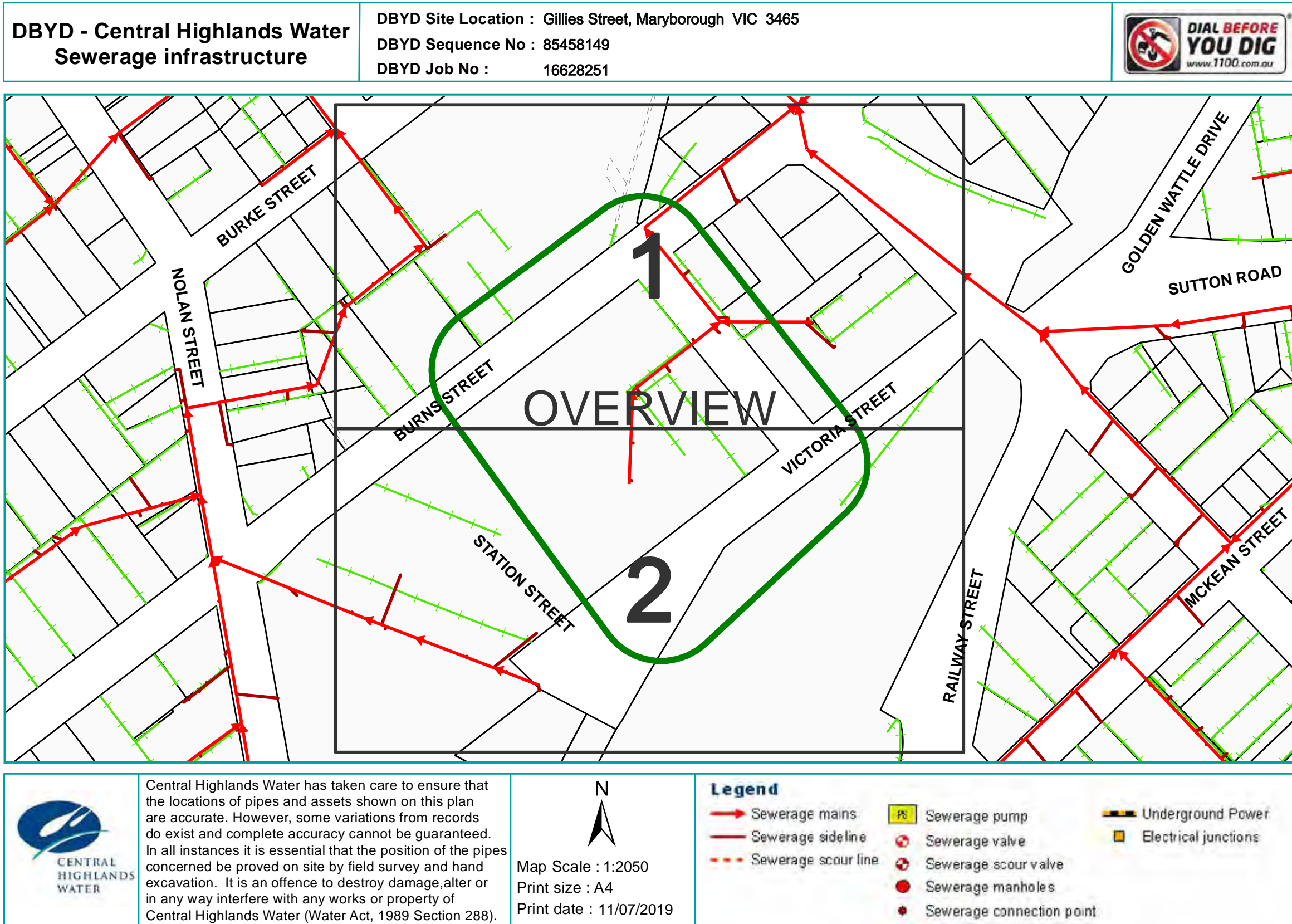
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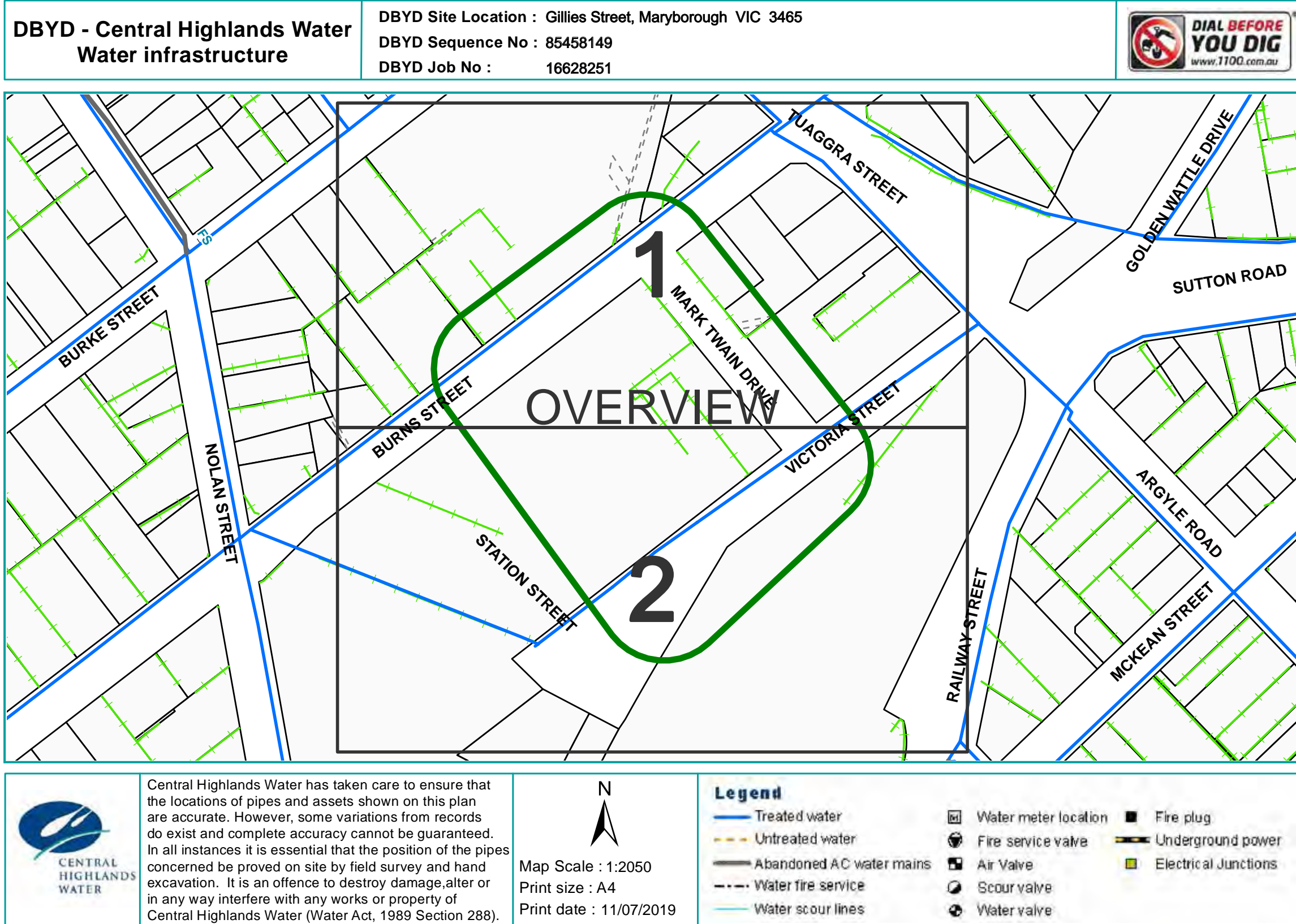
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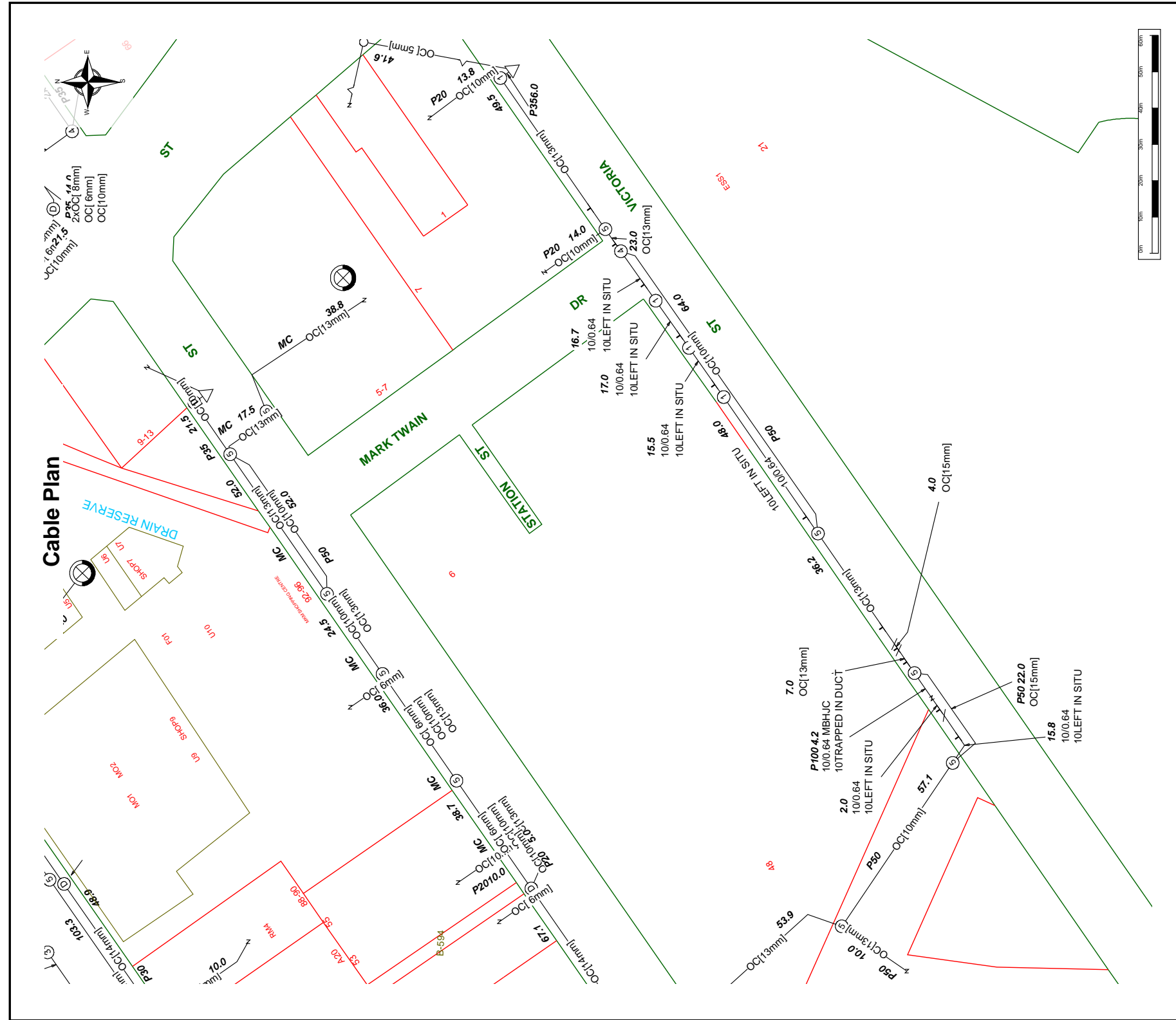
APPENDIX 2.5




APPENDIX 2.6



APPENDIX 2.7



	For all Telstra DBYD plan enquiries - email - Telstra.Plans@team.telstra.com For urgent onsite contact only - ph 1800 653 935 (bus hrs)	Sequence Number: 85458147
	TELSTRA CORPORATION LIMITED A.C.N. 051 775 556 Generated On 11/07/2019 10:46:15	<p style="color: red; font-weight: bold;">CAUTION: Fibre optic and/ or major network present in plot area. Please read the Duty of Care and contact Telstra Plan Services should you require any assistance.</p>

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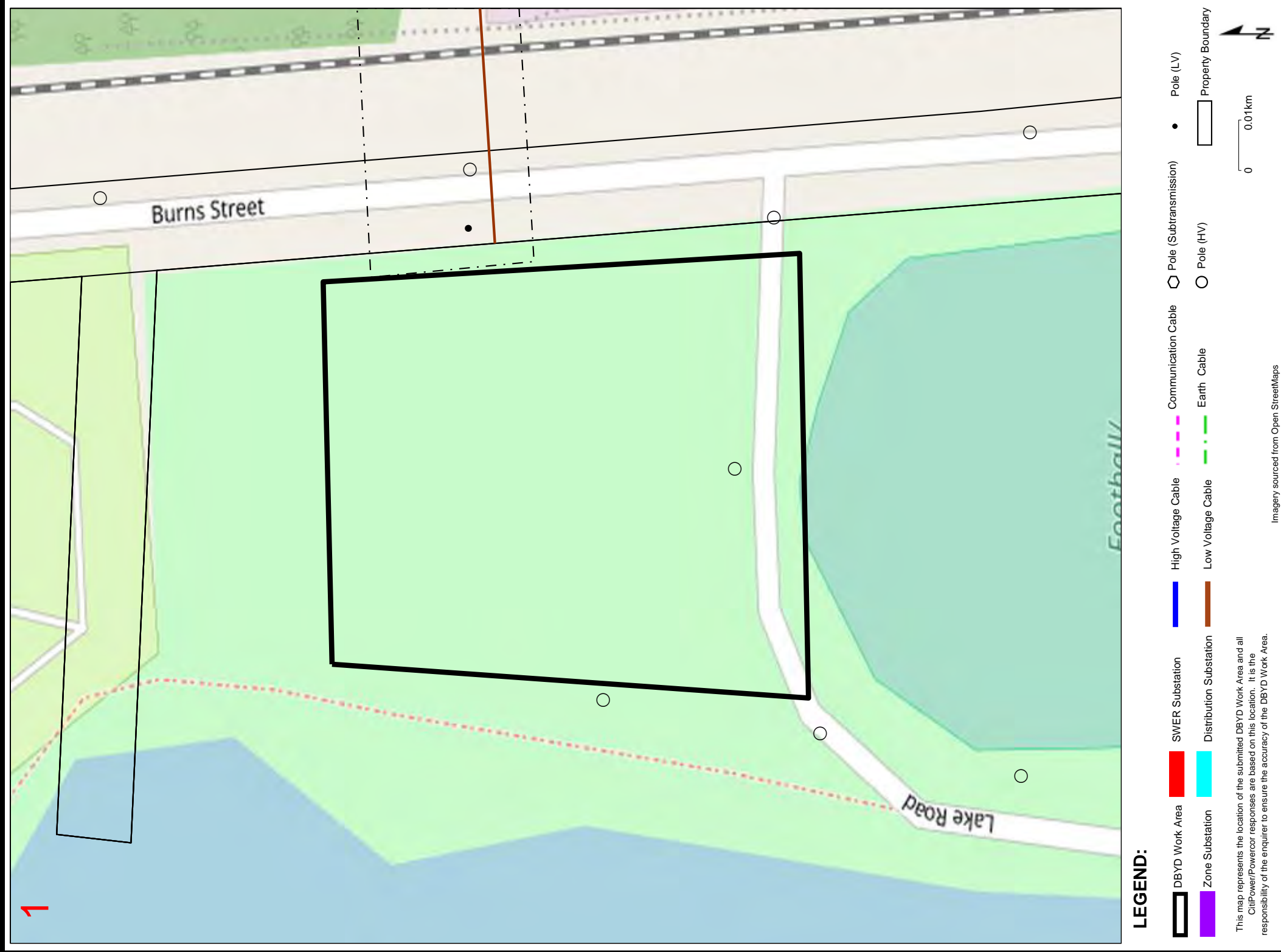
Sequence No: 85458325

