



# COUNCIL MEETING

Tuesday 27 April 2021

6:00pm

Community Hub

## AGENDA

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Item	Title	Page
1.	Commencement of Meeting, Welcome	
2.	Apologies	
3.	Leave of Absence	
4.	Disclosures of Conflicts of Interest	
5.	Confirmation of the Minutes of Previous Council Meetings	2
6.	Minutes of Delegated and Advisory Committees Nil	
7.	Petitions Nil	
8.	Officers reports	
8.1	<b>CARISBROOK RECREATION RESERVE UPGRADES</b>	4
8.2	<b>MARYBOROUGH AERODROME</b>	8
8.3	<b>PYRENEES HIGHWAY CARISBROOK - CULVERT CONSTRUCTION CONTRACT No. G1473-2021</b>	14
8.4	<b>CONTRACT No. G1472-21 GILLIES STREET MARYBOROUGH ROAD RECONSTRUCTION (Between Layton Road and Sutton Road)</b>	17
8.5	<b>THE COMMUNICATIONS AND ENGAGEMENT STRATEGY</b>	20
8.6	<b>DRAFT COUNCILLOR EXPENSE AND SUPPORT FOR COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES POLICY</b>	24
8.7	<b>DRAFT AMENDED GIFTS, BENEFITS AND HOSPITALITY FOR COUNCILLORS POLICY</b>	27
8.8	<b>ADVOCACY ON KEY ISSUES FOR THE CENTRAL GOLDFIELDS SHIRE</b>	29
8.9	<b>MARCH FINANCIAL REPORT</b>	32
8.10	<b>PROPOSED BUDGET 2021-22</b>	37
9.	Use of Common Seal Nil	
10.	Notices of Motion Nil	
11.	Urgent Business	
12.	Other Business	
13.	Confidential Business	
13.1	<b>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</b>	43
14.	Meeting Close	

## **5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETING**

**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.*

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### **SUMMARY/PURPOSE**

To present for confirmation the minutes of the Council Meeting held on 23 March 2021.

### **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**

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

### **CONSULTATION/COMMUNICATION**

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

### **FINANCIAL & RESOURCE IMPLICATIONS**

Costs included in the Governance and Community Engagement budgets.

### **RISK MANAGEMENT**

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

### **CONCLUSION**

The unconfirmed minutes of the Council Meeting held on 23 March 2021 are presented for confirmation.

**ATTACHMENTS**

1. Unconfirmed Minutes of Council Meeting held 23 March 2021

**RECOMMENDATION**

*That Council confirms the Minutes of the Council Meeting held on 23 March 2021.*



## MEETING OF COUNCIL MINUTES

Tuesday 23 March 2021  
6:00pm  
Community Hub

### MEMBERSHIP

Councillors  
Liesbeth Long  
Gerard Murphy  
Wayne Sproull  
Geoff Lovett  
Grace La Vella  
Chris Meddows-Taylor (Mayor)  
Anna de Villiers

To be confirmed at the Council Meeting  
scheduled for 27 April 2021

draft unconfirmed



# UNCONFIRMED MINUTES

## 1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

The Mayor, Cr Meddows-Taylor welcomed everybody. The Mayor acknowledged the passing of Fred Treble OAM as a past Councillor and Mayor.

### IN ATTENDANCE

#### Councillors

Chris Meddows-Taylor (Mayor)

Liesbeth Long

Gerard Murphy

Wayne Sproull

Geoff Lovett

Anna de Villiers

#### Officers

Chief Executive Officer, Lucy Roffey

General Manager Corporate Performance, Mick Smith

General Manager Community Wellbeing, Martin Collins

General Manager Infrastructure Assets and Planning, Rebecca Stockfeld

IT Support Officer, Louise Power

## 2. APOLOGIES

Grace La Vella

## 3. LEAVE OF ABSENCE

Nil

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

Cr Murphy stated "Mr Mayor, I have a disclosure Item 8.2 being the current contractor and will leave the room for this item."

**Councillor Murphy's disclosure of a conflict of interest in regard to Item 8.2 was noted.**

## 5. CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

To present for confirmation the minutes of the Council Meeting held on 23 February 2021.

### Council Resolution

*That Council confirms the Minutes of the Council Meeting held on 23 February 2021.*

**CARRIED**

## 6. REPORTS FROM COMMITTEES

Nil

## 7. PETITIONS

Nil

# UNCONFIRMED MINUTES

## 8. OFFICER REPORTS

### 8.1 LOCAL SPORTS INFRASTRUCTURE FUND

The purpose of this report is to request that Council notes that two applications have been submitted to the Local Sports Infrastructure Fund (LSIF).

Sport and Recreation Victoria's (SRV) LSIF provides funding to local government to develop facilities that ensure more Victorians can access the benefits of participating in sport and active recreation.

#### Council Resolution

*That Council notes:*

- 1. the submission of two (2) applications to the Local Sport Infrastructure Fund; and*
- 2. successful applications will be supported by in-kind project management.*

**Moved** Cr Sproull  
**Seconded** Cr Long

**Cr Sproull and Cr Murphy spoke to the motion.**

**CARRIED**

**6:08pm Councillor Murphy left the room**

### 8.2 MSLC, OUTDOOR POOLS AND FACILITIES MANAGEMENT CONTRACT

The purpose of this report is to request that Council notes the procurement process, project team membership, Probity Plan and draft community engagement plan for the proposed new contract management services for the Maryborough Sports and Leisure Centre (MSLC), outdoor pools (Dunolly, Maryborough and Talbot), Nolan Street Gymnasium (NSG) and Tullaroop Leisure Centre (TLC).

#### Council Resolution

*That Council notes in respect of the MSLC, outdoor pools and facilities management contract, the:*

- 1. Project team's membership;*
- 2. Procurement process;*
- 3. Probity Plan; and*
- 4. Draft Community Engagement Plan*

**Moved** Cr Lovett  
**Seconded** Cr Long

**Cr Lovett spoke to the motion.**

**CARRIED**

# UNCONFIRMED MINUTES

Cr Murphy returned to the meeting: 6:11pm

## 8.3 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE – CENTRAL GOLDFIELDS SHIRE

This report recommends that Council authorises the:

- disestablishment of the current Municipal Emergency Management Planning Committee (MEMPC) under the repealed s21(3)-(5) of the *Emergency Management Act 1986*, and
- establishment of the new MEMPC to comply with the Emergency Management Legislation Amendment Act 2018 (EMLA Act).

### Council Resolution

*That Council:*

1. *Authorises the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986, in recognition that on 1 December 2020 these provisions are repealed by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 of the Emergency Management Legislation Amendment Act 2018.*
2. *Authorises the CEO to facilitate the establishment of the MEMPC in accordance with the provisions of s68 of the Emergency Management Legislation Amendment Act 2018 (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the Emergency Management Act 2013 on 1 December 2020); and*
3. *Notes that, under the MEMPC Terms of Reference provided and the Emergency Management Legislation Amendment Act 2018 (which inserts s59 and 59F into the Emergency Management Act 2013 on 1 December 2020), Council's role is to establish the committee. Once established, the committee exists separately to Council and is not a committee of Council.*

**Moved** Cr de Villiers  
**Seconded** Cr Murphy

**Cr de Villiers spoke to the motion.**

**CARRIED**

## 8.4 SKATE AND SCOOTER PARK DESIGN AND CONSTRUCT CONTRACT

The purpose of this report is to recommend awarding a Contract (G1464-2020) by Council resolution for the Maryborough Skate and Scooter Park, Design and Construction to Grind Projects for \$605,000 (GST inclusive).

### Council Resolution.

*It is recommended that Council:*

1. *Award the Maryborough Skate and Scooter Park, Design and Construction contract G1464-2020 to Grind Projects for \$605,000 (GST Inclusive).*

## UNCONFIRMED MINUTES

2. *Authorises the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for Contract G1464-2020 for the Maryborough Skate and Scooter Park, Design and Construction.*

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

**Cr Sproull and Cr Murphy spoke to the motion.**

**CARRIED**

### 8.5 PUBLIC ACCESS TO DUNOLLY DUMP POINT

The purpose of this report is for Council to consider the proposal to open the Dunolly Caravan Park dump point for public access.

#### **Council Resolution.**

*That Council endorses the proposed public access to the Dunolly Caravan Park dump point*

**Moved** Cr Long  
**Seconded** Cr Murphy

**Cr Long, Cr Murphy and the Mayor spoke to the motion.**

**CARRIED**

### 8.6 UPDATE TO COMMUNITY SUPPORT POLICY – FEE WAIVER

This report recommends that Council amend the Community Support Policy 2019, where it related to fee waivers. It is proposed to add a clause to support the application of a fee waiver for planning and building permit applications fees where waiving the fee would be reasonable in resolving a historic planning or building compliance matter.

#### **Council Resolution.**

*That Council resolve to support the amendment to the Community Support Policy 2019 to allow a fee waiver where the waiver of the fee may assist in resolving a difficult planning or building matter.*

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

**Cr Murphy spoke to the motion.**

**CARRIED**

### 8.7 POWER PURCHASING AGREEMENT

The purpose of this report is to recommend Council approve the CEO to sign the contract for a Power Purchase Agreement with other Victorian Councils that will purchase 100% of its electricity as renewable energy.

#### **Council Resolution.**

## UNCONFIRMED MINUTES

*That Council delegates authority to the Chief Executive Officer to sign and seal the Victorian Local Government Power Purchase Agreement retail contracts for the supply of electricity to small market, large market and unmetered accounts from 1 July 2021, as detailed in the report of General Manager Infrastructure, Assets and Planning, subject to the final offer being of financial benefit to Council.*

**Moved** Cr Lovett  
**Seconded** Cr Long

**Cr Lovett and Cr Murphy spoke to the motion.**

**CARRIED**

### **8.8 S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION PLANNING AND ENVIRONMENT ACT**

The purpose of this report is to recommend Council adopt a S11A Instrument of Appointment and Authorisation for the Manager Statutory Services and Coordinator Statutory Planning.

#### **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 and remains in force until Council determines to vary or revoke it.*
- 3. That the attached S11A Instrument of Appointment and Authorisation be signed:*

**Moved** Cr Long  
**Seconded** Cr Lovett

**Cr Long and Cr Lovett spoke to the motion.**

**CARRIED**

### **8.9 COUNCIL COVID-19 HARDSHIP SUPPORT MEASURES**

The purpose of this report is to update Council on existing COVID-19 hardship measures implemented, extending these measures until 30 June 2021.

Cr de Villiers acknowledged the work of the CEO and staff on the support to the community and work done in response to the COVID-19 Pandemic. This was supported by the Mayor.

#### **Council Resolution.**

*That Council:*

- 1. Approves the updated COVID-19 Hardship Policy*
- 2. Notes a further review of the policy and report to be done prior to 30 June 2021.*

**Moved** Cr de Villiers  
**Seconded** Cr Sproull

# UNCONFIRMED MINUTES

Cr de Villiers, Cr Sproull and the Mayor spoke to the motion.

**CARRIED**

## **9 DOCUMENTS FOR SEALING CONFIRMATION REPORT**

Nil

## **10 NOTICES OF MOTION**

Nil

## **11 URGENT BUSINESS**

Nil

## **12 CONFIDENTIAL BUSINESS**

Nil

## **13 OTHER BUSINESS**

The Mayor noted further easing of COVID-19 restrictions and the good news that an actual gallery would return in April.

## **14 MEETING CLOSURE**

The Chair, Cr Meddows-Taylor declared the meeting closed at 6:32pm.

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To be confirmed at the Council Meeting  
to be held on 27 April 2021.

## 8. OFFICER REPORTS

### 8.1 CARISBROOK RECREATION RESERVE UPGRADES

**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.*

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#### SUMMARY/PURPOSE

The purpose of this report is to request that Council endorses the revised Carisbrook Recreation Reserve and Pavilion plan which incorporates the relocation of the bowls club pavilion.

#### 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.

**1.6 Objective:** Promote and enhance passive and active recreation

**Initiative:** Continue to implement priorities from the Major Recreation Reserves Master Plans

#### BACKGROUND INFORMATION

Upgrade of the Carisbrook Recreation Reserve Pavilion to include change areas for women and girls was identified as a Central Goldfields Shire Council (CGSC) Priority Project in 2018.

In October 2018 the Minister for Sport announced funding of \$2M for stage 1 to develop female friendly player and umpire change rooms, a multipurpose room for events and meetings, toilets and storage as well as upgrading the existing netball court and tennis courts.

Council allocated funds for the pavilion design and project management in the 2018/2019 budget. Dock4 Architects were appointed and draft schematic plans for the new pavilion and Recreation Reserve were developed in August 2019.

In May 2020, in response to the COVID-19 pandemic, SRV released a new funding round aimed at supporting facility developments to stimulate local economies – the Community Sports Infrastructure Stimulus Program (CSISP). An application to complete the Carisbrook Recreation Reserve Facility Upgrade stage 2 by providing two netball change rooms, office space, a new show court with lighting, car parking and a bowls/community pavilion with a new toilet block was made. A grant of \$2,157,900 was allocated.

## REPORT

The incorporation of stage 2 of the project into the plans established for stage 1 has required an overall re-working of the project to create build stages which can most efficiently include the incorporation of netball change rooms into the new pavilion, finalising the details of the new bowls/community pavilion, and Reserve entry and car parking.

The project has been further refined following the late identification by the project architects of an active sewerage line running underneath the proposed location for the new pavilion with an alternative site for the new building identified beside the existing Bowls Club clubrooms.

After consultation the finalised plans combining stages 1&2 and were agreed by:

- User groups – the Carisbrook Bowling Club, the Carisbrook Football Netball Club, the Carisbrook Cricket Club and the Recreation Reserve Committee
- Relevant State Sporting Associations – Netball Victoria, Cricket Victoria and AFL, and
- SRV Regional Manager.

Time pressures related to the conditions of grant for stage 2 of the project have resulted in concurrent activity across plan finalisation, tender preparation and appointment of contractors. In normal circumstances all of the detailed planning would be completed chronologically before tenders are called.

A tender for early works (primarily demolition of the existing change rooms and site preparation) was conducted, with contract awarded in early March 2021.

Appointment of contractors to upgrade the existing netball and the tennis courts was awarded in late February 2021.

Tenders for the main works package (pavilion, bowls/community pavilion, new netball court) were advertised in March 2021.

The full project master plan and floor plans have been developed over a 2-year period and are now ready for Council consideration.

## CONSULTATION/COMMUNICATION

A project reference group was established in July 2018. Members include representatives from the Recreation Reserve Committee, the key user sports groups (AFL, netball, cricket and lawn bowls), SRV's Regional Manager and key Council officers. There have been regular meetings of the project reference group together with the Architect and Council representatives throughout the project.

The Recreation Reserve Committee has been very committed to the project and very realistic about achieving outcomes that suit all user groups as well as meeting the facility requirements of the State Sporting Associations and SRV.

The Regional Manager for SRV, has been involved throughout the design process and has provided pertinent information about how Council can meet the requirements of the Funding Agreements.

To meet SRV funding requirements the four (4) user clubs plus Cricket Victoria, AFL and Netball Victoria all signed off on the plans in November/December 2020.



A CGSC Communication Plan is being developed to provide information about the progress of the development through media channels.

## **FINANCIAL & RESOURCE IMPLICATIONS**

Two State Government grants have been approved:

1. An Election Commitment administered through the SRV's Local Sports Grants for up to \$2M, and
2. A grant for Stage 2 from the Community Sports Infrastructure Stimulus Program for up to \$2,157,900.

Council has committed a total of \$ 549,000:

- Stage 1: \$329,000, and
- Stage 2: \$220,000.

The guidelines allow the following amounts of the grants to be used for project management for which Council has employed staff:

- Stage 1: \$211,800, and
- Stage 2: \$165,900.

Council officers propose to facilitate a management planning process with the Recreation Reserve and user group representatives to ensure that enough income is generated to cover running costs and to accumulate a reserve for facility maintenance.

Temporary toilets/change facilities will be required during the construction phase, options and costs are being investigated.

To date Council has committed \$193,329 for architectural services to develop plans and the information required for the tender specifications.

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs by upgrading facilities.

Failure to meet the proposed new timeline may effect Council's reputation with State Government in terms of Council's perceived capacity to deliver major projects on time. This is likely be taken into consideration in the assessment process if CGSC applies for other funds through SRV.

If the project does not progress Carisbrook will be left with non-compliant men's change rooms and no compliant change rooms for women footballers, netballers and cricketers nor for umpires. The Bowls Club will be left with its current pavilion – an open sided shed.

Tender responses for the Main Works package may come in over budget – there are many projects with government stimulus funds either at or close to tender stage. If this does occur one or more of the following could be considered:

- Additional allocation in the 2021-2022 budget
- Reduce scope of the project
- Community fund raising, and
- Naming rights agreement (i.e. private sponsorship).

## **CONCLUSION**

The Carisbrook Recreation Reserve Upgrades are a Council Priority Project and are also noted as a priority in the Recreation and Open Space Strategy 2020-29.

This project will deliver a main pavilion that has female friendly players and umpires change rooms, a multipurpose room for small events and meetings, toilets and storage, a new bowls/community pavilion, a new netball show court with lights plus upgrades to the existing netball and tennis courts and a new car parking area. Demolition of the existing male change rooms and the old cricket nets will enhance the appearance of the Reserve.

In particular the needs of women and girls, umpires and older members of the community (through the bowling/community pavilion) will be addressed and will enable clubs to increase participation levels by these cohorts.

To meet the challenges of delivering this project within the State Government's required timelines it is requested that the current plans are endorsed by Council.

## **ATTACHMENTS**

1. Carisbrook Recreation Reserve Master Plan (Revised)
2. Carisbrook Recreation Reserve Floor Plans
3. Bowls Club Pavilion Plan (Revised)

## **RECOMMENDATION**

*That Council endorses the:*

1. *Carisbrook Recreation Reserve Master Plan*
2. *Carisbrook Recreation Reserve Floor Plans*
3. *Bowls Club Pavilion Plan*



SITE PLAN

SCALE 1: 250@ A1  
SCALE 1: 500@ A3

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**dock4** Architects  
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**CENTRAL  
GOLDFIELDS  
SHIRE COUNCIL**

**FOR  
INFORMATION  
ONLY**  
 NOT FOR CONSTRUCTION  
 REVISED DOCUMENT  
 REPLACE EARLIER ISSUE

CARISBROOK RECREATION RESERVE PAVILION

8 McNeil St Carisbrook VIC 3464

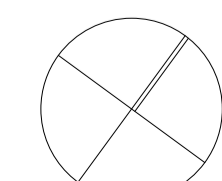
Status  
**SCHEMATIC DESIGN**

Date generated  
17/03/2021

Project number  
190222

Drawn FT  
Approved RB

Accredited Designer: Giles Newstead CC 19038



**PROPOSED MASTERPLAN**

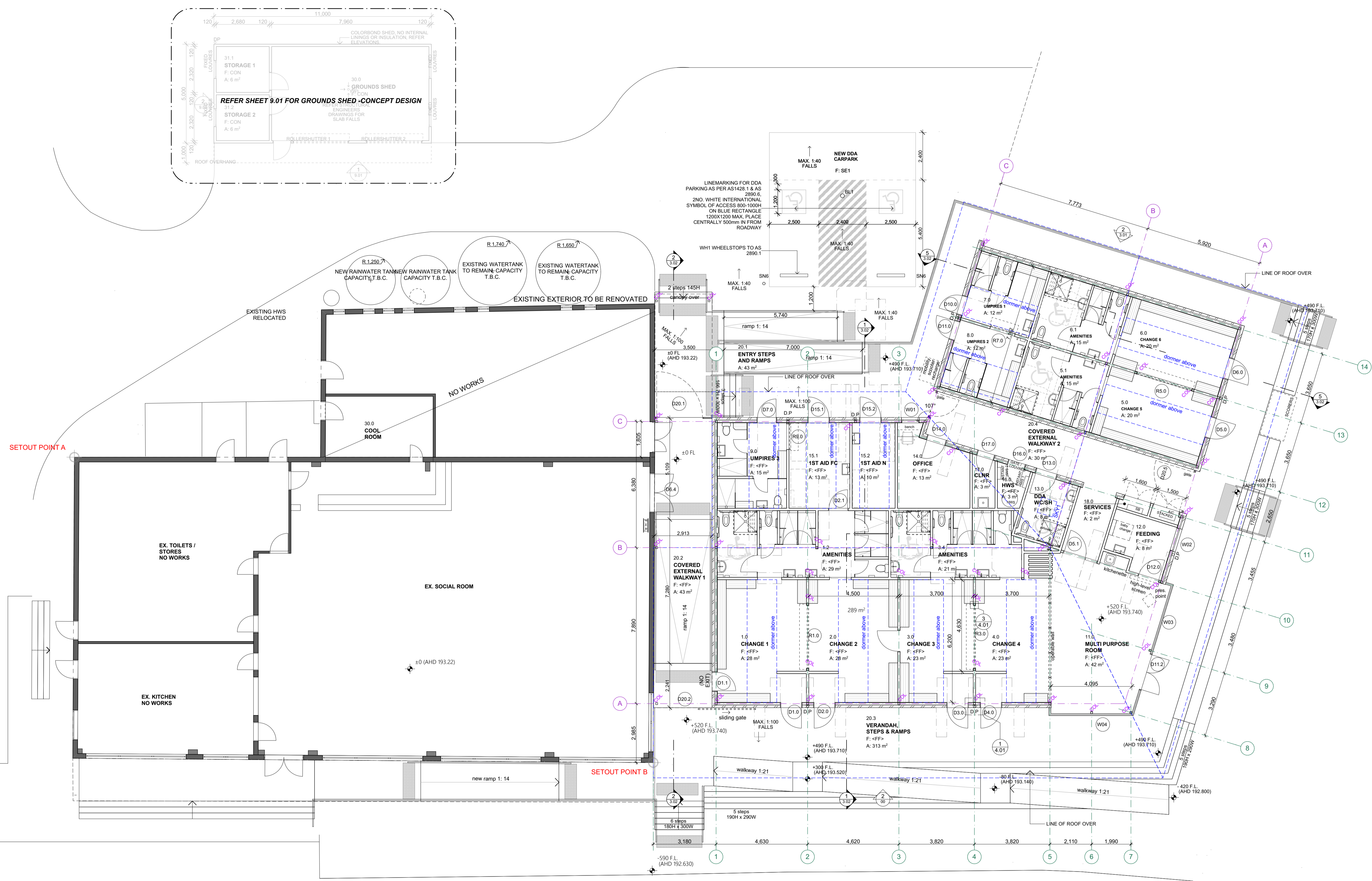
Drawing number Revision

**MP01 D**

Drawing title



Copyright DOCK4	
<b>TOTAL FLOOR AREAS:</b>	
EXISTING BUILDING	554m <sup>2</sup>
NEW CHANGEROOM BUILDING	386m <sup>2</sup>
NEW COVERED WALKWAYS	74m <sup>2</sup>
VERANDAHS / STEPS / RAMPS	371m <sup>2</sup>



**FOR APPROVAL**



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CENTRAL GOLDFIELDS SHIRE COUNCIL



CARISBROOK RECREATION RESERVE  
 8 McNeil St Carisbrook  
 VIC 3464

Status	DESIGN DEVELOPMENT	Project number	190222
Date generated	11/11/2020	Size	A1 FT
Drawn		Approved	RB

Accredited Designer: Giles Newstead CC 19038

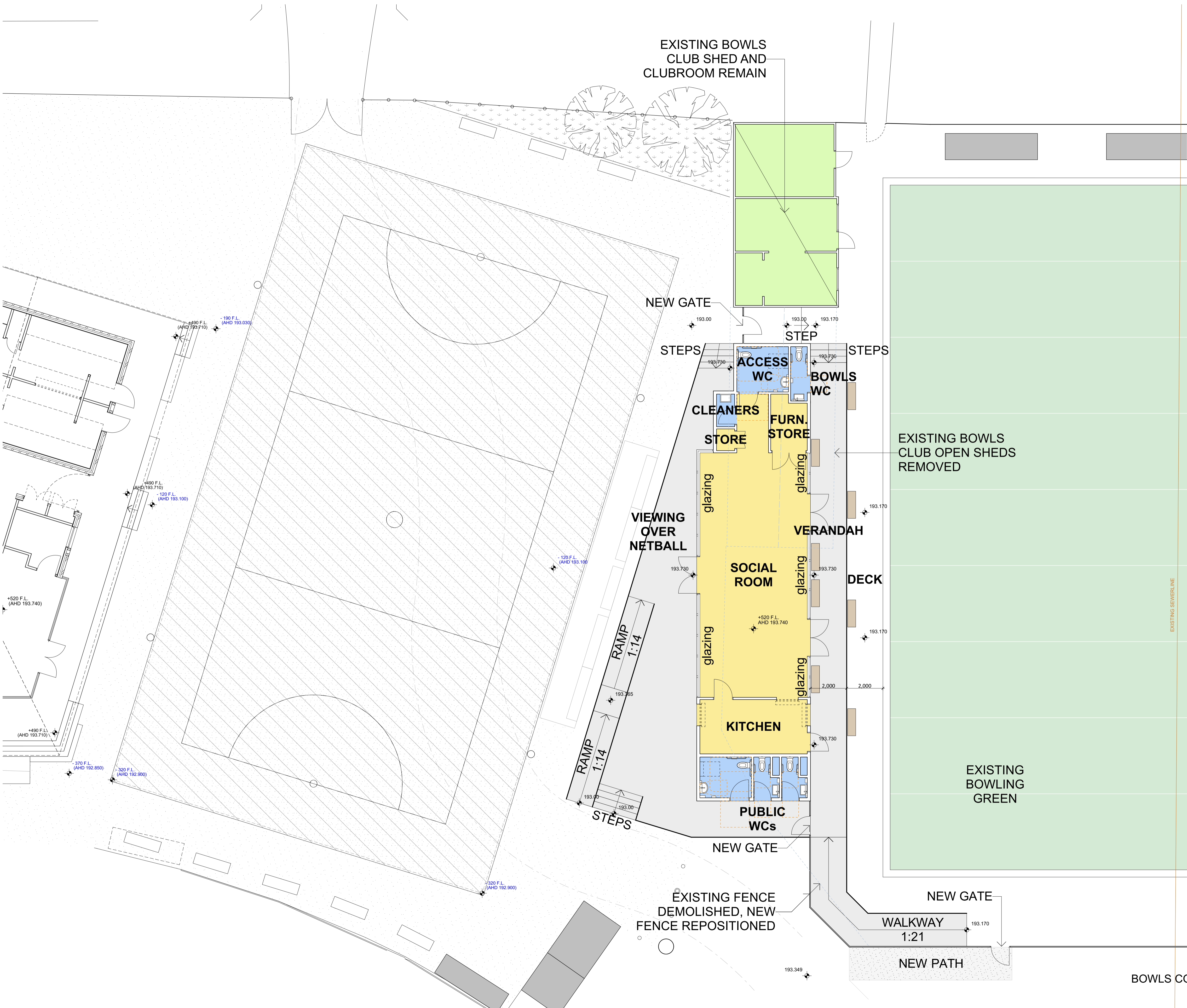
ARCHITECTURAL  
 PROPOSED FLOORPLAN

Drawing number	2.01	Revision	A
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**1**  
**PROPOSED FLOORPLAN**  
 1:100

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 REVISOR DOCUMENT  
 REPLACE EARLIER ISSUE

Date	Change	RevID



MELBOURNE: 114/115 COLLING STREET MELBOURNE, VIC 3000  
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CENTRAL GOLDFIELDS SHIRE COUNCIL



CARISBROOK RECREATION RESERVE REDEVELOPMENT - MAIN WORKS  
 8 McNeil St Carisbrook VIC 3464

Status	DESIGN DEVELOPMENT	Project number	190222
Date generated	10/03/2021	Size	A1
		Drawn	CB
		Approved	RB

ARCHITECTURAL  
 BOWLS COMMUNITY BUILDING - SITE PLAN/ FLOORPLAN

Drawing number 8.01  
 Revision A

**BOWLS COMMUNITY BUILDING**  
 1:100

## 8.2 MARYBOROUGH AERODROME

**Author:** Chief Executive 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.*

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### SUMMARY/PURPOSE

The purpose of this report is for Council to consider recommendations to undertake planning for the future of the Aerodrome to realise the economic and community benefits of this important local asset and for transitioning the Maryborough Aerodrome leases to new terms and conditions to meet the requirements of the Crown Land (Reserves) Act 1978.

### LEGISLATION AND POLICY CONTEXT

Central Goldfields Shire Council's Council Plan 2017-2021 (2018 Refresh) – Choose an item.

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

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

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.

The Maryborough Aerodrome is on Crown Land and Council is the appointed land manager. Council is required to manage the land in accordance with Department of Environment, Land, Water and Planning (DELWP) leasing requirements for Crown land in accordance with the Crown Land (Reserves) Act 1978.

The Local Government Act 1989 Part 8 Rates and Charges on Rateable Land contains provisions relating to exemptions, rebates or concessions that may be granted in relation to rates.

### BACKGROUND INFORMATION

The Maryborough Aerodrome is Crown Land which was temporarily reserved for aerodrome purposes in 1987 and the Shire of Tullaroop was at that time appointed as the Committee of Management by DELWP. The aerodrome was jointly managed by the Shire of Tullaroop and Shire of Maryborough under the Maryborough Municipal Aerodrome Joint Committee until Council amalgamations occurred in 1995. This resulted in management responsibility transferring to Central Goldfields Shire Council.

On 4 March 2004, Council entered into an initial service agreement with the Maryborough Aero Club to manage and maintain the aerodrome under a three year management agreement. A further service agreement was entered into on 6 November 2007 for a three year management agreement. The service agreement expired on 5 November 2010 and that agreement was not renewed. Council resumed management of the aerodrome in 2012. During the eight year period of management, the Aero Club issued a total of 12 lease agreements whilst acting on behalf of Council.

Since 2017 Council has considered the management of the Aerodrome and associated lease arrangements at meetings held on 25 July 2017, 21 November 2017, 27 August 2019 and 22 December 2020 in order to resolve a number of matters including transitioning all leases to DELWP leases to comply with the Crown Land (Reserves) Act 1978; to review the rent charged on leases; to charge rates in accordance with the Local Government Act and to consider the future use and benefits of the Aerodrome to the community.

On 22 August 2012 Council adopted a Master Plan for the Aerodrome. The Master Plan was rescinded at the meeting held on 27 August 2019.

In addition the Council resolved at the 27 August 2019 meeting to convert the Aerodrome from a Registered Aerodrome to an Aircraft Landing Area (ALA).

At the 22 December Council Meeting, Council resolved that:

*The elected Council meet with representatives of the Maryborough Aero Club, hangar lessees and shire staff in an effort to:*

- *Identify any problematic issues that are outstanding*
- *See how they can be resolved to everyone's satisfaction*

*Such a meeting to be held at the earliest possible time, and to be chaired by the Mayor.*

A meeting with representatives of the Maryborough Aero Club and hangar lessees was held in December 2020 and this report will address the outstanding issues raised by the attendees at the meeting in regards the future of the Aerodrome and in relation to lease rents and rates.

## **REPORT**

### The future of the Aerodrome

The Central Goldfields Shire Economic Development Strategy 2020 – 2025 notes that “now that the Aerodrome is no longer subject to the CASA regulations, there may be an opportunity to investigate commercial development of the aerodrome site that may have been restricted before, to become a major economic asset in the Shire (e.g. use by airlines for pilot training).” (page 36.)

Other opportunities include additional hangars for lease by recreational users; new leases for fly and stay development; possible use for local freight as noted in the 2018 Loddon Campaspe Freight Hub Study.

Aerodrome users clearly expressed at the meeting in December 2020 opportunities for developing the Aerodrome into a valuable community asset with increased use and visitation.

The development of a business plan is recommended to investigate and analyse the opportunities for the growth and development of the Aerodrome. This would include



investigating opportunities such as commercial and industry development; tourism potential; pilot training; refuelling facility; health and medical services; leisure and lifestyle and emergency management. The business plan should also identify options for the day to day management of the Aerodrome; and consider the costs and benefits of CASA registration for the Aerodrome if relevant to meeting the objectives of the business plan.

Once a business plan is developed, it is recommended that the 2012 Master Plan that was rescinded be reviewed and updated to address the objectives in the business plan.

The preparation of a business plan and the subsequent review and update of the master plan would benefit from community and stakeholder input through a community task force. Terms of reference for a community taskforce have been drafted for consideration by Council (Attachment 1) and outline the recommended membership, role and appointment process for the taskforce.

### Resolution of leases

In 2018 Council received an estimated market rent report from its valuers VRC Property. Rent comparisons were made in this report with airports in Victoria including Kyneton, Lethbridge, Ballarat and Barwon Heads.

The report recommended on page 7 rents between \$5.00/sqm and \$10/sqm for hangar pad sites (ie ground rental) compared to the current rates of \$0.50/sqm. Ground rental does not include any improvements and assumes access to electricity and telephone connection. Sites are not serviced by reticulated water or sewerage.

Benchmarking data from this report and from enquires with other Councils is summarised below:

Airport	Status (ALA, registered or certified)	Site rental per square metre	Rates (Y/N)	charged
Ballarat	Registered	\$6.43	Y	
Kyneton	ALA	\$1.63 - \$3.60	Y	
Bacchus Marsh	ALA	\$2.77 - \$3.15 site rental plus \$2.60 redevelopment levy total \$5.37-\$5.75	Y	
Northern Grampians – Stawell and St Arnaud	Registered	\$15 with discounts to \$3-\$7.50 over first five years for existing leaseholders	Y	
Benalla	Registered	\$5.00	N	



From the benchmarking data it is clear that like-sized aerodromes are charging less than market rates estimated in Council's valuation report, the valuers also made this observation. All charge rates with the exception of Benalla.

In considering the above benchmarking data, feedback from the users of the Aerodrome, and consideration of the need to develop a business plan and update the master plan it is proposed that rent be set at \$3.50 sq/m + CPI for the first 7 years of 21 year leases. This competitive rate may also provide an incentive to attract new users of the Aerodrome.

It should be noted that there are a number of leases at the Aerodrome that will run through to 2029/30 at their current rental rate of \$0.50 in accordance with the Council's resolution in August 2019. Council can apply market rental rates when these leases expire in 2029/20, and there is more certainty around the future of the Aerodrome.

Some users of the Aerodrome have also requested that rates be waived / not charged, Under the *Local Government Act 1989* (which still applies to rates) a rebate or concession may be granted under Section 169, if certain conditions are met. In granting a rebate or concession, Council must specify the benefit to the community as a whole resulting from the rebate or concession. As the majority of leases are for private or commercial use, granting a rebate or concession would only benefit the leaseholder and not the community as a whole.