Gillies Street Maryborough

Map 1



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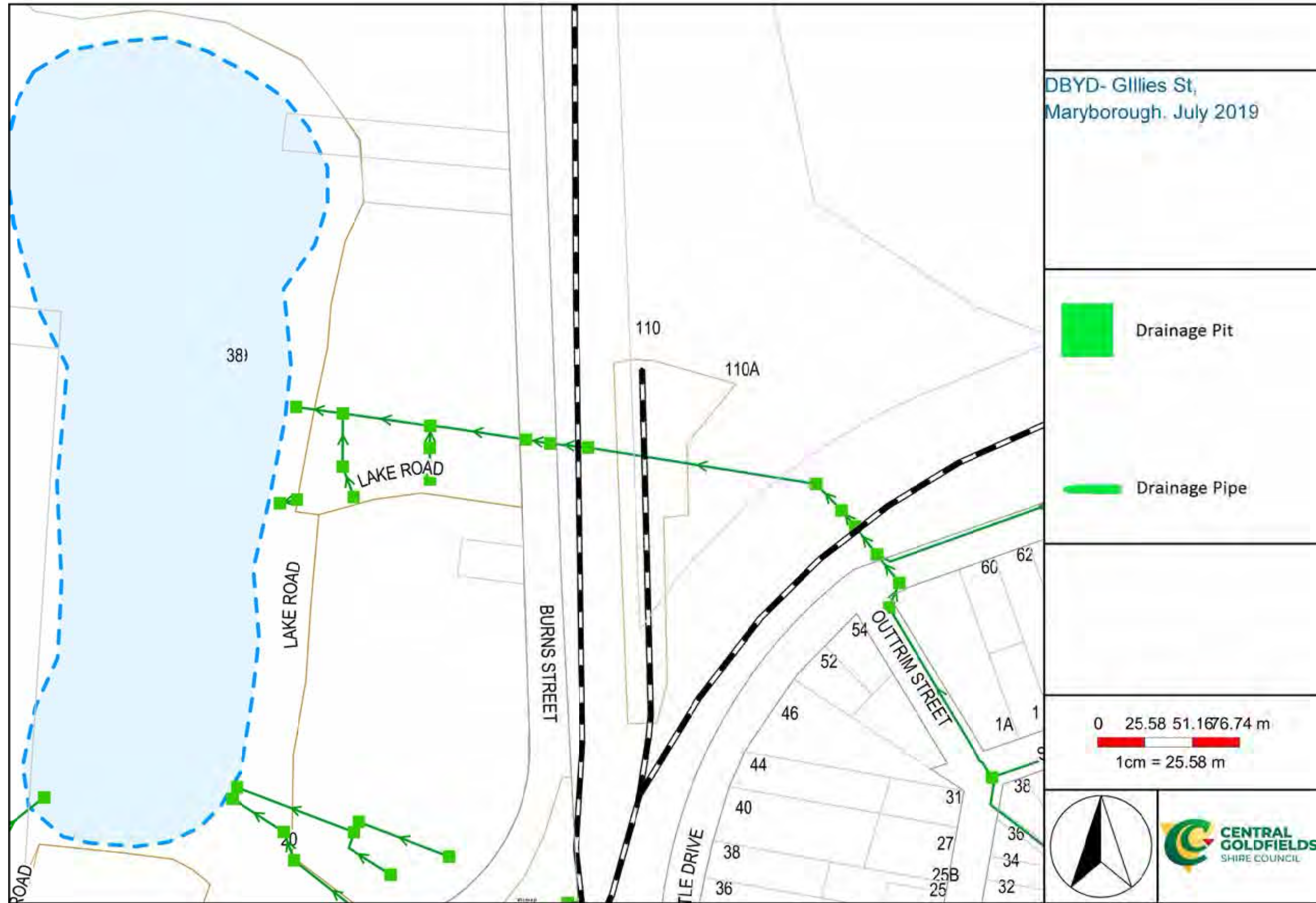


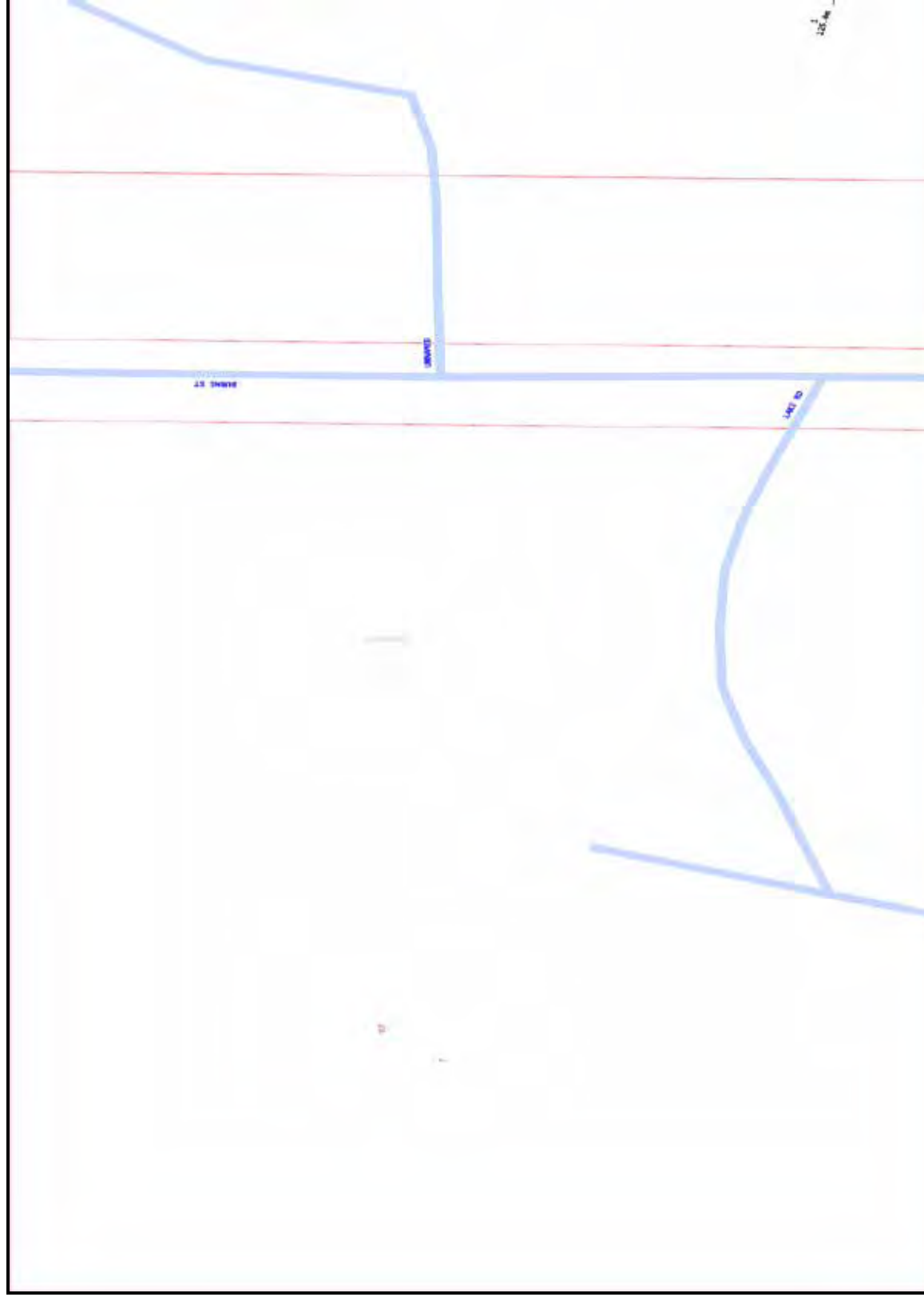
LEGEND:

- DBYD Work Area
 - SWER Substation
 - Distribution Substation
 - High Voltage Cable
 - Low Voltage Cable
 - Communication Cable
 - Pole (LV)
 - Pole (HV)
 - Pole (Subtransmission)
 - Property Boundary
- This map represents the location of the submitted DBYD Work Area and all Citipower/Powercor responses are based on this location. It is the responsibility of the enquirer to ensure the accuracy of the DBYD Work Area.
- Imagery sourced from Open StreetMaps



APPENDIX 3.2





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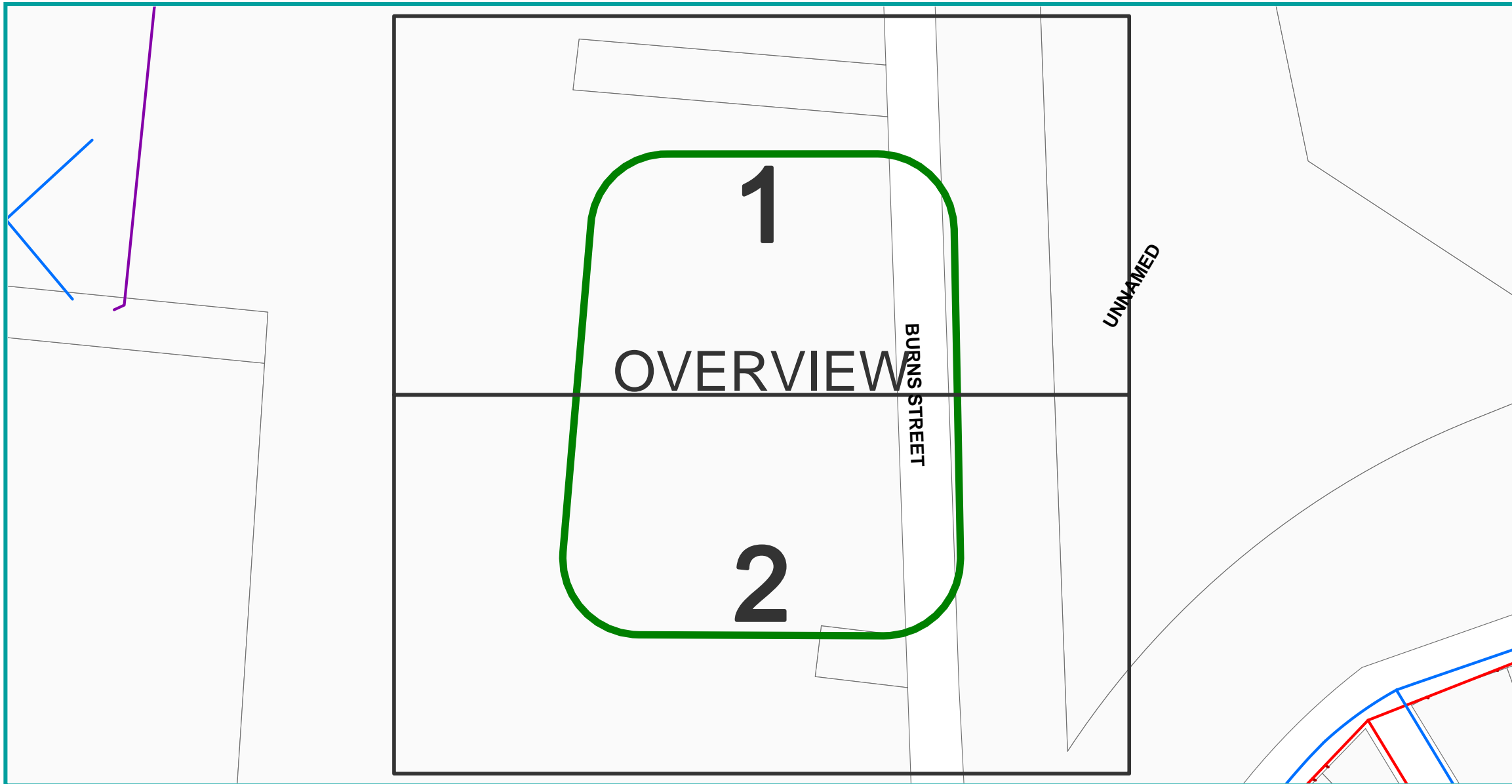
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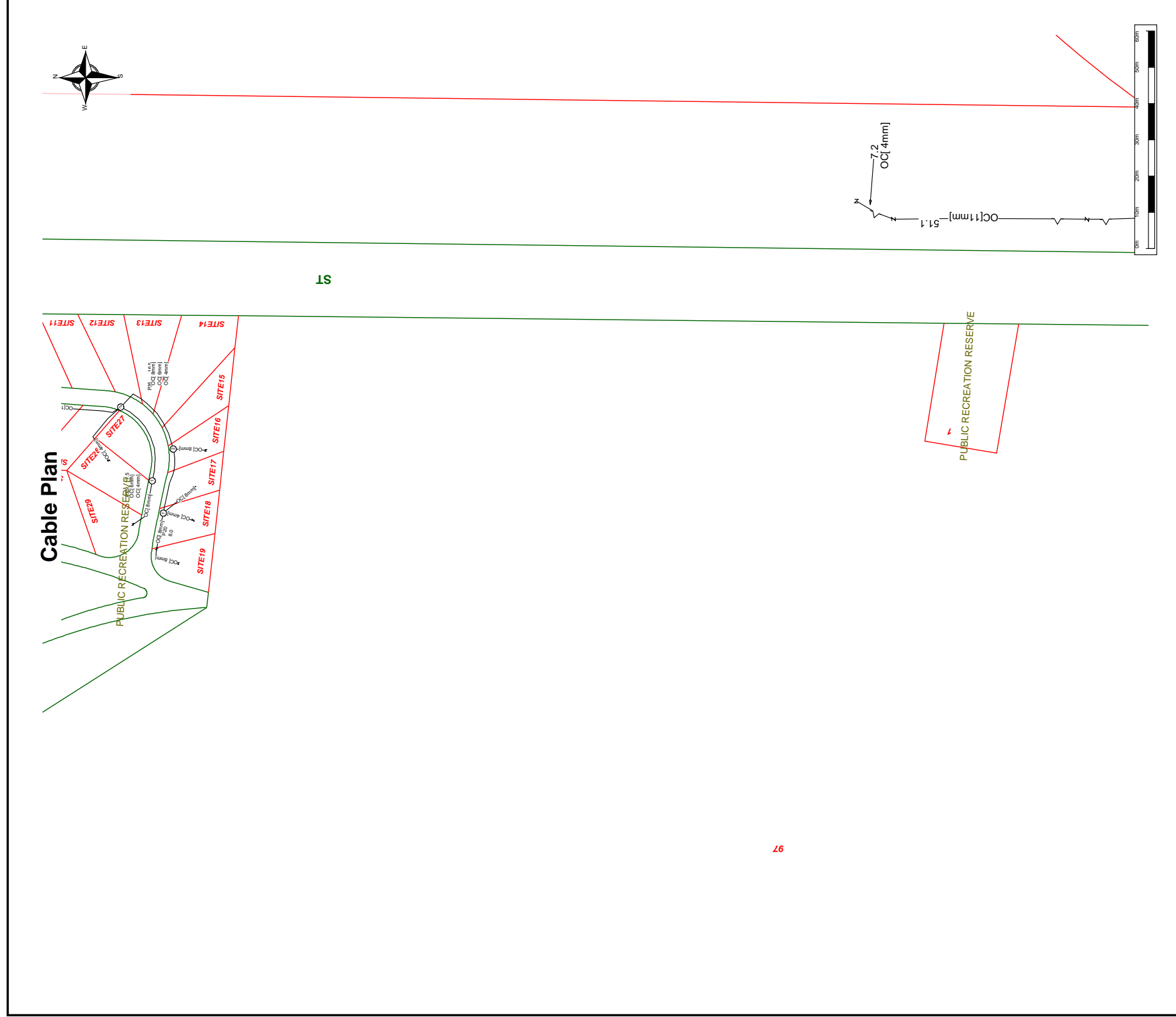
APPENDIX 3.4

<p>DBYD - Central Highlands Water No assets affected</p>	<p>DBYD Site Location : Gillies Street, Maryborough VIC 3465 DBYD Sequence No : 85458329 DBYD Job No : 16628280</p>	
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	<p>Central Highlands Water has taken care to ensure that the locations of pipes and assets shown on this plan are accurate. However, some variations from records do exist and complete accuracy cannot be guaranteed. In all instances it is essential that the position of the pipes concerned be proved on site by field survey and hand excavation. It is an offence to destroy, damage, alter or in any way interfere with any works or property of Central Highlands Water (Water Act, 1989 Section 288).</p>	<p style="text-align: center;">N </p> <p>Map Scale : 1:2050 Print size : A4 Print date : 11/07/2019</p>	<p>Legend</p> <table border="0"> <tr> <td> Water mains</td> <td> Recycled water mains</td> <td> Sewerage mains</td> </tr> <tr> <td> Abandoned AC water mains</td> <td> Recycled water scourlines</td> <td> Sewerage sidelines</td> </tr> <tr> <td> Water fire service lines</td> <td></td> <td> Sewerage scourlines</td> </tr> <tr> <td> Water scour lines</td> <td></td> <td></td> </tr> </table>	Water mains	Recycled water mains	Sewerage mains	Abandoned AC water mains	Recycled water scourlines	Sewerage sidelines	Water fire service lines		Sewerage scourlines	Water scour lines		
Water mains	Recycled water mains	Sewerage mains													
Abandoned AC water mains	Recycled water scourlines	Sewerage sidelines													
Water fire service lines		Sewerage scourlines													
Water scour lines															

APPENDIX 3.5



26

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8.7 CENTRAL VICTORIAN GOLDFIELDS WORLD HERITAGE LISTING MOU

Author: Acting Manager Tourism, Events and Culture

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is for Council to note the Memorandum of Understanding between twelve councils to support the Central Victorian Goldfields World Heritage Listing Bid.

LEGISLATION AND POLICY CONTEXT

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

- Outcome: A vibrant local economy which contributes to the municipality's economic prosperity.
- 2.7 Objective: Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences
- Initiative: Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing

BACKGROUND INFORMATION

Twelve councils, led by the Cities of Ballarat and Greater Bendigo, have partnered to progress a World Heritage listing of the Central Victorian Goldfields.

The World Heritage listing aims to unlock the full potential of the region, bringing economic diversification, jobs, investment and tourism, and raise the socio-economic outlook for cities, towns and local communities. This consortium represents close to half a million people spread over nearly 40,000 square kilometres, 17% of the state.

The bid to list the Central Victorian Goldfields has will be a lengthy process however it has now been formalised with a Memorandum of Understanding between the twelve parties.

REPORT

In September 2019, councils met regarding the Central Victorian Goldfields World Heritage Bid. At this meeting it was agreed to proceed with a Memorandum of Understanding between the thirteen local government partners to formalise the governance arrangements for the project.

This agreement is not a legal or binding document. It sets out the mutual goals and levels of participation for advancing a world heritage nomination for the region and securing the best outcomes in terms of economic diversification, jobs creation and investment.

The MOU was signed by twelve councils in December 2019. The signatories to this MOU will work together to progress the development of the bid with the objective of unlocking the full potential of the Central Victorian Goldfields region, bringing economic diversification, jobs,

investment and tourism, and raise the socio-economic outlook and liveability for cities, towns and communities across the region.

The MOU strengthens the existing understandings amongst Parties with respect to cooperation for the Central Victorian Goldfields World Heritage Bid.

The Parties will now seek funding from the state government to assist in mapping and understanding what Central Victorian Goldfields sites would work for the bid and give the area the best opportunity to succeed.