It is therefore recommended that rates are charged for all sites with the exception of the Aeroclub, and Maryborough Ambulance Transfer Station (MATS) which provide services at the Aerodrome that are accessible to and for the benefit of the community. All other sites are used for private or commercial use and do not provide a public benefit and consequently should pay rates in accordance with the Local Government Act.

To transition leases to the DELWP lease template and the recommended fee structure it is further recommended that:

- 1) All leases are transferred to DELWP leases retaining their current rentals and lease terms – this is per previous Council resolutions
- 2) Rates are charged on private and commercial leases and waived for those that provide community benefit – this differs from previous Council resolution in that it proposes a waiver for the Aeroclub and MATs leases
- 3) On expiry of current leases, new terms to be negotiated at 7+7+7 years, with the first 7 years charged at \$3.50 + CPI and a market rent review for subsequent terms – this differs from previous Council resolution on rent
- 4) New leases entered into also offered at 7+7+7 years, with the first 7 year term charged at \$3.50 + CPI and a market rent review for subsequent terms to attract new users at the Aerodrome.

## **CONSULTATION/COMMUNICATION**

A meeting was held in December 2020 with users of the Aerodrome. Councillors have also met with a number of users and the Aeroclub individually to hear their concerns. Aeroclub representatives have also been consulted on the proposed transition of leases including proposed rents, rates and lease terms.

## **FINANCIAL & RESOURCE IMPLICATIONS**

### **Business case and master plan**

Development of a business case and masterplan for the aerodrome is not included in the current Annual Action Plan or Annual Budget and funding would be need to be allocated for expert advice. It is recommended that provision is made in the 2021/22 budget for a business plan estimated at \$30,000 and \$40,000 in the 2022/23 budget to review and update the Master Plan, unless external funding can be sourced earlier to facilitate the Master Plan refresh.

### **Rent and rates revenue**

Leases at current rentals generate just over \$3,000 income per annum. The transitional arrangements will see an increase in rent as leases transition to \$7,700 plus CPI per annum. Rates on leases total \$9,679 per annum.

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs by commencing a discussion about the future of the Aerodrome asset.

## **CONCLUSION**

Recognising the potential of the Maryborough Aerodrome, this report recommends the development of a business plan and a refresh of the Master Plan overseen by a community taskforce.

It also recommends transition arrangements for leases to new terms and conditions to meet the requirements of the Crown Land (Reserves) Act 1978 and to attract new users of the aerodrome, as the business plan and master plan are developed and realised.

**ATTACHMENTS**

1. Terms of Reference Maryborough Aerodrome Taskforce

**RECOMMENDATION**

*That Council:*

1. *Approve the allocation of \$30,000 in the 2021/22 Budget for the development of a business plan for the Maryborough Aerodrome;*
2. *Adopt the Terms of Reference for the Maryborough Aerodrome Taskforce in Attachment 1;*
3. *Commence an Expression of Interest process for membership of the Maryborough Aerodrome Taskforce;*
4. *Approve the waiving of rates on Aerodrome leases for the Aeroclub and Maryborough Ambulance Transfer Station on the basis that they provide services at the Aerodrome that are accessible to and for the benefit of the community in accordance with Section 169 of the Local Government Act 1989; and*
5. *Confirm that current leases are transitioned to DELWP leases on current rents and lease terms; and*
6. *Approve that new leases be negotiated on terms of 7+7+7 years, with rent set at \$3.50 sq/m +CPI for the first term of 7 years, and market rent reviews for subsequent terms.*

### 1. Purpose

The role of the Maryborough Aerodrome Taskforce (the Taskforce) is to provide advice to Council on the future use and development of Maryborough Aerodrome to provide the best economic and social benefits to the community

### 2. Term

The term of the Maryborough Aerodrome Taskforce will be for a period of 12 months unless Council resolves to vary or revoke it. A review of the terms of reference and ongoing need for the Taskforce will be undertaken one month prior to the expiry of the term.

### 3. Membership

The Taskforce is to be chaired by an independent community member and comprise of up to six community members with one or more of the following capabilities:

- i. Knowledge of aerodrome operations
- ii. Business acumen
- iii. Community development
- iv. Community asset management

The Independent Chair will be appointed by Council and should have the following experience:

- i. Extensive knowledge of airport operations
- ii. Substantial experience in community asset management
- iii. Relevant technical and management qualifications
- iv. Familiarity with local government operations would be an advantage.

#### **SELECTION OF MEMBERS**

The members will be selected by calling for nominations. An advertisement will be placed in the local media and on Council's website.

Interested representatives must submit an Expression of Interest.

Appointment will be for an initial period of 12 months and will be reviewed one month prior to the expiry of the term.

#### 4. Roles and Responsibilities

The Taskforce does not operate with any delegated powers conferred by Council, The Taskforce provides guidance and recommendations to Council for decisions relating to the management and development of the Aerodrome.

##### **Roles:**

1. Contribute to the development of a Business Plan for the Aerodrome that best serves the economic and social interests of the community by
  - a. identifying issues and opportunities for the growth and development of the Aerodrome including, but not restricted to, commercial and industry development; tourism potential; pilot training; refuelling facility; health and medical services; leisure and lifestyle and emergency management;
  - b. identifying options for the day to day management of the Aerodrome; and
  - c. considering the costs and benefits of CASA registration for the Aerodrome if recommended to meet the objectives of the business case
2. Upon endorsement of the Business Plan by Council, undertake a review of the rescinded 2012 Maryborough Aerodrome Master Plan that encompasses the operational needs of the aerodrome and functional layout, management responsibilities, and any other matters needed to realise the business case model.
3. identify the investment required to implement the Master Plan and the cost benefit of this.
4. Provide advice to Council on any grants or other funding opportunities available to implement the Business Plan and or Master Plan.

#### 5. Meetings

Meetings of the Taskforce are to be held monthly by agreement.

Minutes for all meetings are to be taken and provided to Council 10 business days after each meeting.

#### 6. Quorum and Attendance

A quorum of the Taskforce shall constitute a number equating to one more than 50% of the appointed members of the Group.

### 7. Insurance

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

### 8. Misuse of position

A person who is, or has been, a member of the Taskforce must not misuse their position:

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

### 9. Confidential information

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

### 10. Conflicts of Interest

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

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

### **8.3 PYRENEES HIGHWAY CARISBROOK - CULVERT CONSTRUCTION CONTRACT No. G1473-2021**

**Author:** Coordinator Design and Projects

**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.*

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#### **SUMMARY/PURPOSE**

The purpose of this report is for Council to consider awarding Contract G1473-2021 Pyrenees Highway Carisbrook – Culvert Construction, following a public tender process.

#### **LEGISLATION AND POLICY CONTEXT**

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

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

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

Relevant policies:

Procurement Policy adopted 23 June 2020	This Policy is made under section 186A of the Local Government Act 1989 ("the Act"). This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.
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The Local Government Act 1989 section 208 requires Council to consider "Best Value". Section 186 of the Act requires councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works to the value of \$200,000 or above.

#### **BACKGROUND INFORMATION**

Carisbrook is located at the confluence of McCallum Creek and Tullaroop Creek. Following the flood events in September 2010 and January 2011, consultants Water Technology completed the Carisbrook Flood and Drainage Management Plan for North Central CMA in 2013.

Since the development of the plan, Council engaged specialist consultants Entura to undertake the detailed design of the flood mitigation project. The design has been progressively implemented in staged construction, including:

- Stage 1 – Western Levee (Pleasant Street levee north of the railway line);
- Stage 2 – Williams Road Levee, and
- Part of Stage 3, being the construction of the Pleasant Street levee (railway line to Pyrenees Highway).

The remaining construction works for the completion of the project includes culvert construction works associated with both the railway reserve and Pyrenees Highway (Stage 3), and the final section of the Western Levee south of Pyrenees Highway (Stage 4).

## **REPORT**

The tendered works for part of Stage 3 being the culvert construction at Pyrenees Highway, was public tendered on 15 March 2021.

The works include the installation of drainage culverts across Pyrenees Highway and associated road works. The culverts will redirect the overland flows along the levee when the southern section of the levee is completed.

The public tender process closed on the 7 April 2021, and Council received six tender submissions.

The evaluation of the tenders was undertaken by a panel consisting of the Senior Procurement Officer, the Coordinator Design & Projects, the Design and Projects Officer and the Acting Manager Infrastructure.

The tender responses were assessed against the following criteria:

- Risk Management (Pass/Fail)
- Financial Benefit to Council (40%)
- Capability (25%)
- Capacity (20%)
- Financial Benefit to Community (10%)

As a result of the tender evaluation, Leech Earthmoving and Contracting Pty Ltd scored the highest against the evaluation criteria and submitted the lowest tender price. Leech Earthmoving and Contracting Pty Ltd has previously successfully undertaken construction projects for Council.

The tender evaluation panel recommends that Leech Earthmoving and Contracting Pty Ltd be awarded contract No. G1473-21 Pyrenees Highway Carisbrook – Culvert Construction for the lump sum amount of \$170,896 (GST Inclusive.).

While the tender price is within the delegation of the Chief Executive Officer to award, this tender is being reported to Council due to the significance of the whole of the levee project and in particular the level of public interest in the project.



## CONSULTATION/COMMUNICATION

Community information session was held on 1 March 2021 to provide a project update to the community.

The tender was advertised using a standard process. The request for tenders was advertised on the Council Tender Board and Council's Webpage in compliance with section 186 of the Local Government Act.

The public will receive notification prior to the commencement of construction works.

## FINANCIAL & RESOURCE IMPLICATIONS

The proposed works are budgeted for and funded through Natural Disaster Resilience Grant Scheme, which is a three way funding arrangement between Council, the State Government and the Federal Government.

## RISK MANAGEMENT

This report addresses Council's strategic risk Property and Assets - Failure to maintain, renew and expand our assets in a timely and robust way, that considers service and delivery needs by implementing construction works for the Carisbrook Flood and Drainage Management Plan.

## CONCLUSION

The tender for Contract No. G1473-21 Pyrenees Highway Carisbrook – Culvert Construction closed on the 7 April 2021.

A full tender evaluation for the work has been conducted, with Leech Earthmoving and Contracting Pty Ltd receiving the highest evaluation score. It is therefore recommended that Leech Earthmoving and Contracting Pty Ltd be awarded the contract for the lump sum amount of \$170,896.00 (GST Inclusive).

## ATTACHMENTS

Nil

### RECOMMENDATION

*It is recommended that Council:*

- 1. Award the Pyrenees Highway, Carisbrook – Culvert Construction contract No. G1473-21 to Leech Earthmoving and Contracting Pty Ltd for \$170,896.00 (GST Inclusive).*
- 2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for Contract G1473-21 for Pyrenees Highway, Carisbrook – Culvert Construction.*

#### **8.4 CONTRACT No. G1472-21 GILLIES STREET MARYBOROUGH ROAD RECONSTRUCTION (Between Layton Road and Sutton Road)**

**Author:** Design and Projects Officer

**Responsible Officer:** General Manager Infrastructure Assets and Planning

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

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#### **SUMMARY/PURPOSE**

The purpose of this report is for Council to consider awarding Contract No. G1472-21 Gillies Street, Maryborough - Road Reconstruction, following a public tender process.

As the value of the recommended awarding of contract is above the CEO's financial delegation, the contract is required to be awarded by Council.

#### **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.

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

**Relevant policies:**

**Procurement Policy adopted 23 June 2020** This Policy is made under Section 186A of the Local Government Act 1989 ("the Act"). This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.

The Local Government Act 1989 section 208 requires Council to consider "Best Value". Section 186 of the Act requires councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works to the value of \$200,000 or above.

#### **BACKGROUND INFORMATION**

Council provides road pavement renewal services to the community to maintain the existing sealed road network within the Shire. Gillies Street between Derby Road and Sutton Road is a high priority for Council as it provides a key eastern bypass route and has been progressively upgraded over recent years. As part of the 2020-2021 capital works program, Gillies Street between Layton Road and Sutton Road has been approved for reconstruction.

In accordance with Council's tendering procedures and Section 186 of the Local Government Act 1989, public tenders were requested on 15 February 2021 for the construction works.

## **REPORT**

The works tendered for Gillies Street include renewal of the road pavement, kerb & channel, drainage, road surfacing and associated works.

The tender process for this project did not commence until February 2021 when funding of the project was confirmed following Council's decision to allocate a component of its Local Roads and Community Infrastructure Program Round 2 allocation to the road capital program.

The public tender process closed on 10 March 2021, and Council received three tender submissions.

The evaluation of the tenders was undertaken by a panel consisting of the Senior Procurement Officer, the Coordinator Design and Projects, the Design and Projects Officer and the Acting Manager Infrastructure.

The tender responses were assessed against the following criteria:

- Risk Management. (Pass/Fail)
- Financial Benefit to Council (50%)
- Capability (20%)
- Capacity (20%)
- Financial Benefit to Community (10%)

As a result of the tender evaluation, Doran Earthmoving P/L scored the highest against the evaluation criteria and submitted the second lowest tender price. Doran Earthmoving P/L is a local business which has previously successfully undertaken various construction projects for Council.

The tender evaluation panel recommends that Doran Earthmoving P/L be awarded contract No. G1472-21 Gillies Street, Maryborough - Road Reconstruction for the lump sum amount of \$535,526.20 (GST incl.).

As the value of the recommended awarding of contract is above the CEO's \$500,000 financial delegation, the contract is required to be awarded by Council.

## **CONSULTATION/COMMUNICATION**

The tender was advertised using a standard process.

The request for tenders was advertised on the Council Tender Board and Council's web page in compliance with section 186 of the Local Government Act.

The public and residents will receive notification prior to the commencement of construction works.

## FINANCIAL & RESOURCE IMPLICATIONS

The 2021/22 budget allocation for the Gillies Street road reconstruction is \$500,000 (ex GST), funded by:

- |                    |              |
|--------------------|--------------|
| 1. Council         | \$47,406.00  |
| 2. LRCIP – Round 2 | \$452,594.00 |

The recommended tenderer is Doran Earthmoving P/L for the tendered amount of \$535,526.20 (incl. GST) (\$486,842.00 (excl. GST)), which is within the budget allocation.

## RISK MANAGEMENT

This report addresses Council's strategic risk Financial sustainability - Failure to maintain our long term financial sustainability by supporting a financially responsible decision to award a substantial contract through a proper public tender process.

Council's financial exposure is limited as the successful contractor is not paid until milestones of the works are completed. All works will be covered by defect liability provisions.

The contractor is required to have appropriate insurances.

## CONCLUSION

The reconstruction of Gillies Street between Layton Road and Sutton Lane is an approved project in Council's 2020-21 capital works program. The project was duly tendered in accordance with Council's procurement policy with three tender submissions received.

A full tender evaluation for the work has been conducted, with Doran Earthmoving Pty Ltd receiving the highest evaluation score. It is therefore recommended that Doran Earthmoving Pty Ltd be awarded the contract for the lump sum amount of \$535,526.20 (GST Inclusive).

## ATTACHMENTS

Nil

### RECOMMENDATION

*It is recommended that Council:*

- 1. Award the Gillies Street, Maryborough - Road Reconstruction contract No. G1472-21 to Doran Earthmoving Pty Ltd for \$535,526.20 (GST Inclusive).*
- 2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for Contract G1472-21 for Gillies Street, Maryborough - Road Reconstruction.*

## 8.5 THE COMMUNICATIONS AND ENGAGEMENT STRATEGY

**Author:** Manager Community Engagement

**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.*

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### SUMMARY/PURPOSE

At the December Council Meeting, Council endorsed that the *Draft Community Participation and Engagement Policy* and *Draft Communications and Engagement Strategy* be advertised for community feedback for a period of four weeks.

The updated Community Engagement Policy was adopted by Council at the February Meeting.

The updated Communications and Engagement Strategy establishes shared expectations for communications and engagement and features a detailed action plan for how we will further develop, improve and evaluate our activities moving forward.

In accordance with the Community Engagement Policy, the Shaping Central Goldfields: Engagement Plan has been prepared to guide the development of the Community Vision and Council Plan (including the long-term Financial Plan).

### 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.

**4.2 Objective:** Provide effective and accessible community information and opportunities for community contributions to policy and program development

**Initiative** Develop a Strategic Communication Plan

### BACKGROUND INFORMATION

#### Communications and Engagement Strategy

The *Communications and Engagement Strategy* is an action of the 2020 Annual Action Plan.

The Strategy provides a framework for Council's new and improved approach to communications and engagement.

Building on the communications and community engagement activities that have been undertaken in previous years, the Strategy provides guidance and support to Councillors and

Council staff in the performance of their duties in accordance with the Victorian Local Government Act 2020.

Our community feedback process has allowed us to better understand what our community wants and needs and the barriers to participation that exist.

### Shaping Central Goldfields: Engagement Plan

According to the Victorian Local Government Act 2020, Council is required to use a deliberative engagement approach for the development of the following initiatives:

- Development or review of the Community Vision (s 88)
- Preparation and adoption of the Council Plan (s 90)
- Development, adoption, review of the Financial Plan (s 91)

In the development of the Community Vision and Council Plan (including the long-term Financial Plan) Council must consider a deliberative engagement approach which will best meet the needs of participation for the people of the Shire.

The Shaping Central Goldfields project is underpinned by a comprehensive engagement plan which will ensure that Council delivers on its deliberative engagement obligations.

## **REPORT**

### 1a. Communications and Engagement Strategy

In response to community feedback, the following updates have been made to the Strategy:

- Clarifying the purpose of the Strategy (to establish shared expectations of communications and engagement with Council and the community)
- Replacing technical terms with plain language
- Adding a background section to show what was considered in creating the Strategy
- Including a list of key initiatives to facilitate short term change and improvement
- Redesigning the implementation plan as strategic priorities and actions to meet community expectations:
  - Media
  - External / digital communications
  - Community engagement
  - Public relations (partnerships, advocacy and cross sector collaboration)
  - Business process improvements
  - Insights and evaluation

### 1b. Shaping Central Goldfields

The Shaping Central Goldfields project seeks to help the Shire regain its vibrancy, sense of place and its beating heart. The process will:

- Strengthen Council's commitment to listening and responding to community needs
- Build the communities understanding of current Council strategy, services and resources and get clear on what it means for them
- Build a more comprehensive understanding of community needs and aspirations to inform the development of short, medium and long term planning

Importantly, the Project will engage a representative group from the community with an emphasis on groups that are less visible in the Shire (and traditionally harder for Council to reach).

The Project consists of four overarching phases including:

- *Community activation* - Further activate the community plans and draw out the community's aspirations
- *Strategic priorities* - Work with community leaders, the organisation and key partners towards rigorous strategic actions
- *Public exhibition* - Make the draft Community Vision and Council Plan (including the long-term Final Plan) available for community feedback
- *Foundations for the future* - Create engagement opportunities support representative community engagement over the longer term

The Engagement Plan has been developed with Councillors and the Executive Management Team.

### 1c. Community Voice Panel

The challenges with the Community Voice Panel was also a key theme of the community feedback received.

As part of the Strategy's detailed Action Plan, it is proposed that the Community Voice Panel is disbanded and that a model for representative engagement be developed through the Shaping Central Goldfields project. This model for representative engagement will be delivered through phase four of the Shaping Central Goldfields project.

## **CONSULTATION/COMMUNICATION**

The *Draft Communications and Engagement Strategy* and *Draft Community Participation and Engagement Policy* were made available for community feedback from Wednesday 16 December 2020 to Friday 15 January 2021.

Council received feedback from more than 100 residents – the feedback received is detailed as key insights in the Strategy.

The Engagement Plan has been prepared in consultation with Councillors and the executive Management Team.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The updates to the Strategy and development of the Engagement Plan were carried out internally by the Community Engagement team.

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements.

## **CONCLUSION**

Council has undertaken engagement with the community around the *Draft Community Engagement Policy* and *Draft Communications and Engagement Strategy*.

In response to the feedback received changes have been made to the Strategy to reflect the wants and needs of the Central Goldfields community.

The *Shaping Central Goldfields: Engagement Plan* meets Council's obligations for deliberative engagement and will deliver a high quality and representation engagement process to develop Council's key strategic documents.

A letter has been sent to the Community Voice Panel, to anticipate the dis-banding of the panel and to highlight further opportunities to work closely with Council.

## **ATTACHMENTS**

1. Central Goldfields Shire Communications and Engagement Strategy
2. Shaping Central Goldfields: Engagement Plan

## **RECOMMENDATION**

*That Council:*

1. *Adopts the updated Communications and Engagement Strategy 2021-2022*
2. *Adopts the Shaping Central Goldfields: Engagement Plan 2021*
3. *Dis-band the Community Voice Panel and write to panel members thanking them for their contribution to Council's policy and strategy development.*





# Communications & Engagement Strategy

March 2021







## Acknowledgement of First Nations peoples and communities in Central Goldfields Shire

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





## Translating and Interpreting Service

### English:

If you need an interpreter, please call TIS National on 131 450 and ask them to call Central Goldfields Shire Council on 03 5461 0610. Our business hours are Monday to Friday 9am-4pm. You can also visit the TIS National website for translated information about the service TIS National provides. Visit: [www.tisnational.gov.au](http://www.tisnational.gov.au)

### Greek:

Αν χρειάζεστε διερμηνέα, καλέστε την TIS National στο 131 450 και ζητήστε να καλέσουν το Central Goldfields Shire στον αριθμό 03 5461 0610. Οι ώρες λειτουργίας μας είναι Monday to Friday 9am-5pm. Σχετικά με τις υπηρεσίες που παρέχονται από την Εθνική Υπηρεσία Διερμηνείας και Μετάφρασης, μπορείτε να επισκεφθείτε και τον ιστότοπο της υπηρεσίας στη διεύθυνση: [www.tisnational.gov.au](http://www.tisnational.gov.au)

### Tamil:

உங்களுக்கு ஒரு மொழி பெயர்த்துரைப்பாளர் தேவைப்படின 131 450 ல் தேசிய மொழிபெயர்ப்பு மொழி பெயர்த்துரைப்புச் சேவையை அழைத்து. (இளைசவ லழரச யபநஉல யெஅந) (இளைசவ லழரச யபநஉல பழநெ ரெஅடிநச) அழைக்கும்படி கூறவும். ஏங்கள் பணியக நேரங்களாவன (இளைசவ லழரச டிரளநெளள ஹழரசள).

நீங்கள் எமது தேசிய மொழிபெயர்ப்பு மொழி பெயர்த்துரைப்புச் சேவையின் இணையத் தளத்தில் தேசிய மொழிபெயர்ப்பு மொழி பெயர்த்துரைப்புச் சேவை வழங்கும் சேவையின் தகவல்களைப் பெறலாம். றறற.வளையெவழையெட.பழள.யர

### Traditional Chinese:

若你需要口譯員，請撥打TIS National電話131 450並請他們轉接 Central Goldfields Shire 的電話03 5461 0610。我們的工作時間是 Monday to Friday 9am-4pm。你也可以瀏覽TIS National 網站瞭解TIS National 的服務資訊，網址：[www.tisnational.gov.au](http://www.tisnational.gov.au)

### Dutch:

Als u een tolk nodig hebt, bel dan TIS National (nationale vertaal- en tolkdienst) op 131 450 en vraag hen om de Central Goldfields Shire Council (raad van het zelfstandig gebied van Central Goldfields) te bellen op 03 5461 0610. Onze openingstijden zijn maandag tot vrijdag van 09.00 tot 16.00 u. Op de website van TIS National staat ook vertaalde informatie over de diensten die TIS National levert. Ga naar: [www.tisnational.gov.au](http://www.tisnational.gov.au)

### German:

Wenn Sie eine Verdolmetschung brauchen, rufen Sie bitte TIS National unter 131 450 an und fragen Sie nach der Central Goldfields Shire Council, Rufnummer 03 5461 0610. Unsere Geschäftszeiten sind montags bis freitags 9:00 bis 16:00 Uhr. Übersetzte Informationen über die Dienstleistungen von TIS National finden Sie auf der Website von TIS National. Besuchen Sie [www.tisnational.gov.au](http://www.tisnational.gov.au).

### Tagalog:

Kung kailangan mo ng interpreter, mangyaring tawagan ang TIS National sa 131 450 at hilingin sa kanila na tawagan ang Central Goldfields Shire Council sa 03 5461 0610. Ang aming mga oras ng opisina ay Lunes hanggang Biyernes 9:00 ng umaga hanggang 4:00 ng hapon. Maaari mo ring bisitahin ang website ng TIS National para sa naisalin na impormasyon tungkol sa serbisyong ibinibigay ng TIS National. Bisitahin ang: [www.tisnational.gov.au](http://www.tisnational.gov.au)

## Contents

Mayor's message	2
CEO message	2
<b>What is the current situation?</b>	<b>3</b>
Reasons for the Strategy	3
Who we are	4
What informed this Strategy	4
What you told us	5
The audience	6
<b>What is the purpose of this strategy</b>	<b>7</b>
Our situational analysis	7
Our purpose	8
Our guiding principles	8
<b>What are our aspirations, functions and priorities?</b>	<b>9</b>
Media	9
External communications	10
Digital communications	12
Community engagement	14
Public relations	16
Business process improvements	17
Insights and evaluation	18
<b>How will we monitor, measure and report progress?</b>	<b>19</b>
<b>Glossary</b>	<b>21</b>

### Directorate:

Chief Executive Officer

### Responsible manager:

Manager Community Engagement

### Implementation date:

April 2021

### Date adopted:

TBA

### Review date:

April 2022



## Mayor's message

We know that the return of an elected Council means that expectations are higher than ever before.

We also have a new Local Government Act (2020) which raises requirements of Councils in setting goals, priorities and budgets and the need for genuine transparency in Council actions and decision-making.

It's a time of real opportunity for us as a Councillor group.

There is an absolute need for us to focus on and understand what our community wants us to achieve.

The development of this Communications and Engagement Strategy is one of the first steps towards achieving that.

Thank you to the many members of the community who took the time to provide us with invaluable feedback on our Draft Strategy.

We've listened to what you told us and we've made changes to the Strategy to reflect the feedback and your priorities.

There's no doubt this Strategy is underpinned by strong community feedback and we're confident it's going to be a key mechanism for developing strong relationships between Council and the community over the next four years of our Council term.

My Councillor colleagues and I look forward to being part of this renewed approach to communications and engagement.

**Cr Chris Meddows-Taylor**  
Mayor



## CEO message

The community feedback process has given us a better understanding of our community and their desired relationship with Council.

Councillors and staff met with people in our community and feedback was also provided to Council via online surveys and emails.

More than 100 people were involved in the process and it is your feedback that has helped us shape this document and its supporting action plan, to ensure it addresses what our community wants and needs.

Our community is diverse both geographically and in the make-up of its population, so we are mindful that there is no one size fits all approach – a diverse approach to communications and engagement is needed.

It's a challenge we will work hard to respond to and we'll do it with our organisational values at the forefront.

Our community has told us transparency is important to them – and it's important to our organisation too. Our corporate values position all staff to value quality communication and engagement.

Being community and customer focussed; collaborative and inclusive; and challenging the status quo is central not only to this Strategy but to everything that we as an organisation strive to do.

This Strategy will be reviewed annually and we understand that it won't be a 'quick fix'. Some of the items will be immediate whilst we know others will take longer for us to achieve.

We are proud to present this Communications and Engagement Strategy and we hope that it's successful implementation will result in high-level communications and best practices engagement – and most importantly a more open, transparent and improved relationship between Council and our community.

**Lucy Roffey**  
Chief Executive Officer

# What is the current situation?

## Reasons for the Strategy

**With the election of a new Council in October 2020, and with the Local Government Act 2020 requiring Councils to adopt a Community Engagement Policy by March 2021, the development of this Strategy provides a framework for Council's new and improved approach to communications and engagement.**

Building on the communications and community engagement activities that have been undertaken in previous years, the Strategy provides guidance and support to Councillors and Council staff in the performance of their duties in accordance with the Local Government Act 2020.

Our community feedback process has allowed us to better understand what our community wants and needs and the barriers to participation that exist.

With this feedback front of mind, this Strategy establishes shared expectations for communications and engagement and features a detailed action plan for how we will further develop, improve and evaluate our activities moving forward.

The Strategy aligns with the following:

### Staff values:

- Community and customer focused
- Collaborative and inclusive
- Challenge the status quo

### Related legislation and policies:

- Council Plan
- Community Engagement Policy
- Open Data Policy
- Media Policy
- Online Communications Policy
- Public Transparency Policy
- Customer Service Charter
- Charter of Human Rights and Responsibilities Act 2006
- Planning and Environment Act 2007
- Health and Wellbeing Act 2008
- Equal Opportunity Act 2010
- Local Government Act 2020
- Privacy and Data Protection Act 2014

### Related Council direction:

- 2020-2021 Annual Action Plan – Deliver a Strategic Communications Plan





## Who we are

Around 12,995\* people call Central Goldfields Shire home with the municipality spread across an area of 1,532 square kilometres.

61% of the population live in Maryborough with the remaining population living in the surrounding townships of Carisbrook, Dunolly, Talbot, Majorca and Bealiba as well as surrounding farming districts. Each township is characterised by a unique vision, culture and interests.

According to the Census, 6,412 of the Shire's population is male with 6,580 female. Our Shire's population is ageing with 50 years as the median age and 65-69 years being the highest age bracket with 1,120 people or 8.6 percent. This is well above the national average of 5.1 percent. A total of 190 people, or 1.5 percent, are Aboriginal/Torres Strait Islander.

Our residents' weekly gross income is significantly less than the rest of the nation with 38.2 percent of local households earning less than \$650 per week, compared to 20 percent Australia-wide. In contrast, only 2.7 percent of local incomes earn more than \$3000 in gross weekly outcome, compared to 16.4 percent nation-wide. The median local income (personal) is \$452 (compared to \$662 nationally).

Our residents also have barriers to education as 812 community members have a Bachelor Degree or higher and 650 residents possess an advanced diploma or diploma. These are below the national average of 22 percent and 8.9 percent respectively.

\* 2016 Census estimate

## What informed this Strategy

In developing this Strategy we have undertaken a number of initiatives to better understand our community.

### Timeline:

- March 2020**  
 Community Voice Panel and staff survey
- July 2020**  
 Analysis and research
- September 2020 to December 2020**  
 Development of Draft Strategy
- December 2020 to January 2021**  
 Community consultation process
- January 2021 to February 2021**  
 Analysis of community feedback and updates to the Strategy

## What you told us

The responses we received from the community gave us four key insights:

### KEY INSIGHT 1

*The bigger barrier to participation is knowing who to talk to in Council.*

Our community values relationships and 'relational' interactions. They want Council to have a 'human' face and for staff to be more visible and active in the community.

### KEY INSIGHT 2

*Our community is diverse so communication needs to be targeted.*

More market research is needed to better understand our target audiences and their preferred communications. What was clear is that our community wants two-way communication, storytelling and plain language in all communications and interactions.

### KEY INSIGHT 3

*Our community is diverse so there is no one size fits all approach to engagement.*

A balance of face-to-face place based engagement and online activities is the best approach and people want feedback throughout the process. It's important to some community members that they feel empowered to participate through training, peer support, mentoring and financial remuneration.

### KEY INSIGHT 4

*Our community wants transparency from Council.*

Our community wants communication from Council that is timely, and transparent. They would like to see promotion of what Council does and where Council's responsibilities begin and end. Hearing about Council's role in advocating with industry, service providers and potential partners is also important to them. They are interested in understanding the processes of the Council, rather than just the outcomes.

## The audience

This Strategy has many audiences, and each will use this Strategy in different ways to drive excellence in communications and engagement. They are:

### Councillors

Councillors are the community's elected representatives and are required to make decisions on the community's behalf. Councillors play a vital role in engaging with the community and representing their interests. This Strategy will help guide Councillors on the best methods to engage with our community, particularly those who are hard to reach and have limited contact with Council.

### Council staff

Our staff are in regular contact with our community and it is essential we are engaging with our residents effectively and efficiently. All tiers of government are required to be transparent, open and honest. This Strategy sets out the best methods in being transparent with our community which will help restore residents' trust in Council's engagement processes.

### First Nations peoples and communities

Our Indigenous community, the Dja Dja Wurrung, is one of our key stakeholder groups and a group we are committed to effectively engage with. The Dja Dja Wurrung possess a wealth of knowledge and play a significant role in Council's decision making. A strong relationship with the Dja Dja Wurrung is essential to our ongoing engagement with our community. Engaging with our Indigenous community is a core component in this Strategy.

### People living at the intersection of social issues and disadvantage

Our community is made up of different people with different abilities and our role is to know who they are and what they need so that everyone living in our community has equal access to information, influence and services.

### Community groups

Our Shire possesses a rich network of social infrastructure with many highly valued and established community, support, sports, charitable and interest groups. Many of these groups represent key interests of people in our community. Interest groups are important for Council to access diverse viewpoints and ideas.

### Business owners

Business owners and small business operators are an important demographic of our Shire. We seek to continue our strong relationship with our business community and identify ways we can boost our local economy together. Through this Strategy, we have identified ways to effectively engage with our local business owners and operators to deliver positive outcomes for the community.

### Townships

Central Goldfields Shire is made up of numerous townships with the key centres being Bealiba, Carisbrook, Dunolly, Maryborough and Talbot. Each township is unique in its identity and has different needs. Community feedback and engagement from each township is crucial to Council's plans and overall vision for the Shire.

Without ongoing feedback and communication with each township, Council would not be able to effectively deliver services or new projects for the community. Strong communication and engagement with our community is an overarching theme in this Strategy which provides different platforms and methods of reaching the different demographics in our community.

## What is the purpose of this strategy

### Our situational analysis

Our research, together with conversations with the community, has helped inform this Strategy. We've identified the following as key learnings:



#### Strengths

- Council's commitment to community engagement is supported by having a dedicated Community Engagement team
- Community engagement is not new to our Council, our existing Community Engagement Framework was adopted in 2018 and we have carried out extensive engagement since its introduction
- Council already uses an extensive range of communication tools and engagement methods in delivering this work
- This new Strategy aims to improve and strengthen the current activities that exist



#### Weaknesses

- Our research tells us that there are a number of barriers to communication and engagement for our community. These include trust and access to the internet and technology
- Further market research is needed to gain a clearer picture for how we can ensure targeted and effective communication



#### Opportunities

- Conversations with more than 100 community members has given us a better understanding of our community's expectations in terms of communication and engagement
- In developing this Strategy we now have a communications and community engagement approach that is strategic and achievable and will strengthen the relationship between Council and our community



#### Threats

- Whilst listening to the wants and needs of our community is central to this Strategy, there will be some instances when Council is required to make difficult decisions that not all community members will agree with
- Council's commitment to the community is that a transparent process, that meets the requirements of the Victorian Local Government Act 2020, will be used in all decision making processes in order to provide clarity to the community

## Our purpose

We will provide our community with clear, transparent and targeted communications and engagement opportunities that are bottom up, planned and accessible to all community members.