As part of the MOU each Party's CEO will be a representative on the Program Steering Committee, with a nominated Responsible Officer for the entirety of the bid, this is currently the Acting Manager Tourism, Events and Culture.

FINANCIAL & RESOURCE IMPLICATIONS

Whilst there are no set financial obligations to develop the MOU, the MOU includes a clause that the Parties may consider opportunities for financial contribution as the bid progresses.

To this point in time Council's contribution to support the bid, as agreed in September 2018, is \$2,000 per annum over two years.

The CEO will sit on the Program Steering Committee, with the Acting Manager Tourism, Events and Culture the nominated Responsible Officer for duration of the bid.

RISK MANAGEMENT

The signing of the MOU is a positive step forward with the collaboration between twelve councils, giving all Parties a greater understanding of the common interests and objectives of the bid.

Moving forward the World Heritage listing will bring many benefits to the area including:

- The recognition of the historical significance of some of the sites remaining from the gold rush history.
- Increased tourism – people travel the world to see UNESCO World Heritage Listed Sites.

A communications plan is being developed by Ballarat and Bendigo Councils which will enable signatories and the public to remain up to date on the progress of the application.

CONCLUSION

The signing of the MOU provides all parties with a greater understanding of the common interests and objectives of the World Heritage Listing Bid.

Moving forward the twelve councils will establish a Program Steering Committee, seek State Government funding, undertake engagement with stakeholders and local communities across the region, and develop an initial draft World Heritage Bid, National Heritage Bid and Management Plan.

ATTACHMENTS

1. Central Victorian Goldfields World Heritage Bid Memorandum of Understanding

RECOMMENDATION

That Council note the Central Victorian Goldfields World Heritage Bid Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING

between

**Ararat Rural City Council;
Campaspe Shire Council;
Central Goldfields Shire Council;
City of Ballarat Council;
City of Greater Bendigo Council;
Golden Plains Shire Council;
Hepburn Shire Council;
Loddon Shire Council;
Macedon Ranges Shire Council;
Mount Alexander Shire Council;
Northern Grampians Shire Council; and
Pyrenees Shire Council.**

concerning

Central Victorian Goldfields World Heritage Bid

Version No: 1.0



19 December 2019

Document Acceptance and Release Notice

This document is Version No 1.0,¹⁹ December 2019 of the Memorandum of Understanding concerning the Central Victorian Goldfields World Heritage Bid.

The Memorandum of Understanding concerning the Central Victorian Goldfields World Heritage Bid is a managed document. For identification of amendments, each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation.

This document is authorised for release once all signatures have been obtained.

PREPARED:		Date:	11 December 2019
(for acceptance)	_____ Susan Fayad, Coordinator Heritage and Cultural Landscapes Goldfields World Heritage Bid Program Coordinator		_____
ACCEPTED:		Date:	12 December 2019 19 December 2019
(for release)	_____ Justine Linley, CEO, City of Ballarat Goldfields World Heritage Bid Program Sponsor (Fundholder)		_____

Document Development History

Version control:

Version	Date	Author	Reason	Sections
0.1	30.07.2019 (1) 11.12.2019 (2)	Susan Fayad, City of Ballarat	(1) Initial draft; (2) Final amendments post review by Parties.	All
0.1	09.08.2019	Trevor Budge, City of Greater Bendigo	Draft amendments & considerations	All
0.1	07.11.2019	Legal Team, City of Greater Bendigo	Review	All
0.1	05.09.2019	Darren Whitford, Governance, City of Ballarat	Review	All
0.1	14.11.2019	Angelique Lush, City of Ballarat	Review	All

Review:

Name / Forum	Role / LGA	Date
Justine Linley	CEO, City of Ballarat (Program Sponsor)	15.11.2019
Program establishment period	CEO, Ararat Rural City Council	29.11.2019
	CEO, Campaspe Shire Council	29.11.2019
	CEO, Central Goldfields Shire Council	11.12.2019
	CEO, City of Greater Bendigo	14.11.2019
	CEO, Golden Plains Shire Council	24.11.2019
	CEO, Hepburn Shire Council	24.11.2019
	CEO, Loddon Shire Council	09.12.2019
	CEO, Macedon Ranges Shire Council	09.12.2019
	CEO, Mount Alexander Shire Council	29.11.2019
	CEO, Northern Grampians Shire Council	03.12.2019
	CEO, Pyrenees Shire Council	04.12.2019

Approval:

Forum	Details	Date
DocuSign	All Parties to sign	19 December 2019

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1 Purpose of this document

This Memorandum of Understanding (MOU) is signed on 19 December 2019 between:

1. Ararat Rural City Council;
2. Campaspe Shire Council;
3. Central Goldfields Shire Council;
4. City of Ballarat;
5. City of Greater Bendigo;
6. Golden Plains Shire Council;
7. Hepburn Shire Council;
8. Loddon Shire Council;
9. Macedon Ranges Shire Council;
10. Mount Alexander Shire Council;
11. Northern Grampians Shire Council; and
12. Pyrenees Shire Council.

Hereinafter referred to individually as "Party" and collectively as "Parties".

In recognition of their common interests and objectives, and in order to supplement and strengthen the existing understandings amongst the Parties with respect to cooperation for the Central Victorian Goldfields World Heritage Bid (hereinafter referred to as the "Program"), the Parties confirm their mutual understanding on the following:

1.1 Purpose

The signatories to this Memorandum of Understanding will work together to progress the development of the Program with the objective of unlocking the full potential of the Central Victorian Goldfields region, bringing economic diversification, jobs, investment and tourism, and raise the socio-economic outlook and liveability for cities, towns and communities across the region.

1.2 Commitment

This MOU is strictly limited to expressing a desire of the Parties for cooperation. It is not a legal agreement; however all Parties commit to using their best endeavours to achieve its purpose.

2 Objectives

Cooperation and partnership between the Parties under this MOU is based on the overarching mutual recognition of:

- 2.1.1 The need for a long-term approach and commitment to the Program;

2.1.2 The need for encouraging full participation of all stakeholders; and

2.1.3 The need for developing the Program.

2.2 Scope of cooperation

Within the context of their respective mandates, objectives and procedures, the Parties shall cooperate in the following areas:

2.2.1 Each Party pledges to cooperate in a spirit of mutual understanding and to develop a closer relationship of goodwill and partnership to increase opportunities in the Central Victorian Goldfields region.

2.2.2 Whilst there are no set financial obligations, the Parties may consider opportunities for financial contribution as the program progresses.

2.2.3 On the basis of close cooperation, each organisation will undertake work to facilitate the advancement of the Program and other agreed upon activities which may include, but are not limited to:

a) Collaboration

2.2.3.1 *Collaboration on activities that strengthen or support the development of the Program*

2.2.3.2 *Collaborative applications for grants and funding*

2.2.3.3 *Collaborative consultation with Stakeholders and the Community to develop arrangements and build confidence in the Program*

2.2.3.4 *Collaborative and joint delivery of the Program*

2.2.3.5 *Organising workshops, seminars and meetings jointly*

b) Staff support

2.2.3.6 *Each Party's CEO participating in the Program Steering Committee*

2.2.3.7 *Nominate a responsible officer (Focal Point) for the entirety of the Program.*

2.2.3.8 *Keep their Councillors, Executive and relevant officers informed and up-to-date on the Program.*

2.2.3.9 *If allocated a position by the Program Steering Committee, an officer on the relevant Project Control Group and Advisory Bodies.*

c) Sharing of information

The Parties recognise that effective cooperation to deliver the Program depends on open, comprehensive and regular exchange of information. To the extent possible in accordance with their representative policies concerning disclosure of information, the Parties intend to make appropriate arrangements to:

2.2.3.10 Share information with the other to help promote mutual understanding and progression of the Program, and each will respect the confidentiality and intellectual ownership of this information

2.2.3.11 Exchanging analytical reports, publications, technical materials, expert services and other information related to the purposes of the Program.

d) Publicity

2.2.3.12 Each Party will respect the name and high reputation of the other and will consult with the other regarding publicity or external reference to this MOU.

2.2.4 In addition to 2.2.1, 2.2.2 and 2.2.3, the City of Ballarat and City of Greater Bendigo commits to:

2.2.4.1 Providing additional staffing and other additional resources to coordinate and progress the Program.

2.2.4.2 Keep Parties informed of media and other communications.

2.2.5 In addition to 2.2.1, 2.2.2, 2.2.3 and 2.2.4, the City of Ballarat commits to:

2.2.5.1 Be the fundholder for the Program.

2.3 Focus of Joint Activities

With a view to achieving the purposes of the MOU, the Parties intend to:

2.3.1 Establish a Program Steering Committee

2.3.2 Undertake meaningful engagement with stakeholders and local communities across the region

2.3.3 Develop an initial draft World Heritage Bid, National Heritage Bid and Management Plan

2.3.4 Agree on program delivery (post the Program)

2.3.5 The above-mentioned areas may be amended from time to time with mutual written consent of the Parties.

3 Fund holder responsibility

The Fund Holder for the Program is the City of Ballarat. The fund holder is accountable to the Program Steering Committee for appropriate management of funds and for clear and transparent reporting against expenditure and responsible for:

- 3.1.1 acknowledging the financial support received from Parties (as applicable)
- 3.1.2 providing sound financial systems that ensure money is managed and spent in line with any funding and service agreements and the guidance of the Program Steering Committee and relevant Project Control Group.
- 3.1.3 providing regular financial updates and budget projections to the Program Steering Committee to mitigate risks of funding shortfalls and excess costs
- 3.1.4 employing staff/engaging consultants as required and providing their professional support
- 3.1.5 ensuring spending represents value for money and is solely and specifically spent for the purpose of the Program
- 3.1.6 ensuring reporting requirements are adhered to
- 3.1.7 any unspent monies being returned to the Parties in accordance with their individual contributions.

4 Reciprocal invitations

The Parties recognize that appropriate representation is important to emphasize their common interests, purposes and intentions in substantive terms. The Parties therefore intend to invite each other, where appropriate, to meetings, conferences, seminars and workshops relevant to cooperation in the priority areas set out in this MOU.

5 Focal Point: Responsible Officer

The Parties will endeavour to ensure that:

- 5.1.1 Their respective appropriate Responsible Officer will be responsible for the implementation of cooperation activities listed within their areas of responsibility activities under this MOU
- 5.1.2 Their respective appropriate Responsible Officer will provide brief reports as necessary to their respective organisations on the status of implementation of all cooperation activities listed within their areas of responsibility under this MOU.

For purposes of coordination and administration of this MOU, the Parties designate their respective Responsible Officer as follows:

<p><u>For Ararat Rural City Council</u></p> <p>Tim HARRISON CEO Tel: 03 5355 0271 Email: tharrison@ararat.vic.gov.au</p>	<p><u>For Campaspe Shire Council</u></p> <p>Astrid O'FARRELL Investment Attraction Manager Tel: 03 5481 2822 Mob: 0428 322 901 Email: a.ofarrell@campaspe.vic.gov.au</p>
<p><u>For Central Goldfields Shire Council</u></p> <p>Alisha CHADWICK Acting Manager of Tourism, Events and Culture Tel: 03 5461 1826 Mob: 0418 310 461 Email: alishac@cgoldshire.vic.gov.au</p>	<p><u>For City of Ballarat</u></p> <p>Susan FAYAD Coordinator Heritage and Cultural Landscapes Tel: 03 5320 5677 Email: susanfayad@ballarat.vic.gov.au</p>
<p><u>For City of Greater Bendigo</u></p> <p>Trevor BUDGE Manager Regional Sustainable Development Tel: 03 5434 6288 Mob: 0488 438 569 Email: t.budge@Bendigo.vic.gov.au</p>	<p><u>For Golden Plains Shire Council</u></p> <p>Helena CHARLES Senior Economic Development Officer Tel: 03 5220 7102 Mob: 0427 600 889 Email: helena.charles@gplains.vic.gov.au</p> <p>Tim WALLER Development Manager Tel: 03 5220 7124 Mob: 0417 793 386 Email: twaller@gplains.vic.gov.au tim.waller@gplains.vic.gov.au</p>
<p><u>For Hepburn Shire Council</u></p> <p>Evan KING CEO Tel: 03 5321 6422 Mob: 0407 168 070 Email: eking@hepburn.vic.gov.au</p>	<p><u>For Loddon Shire Council</u></p> <p>Lynne HABNER Manager Executive and Commercial Services Tel: 03 5494 1205 Mob: 0427 116 279 Email: lhabner@loddon.vic.gov.au</p>
<p><u>For Macedon Ranges Shire Council</u></p> <p>Angela HUGHES Director Planning and Environment Tel: 03 5421 9655 Mob: Email: ahughes@mrsc.vic.gov.au</p>	<p><u>For Mount Alexander Shire Council</u></p> <p>David LEATHEM Manager Economy & Culture Tel: 03 5471 1729 Mob: 0427 555 266 Email: d.leathem@mountalexander.vic.gov.au</p>
<p><u>For Northern Grampians Shire Council</u></p> <p>Damien WIELAND Head of Government Partnerships Tel: 03 5358 8700 Email: damien.wieland@ngshire.vic.gov.au</p>	<p><u>For Pyrenees Shire Council</u></p> <p>Jim NOLAN CEO Tel: 03 5349 1101 Email: Jim.Nolan@pyrenees.vic.gov.au</p>

6 Acknowledgements and use of organisational emblems and logos

The Parties recognize that their involvement in joint cooperation activities under this MOU will be publicised. Therefore, the Parties understand that:

- 6.1.1 There will be public acknowledgment of the role and contribution of each Party to the Program in all public information related to such cooperation;
- 6.1.2 Information related to activities under this MOU may be made available through customary channels according to the normal procedures and policies of each Party. Results derived from joint research projects shall be published with public acknowledgement of the role and contribution of each Party; and
- 6.1.3 The use of emblems and/or logos of each Party in documentation related to activities under this MOU will be in accordance with the current policies of each Party concerning such usage.

7 Dispute resolution

The following are the agreed procedures for preventing and/or settling disputes concerning this MOU:

- 7.1.1 Without prejudice, all Parties will ensure that appropriate resources, financial or in-kind, are provided to carry out the agreed responsibilities.
- 7.1.2 Where disagreement arises, the nominated representatives of each Party will make every effort to resolve the dispute.
- 7.1.3 If a matter cannot be resolved, it will be referred to the CEO's of each Party, who will determine a suitable dispute resolution procedure in accord with the relevant policies of each Party.

8 Period of arrangement

- 8.1.1 This MOU shall be valid for an indefinite period that aligns with the Program timeframe.
- 8.1.2 The MOU may be renegotiated at any time during the period of the arrangement.
- 8.1.3 Any changes to the MOU must be documented with copies of the changes provided to all Parties.
- 8.1.4 Any Party may withdraw from this MOU by giving one months' prior written notice to the other Parties.

9 Agreement between Parties

- 9.1.1 Nothing in this MOU shall be construed as creating any legal relationship between the Parties; its provisions do not create rights, obligations or duties for any Party. This MOU is a statement of intent to foster genuine and mutually beneficial cooperation.
- 9.1.2 This MOU shall not prejudice any rights and obligations of either Party in any international, national, state or local agreements or conventions.
- 9.1.3 The organisation representatives responsible for this MOU are City of Ballarat (CEO) and City of Greater Bendigo (CEO), on behalf of all Parties.

10 Signatories

Executed as an agreement

FOR AND ON BEHALF OF
ARARAT RURAL CITY COUNCIL



Dr Tim HARRISON
CEO

FOR AND ON BEHALF OF
CITY OF BALLARAT




Ms. Justine LINLEY
CEO

FOR AND ON BEHALF OF
CAMPASPE SHIRE COUNCIL



Mr. Declan MOORE
CEO

FOR AND ON BEHALF OF
CITY OF GREATER BENDIGO



Mr. Craig NIEMANN
CEO

FOR AND ON BEHALF OF
CENTRAL GOLDFIELDS SHIRE
COUNCIL



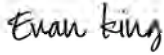
Ms. Lucy ROFFEY
CEO

FOR AND ON BEHALF OF
GOLDEN PLAINS SHIRE COUNCIL



Mr. Eric BRASLIS
CEO

FOR AND ON BEHALF OF
HEPBURN SHIRE COUNCIL



Mr. Evan KING
CEO

FOR AND ON BEHALF OF
MOUNT ALEXANDER SHIRE
COUNCIL



Mr. Darren FUZZARD
CEO

FOR AND ON BEHALF OF
LODDON SHIRE COUNCIL



Mr. Phil PINYON
CEO
per Mr. Allan BAWDEN, Locum CEO

FOR AND ON BEHALF OF
NORTHERN GRAMPIANS SHIRE
COUNCIL



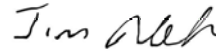
Ms Liana THOMPSON
CEO

FOR AND ON BEHALF OF
MACEDON RANGES SHIRE
COUNCIL



Ms. Margot STORK
CEO

FOR AND ON BEHALF OF
PYRENEES SHIRE COUNCIL



Mr. Jim NOLAN
CEO

8.8 2019 ENERGY BREAKTHROUGH EVALUATION

Author: Acting Manager Tourism, Events and Culture

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to recommend Council note the evaluation and review of the 2019 Energy Breakthrough as per the Energy Breakthrough Charter requirements.

LEGISLATION AND POLICY CONTEXT

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

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

2.7 Objective: Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences

BACKGROUND INFORMATION

Energy Breakthrough, (EB) which is jointly managed and delivered by Council and Country Education Partnership (CEP) through a Special Committee of Council (The Committee) is the largest and longest running science, technology, engineering and maths (STEM) educational program in the country. The celebration event, hosted in Maryborough each year for the last 29 years is the largest annual event in regional Victoria, attracting over 23,000 visitors each year.