## Our guiding principles

There are a number of areas for improvement as shared by the community, staff and according to government legislation. To bring meaning and coordination to these, they are informed by these overarching principles:

### Media / communications

1. Communications are planned and proactive
2. We engage through a storytelling approach
3. Our delivery is targeted and cost effective
4. We write about things that are important to people
5. Our messaging is positive and two way
6. Our language is direct and transparent
7. Our process is consistent and strategic

### Community engagement

1. Engagement is planned, fit for purpose and proactive
2. Our research is objective and provides actionable insights to inform key business decisions
3. Our feedback process is transparent and robust
4. Our organisation process improvement is diligent and continuous
5. Our community interactions are genuine and bottom up
6. We comply with all legislative requirements
7. We are committed to working with First Nations people
8. Our engagement is targeted to reach those who have experienced barriers to participation

# What are our aspirations, functions and priorities?

## Media

### Strategic aim

To deliver clear, consistent and factual information to the media that will result in positive and accurate coverage of Council decisions and activities.

### Key functions

- To promote the good work of Council
- To plan media contact wherever possible
- To produce regular media releases that are well written in plain language
- To identify positive publicity opportunities through strong internal communication
- To respond to media requests in a timely and appropriate way
- To maintain strong and effective relationships with media
- To maintain consistent messaging across all media channels

### Our areas for improvement

Current state	Key strategies	Future state
Out of date internal Media Policy	Media policy to be updated	Better coordination and understanding of media enquiry process
Regular liaison with local media in the form of media releases, media enquiries and advertising	Review the relationships with local media to ensure the information they receive from us is what they need	Targeted, effective and efficient communication

### Evaluation

We will measure community satisfaction with:

- Amount of positive coverage in the media
- Media reports are factual and are balanced
- Community awareness of the good things we do in the community
- Level of trust between the organisation and media
- Positive community perceptions of the organisation



## External communications

### Strategic aim

To deliver planned and effective communications by using multiple digital and print mediums that are cost-effective, innovative and wide reaching.

To seek out opportunities to communicate the many services, events and initiatives that Council provides to raise awareness within the community.

### Key functions

- To inform the community of the projects, initiatives and services that Council delivers
- To meet legislative obligations of informing the community about public notices
- To plan, advise and deliver succinct and transparent communications
- To report regularly and honestly on Council's performance to the community
- To disseminate communications across multiple mediums in a cost effective way
- To utilise communications through appropriate channels that meet the needs of the community
- To put a 'human face' to Council

### Our areas for improvement

Current state	Key strategies	Future state
Range of communication platforms currently used – email, paid advertising, radio, digital, social media, direct mail	<p>More market research required to understand the needs of diverse audiences and most effective communication methods</p> <p>Develop community personas to better understand areas of interest and facilitate targeted communications</p>	Effective communication to all residents in the community – including those who have been harder for Council to reach in the past
Two editions of the Community Update magazine have been well-received by the community	Evaluate continuation of the community magazine to become a quarterly publication and one of Council's key communication platforms	A key Council communication tool for all residents – including those experiencing barriers to services and participation
Dis-connect between Council communications and the community	<p>Make sure all communications are in plain language</p> <p>Put a 'human face' to Council</p>	Communication that is more accessible and digestible for diverse audiences
Review effectiveness of Council e-newsletters	Work with relevant Council departments on strategies to improve current e-newsletters	Targeted effective communications to target audiences



Current state	Key strategies	Future state
No guide to communication and engagement with First Nations people and communities	Develop Dja Dja Wurrung and Aboriginal and Torres Strait Islander Communications and Engagement Guide	More welcoming and respectful engagement with our First Nations peoples and communities
No translator interpreter information in public documents	Inclusion of translator interpreter information in public documents	Greater representation and language equity

### Evaluation

We will measure community satisfaction with:

- Participation in Council services, events and activities
- Community use of Council services
- Awareness of Central Goldfields Shire branding
- How the community perceives the accessibility of our information
- Customer service satisfaction



## Digital communications

### Strategic aim

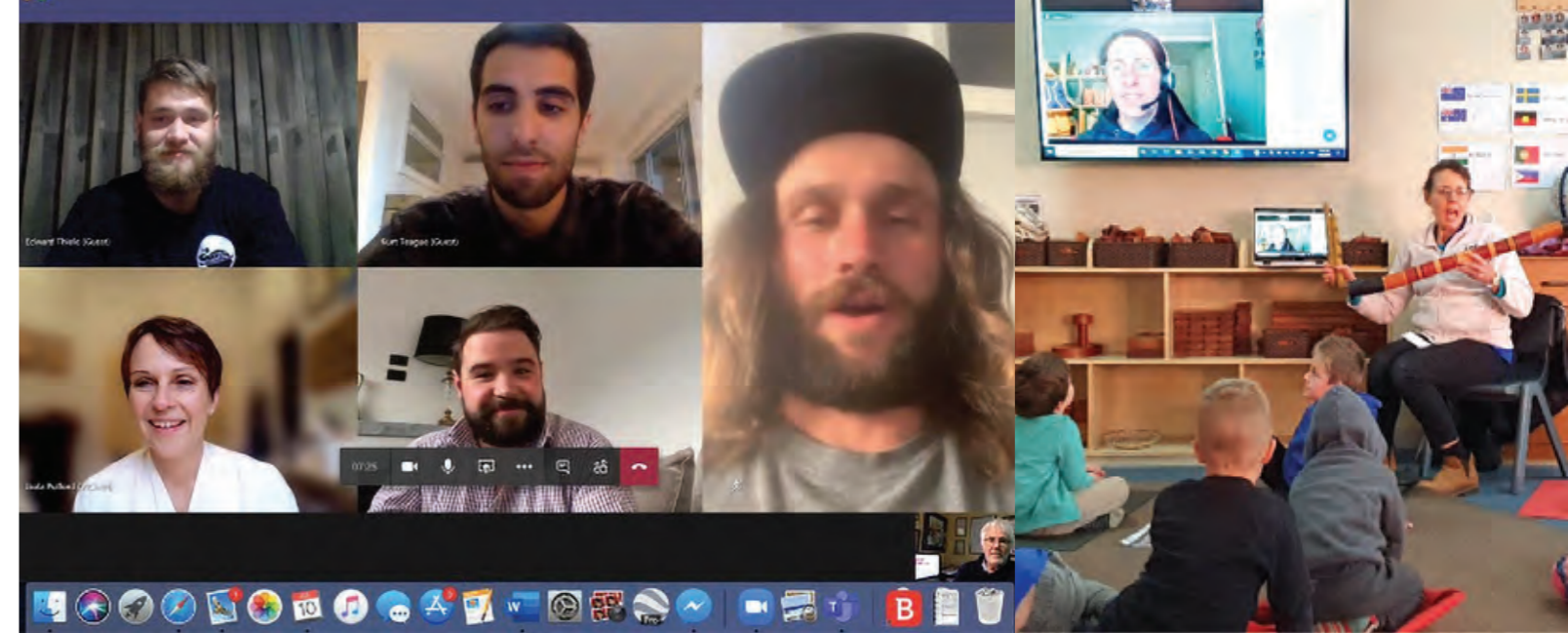
To connect with and foster relationships online by developing opportunities for engaging and valuable two-way conversations.

### Key functions

- To create a dedicated community engagement platform
- To develop and manage Central Goldfields Shire social media platforms
- To develop a strategy for social media
- To provide training to help facilitate and moderate conversations on social media platforms
- To administer, develop and maintain Council's website
- To ensure online content for Council's website is relevant, accurate, timely and easily accessible on Council's website
- To create an online community directory for local community groups

### Our areas for improvement

Current state	Key strategies	Future state
Under utilised social media platforms and non-strategic approach to existing accounts	Create a social media strategy	Increased participation, awareness and use of Council's social media channels
Outdated information or missing policies and documents on website	Ensure information and policies are up to date on the website	Website with information that is accurate, timeline and easily accessible  Regular training and communication to internal Web Champions group
Out of date Online Communications Policy	Updated and current Online Communications Policy	Cohesive approach to digital platforms for staff across the organisation
Weekly Council news bulletin currently accessible via social media, website and the local papers	Development of a weekly email newsletter to the community	Communication to those who prefer email communication from Council
Community directory currently only available in static PDF form on website	Develop Online Community Directory – to replace the currently Leisure Services Guide	More comprehensive, current and accessible online listing of community groups and organisations which is community led



Current state	Key strategies	Future state
Limited number of online forms on Council's website for customers to conduct Council business online	Broader roll-out of online forms accessed via Council's website	Increased accessibility and payment options for community – so that Council business can be done 24/7 and in the comfort of own home
Further improve functionality of Council's website	Introduction of OpenCities MyCity module where residents can search their address to find out what community facilities are close by, bin collection dates and events happening near them	Improved accessibility
Sectors of the community with limited or no access to internet	Explore opportunities for funding to introduce iPad kiosks at our Customer Service Centre, Goldfields Family Centre, Library and Gallery	Improved access to technology and therefore some barriers to participation

### Evaluation

We will measure community satisfaction with:

- Number of visits to Council's website
- Follows and engagement on social media
- How the community perceives the accessibility of our information
- Customer service satisfaction



# Community engagement

## Strategic aim

To work with the community on relevant projects to ensure all stakeholders are informed, and where appropriate, create meaningful engagement opportunities whereby community input and feedback is sought and considered as part of the decision making process.

## Key functions

- To up-skill the organisation in community engagement
- To increase community capacity so that the community can participate
- To increase diversity in engagement activities
- To identify a model for representative engagement on major projects
- To comply with the requirements of the Victorian Local Government Act 2020 (s55, s56)

## Our areas for improvement

Current state	Key strategies	Future state
We know who community groups are, but we need up to date information about office bearers	Establishment of online community directory portal on Council's website	Targeted engagement can be developed quickly as Council will have better picture of the community
Engagement activities are too broad and not capturing enough diversity	Upskill organisation in how to create stakeholder maps	People have an opportunity to influence decisions that affect them
Lack of participation and representation by First Nations people and communities	Develop culturally safe and appropriate engagement activities	Diverse representation in Council decision making
Community Voice Panel not effective	Identify a model for representative engagement on major projects	A model for a deliberative engagement approach for the development of a Community Vision and the Council and Financial Plan
Absence of internal tool to assist council staff to design, development and evaluate their community engagement activities	The Community Engagement Policy will incorporate a step by step guide to planning community engagement  Use the rural engagement toolkit to plan, deliver and evaluate community engagement activities	An organisation that demonstrates consistent and high quality community engagement practice and a community that participates and is engaged



Current state	Key strategies	Future state
Township champions are underutilised	The role and responsibilities of Township champions are evaluated and redesigned	Through a collaborative approach involving Councillors, the organisation and the community, the community plans are activated in each of the townships
Limited number of staff trained in community engagement	Deliberative engagement training for Councillors and the leadership team  IAP2 community engagement training for Councillors and staff	Staff educated and upskilled to facilitate community engagement best practice

## Evaluation

We will measure community satisfaction with:

- Participation in engagement activities
- Level of community input in decision making
- Community Satisfaction Survey results
- Council reputation

## Public relations

### Strategic aim

To increase public awareness of Council's objectives, activities and services as well as the advocacy role of Council. An increase in awareness of Council operations will help strengthen relationships between Council and the community.

### Key functions

- To promote the projects, initiatives and services that Council delivers
- To promote Council's advocacy role
- To build strong and meaningful relationships with the various stakeholders in our community
- Provide a more targeted approach to education and awareness of Council services

### Our areas for improvement

Current state	Key strategies	Future state
Limited knowledge and understanding within community of Council services	Implementation of a communication plan to build awareness of Council services and projects	Increased community awareness of Council services
Staff are office based	Staff to spend more time in the community to put a human face to the organisation	Better relationships between Council staff and community
Council advocacy activities are not effectively communicated	Better promotion of Council's advocacy activities	Community has a better understanding of the Council's role in advocacy. Strengthened relationships between Council, community and service providers and delivery of projects and services that are what the community want.

### Evaluation

We will measure community satisfaction with:

- Participation and awareness of Council services, events and activities
- Community Satisfaction Survey results
- Positive community perception of the organisation

## Business process improvements

### Strategic aim

To provide best practise customer service in terms of delivery method, approach and standards.

### Key functions

- To ensure continued improvement of all customer service standards across the organisation
- To ensure community is clear about how to lodge requests with Council

### Our areas of improvement

Current state	Key strategies	Future state
Low responsiveness to phone calls and emails	Undertake journey maps of all calls including complaints Ensure all staff are aware of their responsibilities in the Customer Service Charter Upskill customer service so they have capacity to assist with diverse customer enquiries	An organisation that is responsive to the community and follows up with community members to ensure that their inquiry has been resolved (and to capture their level of satisfaction)
Community unclear about the steps to lodge issues and requests	Clearly identified communication channels for the community to get the answers they need	Feedback is responded to in a timely manner
Staff with limited capacity	Training delivered to staff including: ▪ Conflict resolution, cultural safety and awareness	Increased capacity of staff to manage challenging requests and conversations
Up-skill and educate front line workers e.g. Operations team to assist community when out and about in townships	Provide a central point where front line workers can log requests for information for specialist staff to follow up	Front line workers are able to assist community

### Evaluation

We will measure community satisfaction with:

- Participation and awareness of Council services, events and activities
- Community Satisfaction Survey results
- Positive community perception of the organisation
- Council reputation
- Level of trust between organisation and community



## Insights and evaluation

### Strategic aim

To collect relevant feedback and research from the community in a meaningful and independent way in order to inform Council's service delivery priorities; understand and improve customer experience and assist with making fiscally responsible decisions.

### Key functions

- Develop and undertake community engagement activities to assist with Council's key decision making requirements
- Ensure Council is 'closing the loop' and reporting back on outcomes of all engagement processes

### Our areas for improvement

Current state	Key strategies	Future state
No central point for data	Consultation data stored in the one place Ensure data is secure	Council to have quality insights of community and better understanding of challenges, goals and ideal experience Data is securely stored
Lacking a coordinated approach to engagement	Engagement activities that are coordinated and considered	Reduced risks of engagement fatigue Better use of limited resources Start to understand the best times and locations for engagement Reach a broader representation of the community
No process for reporting back on community engagement activities	Commitment to evaluation on all engagement activities	Community members feel heard and valued and understand what is being done with the feedback they have provided

### Evaluation

We will measure community satisfaction with:

- People feel as though their views have been heard and valued
- Level of trust between organisation and community
- People feel empowered to participate

## How will we monitor, measure and report progress?

### Key initiatives

Whilst the Strategy section of this document provides us with a detailed action plan, we've outlined six key initiatives that we will deliver within the next 12 months:

1

#### Undertake deliberative engagement

Deliberative engagement process to be undertaken for the development of the Community Vision, Council Plan, Financial Plan and Budget.

2

#### Model for representative engagement

Disband the Community Voice Panel and identify a model for representative engagement to be used in developing the Community Vision, Council Plan and Financial Plan.

3

#### Community Engagement Toolkit

Roll-out a community engagement toolkit to ensure Council meets the requirements of the Local Government Act and that best practice community engagement initiatives are embedded across the organisation.

4

#### New Online Community Directory

Develop an Online Community Directory on Council's website to provide a central point for information and contact details for community groups, sporting clubs and organisations.

5

#### Communication methods market research

Undertake market research to understand the community's preferred methods for communication.

6

#### Fit for purpose engagement platform

Develop an online engagement platform to better facilitate two-way conversation with the community through a range of participatory engagement and content tools.



# Glossary

## Monitoring and evaluation

As detailed in the Key Initiatives section we've committed to delivering on the following items in the first 12 months:

- Undertake deliberative engagement
- Identify a model for representative engagement
- Community Engagement Toolkit
- New Online Community Directory
- Communication methods market research
- Fit for purpose engagement platform

Our Action Plan is what we will monitor and report against in our yearly review.

We've also included an evaluation section against each of the key areas of our Action Plan – which outlines how we'll measure effectiveness and community satisfaction.

The first review of this Strategy will be carried out in April, 2022.

Term	Definition
Community	Refers to the people who have a stake and interest in the Central Goldfields Shire and includes people who: <ul style="list-style-type: none"> <li>■ Live, work, study or conduct business or are involved in local community groups or organisations in the municipality</li> <li>■ Visit, use or enjoy the services, facilities and public places located within the municipality</li> </ul>
Community engagement	Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them
Committees	A delegated committee, jointly delegated committee or community asset committee under section 63, 64 and 65 of the Act, respectively
Consultation	The activity of seeking input on a matter
Council	The Central Goldfields Shire Council including Councillors and its Delegated Committees
Deliberation	Deliberation is an approach to decision-making in which citizens consider relevant facts from multiple points of view, converse with one another to think critically about options before them and enlarge their perspectives, opinions, and understandings
Deliberative engagement	Deliberative engagement is a process of engagement that brings participants closer to the decision makers than other forms of engagement; where participants are provided with a clear task or question, have access to appropriate resources and information, and are given the time and space required to deliberate and reach their consensus
Participatory engagement	Participatory engagement involves information exchange either from Council to community or community to Council. Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents
Process	A relationship between key steps, activities, tasks, policies and / or resources
Public participation	A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation
Stakeholder	An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes







Shaping  
Central  
Goldfields

# Engagement Plan

2021-2024



Image Carisbrook



## Acknowledgement of Country

Central Goldfields Shire acknowledges the Traditional Custodians of the land on which we live and work, the Dja Dja Wurrung People and recognise their ongoing connection to the land and waterways. We also recognise the many other Aboriginal and Torres Strait Islander community members across the Shire who make up its vibrant communities and to which our organisation provides services. Central Goldfields Shire pays respect to the wisdom of Elders, past, present and emerging and share a commitment to engaging communities with a spirit of reconciliation and respect.