Following the 2019 EB, RM Consulting Group (RMCG) were engaged to facilitate a strategic planning session for The Committee, the Operations Group and the Local Planning Committee.

REPORT

The Central Goldfields Shire Council hosted and RMCG facilitated an evaluation meeting of the 2019 EB on Friday 13 December 2019. The meeting brought key personnel together to reflect on the 2019 event, discussing the achievements and aspects that could be improved.

The session gave all parties the opportunity put forward their ideas, thoughts and opinions of 2019 event.

Overall the participants, staff and volunteers were happy with the event despite the challenging weather conditions. Some of the 2019 achievements highlighted in the report can be attributed to the business plan developed in June 2019:

- New people volunteering
- Information to volunteers was comprehensive

- Education aspect was strong throughout the event
- Improved safety
- Clear messaging during the event.

Nine topic areas were the focus for the suggested improvements, these areas included:

- Site set-up and pack-up
- Camping
- Rules and regulations
- Volunteers
- Sponsors
- Waste management
- Expo
- Communications
- Emergency Management

A section for 'other' was also included. Participants were given the opportunity to comment on the topic areas and what they would like to start, change, keep, or stop.

A number of the recommended actions from the evaluation align with recommendations from the Business Plan, The Committee are working to implement these recommendations in time for the 2020 event.

CONSULTATION/COMMUNICATION

The Committee and the Local Planning Committee were invited to the Evaluation Meeting, twenty-five people attended the meeting.

FINANCIAL & RESOURCE IMPLICATIONS

EB continues to require an annual investment from Council to support set-up costs, event planning and management. It is noted that the evaluation report will support The Committee as it determines financial requirements and staffing moving forward in 2020.

RISK MANAGEMENT

The nine topics identified as areas for improvement represent areas of potential risk for the future success of EB. These areas will be considered by The Committee which will oversee a process to develop appropriate mitigation strategies where appropriate.

CONCLUSION

The evaluation report specifies both positive and negative practices that provide a platform to improve future events. The Committee, the Operations Group and the Local Planning Committee will work towards implementation for the 2020 event.

ATTACHMENTS

1. 2019 Energy Breakthrough Evaluation Meeting Review

RECOMMENDATION

That Council notes the 2019 Energy Breakthrough Evaluation Meeting Review.

Energy Breakthrough evaluation meeting

Central Goldfields Shire Council

13 December 2019

Introduction

This paper provides an overview of the discussions at the Energy Breakthrough evaluation meeting held in Maryborough on 13 December 2019. The purpose of this meeting was to reflect on the 2019 Energy Breakthrough event and discuss what worked well and what could be improved. The meeting was hosted by Central Goldfields Shire Council and facilitated by Melissa Ludeman from RM Consulting Group.

In the first part of the session, Nigel Preston presented the survey results from the schools who participated in the event and those who volunteered. The next part of the session focused on what they key achievements of this year's event were. This was followed by a second session on what aspects of the event (centred around ten topic areas) could be improved.

The topic areas were:

- Site set-up and pack-up
- Camping
- Rules and regulations
- Volunteers
- Sponsors
- Waste management
- Expo
- Communications
- Emergency Management
- Other

This paper summarises the discussions about the achievements of the event and the reflection on what could be improved. Concluding this report is a comparison between the feedback on the 2018 and event with the 2019 event.

Achievements of the 2019 event

The achievements of this year's event were:

- Everyone worked well under pressure and were able to adapt to the circumstances given the Code Red day on the Thursday of the event. The operational teams did well to manage the barrier issues, making sure communications were clear, ensuring the systems were ready and working (i.e. SMS system), helping others in different roles.
- Participants, staff and volunteers were happy with the event despite the issues caused by the weather conditions
- The schools' reaction was positive in response to changed plans
- There was a sense of good will under the conditions. Operational teams were impressed at how people (especially children) managed with the weather conditions and changes.
- Messaging about changes, weather warnings and fire warnings were calm and well delivered by the administration team
- Volunteers felt rewarded and enjoyed assisting with the event
- Long-standing and new volunteers worked well together, there was a great sense of teamwork
- Great teamwork made the set-up easier
- New people were volunteering and attending the event
- The information to volunteers was comprehensive and led to better decisions. An example of this was the meeting between the track team and Track Safe in regard to the conditions.
- The camping team worked well together to manage changes during the bad weather conditions
- The educational aspect was strong throughout the event
- Safety was promoted and measures were in place, leading to the safest Energy Breakthrough event so far. Only five people required urgent care and only one of those was racing related. This is a significant decrease from previous years.
- The set-up started a few days ahead of usually scheduled before the bad weather arrived (because of other commitments from the marquee operators) this worked very well and was a great unintended outcome and created a buzz around the town. Starting set-up earlier should be considered for future events.
- The event operations centre (EOC) was used as the first point of call for people compared to previous years due to better promotion of its purpose. This led to less calls for the administration team.
- Security teams weren't called on very often for issues, so they took initiative and assisted with the marshalling at "crash corner" when there was an issue
- Children participating had a great attitude, there were no complaints.

Event improvements

The following chapter summarises the parts of the event that the workshop participants would like to stop, start, keep and change for each topic area.

Table 1: Suggested event improvements

TOPIC	START	CHANGE	KEEP	STOP
Site set-up and pack-up	<ul style="list-style-type: none"> ▪ More volunteers to register for pack-up ▪ More hay bales ▪ Speed registration regarding set-up ▪ Keeping road clear between EEV and Jubilee Oval for registration on Friday ▪ Checklists for the triathlon set-up ▪ Start the process of evaluating and possible re-orienting the site i.e. location of services. 	<ul style="list-style-type: none"> ▪ Move pushcart obstacle course away from D & P area ▪ Pushcarts on Saturday morning should start 30 minutes earlier ▪ Power to all corners of the site ▪ Extend pushcart endurance to full track ▪ Map track use on Friday with triathlon and consider re-scheduling. 	<ul style="list-style-type: none"> ▪ Process for setting up / packing up ▪ Site set-up and pack-up leadership team (Jefferson and Les) ▪ Early set-up (90% of the course set up on the Sunday before the event and the marquees set-up 3 days before the event¹) ▪ End of day de-brief ▪ Barriers on-site Sunday (before the event) ▪ Road closed signs for barrier setup ▪ Traffic light storage box dropped on ground at Tennis Centre as it was in 2019 ▪ Teachers' and sponsors lounge 	<ul style="list-style-type: none"> ▪ Double handling items used for track set-up. Barriers are currently moved multiple times

¹ A negative outcome of this might be vandalism as there is no security but there were no issues this year.

TOPIC	START	CHANGE	KEEP	STOP
Camping	<ul style="list-style-type: none"> Put the water pipe underground around Jubilee Oval 	<ul style="list-style-type: none"> Camping wrist bands could be given out at registration time (it is difficult to distribute as schools arrive at different times) Camping coordination should have greater control over the number and distribution of rubbish and recycling bins in the camping area Move the tent for Princes Park camp coordinators over to outside male toilets on driveway. The tent could be erected before the event Reassess the parking arrangements (it was confused, people paid to park but there were not sites available and people who came in after 8pm didn't have to pay for their parking because no one was there to collect it) 	<ul style="list-style-type: none"> The current arrangement for camping (it is working well) Keep the "one way" drive through for vehicles on Princes Park as it worked well "No parking" signs at the hockey Field 5km speed signs 	
Rules and regulations	<ul style="list-style-type: none"> Give schools clear criteria of what judges are looking for – focus on student-based learning and include marks for ability to answer further questions on the technology. Reflect this in the scoring. 	<ul style="list-style-type: none"> Better enforce penalties that already exist When crash happens both trikes need to be sent back to pits (often it is only the damaged / flipped trike that has to return and not the one who caused the accident) If trikes pass on the yellow flag it must result in greater consequence 		<ul style="list-style-type: none"> Vehicles (utes) on the track during the race Inconsistency in scoring – need further work

TOPIC	START	CHANGE	KEEP	STOP
		<ul style="list-style-type: none"> ▪ Clarity on rules for non-camping schools regarding vehicles and cool room allocations ▪ Limit area of presentation displays (not fair for non-local schools) – investigate moving from three to two displays ▪ Reduce scope of range of scoring ▪ Change age limit for marshals 		
Volunteers	<ul style="list-style-type: none"> ▪ Providing increased information prior to event (have a briefing and debrief, set-times, roles and point of contact) ▪ Increased recognition before during and after event (to increase retention) ▪ Introduce a volunteer coordinator to create a single point of contact ▪ Source local volunteers ▪ Local recruitment (Council backed) (community volunteer club) ▪ Sourcing enthusiastic volunteers (and understand Energy Breakthrough) through many academic institutions to support / provide volunteer judges ▪ Volunteers lounge 	<ul style="list-style-type: none"> ▪ Change where we source volunteers from (involve Asteria) ▪ Increase recruitment from schools and students (Jim McMillan MFNC can help with this) ▪ Connect with volunteers using mobile phones ▪ Enable people under 18 to volunteer ▪ Target schools to provide volunteers who are not in the event e.g. VCAL students ▪ Send letters recognising volunteer effort to the coordinator at service clubs and try and capture those who aren't registered directly (only through club) to send letter too 	<ul style="list-style-type: none"> ▪ Accommodation ▪ Volunteer enthusiasm ▪ Food budget at Canteen for volunteers (it is a small appreciation) ▪ Marshalling training and working with children's check ▪ Digitising volunteer process to broader communication with volunteers and those volunteering through clubs 	<ul style="list-style-type: none"> ▪ Stop having multiple people trying to manage volunteers

TOPIC	START	CHANGE	KEEP	STOP
	<ul style="list-style-type: none"> Requiring schools to do marshalling time (~10 hours per school) 			
Sponsors	<ul style="list-style-type: none"> Encouraging more engineering / energy companies to sponsor Gain a personal contact at the business who is sponsoring so we can send a VIP invite Local business network involved with monetary contribution Get invites for sponsorship out earlier 	<ul style="list-style-type: none"> VIP lunch on Friday (more to see) Highlight that the event is held in Maryborough More focus on local business sponsors. 	<ul style="list-style-type: none"> Retain current sponsors Alignment between sponsors and what they're funding i.e. Holden have utes for the track, Race Safe sponsors the track, VicRoads with licensing etc. 	
Waste management	<ul style="list-style-type: none"> Recycling Food organics and green organics Aim to be waste free in three years Little blue wagon! Waste Free. Sending schools a recycling package with aims and goals of the event when registering 	<ul style="list-style-type: none"> Behaviour through educations Canteen to sell reusable water bottles not plastic e.g. Energy Breakthrough bottles Souvenir bottles for 30 years anniversary 	<ul style="list-style-type: none"> Educating schools on separating items of waste 	<ul style="list-style-type: none"> Co-mingled waste
Expo	<ul style="list-style-type: none"> Introduce an expos coordinator with sub committee Marketing the event more broadly Community involvement / thinking about a new model for the event 	<ul style="list-style-type: none"> Days and hours Other events scheduled to allow people to attend Type of exhibits and activities Increase information offered to exhibitors earlier in the process Site of show – next to medical issues 	<ul style="list-style-type: none"> Sponsorship focus 	<ul style="list-style-type: none"> Side shows (carnivals)

TOPIC	START	CHANGE	KEEP	STOP
	<ul style="list-style-type: none"> Use the lake as part of the expo Make a budget for the expo to increase interest in exhibiting (exhibit activation costs for businesses are expensive) Street parade 	<ul style="list-style-type: none"> Move the side shows (potentially to Station Domain) Encourage more expansion into street 		
Communications	<ul style="list-style-type: none"> Communications about participants progressing into employment Communicating that EOC is for both tracks Clearer process on who to contact for what e.g. volunteers contact x person, road closures contact y person Get the story of the history of energy breakthrough clear and out there through social media Publishing video clips of the presentations (maintaining the educational focus) and the process schools go through to get to the event on social media 	<ul style="list-style-type: none"> Meeting structure – clearer focus Rethink location of the EOC Emphasise that the event is in Maryborough through marketing, merchandise and logos Provide clearer communications on all parking arrangements, ticketing and designated spaces 	<ul style="list-style-type: none"> SMS / website updates EOC (Event operations centre) 	
Emergency Management	<ul style="list-style-type: none"> Need to agree on a whole site evacuation system Investigate potential safety issues 		<ul style="list-style-type: none"> Emergency services briefing EOC as key function for central communications Medical / emergency system Race Safe 	

TOPIC	START	CHANGE	KEEP	STOP
Other	<ul style="list-style-type: none"> ▪ A Maryborough Volunteer Committee for the whole community. It would be a good resource for the Energy Breakthrough Event but also other groups dependent on volunteers ▪ Adventure Playground toilet block <ul style="list-style-type: none"> - Leak investigations (toilets are leaking when there are 50+ flushes in an hour). - Extra ventilation (it smells constantly) ▪ Include information about the Energy Breakthrough event, what it is, when it is etc in the Maryborough businesses booklet (Goldfields Getaway) ▪ Start a small operation group to manage issues 	<ul style="list-style-type: none"> ▪ All toilets need re-stocking of toilet paper on the Wednesday night (there are always complaints Thursday morning that there is no toilet paper) ▪ The hockey field toilet blocks need an additional eight toilet roll holders across the men's, women's and disabled toilets ▪ Change layout at the hockey field toilet block to make cleaning more frequently possible. See Appendix 1. ▪ Rethink the location of the administration at the event ▪ Rebuild the innovation and technology category ▪ Paid personnel changes – event directors, site managers, sponsorship and volunteers 		

Comparison with last year's feedback

There were a number of suggestions for improvement that have been raised in both 2018 and 2019. These suggestions are outlined in Table 2 and 3.

Table 2: Suggestions for activities to start doing raised in both 2018 and 2019

ACTIVITIES TO START DOING	
Suggestions from 2018	Suggestions from 2019
<ul style="list-style-type: none"> Enhancing the event expo site and entertainment (to fill the void left by RACV) 	<ul style="list-style-type: none"> Introduce an expos coordinator with sub committee Marketing the event more broadly Community involvement / thinking about a new model for the event Make a budget for the expo to increase interest in exhibiting (exhibit activation costs for businesses are expensive)
<ul style="list-style-type: none"> Parade in the town main street 	<ul style="list-style-type: none"> Street parade
<ul style="list-style-type: none"> Using the water sources i.e. lake for more events 	<ul style="list-style-type: none"> Use the lake as part of the expo
<ul style="list-style-type: none"> Create a volunteer co-ordinator 	<ul style="list-style-type: none"> Introduce a volunteer coordinator to create a single point of contact
<ul style="list-style-type: none"> Schools providing marshals 	<ul style="list-style-type: none"> Requiring schools to do marshalling time (~10 hours per school)
<ul style="list-style-type: none"> Recognising all volunteers regardless of position 	<ul style="list-style-type: none"> Increased recognition before during and after event (to increase retention)
<ul style="list-style-type: none"> Engage local business to engage larger sponsors – sponsor recruitment Gain several major sponsors 	<ul style="list-style-type: none"> Encouraging more engineering / energy companies to sponsor Gain a personal contact for a VIP invite Local business network involved with monetary contribution Get invites for sponsorship out earlier
<ul style="list-style-type: none"> Marketing 	<ul style="list-style-type: none"> Get the story of the history of energy breakthrough clear and out there through social media Publishing video clips of the presentations (maintaining the educational focus) and the process schools go through to get to the event on social media

Table 3: Suggestions on parts of the event to change raised in 2018 and 2019

PARTS OF THE EVENT TO CHANGE	
2018 Suggestions	2019 Suggestions
<ul style="list-style-type: none"> ▪ Push carts – schedule / coordination / consider re-location 	<ul style="list-style-type: none"> ▪ Move pushcart obstacle course ▪ Pushcarts on Saturday morning should start 30 minutes earlier
<ul style="list-style-type: none"> ▪ Update amenities / admin centre / toilets and showers 	<ul style="list-style-type: none"> ▪ Rethink the location of the administration at the event ▪ Move the tent for Princes Park camp coordinators over to outside male toilets on driveway. The tent could be erected before the event. ▪ The hockey field toilet blocks need an additional eight toilet roll holders across the men’s, women’s and disabled toilets ▪ Change layout at the hockey field toilet block to make cleaning more frequently possible. See Appendix 1 ▪ Adventure Playground toilet block <ul style="list-style-type: none"> - Leak investigations (toilets are leaking when there are 50+ flushes in an hour) - Extra ventilation (it smells constantly)
<ul style="list-style-type: none"> ▪ Presentation frames 	<ul style="list-style-type: none"> ▪ Limit area of presentation displays (not fair for non-local schools) – investigate moving from three to two displays
<ul style="list-style-type: none"> ▪ Innovations – “New” robotics, craft design 	<ul style="list-style-type: none"> ▪ Rebuild the innovation and technology category

Appendix 1.

Suggested changes to the layout in the hockey field toilet block involves adding dividing walls between the showers and the toilets as demonstrated in Figure A-1. Changes to the layout are expected to make it more possible to clean the toilets and showers more frequently without causing significant disturbance to the patrons. Note this drawing is illustrative only.