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## Contents

Context	
Introduction	5
Purpose	7
Community and stakeholders	9
Level of influence	10
People, groups and partners	11
Scope	
Our promise	12
Engagement objectives	13
A phased approach	14
Key questions for each output	17

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# Context

## Introduction

Central Goldfields Shire is home to under 13,000 people. The Shire's rich history began with our Traditional Owners and has been enriched by migration during Victoria's gold rush era. Located in Central Victoria and ideally situated within easy access to Melbourne, Ballarat and Bendigo it is a great place to live, work and visit.

The *Shaping Central Goldfields* project will see Council engage with the community in the development of a framework of strategic documents required under the new Victorian Local Government Act 2020 – including our ten-year Community Vision and our four-year Council Plan and Financial Plan.

Together, we will create a vision for the Central Goldfields that reflects our community's needs and aspirations for the future along with strategic priorities that

will inform Council's decision making and, enable Council to provide strong leadership, governance and financial management over the next four years of the Council term.

Underpinned by our newly adopted Community Engagement Policy, and through the delivery of genuine community engagement incorporating deliberative engagement practices, the discussion will include consideration of the challenges faced by Council in providing services and infrastructure, in line with changing community expectations.

This engagement plan details how Shaping Central Goldfields will be delivered during 2021 and should be read in conjunction with additional information at: [www.engage.cgoldshire.vic.gov.au](http://www.engage.cgoldshire.vic.gov.au)



Bealiba Railway, Dunolly Town Hall and Talbot Township

## Purpose

Shaping Central Goldfields is an opportunity for our community to come together and directly contribute to the development of key Council documents including:

- **Community Vision** The vision will outline our community's goals for the future and how it would like the Central Goldfields Shire to grow and develop over the next 10 years and beyond.
- **Council Plan** A four-year plan that has key strategies and initiatives to be delivered during the Council term that will help achieve the Community Vision.
- **Financial Plan** A 10-year plan that outlines how Council will responsibly manage community funds and ensure it is financially sustainable.

This Engagement Plan details how Council will engage with the community in the development of these documents. The process will:

- Strengthen Council's commitment to listening and learning from community
- Build the communities understanding of current Council strategy, services and resources and get clear on what it means for them
- Build a more comprehensive understanding of community needs and aspirations to inform the development of short, medium and long term planning





## Community and stakeholders

Council will be using a number of engagement activities across the Shaping Central Goldfields project that have different levels of influence.

The level of influence will range from involve to collaborate on the *International Association of Public Participation Spectrum*. At its highest levels we will work with you to articulate, refine, and unearth solutions for our local priorities. We will consider your advice and recommendations to the maximum extent possible.

## Level of influence

	People can influence (negotiables)	People can't influence (non-negotiables)
<b>Our Community Vision</b>	The articulation of key aspirations and themes that guide the Community Vision. It will consider themes and priorities including liveability, diversity, creativity, economy, environment, culture and connection	<ul style="list-style-type: none"> <li>→ The geographical area taken into consideration</li> <li>→ Must have a minimum 10 year outlook</li> <li>→ Council's roles and responsibilities for the delivery of services, initiatives, projects and facilities (delivery, partner or advocate)</li> </ul>
<b>Our Council Plan</b> Incorporating the long term financial plan	Council's priorities for the next four years - services, initiatives, projects, and facilities for the community	<ul style="list-style-type: none"> <li>→ Parts of Council's operating budget</li> <li>→ Compliance with legal requirements/ legislations</li> <li>→ Private and state land ownership</li> <li>→ Minimum outlook (Council Plan - 4 years, Financial Plan - 10 years)</li> <li>→ Maintenance, renewal, acquisition, expansion, upgrade, disposal, and decommissioning of each class of infrastructure under Council's control</li> <li>→ Key financial assumptions underpinning the Plan</li> <li>→ 10-year financial statement format</li> </ul>

A stakeholder analysis has been undertaken in preparation for this engagement process. This analysis has informed an assessment of key groups of community members and stakeholders within the Central Goldfields Shire area.

## People, groups and partners

Category	Stakeholders
Traditional custodians	Dja Dja Wurrung
Decision makers	Councillors
Important stakeholders	<ul style="list-style-type: none"> <li>→ Residents and ratepayers of Central Goldfields Shire</li> <li>→ LGBTIQ+ community, people who are differently abled, people at different stages of the life cycle (children, young people, families, older people)</li> <li>→ Townships</li> <li>→ Community groups</li> <li>→ Users of Council services and facilities</li> <li>→ Victorian State Government departments including Department of health and Human Services (DHHS), Regional Development Victoria (RDV), Local Government Victoria</li> <li>→ Federal Government</li> <li>→ Regional Partners</li> <li>→ School and education institutions</li> <li>→ Business groups</li> <li>→ Community sector</li> <li>→ Health and community services and organisations</li> </ul>





# Scope

## Our promise

In delivering this engagement plan, our promise is:

- 1 Our engagement is planned, fit for purpose and proactive
- 2 Our research is objective and provides actionable insights to inform key business decisions
- 3 Our feedback process is transparent and robust
- 4 Our organisation process improvement is diligent and continuous
- 5 Our community interactions are genuine and bottom up
- 6 We comply with all legislative requirements
- 7 We are committed to working with First Nation people
- 8 Our engagement is targeted to reach those who have experienced barriers to participation

\*Our promise is based on our guiding principles in our Communications and Engagement Strategy





## Engagement Objectives

Engagement objectives	Measures of success
Deliver an engagement process that has a clearly defined objective and scope	→ Engagement Plan made public
Participants have access to objective, relevant and timely information to inform their participation	→ Engagement plan made public → Participants surveyed are satisfied that the engagement process as genuine and meaningful → Number of visits to online engagement portal
Participants will be representative of the persons and groups affected by the matter	→ An open engagement process is undertaken → Engagement report outlining communication and engagement methods used → Summary of participants involved → Number of methods used to reach harder to reach members of community
Participants are entitled to reasonable support to enable meaningful and informed engagement	→ Methods cater for all representative groups
Participants are informed of the ways in which the community engagement process will influence Council decision making	→ Summary of feedback provided to community after each activity → Engagement feedback summary included in each strategic document



## A phased approach

	Purpose	Objectives	Who	Methods	Inputs	Outcomes	Outputs
<p>Phase One</p> <p><b>Community Activation</b></p> <p>May—June</p> <p><b>Level of influence</b> Consult / Involve / Collaborate / Empower</p>	<p>Understand the broad range of community needs and aspirations</p>	<ul style="list-style-type: none"> <li>→ To build on previous engagement activities</li> <li>→ To clarify the approach for activating the community plans</li> <li>→ To provide opportunities for diverse community members</li> <li>→ To capture aspirations for the future</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li>→ First Nations peoples and communities</li> <li>→ Townships Community groups and volunteers</li> <li>→ People at different stages of the life cycle (children, young people, families, aged)</li> <li>→ LGBTQIA+</li> <li>→ Farmers</li> <li>→ Outliers (people who don't live in towns)</li> <li>→ People who are differently abled</li> <li>→ Tourists</li> </ul>	<p><b>Broad</b></p> <ul style="list-style-type: none"> <li>→ Online engagement activities</li> <li>→ Postcards</li> <li>→ Place-based and thematic fact sheets to outline the current situation (and videos)</li> </ul> <p><b>Targeted</b></p> <ul style="list-style-type: none"> <li>→ Community Plan Activation Workshops (Carisbrook, Dunolly, Maryborough, Talbot)</li> <li>→ Focus Groups</li> <li>→ Council Budget Information Sessions</li> </ul> <p><b>Deliberative</b></p> <ul style="list-style-type: none"> <li>→ Community Vision Workshop</li> </ul>	<ul style="list-style-type: none"> <li>→ Community plans</li> <li>→ Council's strategic plans</li> <li>→ Outline of Council's services</li> </ul>	<ul style="list-style-type: none"> <li>→ Clearer pathway forward for community plan activation</li> <li>→ Launch of quarterly community conversations series</li> </ul>	<ul style="list-style-type: none"> <li>→ Draft Community Vision</li> <li>→ Engagement Outcomes Report</li> </ul>
<p>Phase Two</p> <p><b>Strategic Directions</b></p> <p>July—August</p> <p><b>Level of influence</b> Involve / Collaborate</p>	<p>To develop the strategic priorities for Council services and infrastructure</p>	<ul style="list-style-type: none"> <li>→ To deliberate over challenges and opportunities</li> <li>→ To develop future directions</li> <li>→ To build relationships with delivery partners</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li>→ Businesses</li> <li>→ Peak bodies</li> <li>→ Schools and educational providers</li> <li>→ Health and community services and organisations</li> <li>→ Emergency services</li> <li>→ Regional partners and key public agencies</li> <li>→ Participants from phase one</li> </ul>	<p><b>Broad</b></p> <ul style="list-style-type: none"> <li>→ Online engagement activities</li> <li>→ Vox pops (participatory budgeting activities on the street)</li> <li>→ Survey</li> </ul> <p><b>Targeted</b></p> <ul style="list-style-type: none"> <li>→ Targeted interviews with delivery partners</li> <li>→ Long-term Financial Sustainability Advisory Group</li> </ul> <p><b>Deliberative</b></p> <ul style="list-style-type: none"> <li>→ Shaping Central Goldfields Symposium</li> </ul>	<ul style="list-style-type: none"> <li>→ Narrative about financial landscape</li> <li>→ Council's strategic plans</li> <li>→ Stories of lived experience from Phase one</li> <li>→ Community aspirations</li> </ul>	<ul style="list-style-type: none"> <li>→ Community members deliberating with staff and delivery partners on matters that are important to them</li> <li>→ Rich evidence base to develop the Council Plan</li> <li>→ High level community buy in and support</li> </ul>	<ul style="list-style-type: none"> <li>→ Draft Council Plan (including long term financial plan)</li> <li>→ Engagement Outcomes Report</li> </ul>
<p>Phase Three</p> <p><b>Public Exhibition</b></p> <p>September</p> <p><b>Level of influence</b> Consult</p>	<p>Present the draft strategic plans and invite feedback</p>	<ul style="list-style-type: none"> <li>→ To invite feedback on the draft strategic plans</li> <li>→ To show how the community has contributed to the outcomes</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li>→ People previously involved in the engagement process</li> </ul>	<p><b>Broad</b></p> <ul style="list-style-type: none"> <li>→ Place-based and targeted fact sheets and videos to summarise what we asked, what participants said and how we responded</li> <li>→ Online engagement including a structured submission process</li> <li>→ Community Information Sessions (Carisbrook, Dunolly, Maryborough, Talbot)</li> </ul>	<ul style="list-style-type: none"> <li>→ Draft Community Vision</li> <li>→ Draft Council Plan (including Long-term financial Plan)</li> </ul>	<ul style="list-style-type: none"> <li>→ Community have a better understanding of what Council does and why and, how they benefit</li> </ul>	<ul style="list-style-type: none"> <li>→ Final Community Vision</li> <li>→ Final Council Plan (including long term financial plan)</li> <li>→ Final Engagement Outcomes Report</li> </ul>
<p>Phase Four</p> <p><b>Foundations for the future</b></p> <p>November—April</p> <p><b>Level of influence</b> Involve / Collaborate / Empower</p>	<p>Through the process, identify meaningful and sustainable 'architecture' for representative engagement</p>	<ul style="list-style-type: none"> <li>→ To facilitate strong links between the organisation and the community</li> <li>→ To deliver services and outcomes that meet community need</li> <li>→ To open pathways for community leadership</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li>→ Townships</li> <li>→ Targeted individuals and groups in the community who have been traditionally hard for Council to reach</li> </ul>	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>→ Quarterly place-based community conversations (Carisbrook, Dunolly, Maryborough, Talbot)</li> <li>→ Special interest advisory groups</li> <li>→ Youth forum</li> </ul>	<ul style="list-style-type: none"> <li>→ Outcomes from the deliberative engagement process</li> </ul>	<ul style="list-style-type: none"> <li>→ Clear pathway forward for engaging with individuals and groups who have been traditionally hard for Council to reach</li> </ul>	<ul style="list-style-type: none"> <li>→ A distributed model for representative engagement</li> </ul>

Carisbrook Stadium



## Key questions for each output

**Community Vision**  
(incorporating community needs and aspirations)

**Council Plan**  
(incorporating the Financial Plan)

Demographics of participants

Demographics of participants

Where do you want to be?

Refine and prioritise strategic priorities and objectives

- In 10 years' time I would like to see the Central Goldfields Shire area...?
- My hope for the future is?

Where are we now?

What should Council's focus be on for the next 4 years? Consider:

- What do you love about your community and want to maintain?
- What is unique about the Central Goldfields Shire area?
- What is the biggest challenge that has faced the Central Goldfields Shire in the past four years?
- What are the biggest challenges facing Central Goldfields Shire in the next 10 years?

- What services, initiatives or projects will help achieve our priorities?
- What is Council's role (delivery, partner, advocate)?
- What is community's role?
- What financial, asset and human resources does Council have?
- Is there a demonstrated community need?
- Is it achievable?

How do we get there?

- What has to change to achieve our vision?



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## 8.6 DRAFT COUNCILLOR EXPENSE AND SUPPORT FOR COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES POLICY

**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.*

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### SUMMARY/PURPOSE

The purpose of this report is to present the amended draft Expenses and Support for Councillors and Members of Delegated Committees Policy to Council for adoption.

This Policy has been reviewed and updated following discussions during a councillor briefing in accordance with the *Local Government Act 2020*.

### 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 41 of the Local Government Act 2020 ("the Act") requires councils to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

Section 41(2) of the Act states that the Policy must:

- Specify procedures for applying for reimbursement of expenses;
- Comply with the regulations, of which there are none at the time of writing this Report;
- Provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and
- Have regard to expenses occurred by a Councillor who is a carer.

Section 40 of the Act states that Council must:

- Reimburse a Councillor or member of a delegated committee for out-of-pocket expenses which the Council is satisfied:
  - are bona fide expenses;
  - have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and

- are reasonably necessary for the Councillor or member of a delegated committee to perform that role.
- Provide details of all reimbursements under this section to the Audit and Risk Committee.

## **BACKGROUND INFORMATION**

Council's current Councillor and Advisory Committee Member Support and Expenses Policy (Expenses Policy) was adopted by Council on 25 August 2020.

## **REPORT**

Council's current Expenses Policy has been reviewed and updated with the following the key changes have been made:

- Inclusion of greater detail in the reimbursement forms;
- Allow for amendments to the forms without reducing the amount of information required to be provided;
- Allow for reimbursement forms to be provided for online reimbursement claims;
- Allow Councillors to request a printer for the printing of Council related materials;
- Allow reimbursement for use of private vehicle within the Shire; and
- Provide clarity that alcohol costs will not be covered or reimbursed;

## **CONSULTATION/COMMUNICATION**

The Expenses and Support for Councillors and Members of Delegated Committees Policy will be made available on Council's website.

Council, any members of delegated committees and staff will be notified of the updated Expenses and Support for Councillors and Members of Delegated Committees Policy. Training will be provided to the Councillors to ensure that the Policy is understood and consistently applied.

## **FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial or resource implications in relation to the updating of the Expenses and Support for Councillors and Members of Delegated Committees Policy.

This Policy outlines the support, both financially and otherwise, provided to Councillors and member of delegated committees to support them to perform their roles. It ensures transparency and consistency of decisions in relation to this support and provides processes to ensure that the support provided in bona fide and reasonable.

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements and Government policy changes - change in government policy and/or funding resulting in significant impact on the delivery of critical services by complying with the requirements of the Local Government Act 2020 and being

transparent about the support it provides to its Councillors and Members of Delegated Committees.

## **CONCLUSION**

The Expenses and Support for Councillors and Members of Delegated Committees Policy has been reviewed and updated to ensure that it is compliant with the requirements of the Local Government Act 2020.

## **ATTACHMENTS**

1. Draft amended Expenses and Support for Councillors and Members of Delegated Committees Policy

## **RECOMMENDATION**

*That Council adopt the Expenses and Support for Councillors and Members of Delegated Committees Policy.*

# EXPENSES AND SUPPORT FOR COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES POLICY



Directorate:	Corporate Performance
Responsible Manager:	Manager Governance, Property and Risk
Review Due:	August 2024
Adoption:	Council
Date Adopted:	.....

## Acknowledgement

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Central Goldfields Shire Council acknowledges that we are situated on the traditional lands of the Dja Dja Wurrung people, and we offer our respects to their elders past, present and emerging.

## 1. Purpose

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This Policy supports the requirements of the *Local Government Act 2020* in relation to payment of allowances and reimbursement of expenses for Councillors and delegated committee members. It provides an overview of how Council provides resources and training to its Councillors and delegated committee members to ensure they can carry out their functions and duties.

Council must reimburse a Councillor or delegated committee member for out-of-pocket expenses which the Council is satisfied:

- Are bona fide expenses;
- Have been reasonably incurred in the performance of the role of Councillor or delegated committee member; and
- Are reasonably necessary for the Councillor or delegated committee member to perform that role.<sup>1</sup>

## 2. Application and Scope

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This Policy applies to all Councillors elected to the Central Goldfields Shire Council.

This Policy also applies to delegated committee members where specified under this Policy.

Expenditure must always be in the interests of the Central Goldfields Shire community and is allocated from Council's annual budget.

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<sup>1</sup> *Local Government Act 2020* s 40.



Claims for any expenditure not included in this Policy will be subject to a Council resolution.

### 3. Definitions

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**The Act** means the *Local Government Act 2020*.

**CEO's EA** means the Chief Executive Officer's Executive Assistant.

**Training and Conferences** means all training, conferences, events, functions, seminars etc.

**The Role** means, as relevant, the role as Councillor or member of delegate committee.

### 4. General Provisions

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#### 4.1. Overarching Principles

- Receipts/invoices must be provided for any expenses which are being claimed. Failure to produce a receipt/invoice may result in the expense not being reimbursed.
- Receipts/invoices must be itemised and contain relevant information about the expense. EFTPOS receipts/invoices with just a price are not acceptable.
- All reimbursements will be paid in arrears.
- If a Councillor does not claim a particular expense or use a particular resource the budget allocation cannot be rolled over into the next financial year.
- Requests for reimbursement should be received within 60 days of the cost being incurred. Claims for expenses three months or older will not be reimbursed. All claims must be made by 7 July to ensure that they are paid in the correct financial year.

#### 4.2. Claiming Expenses

All claims for reimbursement of expenses must be submitted via an expense claim form (see below), to the CEO's EA, for the CEO's authorisation within one month of the expense being incurred. Tax invoices or receipts must be attached to the claim form to verify the expenditure.

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

#### 4.3. Insurance

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

#### 4.4. Legal Costs

Other than by specific Council resolution or in accordance with a Council Policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

#### 4.5. Child Care Expenses

The Council will reimburse the cost of necessary child care expenses where the provision of child care is reasonably required for a Councillor or delegated committee member to perform their role.

Child care expenses are not eligible for reimbursement if paid to a family member or a person who normally or regularly lives with the Councillor or delegated committee member, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillor or delegated committee member's duties.

Each child care expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided, and the Councillor or delegated committee member shall provide the reason why the care was required on each occasion.

Child Care Expenses will be reimbursed for attendance at:

- Council Meetings, Briefing Sessions of the Council and Committee Meetings of the Council;
- Delegated Committee Meetings;
- Official Council Functions;
- Meetings arising as a result of a Councillor being appointed by the Council to an external body;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events or occasions as agreed by the Mayor or Chief Executive Officer from time to time, or by resolution of the Council.

Expenses will be reimbursed to Councillors or delegated committee members following receipt of a completed Claim for Reimbursement of Expenses Form, together with the relevant receipts/invoices.

#### **4.6. Carer Expenses**

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Payments for carer services will not be made to a person who resides with the Councillor; has any financial or pecuniary interest with the Councillor or has a relationship with the Councillor.

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

- Council Meetings, Briefing Sessions of the Council and Committee Meetings of the Council;
- Official Council Functions;
- Meetings arising as a result of a Councillor being appointed by the Council to an external body;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events or occasions as agreed by the Mayor or Chief Executive Officer from time to time, or by resolution of the Council.

Carers expenses that may be reimbursed include:

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

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

#### **4.7. Access and Inclusion**

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

#### **4.8. Councillor Welfare**

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

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

### **5. Councillor Allowances**

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

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

Allowances shall be paid monthly in advance, provided that upon a Councillor ceasing to hold office or pending an election, payment shall be withheld until such time as the Councillor is declared elected. If a Councillor retires or has their position as a Councillor terminated, they will be required to reimburse Council any Allowance paid in advance.

Payment will be made by electronic funds transfer into the Councillor's nominated bank account.

### **6. Administrative Support**

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#### **6.1. Meeting Room and Mayoral Office**

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

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

### **6.2. Corporate Card**

A Corporate Card will be made available to the Mayor for use while discharging the functions of the office. Use of the Corporate Card must be in accordance with Council's Corporate Purchase Card Policy.

### **6.3. Communication Technology**

All Council and Committee papers, Councillor communications and correspondence will be distributed electronically.

Councillors will be provided with mobile phones and tablet/laptop computers to assist with the conduct of Council business. Councillors will be provided with a Council email address and mobile phone number. These devices are to be used for official Council business only. Council will pay all connection fees, rental charges and all Council business call and data charges. Except for occasional standard phone calls and text messages within Australia, any costs in relation to private use of these devices will be reimbursed to Council by the relevant Councillor.

On request Councillors will be provided with a printer and consumables for the printer for the Councillor to discharge their duties. Councillors who have not been provided with a printer can request that they be provided with agendas and reports for councillor briefings and Council meetings, but electronic provision of documents is preferred due to environmental impact.

Councillors must adhere to Council's Information and Communications Technology Use Policy and Records Management Policy in using any ICT resources provided by Council.

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

All equipment must be returned to Council immediately at the end of a Councillor's term of office or upon retirement or resignation of a Councillor.

### **6.4. Administrative Support**

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

### **6.5. Mail Inward**

All hardcopy mail received by Council is deemed to be Council business and will be opened by Central Records staff. Private mail should not be sent via the Council address.

The following provides the basis for how external invitations are received and managed:

- Upon receiving invitations the CEO's EA will distribute invitations and the relevant particulars as specified in the invitation.



- If Councillors advise the CEO's EA that they will be attending an event, the CEO's EA will put the event into the Councillors electronic calendar.
- Invitations addressed to the Mayor will be referred to the Mayor for acceptance. If the Mayor is unable to attend other Councillors will be given the opportunity to attend. The invitation will be discussed at the next Briefing Session of Council, or sent via email if urgent.

### **6.6. Apparel and Stationery**

The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

This stationery may include:

- Name plate for Council Meetings;
- Business cards;
- Name badges;
- Paper for printing; and
- Sundry stationery items (excluding Council letterhead) on request.

The Council shall, upon request, lend Councillors protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity for which the clothing was required.

This clothing shall be limited to high visibility vests, wet weather pants and pullovers, gumboots, winter jackets and/or hats, as may be held in the store to meet the organisation's requirements.

### **6.7. Return of Resources**

All resources provided to Councillors are provided for use by the Councillor in the conduct of their duties of office. All equipment provided and items purchased shall be returned within one month of the retirement or termination of office to the CEO's EA.

## **7. Travel and vehicle expenses**

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### **7.1. Private vehicle use**

Council will reimburse use for a private vehicle, including car parking fees, incurred for the attendance of meetings, functions and other commitments within Victoria, including within the Shire, reasonably incurred in the performance of the Role.

The allowance payable for reimbursement of private vehicle use will be in accordance with the rates determined by the Australian Taxation Office (ATO) 'Cents per kilometre' method calculation.

### **7.2. Travel within Victoria**

Meals within Victoria will not be reimbursed unless an event is a significant distance from the local government area, or an overnight stay is required and has been approved prior. Council will not reimburse the purchase of alcohol.

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

### **7.3. Interstate travel**

Council will cover costs associated with Councillors travelling interstate on Council business as approved by the Council within the limits of the budget approved by Council. This comprises airfares, accommodation costs, car hire, taxis, ride-sharing fares and meals. Council will not cover or reimburse the purchase of alcohol.

### **7.4. Overseas travel**

Council will cover costs associated with Councillors travelling overseas on Council business as approved by the Council within the limits of the budget approved by Council. This comprises airfares, accommodation, passports, visas, passports, car hire, taxis, ride-sharing fares and meals. Council will not cover or reimburse the purchase of alcohol. All overseas travel by Councillors must be approved by resolution of full Council.

All Councillor travel should be undertaken utilising the most direct route and the most practicable and economical mode of transport. When travelling interstate the mode of transport is to be the most cost effective form of transport. All air travel will be in economy class.

Any expenses arising from a breach of road, traffic parking or other regulations or laws or for damage or loss of a vehicle will not be reimbursed or funded by Council.

Travel claims will be from the Councillors notified place of normal residence.

Expenses will be reimbursed to Councillors following receipt of a completed Claim for Travel Expenses Form which includes all required information and supporting documentation.

### **7.5. Vehicles**

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

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

All vehicle usage must be in accordance with Council's Motor Vehicle Policy.

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

### **7.6. Parking**

Council will pay for parking when required. Expenses will be reimbursed to Councillors following receipt of a completed Councillor Claim for Reimbursement of Expenses Form, together with the relevant receipts/invoices.

## **8. Training and Conferences**

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Council will cover the registration fees, reasonable travel, meal and accommodation expenses associated with attendance by Councillors at conferences, seminars and functions held locally, interstate and overseas within the limits of the budget approved by Council. Council

will not cover or reimburse the purchase of alcohol. These conferences are normally held by local government related organisations, professional bodies and institutions, and private sector providers on issues and events which impact on the role of Councillors and the Shire in general.

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

Factors to be considered in approval include:

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

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

Should Councillor attendance not be considered relevant by the Mayor, and the Councillor still wishes to attend, the matter will be referred to Council for decision.

A Councillor who is funded by Council to attend a conference or training shall participate as a representative of Council, not as an individual.

All attendance at training and conferences shall be booked through the CEO's EA, following approval by the Mayor.

Costs associated with the training, conferences and seminars shall be separately disclosed for and include items such as travel costs, meals, accommodation etc. Separate ledgers exist for each of these items.

The Mayor will approve Councillor attendance at training and conferences. Attendance at training and conferences will only be approved where:

- The event provides an opportunity to receive or upgrade relevant training and skills related to the role of a Councillor;
- The event provides the opportunity to learn key information about an issue of public policy related to the Central Goldfields Shire community; or
- The event has the potential to foster broad economic development opportunities with the Central Goldfields Shire.

There must also be sufficient funds available in the Councillors individual training and conferences budget to cover the cost of the Councillor attending the event.

## 9. Events and functions

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Provision of resources or reimbursement of expenses to a Councillor to attend a function or event will only be provided:

- where a benefit to Central Goldfields Shire can be demonstrated e.g. attendance will contribute towards a commitment under the Council Plan; and If an invitation has been received by the individual, they have been invited in their capacity as a Councillor.

Council does not support political parties, financially or by any other means. Where a Councillor attends a political party event the cost is to be borne by the individual Councillor and no reimbursement will be provided.

### **9.1. Charity fundraising events**

Council may meet the cost of the Mayor or his/her representative to attend charity fundraising events within the Shire where the charity's work benefits the community within Shire. If the Mayor or their representative wishes to make a financial contribution to the charity (e.g. a donation or purchase of an auction item) they will be required to make this contribution personally. If Councillors other than the mayor wish to attend a charity's event, they will be required to make their own contribution to attend.

## **10. Accompanying partners/guests**

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Any additional attendance fees, accommodation costs, meal costs, or any other costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor.

## **11. Accommodation & Meals**

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Where overnight accommodation is required Council will provide accommodation to a maximum value in line with the rates determined by the ATO.

Accommodation will be arranged to achieve the best value for Council, with breakfast and parking being included wherever possible. The CEO's EA will book the accommodation upon receipt of an approved Councillor Application to Attend Training or Conference Form.

Should Councillors elect to stay at accommodation that is more expensive, Council will only cover costs to the value listed above.

Council will not cover or reimburse the purchase of alcohol.

### **11.1. Refreshments (mini-bar)**

All mini-bar accounts are the responsibility of the Councillor.

### **11.2. Other accommodation costs**

In-room movie charges and dry-cleaning/laundry costs will not be reimbursed to a Councillor or paid for by Council.

### **11.3. Meals**

When a Councillor is attending training and conferences Council will reimburse meal expenses in line with the rates determined by the ATO<sup>2</sup> unless there is a set meal cost included in the training or conference package.

Incidental costs such as snacks, coffee or alcohol will not be covered by Council unless included as part of a meal as stipulated above.

Should Councillors elect to consume meals that are more expensive, Council will only cover costs to the value listed above.

## 12. Reporting

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The Chief Executive Officer shall ensure that any reporting in relation to Councillor expenses and travel required by the Act or the relevant regulations is completed.

Full details of all reimbursements made in accordance with this Policy will be provided annually to the Audit and Risk Committee.

In the interests of transparency and good governance, details of reimbursements to Councillors and delegated committee members will also be published in Council's Annual Report and annually on Council's website.

## 13. Review

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This Policy must be reviewed a minimum of once every 4 years or in line with legislative changes.

## 14. Human Rights Statement

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

## 15. Relevant Legislation and Council Policies

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- *Local Government Act 2020*
- Corporate Purchase Card Policy
- Motor Vehicle Policy
- Information and Communications Technology Use Policy
- Records Management Policy

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<sup>2</sup> Table 2 of the ATO's determination for the applicable financial year. For example: <https://www.ato.gov.au/law/view/pdf/pbr/td2020-005.pdf>





Ledger Account:

draft

## CLAIM FOR TRAVEL EXPENSES

Councillor: .....

Date of Claim: ..... / ..... / 20 ...

<b>Date of travel</b>		
<b>Purpose of travel</b> (select)	Council meeting	
	Councillor briefing	
	Meeting with constituent, community group or local business (provide detail)	
<b>Trip details</b>	Travelled from	
	Travelled to	
	Return trip?	Yes / No
<b>Kilometres travelled</b>		
<b>Cents charged per kilometre<sup>3</sup></b>		
<b>Amount claimed for travel</b>		

Table above can be copied and pasted for additional trips.

I certify that the above expenses have been incurred in accordance with the Councillor Expenses Policy.

.....  
Signature of Councillor

.....  
Approved by Chief Executive Officer

**Office Use Only**

Ledger Account:

<sup>3</sup> See <https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Car-expenses/#centsperkm> or similar ATO web page.

**APPLICATION TO ATTEND TRAINING OR CONFERENCE**

Councillor: .....

**TRAINING OR CONFERENCE DETAILS**

<b>Title of Training/Conference:</b>			
<b>Training/Conference Provider:</b>			
<b>Training/Conference duration: (number of days)</b>			
<b>Date/s of Training/Conference:</b>	<b>From:</b>		<b>To:</b>
<b>Cost of Training/Conference:</b>			
<b>Location of Training/Conference:</b>			
<b>Accommodation Required?</b>			
<b>Benefit to Council:</b> <i>(Please provide detail of all relevant benefit/s below)</i>			
The event provides an opportunity to receive or upgrade relevant training and skills related to the role of a Councillor.			
The event provides the opportunity to learn key information about an issue of public policy related to the Central Goldfields Shire community.			
The event has the potential to foster broad economic development opportunities with the Central Goldfields Shire.			

**Please attach details of training or conference.**

I certify that the above expenses have been incurred in accordance with the Councillor Expenses Policy.

.....  
Signature of Councillor

.....  
Approved by Mayor

**Office Use Only**

Ledger Account:

## **8.7 DRAFT AMENDED GIFTS, BENEFITS AND HOSPITALITY FOR COUNCILLORS POLICY**

**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.*

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### **SUMMARY/PURPOSE**

The purpose of this report is to present the draft amended Councillor Gifts, Benefits and Hospitality Policy to Council for adoption.

This Policy has been reviewed and updated in accordance with the *Local Government Act 2020*.

### **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 138 of the *Local Government Act 2020* ("the Act") requires councils to adopt and maintain a Councillor gift policy within six months of the commencement of the section.

Section 138(2) of the Act states that the policy must include:

- (a) procedures for the maintenance of a gift register; and
- (b) any other matters prescribed by the regulations;

### **BACKGROUND INFORMATION**

Council's current Gifts, Benefits and Hospitality for Councillors and Advisory Committee Members Policy was adopted by Council on 23 October 2018.

### **REPORT**

The Act requires councils to adopt and maintain a Councillors gift policy in relation to registering and managing gifts to Councillors.

Council's current Gifts, Benefits and Hospitality for Councillors and Advisory Committee Members Policy has been reviewed and updated to ensure it complies with the new legislated requirements. The key changes which have been made are:

- Inclusion of what gifts can and can't be accepted;



- That acceptance of an anonymous gift can be an offence; and
- Updated references to the new *Local Government Act*.

### **CONSULTATION/COMMUNICATION**

The Gifts, Benefits and Hospitality for Councillors Policy will be made available on Council's website.

Council and staff will be notified of the updated Gifts, Benefits and Hospitality for Councillors Policy. Training will be provided to the Councillors to ensure that the Policy is understood and consistently applied.

### **FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial or resource implications in relation to the updating of the Gifts, Benefits and Hospitality for Councillors Policy.

### **RISK MANAGEMENT**

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements and Government policy changes - change in government policy and/or funding resulting in significant impact on the delivery of critical services by complying with the requirements of the *Local Government Act 2020*.

### **CONCLUSION**

The Gifts, Benefits and Hospitality for Councillors Policy has been reviewed and updated to ensure that it is compliant with the requirements of the Local Government Act 2020.

### **ATTACHMENTS**

1. Draft amended Gifts, Benefits and Hospitality for Councillors Policy

### **RECOMMENDATION**

*That Council adopt the Gifts, Benefits and Hospitality for Councillors Policy.*

# Gifts, Benefits and Hospitality for Councillors Policy



Directorate:	Corporate Performance
Responsible Manager:	Manager Governance, Property and Risk
Review Due:	April 2024
Adoption:	Council
Date Adopted:	.....

## Acknowledgement

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Central Goldfields Shire Council acknowledges that we are situated on the traditional lands of the Dja Dja Wurrung people, and we offer our respects to their elders past, present and emerging.

## 1. Purpose

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

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

## 2. Application and Scope

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

This policy does not apply to receipt of gifts by Councillors during an election period, as that is covered by Part 8 Division 10 of the Local Government Act 2020 (the Act). It does also not cover the obligations of Councillors to declare gifts as part of their regular Primary and Ordinary Return obligations under Part 6 Division 3 of the Act.