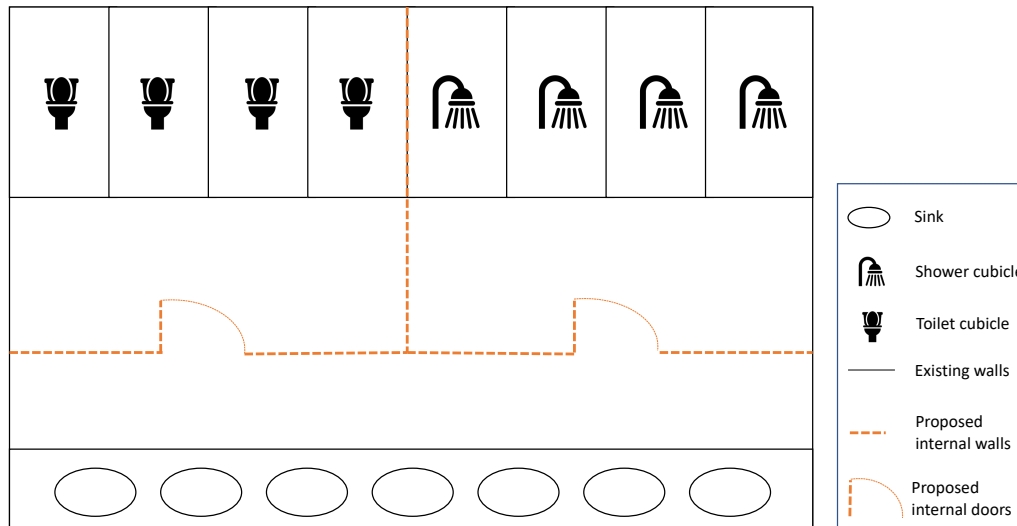


Figure A-1: Proposed changes to the hockey field toilet block (illustrative only)

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Document review and authorisation

Job Number: 707

Doc Version	Final/Draft	Date	Author	Project Director review	BST QA review	Release approved by	Issued to
1.0	Draft	18.12.2019	M. Ludeman	C.Flanagan-Smith	M. Sandford	C.Flanagan-Smith	Central Goldfields Shire Council
2.0	Final	13.02.2020	M. Ludeman	C.Flanagan-Smith	-	C.Flanagan-Smith	Central Goldfields Shire Council



8.9 COUNCIL LAND FENCE POLICY

Author: Property and Risk Officer

Responsible Officer: General Manager Corporate Performance

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

SUMMARY/PURPOSE

The purpose of this report is to update Council on the outcome of consultation on the Council land fence policy and to present a final version of the policy for adoption.

The purpose of the policy is to provide the community with a clear understanding of when Council will provide a financial contribution towards the costs of replacement, repair and/or maintenance of a private boundary fence that adjoins Council owned land.

LEGISLATION AND POLICY CONTEXT

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

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

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

All property fencing throughout Victoria must comply with the Fences Act 1968 and the *Fences Amendment Act 2014*.

BACKGROUND INFORMATION

Council has received several enquiries from property owners in recent times seeking a financial contribution from Council towards the repair or replacement of a boundary fence.

The requests received related to boundary fences adjoining road reservations and private vacant land which highlighted to Council officers the need to provide the community with a clear understanding of circumstances where Council will financially contribute to boundary fence repair and/or replacement.

REPORT

The policy and application form (Attachments 1 & 2) is intended to provide the community with a clear understanding of the legislative requirements relating to financial contribution for boundary fencing repair and/or replacement adjoining Council owned property.

The policy sets out the process requirements addressing the following factors:

- Contribution requirements
- Application and approval process
- Fencing standards
- Fencing contractor requirements.

Consultation and Submissions received

On 20 December 2019, Council officers wrote to the Community Voice Panel requesting their feedback on the draft policy. A total of three submissions were received, which have been considered and have assisted to shape the final policy.

Amendments to Policy

In response to the feedback received, the following amendments have been made to the policy;

3.3 Fence standards

- Reworded to provide clearer description for private owners that wish to erect an alternative fence to the standard fence described in the policy.
- Additional wording to provide a clear process where Council determines if an alternative fence is required.

3.5 Additional information

- A new section included to provide property owners with further information on fencing requirements, obligations and dispute resolution.

CONSULTATION/COMMUNICATION

The Community Voice Panel was engaged to provide feedback on the fence policy with three submissions received. Following consideration and adoption of the fence policy, the policy will be made available to the public via Council's website.

FINANCIAL & RESOURCE IMPLICATIONS

The process to administer fence applications can be managed within current budget and resource allocations.

RISK MANAGEMENT

The development of this policy provides benefit to the community by providing a consistent and transparent decision making process that is in accordance with Council's legislative requirements under the Fences Act 1968.

CONCLUSION

The introduction of the Council land fence policy will provide the community with a clear and consistent understanding of the circumstances when Council will provide a financial contribution towards fence repair and/or replacement in accordance with legislative requirements.

ATTACHMENTS

1. Council Land Fence Policy
2. Fence contribution- Application form

RECOMMENDATION

That Council:

1. *Adopt the Council Land Fence Policy.*
2. *Acknowledge and thank the Community Voice Panel for their contribution and feedback regarding the policy.*



Council Land Fence Policy

Category: Council Policy
Adoption: Council Date:.....
Review Period: 3 Years
Responsible Manager: General Manager Corporate Performance
Signed by CEO:
Date:

1. Purpose

The purpose of this policy is to set out clear responsibilities and requirements relating to the contribution of costs for the replacement, repair and/ or maintenance of private boundary fences that adjoin Council owned land.

This policy ensures that the process is administered in a fair and consistent manner for all property owners within Central Goldfields Shire Council, in accordance with the *Fencing Act 1968* and the *Fences Amendment Act 2014*.

2. Scope

This policy applies to private property owners that are seeking Council contribution for the cost of construction or maintenance of a boundary fence, where their property boundary adjoins Council owned land.

This policy does not apply to boundary fences that abut private property, a road, laneway, right-of-way, drainage reserves, car parks, public parks and reserves, or Crown Land managed by Council, as in accordance with the *Fencing Act 1968* the costs of replacing boundary fences which abut this type of land are the full responsibility of the property owner.



3. Policy

3.1 Contribution for fencing

If a fence adjoining a Council owned property requires replacement, Council will contribute 50% of the cost of replacement of a standard fence. Council will determine at its discretion if the fence requires replacement.

Council does not carry out any maintenance to adjoining boundary fences however may assist in the cost of repairs, subject to application.

Construction of a new fence on a previously undefined boundary will require the adjoining owner to engage a qualified surveyor to prepare a boundary establishment plan at the owner's cost. Council will then contribute 50% of the cost of a standard fence.

Should there be any discrepancies with existing fence lines in regards to the correct title boundary; the owner will be requested to carry out a title re-establishment survey at their cost to define and set the boundary / fence line.

The *Fencing Act 1968* does not require Council to make contributions towards the construction and/or maintenance of a boundary fence with an adjoining owner in respect of land owned by, vested in or under the care, control or management of the Council for the purpose of a public park or public reserve. Where Council is the registered owner of the land, Council will consider applications for contribution of costs on a case by case basis, at its sole discretion.

3.2 Application and Approval process

If a private property directly adjoins the boundary of Council owned land and the owner seeks Council's contribution for the fence replacement or repair, the following must be submitted;

- A completed application form; and
- Two (2) written quotes, obtained by the owner from suitably qualified fencing contractors.

Upon receipt of the application and two (2) quotes, Council officers will carry out an inspection prior to any works. Council will write to the property owner within 14 days advising if the application is approved and the approved fencing contractor to undertake the works.

Once the property owner receives Council's approval, they will need to contact the approved fencing contractor to arrange for the works to be carried out at their convenience.

When the fencing works have been completed, the fencing contractor will forward an invoice to Council for payment of our contribution. Council officers will conduct a further inspection of completed works and payment will be made within 30 days of receipt of a Tax Invoice.

Owner builder to construct

If an owner chooses to undertake the construction, repair or replacement of their own fence that adjoins Council owned land, Council will contribute to half the cost of the materials only. The owner must submit the following;

- A completed application form; and
- A copy of the Tax invoice and receipt for the 'standard fence' materials.



Once the property owner receives Council's approval, they may arrange for the works to be carried out at their convenience. When the fencing works have been completed, Council officers will conduct an inspection of completed works and reimbursement of the materials costs will be provided within 14 days.

3.3 Fencing standards

Where Council is responsible to contribute to replacement of a fence, the fence will be to the following standards;

- The standard fence for residential and commercial land is posts at 3 metre spacing, hardwood/metal rails, clad with timber palings or corrugated iron, 1.8 metres in height.
- The standard fence for industrial land is 50mm galvanised tube posts at 3 metre spacing, with galvanised chain wire 1.8 metres in height and three horizontal support cables.
- The standard fence for farm land is posts at 7 metre spacing with two droppers per panel and seven plain wires or seven line ring lock.

The standard fence does not include enhancements such as trellis, fence toppings, gates or decorative timbers and Council will not pay for any additional costs for colorbond fencing or higher fences.

If a private owner wants a fence different from the standard fence and Council is agreeable with the type of fence, the quote must include the price of a standard fence as well as a quote for the fence required by the private owner. Council will pay only the 50% standard fence amount.

Council will also contribute half the cost of the demolition and removal of the existing fence.

If Council form the opinion that the use of the land, park or reserve warrants an alternative style, design or construction of dividing fence, Council reserves the right to decide to construct an alternative dividing fence rather than a standard fence. This will be done in consultation with the adjoining private owners and where necessary Council may request 50% contribution of a standard fence only.

3.4 Fencing Contractor

Any person who is engaged to construct, repair or replace a fence adjoining Council owned land must provide;

- A copy of their Public Liability Insurance of not less than \$20 million before commencing any work; and
- Demonstrate that their equipment and work practices will comply with Victorian Occupational Health and Safety legislation before commencing any work.

3.5 Additional information

For further information regarding fencing requirements, obligations or dispute resolution, please refer to the following websites;

<https://www.justice.vic.gov.au/justice-system/laws-and-regulation/civil-law/fencing-law-in-victoria>

<https://www.disputes.vic.gov.au/information-and-advice/fencing>



4. Definitions

Term	Meaning
Council	Central Goldfields Shire Council
Council owned land	Where Council is the registered proprietor on title for the Land.
Crown Land	Meaning Land owned by the Department of Environment, Land Water and Planning or its successor.
Fence	For the purposes of this policy the terms fence and fencing will mean 'boundary fence'.
Half Cost fencing	Whereby Council shares the cost of repairing or replacing dividing fences between Council owned and private land in accordance with the provisions of the Fences Act 1968.
Owner	The registered proprietor of private land within Central Goldfields Shire Council

5. Roles and Responsibilities

Person/s responsible	Accountability
General Manager Corporate Performance	Ensure all applications comply with this policy and give reason to those that are non-compliant and refused.
Property and Risk Officer	Ensure that the process is administered and recorded in accordance with this Policy.

6. Human Rights Statement

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

7. Related Policies and Procedures

- Council Plan 2017- 2021

8. Relevant Legislation and Guidelines

- Fencing Act 1968
- Fences Amendment Act 2014
- Fences Regulations 2014
- Local Government Act 1989



DOCUMENT HISTORY (TO BE REMOVED BEFORE SIGNING)

	Date	Author
Initial Draft	1 October 2019	K. Berry
Approved by GM for EMT		
Endorsed		EMT
Final Draft	15 January 2020	K. Berry
*Audit Committee comments if needed		
*Amended after Audit Committee		
*Final Draft To Strategy Briefing	11 February 2020	K. Berry
*Final draft to Council meeting	25 February 2020	
Signed by CEO		

*Council Policies only

DRAFT

Fence Contribution Request Application Form - 2020



Your Details

First Name		Last Name	
Property Address:			
Postal Address: (if different from above)			
Email			
Phone Number:		Mobile:	

Are you the registered property owner? Yes / No (please circle)

Signature: _____ **Date:** _____

Please return the completed form together with two (2) written quotations in person to Central Goldfields Shire Council, 22 Nolan Street Maryborough, by email mail@cgoldshire.vic.gov.au or by post to;

*Fence contribution request
Central Goldfields Shire Council
PO Box 194
Maryborough VIC 3465*

Payment/ Reimbursement

Please provide your bank details if you intend to pay the Tax Invoice in relation to the fencing works in full, and then seek reimbursement from Council. Alternatively the fencing contractor can invoice Council directly and you do not need to provide your bank details.

Bank Name:	
BSB Number:	
Account Number:	
Account Name:	

****IF NO BANK DETAILS ARE PROVIDED, PAYMENTS WILL BE MADE BY CHEQUE**

OFFICE USE ONLY:

Approved:		Date:	
Inspection completed:		Date:	
Reimbursement (if applicable)		Date:	
Comments			

Privacy Statement

Central Goldfields Shire Council is collecting your information on this form for the purpose of registering and administering your application. The information submitted on all applications will be used solely by Council for that purpose, and will not be disclosed outside the organisation except as required by law. In particular, the information will not be disclosed to others for marketing purposes. You may access this information by contacting Council.

8.10 ACTION PLAN PROGRESS REPORT – AS AT 31 DECEMBER 2019

Author: Governance Officer

Responsible Officer: Chief Executive Officer

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

SUMMARY/PURPOSE:

The purpose of this report is to provide Council with an update on the status of the projects identified in the 2019-20 Action Plan.

LEGISLATION AND 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.

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

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION:

The 2017-2021 Refreshed Council Plan was adopted by Council at the Ordinary Meeting of Council in August 2018. The 2019-20 Action 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 2019-20 Action Plan was adopted by Council at the Ordinary Meeting of Council 25 June 2019.

This is the first progress report against the Action Plan and is for the period to 31 December 2019.

REPORT:

There has been progress against the initiatives and projects outlined in the 2019-20 Action Plan. There are 93 actions identified in the plan, of these 28 are complete/ongoing, 2 are not yet commenced and 63 are underway.

Of the two actions not yet commenced, the development of the youth strategy has been delayed due to the priority given to the establishment of the Pop-up Youth Hub and the planning for its growth and sustainability. Work on the strategy will commence with a comprehensive survey to be undertaken by Council, on behalf of the Go Goldfields Partnership which is planned for winter 2020. The strategy will now be developed in 2020-21. The

Municipal Early Years Plan will be developed by Council in tandem with the review of Go Goldfields priorities and will be included in the 2020-21 workplan.

CONSULTATION/COMMUNICATION:

Council has developed the Action Plan through consultation with the community during the development of the 2017-2021 Refreshed Council Plan, through Listening Posts held quarterly across the Shire, and the development of the 2019-20 Budget.

FINANCIAL & RESOURCE IMPLICATIONS:

The 2019-20 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.

CONCLUSION:

The 2019-20 Action 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 31 December 2019.

ATTACHMENTS:

1. 2019-20 Action Plan Progress Report.

RECOMMENDATION:

That Council notes the 2019-20 Action Plan Progress Report to 31 December 2019.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
OUR COMMUNITY OUTCOME: A SUPPORTED, COHESIVE COMMUNITY, LIVING A FULL AND HEALTHY LIFE.							
1.1	Build an aspiring community, achieving and living a full life where: Family violence is unacceptable in our community Children are loved and safe Everyone has the language and literacy skills needed Young people are celebrated a they strive to reach their full potential Everyone can learn, earn, achieve and dream	Continue delivery of the Go Goldfields program, and work towards program sustainability.	Implement future of Library Services Report and seek funding to support.	Living Libraries	Manager Social Inclusion and Go-Goldfields	2018-19 Review of Libraries. 2019-20 apply for grant.	Funding application for a library site in Dunolly submitted to Living Libraries Fund. Grant successful \$140,600 announced December 2019. Currently working with project officer together with Dunolly Library Committee to scope tender documents.
		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	Ongoing	Activity not delivered in 2019.
		Develop a 10 year Community Plan	Library, Laptime Toddler time	Council	Manager Social Inclusion and Go-Goldfields	Ongoing	This is an ongoing service delivered by Council each year.
		Develop a Gender Equity Policy for the organisation	Supported Playgroup Small talk	DELWP	Manager Community Services	Ongoing	This is an ongoing service delivered by Council each year.
			Implementation of enhanced MCH Services	DET	Manager Community Services	Ongoing	The implementation of enhanced MCH services is an ongoing project throughout the 2019-2020 financial year.
			Explore opportunity to fund a biannual Short Flix Festival		Manager Social Inclusion and Go-Goldfields	Mar-20	Exploring of funding opportunities. Identified in events and festivals as a part of the Economic Development Strategy.
			Develop community plans for the townships of Bealiba, Bet Bet, Carisbrook, Dunolly, Majorca, Maryborough, Talbot and Timor	Building Better Regions Fund	Manager Community Partnerships	May-20	Consultation for community planning commenced in October. Over 790 people participated in drop-in sessions, a survey, focus groups and listening posts. Themes and details have been identified and will be discussed with communities during February at a second series of workshops. Eight Council Officers are taking on the role of Community Plans Local Champions. Their role will be to liaise with their chosen community to be a conduit and build community capacity.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Develop Business Case for Youth Hub	PHN, Council, Go Goldfields	Manager Community Partnerships	Dec-19	The Operations Plan has been developed in partnership with key stakeholders. The Youth Hub will open on 4 February at the Maryborough Town Hall.
			Implementation of Family Violence Action Plan	RDV- Go Goldfields partnerships	Manager Social Inclusion and Go-Goldfields	Ongoing	Implementation of Family Violence Action Plan is on track. There is bimonthly reporting to the Go Goldfields Collaborative Table from the Family Violence Action Group about achievements and barriers to this work. Collaborative efforts have resulted in increasing awareness in the community of the drivers of violence against women and children. Intentional efforts to improve services knowledge and understanding of trauma and healing have led to a number of forums being held in the shire in the past six months. Collective advocacy for an Orange Door access point have been successful. Community Safety 'Web of Protection' project is an additional focus led by Victoria Police which will contribute to achieving identified indicators in the Family Violence Action Plan in 2020. Review of the current shire wide Family Violence Action Plan is planned in 2020.
			16 days of Activism – Marigolds Project	Family Violence Victoria	Manager Social Inclusion and Go-Goldfields	Ongoing (Annually Nov/Dec)	The shire wide program was facilitated and coordinated by Go Goldfields (led by the Family Violence Action Group) and Central Goldfields Shire Council (through the Changing Our Story project). Events were attended by over 600 people with participation from parents, children, young people, elders, artists, business and community leaders, and service providers who all share a passion for change. The first community vigil was held in Maryborough and attended by over 100 people.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Free from Family Violence – Priority: Change the Story - Gender equity statement and action plan	Grant	Manager Social Inclusion and Go-Goldfields	Commence February 2019 - February 2020	The Change the Story project is due for completion end of February 2020. Baseline survey to Central Goldfields Shire Council staff September 2019 with 69 responses. A series of workshops have been conducted - 'Introduction to gender equity and the gendered drivers of family violence' - 30 staff; Students from MEC attended managers meeting speaking about Respectful Relationships - 12 staff; 'Family Violence is a workplace issue (Domestic Violence Resource Centre)' - 4 staff; 'Identifying Family Violence and disclosure' (Centre For Non Violence)- 22 staff; 'Promoting bystander action' (Vic Health) - 1 staff; 'Workplace equality and respect' delivered by Womens Health Loddon Mallee - 20 staff; 'Inclusion and diversity conference (2 days - Melbourne)' - 4 managers. Other activities have included 'Chalking about respect' workshops involving young people - 18 participants, 4 presentations to whole staff meetings, staff breakfast as a part of the 16 Days of Activism, a Gender Equity statement workshop attended by 19 staff. The Change Our Story project has identified and supported the development of a growing number of staff in the organisation as champions of change within the organisation who will take carriage of the agenda in the organisation. The Gender Equity statement will be finalised and presented to Council in early 2020.
			Collaborate with Regional Partnership group on Loddon Campaspe Early Years Childhood Strategy		Manager Social Inclusion and Go-Goldfields	Jun-20	The Loddon Campaspe Early Childhood Language and Literacy Strategy is completed. We have been encouraged to take on board the strategy, align local plans. The LCRP Chair pitched for support at a subcommittee of cabinet in November. Further consultations completed across the shire in October to guide prioritising actions at the local level for the shire wide literacy strategy.
			Youth Engage Program	Youth Central	Manager Community Partnerships		This is an ongoing service delivered by Council each year.
			FreeZa Program	Youth Central	Manager Community Partnerships	Current – December 2021	This is an ongoing service delivered by Council each year.
			L2P	VicRoads	Manager Community Partnerships	Current - 30 June 2023	This is an ongoing service delivered by Council each year.
			TAC Road Trip	TAC	Manager Community Partnerships	Current - June 2021	This is an ongoing service delivered by Council each year.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Develop a Youth Strategy for the Shire	Council	Manager Community Partnerships	Jun-20	This has not commenced. When it does, it will involve consultation with key partners and young people.
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.	Implement recommendations from the Energy Breakthrough Business Plan to support volunteers	Council, CEP, sponsorships, community groups	Manager Tourism Events and Culture	May 2019 - November 2019	Business Plan complete. Endorsed at September Ordinary Council meeting. Overarching strategic plan developed in September 2019. Volunteer improvements made for the 2019 event. Ongoing improvements to be made for the 2020 event.
			Continue to engage and train volunteers to support council operations in services such as the Visitor Information Centre and L2P	Council	Manager Community Partnerships	Ongoing	This is an ongoing service delivered by Council each year.
		Develop a Community Support Policy (including Grants Program) to assist the work of community groups	Implement the Community Support Policy and updated Community Grants Program	Council	Manager Community Partnerships	Ongoing	The Community Grants program resulted in 11 community groups receiving funding for their projects.
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.	Review and refresh the Central Goldfields Public Health and Wellbeing Plan	Council	Manager Community Services	Aug-19	Completed.
		Actively participate in The Healthy Hearts Project	Implement projects identified in the Healthy Hearts Project for our Shire, including infrastructure upgrades and activity planning.	DHHS/RDV	Manager Community Partnerships	Jun-20	Second round of projects were approved for a bicycle/scooter pump track, outdoor fitness equipment and shade structure at Gordon Gardens, Dunolly.
		Continue participation with Loddon Campaspe Regional Partnership	Implement the Central Goldfields Shire wide Literacy Strategy	DHHS / RDV	Manager Social Inclusion and Go-Goldfields	Jun-20	Key priorities for the Shire identified from the regional strategy to support RDV implementation plan.
			Implement Youth Our Critical Asset project	DHHS / RDV	Manager Community Partnerships	Ongoing	The project re-named as Keep in Touch to be launched in Maryborough 24 October 2019.
			A Growing Economy – implement recommendations in the Regional Economic Statement	RDV	Manager Strategy and Economic Development	Ongoing	The Economic Development Strategy is a more locally-focused approach for addressing participation by all in the economic life of the shire, while council will remain active in regional initiatives.
1.4	Provide leadership in municipal emergency and fire prevention planning and strengthen public safety	Coordinate Municipal Emergency Management Plans and Committee	Continue to participate in the Northern Victorian Emergency Management Cluster	Council	Manager Community Partnerships	Ongoing	The participation in the Northern Victorian Emergency Management Cluster is ongoing throughout the 2019-2020 financial year.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Adopt the Cluster Influenza Pandemic Plan	Council	Manager Community Partnerships	Nov-19	This plan has been developed and will be submitted to Strategy Briefing on 11 February and to Council for adoption at its 25 February Council Meeting.
			Adopt the Municipal Fire Management Plan 2018 – 2021	Council	Manager Community Partnerships	Feb-20	This project has commenced and is on track.
		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	Jun-20	Final design alignment has been confirmed. Awaiting valuations of land to be acquired before negotiating voluntary acquisition of required land for the levee construction. Planning consultant appointed to prepare and submit planning permit for western levee. Tullaroop Creek trimming of reeds and tree regrowth completed. Awaiting approval from DELWP for sand relocation.
		Extend and upgrade township CCTV systems.	Complete installation of CCTV and apply for further funding	Australian Government Safer Communities Fund	Manager Infrastructure	Ongoing	Awaiting funding for community safety projects.
1.5	Facilitate an active and inclusive arts community	Develop a Community Arts Strategy	Prepare a background discussion paper to assist the direction and development of a Community Arts Strategy		Manager Tourism Events and Culture	Mar-20	To be informed by Economic Development and Tourism Strategy and Community Plans.
		Participate in regional cultural programs including the Regional Centre for Culture.	Regional Centre for Culture program finished in 2018.				The participation in regional cultural programs is ongoing throughout the 2019-2020 financial year.
1.6	Promote and enhance passive and active recreation	Develop a Central Goldfields Shire Recreation Plan	Implement recommendations from the Recreation and Open Space Strategy	Sport and Recreation Victoria /Council	Manager Community Partnerships	Ongoing	Recreation and Open Space Strategy is under development. Consultants have completed their background research and conducted consultation with all stakeholders. Themes, priorities and opportunities will be discussed with the Project Steering Group at their meeting on 10 February.
		Continue to implement priorities from Major Recreation Reserves Master Plans	Construct the all-access changing places change room at the Maryborough Sports and Leisure Centre	Sport and Recreation Victoria /Council	Manager Community Partnerships	Jun-20	Design brief for this project has been completed and is being audited. Next stage is tendering for the work. Anticipated construction - 1st half of 2020.
		Implement priorities from the Walking and Cycling Strategy	Finalise detail design for upgrade to Carisbrook Recreation Reserve and commence construction.	Sport and Recreation Victoria /Council	Manager Community Partnerships	2019-2020	The design was presented to the users of Carisbrook Recreation Reserve to identify changes to bring the project into budget parameters. The consultant is currently preparing updated design plans which will be presented to users on 10 February.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Seek funding to support the upgrade to the Deledio Reserve in Dunolly and undertake concept design.	Council	Manager Community Partnerships	On going	The design brief is nearing completion. The Plan is not ready for grant applications. Council is relinquishing its land to DWELP which is slowing down the process.
			Complete design for a Skate Park in Maryborough and seek funding for construction.	Council	Manager Community Partnerships	Subject to funding	Consultation was conducted with the Skate Committee in December to finalise the concept design. This is now complete and costings have been developed. An application will be submitted to Sport & Recreation Victoria to contribute funding.
1.7	Support positive development for residents of all ages and abilities.	Develop a Municipal Early Years Plan	Include recommendations from the Regional Early Years and Literature Strategy into the Municipal Early Years Plan.	DHHS/RDV	Manager Community Services	Jun-20	This project has not commenced.
		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	Ongoing	This project is ongoing throughout the 2019-2020 financial year.
		Support positive life opportunities for people living with a disability.	Implement Commonwealth Wellness and Reablement Model through Home Support Services and Social Support groups	DHHS	Manager Community Services	On going	This project is ongoing throughout the 2019-2020 financial year.
			Implement actions in the Disability Action Plan	DHHS/Council	Manager Community Services	Ongoing	This project is ongoing throughout the 2019-2020 financial year.
			Continue to participate in the Loddon Campaspe Councils review of models of service delivery and viability of aged services	Council	Manager Community Services	Ongoing	The participation in the Loddon Campaspe Councils review of models of service delivery and viability of aged services is ongoing throughout the 2019-2020 financial year.
1.8	Maximise all forms of connectivity for the community	Advocate for enhanced passenger rail services.	Continue to advocate for enhanced passenger rail services.	Council	General Manager Community Wellbeing	Ongoing	Ongoing through the Transport Strategy, Bendigo Region DMP and the to be completed Central Goldfields Economic Development and Tourism Strategy.
		Advocate for improved digital connectivity.	Participate in the Mildura Passenger Rail project	Council	General Manager Community Wellbeing	Ongoing	The participation in the Mildura Passenger Rail project is ongoing throughout the 2019-2020 financial year.
		Deliver local Community Transport Plan	Develop a Transport Strategy including public and community transport options.	Council / Department of Transport	General Manager Infrastructure, Assets and Planning	Oct-19	Tender is currently out for a Transport Strategy.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Implement priorities from the Walking and Cycling Strategy	Build four footpaths identified in Walking and Cycling Strategy in Maryborough, Carisbrook, Dunolly, Bealiba.	Council	Manager Operations	Dec-19	The Goldfields Reservoir Pathway upgrade has been completed. There has also been major upgrade works on Derby Rd that has seen the old damaged asphalt path replaced with a new concrete footpath. The four new footpaths have not been installed and will be undertaken in this financial year.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
OUR ECONOMY OUTCOME: A VIBRANT LOCAL ECONOMY WHICH CONTRIBUTES TO THE MUNICIPALITY'S ECONOMIC PROSPERITY.							
2.1	Facilitate an environment which is conducive to industry/business Growth and employment growth and retention.	<p>Develop an Economic Development and Tourism Strategy</p> <p>Develop Job creation/retention initiatives</p> <p>Participate in the development and implementation of Regional Economic Development Strategies.</p>	Complete the Economic Development and Tourism Strategy for Central Goldfields Shire and commence implementation of identified actions	RDV	Manager Strategy and Economic Development	2019-2025	Consultation on research and background issues paper has concluded. Draft strategy is nearing completion - anticipated to be presented to administrators at 11 Feb briefing.
2.2	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	2018-2020	Economic Participation Facilitator position vacant. Alignment of this area of work within the developing Economic Development Strategy.
2.3	Promote Central Goldfields as a place of choice to live, work and play.	Review Council's Population Growth Strategy	Implement recommendations from Councils Economic Development and Tourism Strategy	RDV / Loddon Campaspe Regional Partnership	Manager Strategy and Economic Development	2019-2025	The previous Population Growth Strategy has been reviewed and assessed as out of date and unachievable. It will be replaced by the Population, Housing and Residential Settlement Strategy.
		Participate in Regional Economic Development Strategies	Implement recommendations from the Regional Economic Statement	RDV / Loddon Campaspe Regional Partnership	Manager Strategy and Economic Development	2019-2025	Yet to reach implementation stage.
		Advocate for the development of the Maryborough Ballarat (Rail) Growth Corridor.	Continue to advocate for enhanced passenger rail services.	Council / CHCV Councils	General Manager Community Wellbeing	Ongoing	This advocacy is ongoing throughout the 2019-2020 financial year.
		Advocate for a wastewater scheme for Talbot township	Identify funding opportunities to undertake a social and economic business case to support a wastewater scheme for Talbot	Council	General Manager Infrastructure, Assets and Planning	On-going	Population and housing strategy will include a section about Talbot focussed on population should a wastewater scheme be implemented.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
2.4	Provide a supportive environment for existing business to prosper	Include support for existing business in the Economic Development and Tourism Strategy	Complete and commence implementation of the Economic Development and Tourism Strategy for Central Goldfields Shire	RDV	Manager Strategy and Economic Development	See above	Consultation on research and background issues paper has concluded. Draft strategy is nearing completion - anticipated to be presented to administrators at 11 Feb briefing.
		Support Committee for Maryborough and other business groups in the Central Goldfields Shire	Continue to support Committee for Maryborough activities.	RDV	Manager Strategy and Economic Development	Ongoing	Ongoing. Close liaison has been maintained with the Committee for Maryborough during the Economic Development Strategy process. Anticipate more active partnership in 2020 through implementation of the Strategy.
			Continued ongoing representation on Bendigo Regional Tourism Board.	Council	Manager Tourism Events and Culture	Ongoing	This representation is ongoing. The General Manager Community Wellbeing and Manager Tourism, Events and Culture are on the Board.
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	Dec-19	The potential for growing food processing cluster has been identified in the issues & options paper for the Economic Development Strategy - expected to be in the final strategy & action plan.
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.	Continue to 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	Ongoing	Looking for opportunities to advocate for mobile towers in blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report.
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	2019-2020	The participation in State Government review of Regional Tourism Boards is ongoing throughout the 2019-2020 financial year.
		Review and update the business and marketing plan for Energy Breakthrough	Implement recommendations from the Energy Breakthrough Business Plan	RDV	Manager Tourism Events and Culture	2019-2020	The Energy Breakthrough Business Plan was endorsed by Council at its meeting on 24 September 2019.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
	Identify opportunities for new events in the Central Goldfields Shire	Implement Regional Tourism projects through partnerships including Accessible Tourism, Goldfields Villages Destination Management Plan and Regional Itineraries projects.	BRT/VGTE/VV	Manager Tourism Events and Culture	May-19	Completed.	
		Advance and advocate for Goldfields Heritage Project for World Heritage Listing	Council	Manager Tourism Events and Culture	Ongoing	Meeting held with lead project managers from Bendigo and Ballarat in August 2019. All 13 councils signed the Memorandum of Understanding on 16 December 2019.	
3. OUR BUILT AND NATURAL ENVIRONMENT OUTCOME: OUR SHIRE CELEBRATES THE RICH BUILT AND NATURAL HERITAGE AND A SUSTAINABLE ENVIRONMENT.							
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 Community Partnerships	Jun-20	Funding secured for all access change room and other upgrades to MSLC. Design brief almost complete; tender process to follow. Works expected to occur 1st half 2020.
		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	Roll out E-Waste Program, Community Education. Install collection points in Towns	Grant and council funding (Sustainability Victoria)	Manager Infrastructure	Ongoing	E-waste collection points at 4 transfer stations and collection points in Dunolly, Talbot and Maryborough (Shire Office, Resource Centre & MEC).
		Undertake service planning across the organisation to set sustainable service levels that meet community needs	Develop a 10 year capital works program to inform the 10 year financial plan.	Council/Local Government Victoria	General Manager Infrastructure, Assets and Planning	Dec-19	Work has commenced on a 10 year capital works plan, with base infrastructure and the associated capital nominated.
		Undertake service planning across the organisation to set sustainable service levels that meet community needs	Review and update Council's Assets Management Framework and Asset Plants	Council	General Manager Infrastructure, Assets and Planning	Feb-20	Asset Management, Asset Recognition and Asset Valuation and Revaluation Policies updated. Asset Management Steering Committee has been reconvened.
3.2	Improve the appearance of township entrances and streetscapes	Renew and update urban design frameworks in the Shire	Implement Cool It project through consultation with Public Places Tree Advisory Committee	Council	Manager Operations	Ongoing	A Grant for tree planting has been awarded to the Loddon Campaspe group of councils, CVGA is undertaking the project - Central Goldfields will have a tree planting species plan resilient to climate change, and will have additional money for street tree planting.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
	Collaborate with township tree committees on tree plantings and maintenance	Monitor the plantings and improvements to the landscaping associated with the Town Entry signs	Council	Manager Operations	Ongoing	Improvements and extra planting have been completed on all town entry signs marking the success of this initiative.	
		Implement the Gordons Gardens Masterplan	Council and other	Manager Operations	Stage 1 - April 2020	The Gordon Gardens Masterplan was adopted by Council at its meeting on 24 September 2019. Stage 1 works have commenced with the removal of the tennis courts and contract awarded to install the basket ball court.	
3.3	Protect and enhance the environment while planning for growth	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	Undertake Energy upgrades in priority buildings.	Sustainability Victoria	Manager Infrastructure	Mar-20	LED light upgrades have occurred in priority buildings. Contractors appointed for air conditioner upgrades and solar panels on council office complex to occur in October/November.
		Develop a Strategic Planning program	Develop a Population, Housing and Residential Development Strategy	Council	Manager Strategy and Economic Development	Jun-20	Consultation on research and background issues paper has concluded. Draft strategy is nearing completion - anticipated to be presented to administrators at 11 Feb briefing.
		Participate in regional environmental projects through the Central Victorian Greenhouse Alliance	Complete Planning Scheme review and commence implementation via Planning Scheme Amendment	Council	Manager Strategy and Economic Development	July 2019- June 2020	Engagement with stakeholders and the community on the issues paper for the review has been completed. Draft final report is being completed - anticipated to be presented to administrators at March briefing. Amendment to follow.
		Implement the actions from Council's Sustainability Plan	Prepare the Maryborough Flood Study and implement recommendations in partnership with NCMA	NCMA funding	Manager Infrastructure	Nov-19	Maryborough Flood Study has been awarded to a specialist consultant and work has commenced.
			Undertake Station Domain Stormwater Harvesting and Irrigation Design Project	Council / Central Highlands Water	Manager Infrastructure	Apr-20	Stormwater Harvesting project funding secured and tender to the work undertaken. The Specification is being revised in light of the tenders received as the tender prices were well over budget.
			Participate in the development of the Loddon Mallee Regional Renewable Energy Roadmap	DELWP	Manager Infrastructure	Dec-19	Planning underway for the Major Road Lighting upgrade project. Participation in the Local Government Power Purchase Agreement Project.
3.4	Ensure waste management meets current and future demand and standards	Review and update Council's Waste Management plan	Implement actions from Waste Management Strategy	Council	Manager Infrastructure	Ongoing	Waste Management Strategy 2019-24 in draft form. Strategy to be finalised using a specialist consultant.
		Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	Council / Sustainability Victoria	Manager Infrastructure	Ongoing	Collaborative procurement project for the tending of recycling and green waste processing has been put on hold by the state government. Council currently participating in a region wide collaborative waste, recycling, green waste and transfer station audit of materials.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
3.5	Protect and preserve our heritage assets	Implement recommendations from Cultural Heritage Plans for heritage listed buildings Seek funding assistance to maintain and preserve heritage assets	Seek external heritage funding to undertake repairs to the Maryborough Outdoor pool	Council /Heritage Victoria	Manager Community Partnerships	Ongoing	Funding opportunities for this project are sought by Council as opportunities arise. Council was not successful in a Living Heritage Grant.
4. OUR ORGANISATION OUTCOME - CENTRAL GOLDFIELDS SHIRE IS A PROACTIVE, WELL GOVERNED, PROFESSIONAL AND FINANCIALLY SUSTAINABLE ORGANISATION.							
4.1	Ensure the financial sustainability of Council through efficient and effective delivery of services	Develop a 10 year financial plan	Develop 10 year financial plan from service plans, continue to review and update as new strategies are adopted.	Council /Local Government Victoria	General Manager Corporate Performance	Jun-20	Software purchased. Model has been populated with current Council data in late 2019, and will be presented to Council in 2020 as part of the development of the 2020-2021 Budget.
		Review budget and financial reporting processes to improve monitoring of financial performance	New budget and financial system implemented in 2018/19, undertake review in 2019/20	Council / Local Government Victoria	Manager Finance	Jun-20	The new budget system has been implemented and is being utilised to develop the 2019-2020 Mid-Year Review and the draft 2020-2021 Budget.
		Develop a fees and charges policy	Completed in 2018				Completed.
4.2	Provide effective and accessible community information and opportunities community contributions to policy and program development	Implement the Community Engagement Framework	Review and update Community Engagement Framework	Council	Manager Community Engagement	Jun-20	The review and update of the Community Engagement Framework is underway and will be presented to Council at the March Ordinary Council Meeting.
		Develop a website that is accessible, easy to use and allows all transactions to be conducted online	Investigate Customer Relationship Management (CRM) tools to assist in the management and monitoring of customer interactions and complaint handling	Council	Manager Business Transformations	Jun-20	The Manager Business Transformation has identified an additional module for the existing website which will provide smart forms capability. The initial implementation will provide up to 30 forms to be created on the website for the community to complete the forms and have them submitted to the relevant council team for their action. Phase 1 will potentially use a dedicated email address for each team and with future enhancements utilise direct connection to the MagiQ records management system for both registration as a record and for workflow automation to place the form in the relevant team area for action and tracking via MagiQ. The Manager Business Transformation has identified an additional module for the existing suite of software currently in use by Council. The Open Office Community platform provides a Customer Request Management solution that will integrate with all other existing modules either currently installed or planned for implementation by 30 June 2020.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Develop a Strategic Communications Plan	Council	Manager Community Engagement	Dec-19	The development of a Strategic Communications Plan will now be completed in the second half of the year.
			Roll out and embed Customer Service Charter across Council	Council	Manager Business Transformations	Ongoing	The Customer Charter has been published and is available by the community on the councils website. The Manager Business Transformation is working on measurement capability to provide feedback on how well Council is adhering to the charter. The implementation of a Customer Request Management (CRM) system is key to providing the required transparency on customer requests and linking these into the various software currently being utilised. The Manager Business Transformation is in the final stages of developing the Strategic Transformation Plan for IT and has included the CRM implementation as part of the medium-long term deliverables.
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	Manager People and Culture appointed in August 2019. A review of people management systems has commenced which when completed will ensure a consistent approach across the organisation. Consistency in human resources practises supports a fair and open culture. Training has commence to ensure Managers and Coordinators understand theses systems. Compliance training via e-learning has been implemented and due for completion at the end of October 2019. This training will aid the understanding of staff about such topics as bullying, sexual harassment, Occupational Health and Safety which support a positive organisational culture.
			Develop a Corporate Governance Framework incorporating changes to the Local Government Act	Council	Manager Governance Property and Risk	Mar-20	The development of a Corporate Governance Framework has commenced. This Framework will require significant updating if the new Local Government Act is enacted. The completion of this work has been extended until the end of March 2020, as the Local Government Bill is expected to go back to Parliament in February 2020.
			Develop a Risk Management framework including improved practices and reporting systems	Council	Manager Governance Property and Risk	Mar-20	The development of a Risk Management Framework including the development of a Strategic Risk Register and the updating of the Risk Register and Risk Management Plan is currently underway. Drafts of both documents were presented to the December 2019 Audit and Risk Committee Meeting. Additional work is required to both documents. It is anticipated that the Risk Management Policy will be presented to the February 2020 Council Meeting for adoption. The Strategic Risk Register will be presented to the March Audit and Risk Committee meeting for further feedback.
		Implement recommendations from the Local Government Inspectorate report	Complete 2018				Completed.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		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)	Commenced (4 year program)	The implementation of the Internal Audit recommendations is ongoing and a key part of staffs 2019-20 work plans. Updates on the progress of these recommendations is reported to the Audit and Risk Committee.
4.4	Ensure the health and wellbeing of our staff	Review and update Occupational Health and Safety policies and practices	Implement recommendations from the OH&S Internal Audit	Council	Manager Governance Property and Risk	Jun-20	The OHS Internal Audit Report was adopted at Council's Audit and Risk Committee at its September 2019 meeting. These Audit Actions will be implemented now that the Report has been endorsed by the Committee. Extra resourcing will be utilised to ensure that all these items are completed by the end of June 2020.
		Re-establish and support a Health and Wellbeing Committee	Support activities of the Health and Wellbeing Committee	Council	Manager People and Culture	Ongoing	The Health and 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 2018-2019	The 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 implementing the Workplace Achievement Program	Council	Manager People and Culture	Jun-20	This is on the Health and Wellbeing Committee's work plan for 2020.

8.11 DECEMBER FINANCIAL REPORT

Author: Acting Manager Finance

Responsible Officer: General Manager Corporate Performance

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

SUMMARY/PURPOSE

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

LEGISLATION AND POLICY CONTEXT

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

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

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

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

Section 138(1) of the Local Government Act 1989 requires a statement, comparing the budgeted revenue and expenditure with the actual revenue and expenditure to date, to be presented to the Council at least every three months.

BACKGROUND INFORMATION

This finance report is provided for the year to 31 December 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.

REPORT

The monthly financial report comprises the following:

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

Operating Statement

The operating result, for the year to date as at 31 December 2019 is a surplus of \$6.50 million. Income is at \$21.02 million compared to a budgeted income of \$22.92 million, an unfavourable variance to budget of 8.3%. This variation is mainly due to the:

- timing of budgeted grant revenue including:
 - Go Goldfields grant revenue of \$700,000 not yet received with \$150,000 received in January 2020, a further \$350,000 anticipated to be received in 2019-20 (including \$200,000 carried forward from 2018-19) and \$400,000 anticipated to be carried forward to 2020-21,
 - budgeted bridge renewal program grant revenue of \$500,000 anticipated for Porteous Road Wareek Bridge replacement in February following completed works in January,
 - Maryborough Outdoor Pool Living Heritage grant application unsuccessful \$300,000 and reforecast at the December quarter budget review. Opportunity to consider in 2020-21 application round with Council's contribution of \$350,000,
 - Maryborough Sport & Leisure Centre upgrade project grant of \$280,000 (including \$172,000 received in advance in 2018-19 and \$108,000 anticipated in March 2020),
 - Maryborough Sport & Leisure Centre accessibility grant \$150,000 (including \$108,000 received in advance in 2018-19 and \$43,000 anticipated on completion in July 2020),
 - Community Planning project grant \$90,000 (\$17,000 received in January, a further \$32,000 anticipated in 2019-20 and 41,000 in 2020-21), and
 - DHHS grant funding for Aged and Disability services of \$236,000 above budget (2019-20 funding confirmed in January 2020 to increase by \$33,000).
- timing of Energy Breakthrough event sponsorship of \$77,000 not yet received, and
- budgeted Go Goldfields Ten20 Data Management contribution of \$75,000 no longer available.

Expenditure is at \$14.52 million compared to budgeted expenditure of \$15.61 million, a favourable variance of 7.0% for the year to date. The variation is primarily attributable to the:

- timing of expenses below budget, including:
 - waste disposal expenditure of \$336,000,
 - transport expenditure below budget of \$275,000, including unsealed roads maintenance, sealed roads maintenance, bridges and culverts maintenance, line marking, pathways maintenance, drainage maintenance and asset protection,
 - Dunolly Deledio Reserve Concept Plan \$63,000, and
 - Maryborough Sports & Fitness Centre operational expenses \$41,000.
- Health and Human Services salaries below budget of \$138,000, including Maternal and Child Health, Childcare Centre and Aged and Disability Services, mainly due to vacant positions.
- timing of externally funded Go Goldfields projects, including:

- Family Violence project of \$100,000 above budget with \$60,000 carried forward from 2018-19 and offset by vacant staff positions of \$57,000 reallocated to Go Goldfields contractors, and
- Project evaluation contract of \$100,000 below budget (anticipated to commence in the March quarter).

Statement of Financial Position

Council's equity position has increased from 30 June 2019 by \$6.50 million to \$326.74 million, mainly due to the levying of rates and charges during August. Refer to the receivables summary for an explanation of the movement in current receivables.

Other Financial Assets has decreased by \$4.10 million due to matured short term deposits transferred to cash to meet budgeted operational requirements and the unbudgeted redemption of a \$1.50 million loan on 4 November 2019. This loan is budgeted to be refinanced during 2019-2020. Refinancing is not currently required due to Council's strong cash flow position, so will be deferred until June 2020.

Creditors has decreased by \$1.81 million to \$1.70 million and includes the Fire Services Property Levy (FSPL) which totalled \$1.27 million at 30 November 2019. This balance includes arrears, however, excludes the FSPL Concession (which effectively reduces the payable amount). Council's second instalment for 2019-2020 of \$195,000 was paid in December 2019.

Statement of Changes in Equity

Council has not budgeted to make any transfers to reserve during the 2019-2020 year.

Cash Flow Statement

The balance of cash and investments as at 31 December 2019 is \$8.27million, which includes \$6.15 million in short-term deposits.

Council's cash position is \$1.76 million favourable to budget at 31 December 2019, due to:

- \$2.11 million lower payments for capital works,
- \$1.99 million higher cash balance at the beginning of the financial year, and
- \$0.75 million higher receipts mainly due to a decrease in trade receivables.

This is offset by:

- \$1.50 million unbudgeted redemption of loan borrowings, and
- \$1.42 million higher operating payments mainly due to reduced trade payables,

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

Capital Works Statement

The 2019-2020 budget included a capital works budget of \$9.88 million across property, plant and equipment and infrastructure asset classes.

As at 31 December 2019, Council had expended \$1.76 million on capital works, an unfavourable year to date variance of \$2.1 million. The variance is due to the majority of

capital works completed in the first quarter of the year being carry forward projects from the previous financial year and timing issues relating to completion of budgeted works, including:

- Porteous Road Wareek Bridge replacement \$756,000 completed in January,
- Rodborough Road stabilisation \$443,000,
- Majorca Road renewal \$426,000 anticipated to be completed in February 2020,
- Civic centre building upgrade \$384,000 and works which have been advertised for tender in early 2020,
- Seals renewal reseals \$142,000, and
- Vehicle replacement \$141,000.

This is offset by timing of capital works expenses above budget relating to:

- Stage 1 Avoca Road upgrade works design \$155,000 carried forward works from 2018-19, and
- Rural unsealed road renewal \$142,000 completed and over budget by \$42,000.

Receivables Summary

The Rate Debtor balance at 31 December 2019 is \$10.38 million (excluding FSPL), which is \$440,000 or 4% higher than this time last year, partially due to the 2.5% increase in rates and increase in garbage service charges.

This level of arrears is higher than the same time last year at 7.3% (6.4% as at December 2018). Those ratepayers with arrears are progressed for additional debt collection action in accordance with Council's Debt Collection Policy.

The Other Debtors balance totals \$534,000, which is \$241,000 or 30% lower than this time last year, and mainly relates to a decrease in sundry debtors.

Operating and Cash Flow Budget Amounts

Council's budget forecast for 2019-2020 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

The financial statements were prepared internally by Council officers.

RISK MANAGEMENT

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

CONCLUSION

The financial position to the end of December 2019 does not highlight any issues for concern, however is impacted by timing of the following:

- grant revenue,
- waste disposal expenditure,
- transport expenditure, and
- delivery of the capital works program.

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 partially used to redeem loan borrowings of \$1.5 million in November. The balance of surplus funds are being reinvested to ensure interest earnings are maximised.

ATTACHMENTS

1. 31 December 2019 Financial Report

RECOMMENDATION

That Council receives and notes the attached 31 December 2019 Financial Report showing progress against the budget.

CENTRAL GOLDFIELDS SHIRE

Operating Statement

For Period 1 July 2019 to 31 December 2019

	Actual Year to Date \$	Budget Year to Date \$	Variation on Budget	% Variation	Annual Budget \$
Revenues					
Community	249,316	1,010,250	(760,934)	(75.3%)	1,195,982
Health & Human Services	2,475,745	2,195,220	280,525	12.8%	4,284,112
Economic Development	468,846	541,354	(72,508)	(13.4%)	1,050,484
Culture & Heritage	168,107	160,569	7,538	4.7%	168,165
Recreation & Leisure	25,978	768,278	(742,300)	(96.6%)	1,255,402
Transport	1,144,540	1,796,462	(651,922)	(36.3%)	5,171,860
Waste & Environment	3,327,505	3,293,761	33,744	1.0%	3,324,265
Administration	329,878	353,200	(23,322)	(6.6%)	583,106
Rates	11,996,802	11,963,808	32,994	0.3%	11,958,810
Financial Assistance Grants	833,358	860,484	(27,126)	(3.2%)	2,028,469
Profit/(Loss) on sale of Fixed Assets	(162)	(23,250)	23,088	(99.3%)	(46,500)
	21,019,913	22,920,136	(1,900,223)	(8.3%)	30,974,157
Expenditures					
Community	1,005,554	1,079,321	(73,767)	(6.8%)	2,023,683
Health & Human Services	2,023,286	2,149,882	(126,596)	(5.9%)	4,299,874
Economic Development	1,313,648	1,316,668	(3,020)	(0.2%)	2,189,214
Culture & Heritage	398,537	421,232	(22,695)	(5.4%)	815,554
Recreation & Leisure	1,381,184	1,529,974	(148,790)	(9.7%)	3,103,944
Transport	4,355,419	4,611,841	(256,422)	(5.6%)	9,247,695
Waste & Environment	1,232,828	1,705,982	(473,154)	(27.7%)	3,411,986
Administration	2,807,392	2,795,654	11,738	0.4%	5,205,278
	14,517,848	15,610,554	(1,092,706)	(7.0%)	30,297,228
Surplus/(Deficit) on operations	6,502,065	7,309,582	(807,517)	(11.0%)	676,929

CENTRAL GOLDFIELDS SHIRE

Balance Sheet as at

	30-Jun-19	31-Dec-19
	\$	\$
Current Assets		
Cash	1,824,473	2,123,699
Other Financial Assets	10,250,000	6,150,000
Receivables	3,349,430	12,276,632
Inventories	119,115	35,578
Non-current assets held for resale	245,223	245,223
Other assets	217,029	6,192
Total Current Assets	16,005,270	20,837,323
Current Liabilities		
Creditors	3,503,102	1,695,328
Borrowings	3,846,793	2,312,359
Provisions	2,660,766	2,662,183
Total Current Liabilities	10,010,661	6,669,870
NET CURRENT ASSETS	5,994,610	14,167,453
Non-Current Assets		
Land Under Roads	381,486	381,486
Land & Buildings	44,758,066	44,130,607
Plant & Machinery	3,900,686	3,657,940
Furniture & Equipment	370,528	305,037
Infrastructure	263,365,806	260,871,963
Artwork Collection	222,683	225,183
Library Bookstock	329,036	329,036
Works in Progress	1,287,316	3,043,576
Total Non-Current Assets	314,615,607	312,944,829
Non-Current Liabilities		
Other Liabilities	88,798	88,798
Borrowings	38,520	38,520
Provisions	241,650	241,650
Total Non-Current Liabilities	368,969	368,969
NET ASSETS	320,241,247	326,743,313
Equity		
Accumulated Surplus	126,070,443	132,572,508
Reserves	194,170,804	194,170,804
TOTAL EQUITY	320,241,247	326,743,313

CENTRAL GOLDFIELDS SHIRE

Statement of Changes in Equity

For the period ended 31/12/19

	Accumulated Surplus	Reserves	Total
Balance at beginning of period	126,070,443	194,170,804	320,241,247
Adjustments due to changes in accounting policies	0	0	0
	<hr/>	<hr/>	<hr/>
	126,070,443	194,170,804	320,241,247
Increase/(Decrease) in net assets resulting from operations	6,502,065	0	6,502,065
Transfers to reserves	0	0	0
Transfers from Reserves	0	0	0
Balance at end of period	132,572,508	194,170,804	326,743,312

CENTRAL GOLDFIELDS SHIRE

Cash Flow Statement

For the period ended 31/12/19

	Actual Year to Date Inflows/ (Outflows)	Budget Year to Date Inflows/ (Outflows)
Cash flows from operating activities		
Payments		
<i>Community</i>	(975,502)	(1,049,341)
<i>Health & Human Services</i>	(2,007,722)	(2,134,601)
<i>Economic Development</i>	(1,295,351)	(1,298,442)
<i>Culture & Heritage</i>	(359,163)	(381,929)
<i>Recreation</i>	(1,030,228)	(1,179,231)
<i>Transport</i>	(4,157,249)	(1,909,325)
<i>Waste & Environ</i>	(1,165,638)	(1,638,863)
<i>Administration</i>	(2,655,369)	(2,633,847)
	(13,646,221)	(12,225,577)
Receipts		
<i>Community</i>	314,941	1,010,250
<i>Health & Human Services</i>	2,475,745	2,195,220
<i>Economic Development</i>	468,846	541,354
<i>Culture & Heritage</i>	168,107	160,569
<i>Recreation</i>	25,978	768,278
<i>Transport</i>	1,144,540	1,796,462
<i>Waste & Environ</i>	1,581,522	1,041,306
<i>Administration</i>	1,292,521	353,200
<i>Debtors/Rates</i>	4,705,571	3,604,598
<i>FSPL collected/paid</i>	70,544	0
<i>Grants Commission</i>	833,358	860,484
	13,081,674	12,331,721
Net cash inflow/(outflow) from operating activities	(564,546)	106,144
Cash flows from investing activities		
<i>Proceeds from Sale Fixed Assets</i>	67,337	310,000
<i>Payments for Capital Works</i>	(1,756,259)	(3,862,977)
Net cash inflow/(outflow) from investing activities	(1,688,922)	(3,552,977)
Cash flows from financing activities		
<i>Financing costs</i>	(12,872)	(80,135)
<i>Repayment of loan borrowings</i>	(1,534,434)	(39,305)
Net cash inflow/(outflow) from financing activities	(1,547,306)	(119,440)
Net increase (decrease) in cash	(3,800,772)	(3,566,273)
<i>Cash at beginning of the financial period</i>	12,074,473	10,083,127
Cash at the end of December	8,273,699	6,516,854

CENTRAL GOLDFIELDS SHIRE COUNCIL

Statement of Capital Works

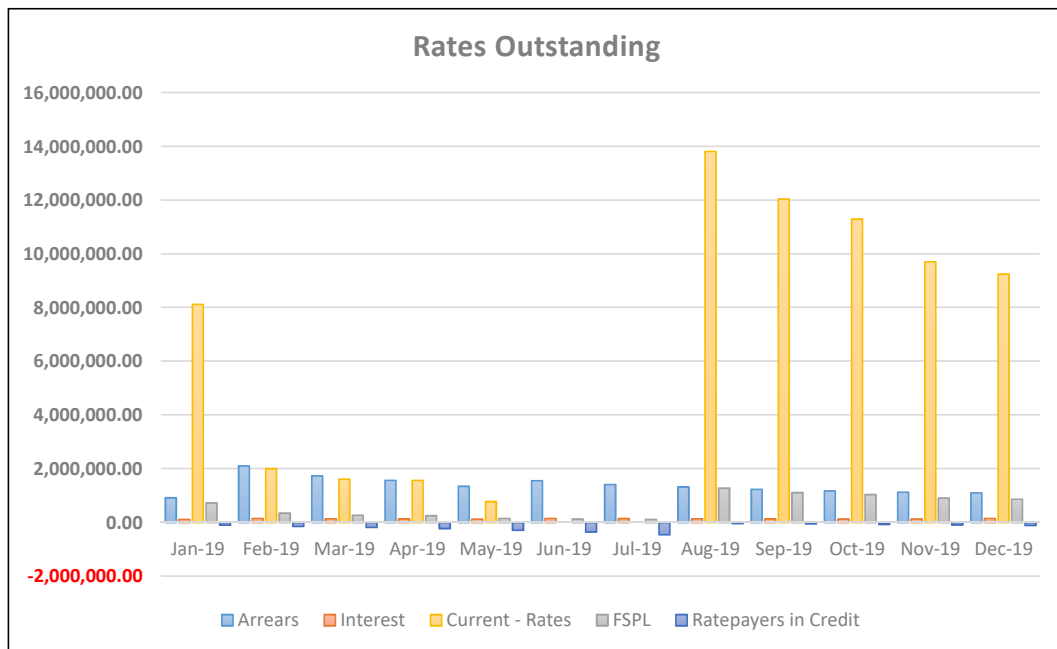
For the period ended 31/12/19

	Annual Budget 2019-2020	Budget Year to Date	Actual Year to Date	Variance Act v Budget YTD
Property				
Land	111,000	54,336	102,500	48,164
Land Improvements	13,000	10,000	81	(9,919)
Buildings	2,160,000	719,500	362,089	(357,411)
Total property	2,284,000	783,836	464,670	(319,166)
Plant and equipment				
Plant, machinery and equipment	792,000	224,000	65,527	(158,473)
Fixtures, fittings and furniture	215,000	107,497	101,433	(6,064)
Total plant and equipment	1,007,000	331,497	166,960	(164,537)
Infrastructure				
Roads	3,399,545	1,671,818	837,493	(834,325)
Bridges and major culverts	850,000	803,333	41,425	(761,908)
Pathways	176,000	63,000	30,191	(32,809)
Drainage	1,117,000	80,000	79,990	(10)
Parks, Open Space & Streetscapes	657,000	84,500	74,026	(10,474)
Car Parks	180,000	-	-	-
Other Infrastructure	212,000	45,002	61,501	16,499
Total infrastructure	6,591,545	2,747,653	1,124,626	(1,623,027)
Total capital works expenditure	9,882,545	3,862,986	1,756,256	(2,106,730)
Represented by:				
New asset expenditure	1,111,000	104,002	109,846	5,844
Asset renewal expenditure	6,824,545	2,893,151	1,469,635	(1,423,516)
Asset expansion expenditure	-	-	-	-
Asset upgrade expenditure	1,947,000	865,833	176,775	(689,058)
Total capital works expenditure	9,882,545	3,862,986	1,756,256	(2,106,730)

CENTRAL GOLDFIELDS SHIRE

Receivables - Rates

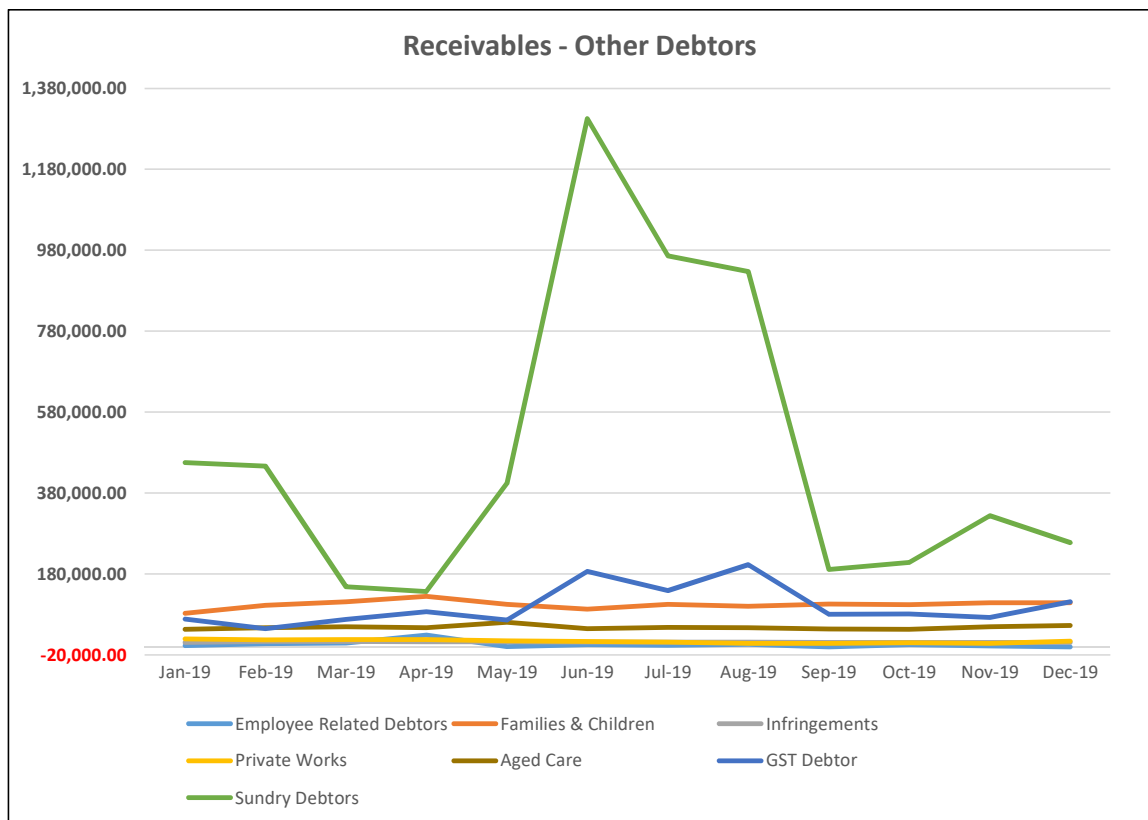
	31 December 2018		31 December 2019	
	Amount \$	% (Rate Income)	Amount \$	% (Rate Income)
Arrears	941,930.85	6.4%	1,100,128.57	7.3%
Interest	114,262.50	0.8%	145,132.60	1.0%
Current - Rates	8,882,517.62	60.7%	9,133,001.10	60.7%
Total (excluding FSPL)	9,938,710.97	67.9%	10,378,262.27	69.0%
Annual Rate Movement			439,551.30	4%
Fire Services Property Levy (FSPL)	806,539.88		865,654.05	
Total Rates (including FSPL)	10,745,250.85		11,243,916.32	



CENTRAL GOLDFIELDS SHIRE

Receivables - Other Debtors

	31 December 2018		31 December 2019	
	Amount \$	% (Budget Income)	Amount \$	% (Budget Income)
Employee Related Debtors	247.07	0.0%	(600.39)	0.0%
Families & Children	68,599.40	0.5%	108,617.96	0.7%
Infringements	8,541.55	0.1%	10,892.48	0.1%
Private Works	26,178.46	0.2%	13,526.63	0.1%
Aged Care	37,334.66	0.3%	52,845.92	0.3%
GST Debtor	34,830.65	0.3%	110,806.43	0.7%
Sundry Debtors	619,307.53	4.5%	257,658.13	1.6%
	<u>795,039.32</u>	<u>1.1%</u>	<u>553,747.16</u>	<u>1.2%</u>
Annual Movement			(241,292.16)	-30%

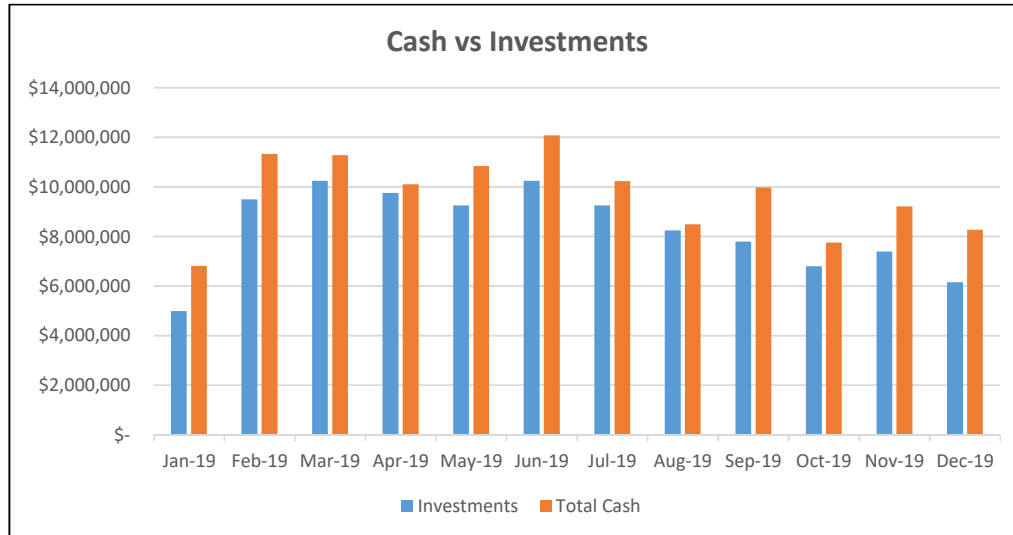


CENTRAL GOLDFIELDS SHIRE

Investment Register as at 31 December 2019

Financial Institution	Term	Maturity Date	Rating	Amount \$	Interest Rate
Macquarie	112	6/01/2020	A1+	400,000.00	1.75%
Macquarie	117	20/01/2020	A1+	500,000.00	1.70%
Macquarie	0	18/03/2020	A1+	500,000.00	1.60%
ME Bank	60	20/01/2020	A2	500,000.00	1.45%
ME Bank	125	3/02/2020	A2	500,000.00	1.70%
AMP	88	17/02/2020	A2	500,000.00	1.60%
NAB	116	16/03/2020	A1+	500,000.00	1.49%
AMP	172	11/05/2020	A2	500,000.00	1.90%
AMP	183	10/06/2020	A2	750,000.00	1.80%
AMP	183	16/06/2020	A2	250,000.00	1.80%
Australian Unity	125	15/04/2020	A2	500,000.00	1.80%
ME Bank	183	16/06/2020	A2	750,000.00	1.60%
Total				\$ 6,150,000	

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



9. DOCUMENTS FOR SEALING CONFIRMATION REPORT

Author: Manager Governance Property and Risk

Responsible Officer: General Manager Corporate Performance

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

SUMMARY/PURPOSE

The purpose of this report is to present to Council for noting, documents that have been signed under Council's common seal, via delegation, since the last Ordinary Council meeting.

LEGISLATION AND POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making.

BACKGROUND INFORMATION

Section 5 of the Local Government Act 1989 reads as follows:

The Council

S. 5(1) repealed by No. 109/2003 s. 7(2).

(2) A Council—

(a) is a body corporate with perpetual succession; and

(b) must have a common seal; and

(c) may sue or be sued in its corporate name; and

(d) is capable of acquiring, holding, dealing with or disposing of property for the purpose of performing its functions and exercising its powers; and

(e) is capable of doing and suffering all acts and things which bodies corporate may by law do and suffer and which are necessary or expedient for performing its functions and exercising its powers.

(3) The common seal of a Council must—

S. 5(3)(a) amended by No. 78/1991 s. 13(a).

(a) bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included; and

(b) be kept at the Council office; and

(c) be used in accordance with the local laws of the Council.

(4) All courts, judges and persons acting judicially must take judicial notice of the imprint of the seal of a Council on any document and must presume that the document was properly sealed until the contrary is proved.”

In the case of Central Goldfields Shire Council, regulation of the common seal is dealt with under section 9 of Council’s Governance Local Law 2015, which states:

“9. Common Seal

9.1 The Council’s common seal and words to be used accompanying it on any document to which it is affixed are as follows –

The COMMON SEAL of CENTRAL

GOLDFIELDS SHIRE COUNCIL

was affixed in the presence of:

.....

Chief Executive Officer

9.2 The Chief Executive Officer must keep the Common Seal in safe custody and must ensure that access to it is restricted.

9.3 Every document to which the Common Seal is affixed must be signed by the Chief Executive Officer or his or her delegate.”

REPORT

At an ordinary meeting of Council held on 17 December 2019 Council resolved:

- 1. That Council adopt the attached s11A Instrument of Appointment and Authorisation for the members of Council staff set out in the Instrument.*
- 2. The attached 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.*
- 3. That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*

Since the last Council meeting the following document has been signed under seal:

- s11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987* only)

CONSULTATION/COMMUNICATION

Nil.

FINANCIAL & RESOURCE IMPLICATIONS

Nil.

RISK MANAGEMENT

Reporting to Council on the use of the Council seal ensures transparency to both Council and the community on the use of the seal.

CONCLUSION

The *s11A Instrument of Appointment and Authorisation* was signed under seal in accordance with the resolutions of Council passed on 17 December 2019.

ATTACHMENTS

Nil

RECOMMENDATION

That Council note that the s11A Instrument of Appointment and Authorisation was signed and sealed by the Chief Executive Officer under delegation on behalf of Council, in accordance with the following resolutions of Council made on 17 December 2019:

- 1. That Council adopt the attached s11A Instrument of Appointment and Authorisation for the members of Council staff set out in the Instrument.*
- 2. The attached 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.*
- 3. That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*