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

## 3. General Provisions

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### 3.1.1. Policy principles

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

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

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

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

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

**Token offers:** is an offer of a gift, benefit or hospitality that is offered as a courtesy or is of inconsequential or trivial value to both the person making the offer and the individual. Whilst the primary determinant of a token offer is that it would not be reasonably perceived within or outside the organisation as influencing an individual or raising an actual, potential or perceived conflict of interest, it cannot be worth more than \$50 (including cumulative offers from the same source over a 12 month period).

**Non-token offer:** A non-token offer is a gift, benefit or hospitality that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value. All offers worth more than \$50 are non-token offers and must be recorded in Council's Gift, Benefit and Hospitality Register.

**Offers to be refused:** Councillors are to refuse offers:

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

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

### 3.1.2. Gifts and Benefits

#### Gifts must not be solicited

A councillor must not, for themselves or others, seek, request or solicit gifts.

#### Gifts that must not be accepted

A councillor must not accept a gift that is:

- not provided for by this policy; or
- made anonymously; or
- likely to be a bribe or inducement to make a decision or act in a particular way money, an item used in a similar way to money, or an item easily converted to money; or
- likely to influence them, or be perceived to influence them, in the course of their duties; or
- likely to give rise to an actual, potential or perceived conflict of interest; or
- made by a person or organisation about which they will likely make or influence a decision; or
- made by a current or prospective supplier; or
- made during a procurement or tender process by a person or organisation involved in the process; or
- likely to be perceived as endorsement of a product or service; or
- likely to lead to providing an unfair advantage for the gift giver in future procurement decisions; or
- likely to adversely affect a person's standing as a councillor or which may bring the council or the local government sector into disrepute; or
- hospitality or attendance at an official business event where council will already be sufficiently represented to meet its business needs; or
- a non-token gift which does not have a legitimate business benefit;<sup>1</sup> or
- a token gift offered repeatedly or on a regular basis.

#### Gifts that may be accepted

A councillor may accept a token gift provided it:

- has not been sought, requested or solicited; and
- is not a gift that must not be accepted

A councillor may accept a non-token gift provided it:

- has not been sought, requested or solicited; and

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<sup>1</sup> Legitimate business benefit: gifts, benefits and hospitality accepted or provided for a business purpose, in that it furthers the conduct of official business or other legitimate goals of the Council.



- is not a gift that must not be accepted; and
- is offered with a legitimate business benefit,<sup>2</sup> in the course of the councillor's official duties, relating to the councillor's responsibilities and is a benefit to the council; and
- is either:
  - approved in writing by the Mayor in the case of a councillor who is not the Mayor; or
  - approved in writing by the Chief Executive Officer in the case of the Mayor.

#### Declaring, reporting and approving gift offers

A councillor must declare all gift offers whether accepted or not.

Bribes and inducements must be reported to the Independent Broad-based Anti-corruption Commission.

A councillor must seek approval to accept any non-token gift offer.

Where a councillor does not receive approval to accept a non-token gift offer the gift offer:

- if not received, may be declined; or
- if received, may be returned to the gift giver, transferred to a not-for-profit community group or destroyed.

#### Gift offer declarations must be placed on the gift register.

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

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

#### Offence to accept to accept an anonymous gift

It is an offence to accept an anonymous donation with a penalty of 60 units.<sup>3</sup> A Councillor is not in breach if the Councillor disposes of the gift to the Council within 30 days of the gift being received.

### **3.1.3. Hospitality**

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

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

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<sup>2</sup> Legitimate business benefit: gifts, benefits and hospitality accepted or provided for a business purpose, in that it furthers the conduct of official business or other legitimate goals of the Council.

<sup>3</sup> *Local Government Act 2020* s 137.

Examples of non-token hospitality include:

- accommodation, or travel;
- entertainment tickets to sporting events or theatre performances;
- meals at expensive venues;
- expensive or valuable beverages or wines.

Examples of token hospitality include:

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

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

### 3.1.4. Considerations in accepting gifts, benefit or hospitality

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

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

Source: VPSC Model Gift, Benefits and Hospitality Policy

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

### 3.1.5. Gifts Benefits and Hospitality Register

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

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

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

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

### 3.1.6. Roles and Responsibilities

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

## 4. Review

This Policy must be reviewed a minimum of once every 3 years or in line with legislative changes.

## 5. Human Rights Statement

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

## 6. Relevant Legislation and Council Policies

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- *Local Government Act 2020*
- Gifts, Benefits and Hospitality Procedure
- Gifts, Benefits and Hospitality Declaration – Councillors
- Gifts, Benefits and Hospitality Policy – Council staff
- Gifts, Benefits and Hospitality Register (maintained by Manager Governance, Risk and Property)
- Councillor Code of Conduct
- Managing Conflict of Interest for Councillors and Committee Members Policy



## 8.8 ADVOCACY ON KEY ISSUES FOR THE CENTRAL GOLDFIELDS SHIRE

**Author:** Chief Executive 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.*

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### SUMMARY/PURPOSE

The purpose of this report is to inform Council and the community of the recent meeting with the Minister for Local Government and the Mayor and CEO, and issues raised with the Minister to advocate on behalf of the Central Goldfields Shire Community.

### 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.

### BACKGROUND INFORMATION

Council plays an important role in advocating to State and Federal Government on issues, projects and programs that are important to the Central Goldfields Shire community and economy.

This advocacy is achieved through many formats including attendance at industry forums and workshops, membership of peak bodies such as the Municipal Association of Victoria (MAV); membership of regional groups such as the Loddon Campaspe Regional Partnerships and Central Highlands Councils Victoria; through submissions to inquiries and policy development, and directly through meetings with local Members of Parliament and Government Ministers.

As part of Council's ongoing advocacy the Mayor and CEO recently met with the Minister for Local Government to discuss a range of issues as summarised in the report below and in the letter to the Minister (Attachment 1) following this meeting.

### REPORT

#### Local Government Act, 2020

Noted important changes to the Local Government and improvements to governance arrangements. Advocacy for a panel of experienced Mayor's and CEO to assist Councils with governance matters.

Also noted the significant additional work and cost for small rural Councils in implementing the new Local Government Act.

### Electoral Review

Noted the need for an Electoral review by the VEC during this Council term and request for support and guidance for Council on assessment of options under the new Local Government Act.

### Transformational Partnership Project -Ballarat to Maryborough Population Growth Corridor

Advocacy for a new major partnership project between Council and focusing on the Ballarat-Maryborough population growth corridor marked by weekend passenger train services from Melbourne through Ballarat to Maryborough and Dunolly and returning on both days to support tourism recovery. Advocacy for a program to fund sewerage in Talbot to enable population growth in this corridor.

### Rate capping and the need to Partner with Rural Councils on Population Growth Opportunity

Support for the Government's plan for a five year review of rate capping, towards the end of 2021.

Advocacy for a priority partnership with the Victorian Government for Councils, such as Central Goldfields Shire, who have growth potential but need investment from other levels of government to realise the potential.

### Central Victorian Goldfields -World Heritage Listing and Goldfields Built Heritage Funding

Advocacy for funding for the development of the World Heritage Bid, noting the leading role played by Central Goldfields Shire in driving this project which is now a consortium of 13 municipalities with support from Heritage Victoria, RDV and co patrons The Hon John Brumby AO and the Hon Dennis Napthine AO.

Noting that a World Heritage listing offers Central Goldfields would increase tourism and provide an investment opportunity for our Gold rush built heritage which in many instances is in poor condition.

### Staffing Initiatives

Noted the recent initiative to encourage women to become Municipal Building Surveyors and the need to extend the program given small rural councils' inability to resource this function to the level required which is causing significant resident and developer concern.

Advocacy for a similar program for qualified engineers which are equally difficult to attract to rural councils.

### Rural Councils Transformation Project (RCTP)

Advocacy for the \$4.5 million previously allocated for a shared services project in Central Highlands to be open to competitive bids for value added projects and investment through collaboration with other councils.

### Social Housing

Advocacy for affordable and social housing including Dunolly Independent Living Units initiative which is a community driven project and the potential to broaden this approach to new developments in other towns in the Shire.

### Rural Roads and Bridges

Advocacy for a \$1.0 million allocation for small rural councils for road and bridge projects to reduce the ongoing renewal gap.

### Financial Sustainability of Small Rural Councils

Advocacy to explore funding models to improve the financial sustainability of small rural councils.

### COVID Recovery Tourism Investment Funding

Advocacy for funding for Central Goldfields Shire projects that will contribute to increased tourism and recovery from the economic impacts of COVID-19.

## **CONSULTATION/COMMUNICATION**

Advocacy on behalf of the community is informed by consultation with the community during the development of Council's strategies and plans.

## **FINANCIAL & RESOURCE IMPLICATIONS**

Council's advocacy covers a range of issues that would result in increased investment in the local community and greater access to programs and services from all levels of government.

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by ensuring that the local community's needs and aspirations are supported by all levels of government.

## **CONCLUSION**

Council undertakes a range of advocacy activities on behalf of the Central Goldfields Shire community including meetings with local Members of Parliament and Government Ministers. A recent meeting with the Minister for Local Government provided the opportunity to raise a number of issues on behalf of the Shire.

## **ATTACHMENTS**

1. Letter to the Minister for Local Government

### **RECOMMENDATION**

*That Council note the advocacy undertaken on behalf of the Central Goldfields Shire community at the recent meeting with the Minister for Local Government and in the letter from the Mayor to the Minister in Attachment 1.*



*Please Quote Reference: <409962>  
Enquiries: <Mayor>*

20 April 2021

The Hon Shaun Leane MP  
Minister for Local Government  
Level 26  
121 Exhibition Street  
Melbourne Victoria, 3000

Dear Minister

Thank you for finding time in your busy to come to Maryborough recently. It was a really worthwhile opportunity for Lucy Roffey our CEO and me to talk through key issues with you and Colin and we very much appreciated the opportunity.

As I advised you in my previous letter (CMIN-2-20-6473) our Council combines new Councillors bringing fresh vision with former Councillors who offer deep experience and that I believe is the very best combination. The Council is working very positively together and drawing on the rich diversity of skills, capabilities and areas of focus which collectively it offers. This will serve the community well.

We very much welcomed your invitation to follow up key issues which is the purpose of this letter. To facilitate easier consideration of these issues I have used key headings.

#### **Local Government Act, 2020**

We congratulate the Government on this new Act and the considerable advances in it. For those of us who were former Councillors we especially welcome Sections 175 and 176 which we advocated for following our dismissal. We feel that provides a much better and fairer basis for Councils who face the governance issues we faced in our administration.

We really wanted to support your commitment to avoid Administration where possible. Clearly these changes to the Local Government Act assist this, but we agree that where Councils seek to work themselves out of governance challenges, LGV and the entire sector should be ready to provide support. Possibly a panel of experienced current or former Mayors and CEOs with varied skillsets who would be willing to lend a hand on a voluntary basis could be something worth consideration?

The implementation of the Local Government Act, 2020, is of course a key area of focus. Council has been busy with the mandatory training and progressing the early deliverables required including the Councillor Code of Conduct and the Community Engagement Policy. Although we do welcome the new Act, clearly it does create added work which small rural Councils especially notice and perhaps something to keep under review in various forums going forward.

## **VEC Electoral Review**

As we mentioned to you, the need for an Electoral review by the VEC during this Council term does create some issues for us as our existing model of three single Councillor rural wards and one four Councillor ward (Maryborough) will no longer be an option. You indicated you would arrange some early guidance for Council on this issue. This would be appreciated and will enable early informed consideration of available options.

## **Transformational Partnership Project -Ballarat to Maryborough Population Growth Corridor**

In our discussion we indicated there would be real benefit in a new major partnership project between Council and Government to mark the return of local democracy and rebuild the connection between community, Council and Government which also reflects Government priorities in the Covid-19 Recovery environment. Council sees added advantage if such a project has a regional impact. We put the case for an investment focus on the Ballarat-Maryborough population growth corridor marked by weekend passenger train services from Melbourne through Ballarat to Maryborough and Dunolly and returning on both days to support tourism recovery as well as funding to provide sewerage to Talbot. This has been discussed with Minister Thomas on her recent visit and it is very pleasing that RDV are examining the costing of sewerage for Talbot.

Passenger rail services were restored to Maryborough in 2010 with 2020 marking the ten-year anniversary of this very exciting development when the then Premier, Hon John Brumby MP, arrived at Maryborough Station. Unfortunately, Covid restrictions prevented any celebration of this anniversary.

There is a real opportunity for that anniversary to take place in 2021 and to regenerate the enthusiasm of 2010. This would be a great opportunity to launch the new Ballarat-Maryborough Population Growth Corridor Development Initiative as a major investment in Covid-19 Recovery and a refreshed and renewed community, Council and Government partnership.

More generally we would encourage the Government to consider reintroducing a small-town sewerage scheme, giving priority to potential growth corridors supported by passenger rail which already have substantial community infrastructure in place to readily accommodate growth. This would clearly be welcomed by Regional Councils Victoria and something I have discussed previously with Minister Pulford.

## **Rate capping and the need to Partner with Rural Councils on Population Growth Opportunity**

Council recognises that the Government plans a five year review of rate capping, towards the end of 2021. This will clearly raise a range of challenges and issues. We have significant population growth in Ballarat and the City of Greater Bendigo and also very strong projected growth in smaller municipalities in growth corridors which is why our focus is to position our own growth opportunities. A focussed priority partnership with the Victorian Government with Councils who have growth potential but need partnership investment to capture this would we think meet a real need and create an important opportunity for the Government. In this way Government would meaningfully help Councils to strengthen their own situation.



## **Central Victorian Goldfields -World Heritage Listing and Goldfields Built Heritage Funding**

Council has over many years played a leading role in driving this project which is now a consortium of 13 municipalities led by the City of Ballarat and Bendigo in partnership with the Goldfields Regional Tourism Board and active support from Heritage Victoria and RDV. The Hon John Brumby AO and the Hon Dennis Napthine AO are co-Patrons. This has also been designated a Covid recovery project.

It is important that the development of the Bid and the tourism recovery benefits receive continued funding. World Heritage Listing offers Central Goldfields the opportunity of substantial tourism upside as well as added and much needed investment opportunity for our Gold rush built heritage which in many instances is in poor condition.

Unfortunately, some of our richest built heritage falls to the poorest municipalities and we welcome any expansion of heritage funding opportunities for our publicly owned buildings.

### **Staffing Initiatives**

We congratulate the Government on its recent initiative to encourage women to become Municipal Building Surveyors and will keenly participate in that program as our inability to resource this function to the level required causes significant resident and developer concern.

Council will continue to work with DELWP on its initiative to provide access to Planners.

We have had real difficulty sourcing qualified engineers and we would encourage consideration of a regional and rural scheme to increase the supply of candidates in this field.

### **Rural Councils Transformation Project (RCTP)**

Council welcomed the allocation of \$4.5 million for a shared services project in Central Highlands led by the City of Ballarat. Unfortunately, the City decided not to proceed with this. We hope that the funding can continue to be available for other transformative projects, possibly on a smaller scale, but collectively, no less beneficial. Possibly a way forward is for LGV to administer the initiative and funding which would be open to competitive bids for value added projects where a value added case for investment can be generated.

Council continues to explore all options for collaboration to create better outcomes for reduced costs and the opportunity to seek funding to take forward robust proposals is really needed.

## **Social Housing**

Although the real estate interest in regional Victoria and our own Shire is very much welcomed, as we discussed with you and Minister Thomas, this does create an added demand for low cost housing and social housing initiatives. Central Goldfields Shire has an ageing population with a growing need for smaller houses and units which better meet the needs of people who want to downsize, but also to remain in their community. The Dunolly Independent Living Units initiative is a community driven project which can directly provide these opportunities for older people in the Shire. There is the potential to broaden this approach to new developments in both Maryborough and Talbot.

The Dunolly group, supported by both Council and Maryborough District Health Service, has developed a strong business case for the project and now requires Government investment to enable the build.

## **Rural Roads and Bridges**

This area is obviously a major funding challenge for all small municipalities and the growing renewal gap has been an area of comment from VAGO over many years. Given the need to stimulate regional employment especially in a Covid recovery environment, we would encourage consideration of a previous model where the Victorian Government committed \$1 million each year over four years for each small rural municipality.

## **Financial Sustainability of Small Rural Councils**

Council has previously played a leading role with a number of other similar size Councils exploring funding models to improve the financial sustainability of small rural councils. The learning is small changes in funding can make a massive difference for the better.

Although this is an ongoing issue with many challenges, you may feel it is timely to reactivate some interest in this area which Council would certainly support.

## **Covid Recovery Tourism Investment Funding**

Council congratulates the Government on the substantial allocation of funding in its 2020 Budget to support tourism recovery. We recognise there will be important Statewide and regional initiatives which are being funded and we deeply appreciate the allocation to fund the final stages of the redevelopment of the Central Goldfields Art Gallery in Maryborough. We understand there is still considerable funding to be allocated and we would encourage the Government to enable Councils with tourism potential to have access to some of this to drive key tourism recovery initiatives at the local level.

We do really appreciate your invitation to share a number of issues we face. Council is keen to partner with Government to address them. Your advocacy within Cabinet and with your colleagues and your personal championing of these would be deeply appreciated.

Yours sincerely



Chris Meddows-Taylor  
**MAYOR, CENTRAL GOLDFIELDS SHIRE**

cc Minister Allan  
Minister Pakula  
Minister Pulford  
Minister Thomas  
Minister Wynne

## 8.9 MARCH FINANCIAL REPORT

**Author:** Manager Finance

**Responsible Officer:** General Manager Corporate Performance

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

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### SUMMARY/PURPOSE

The purpose of this report is to update Council on its financial performance for the year to date, how it is tracking against the adopted budget and now includes a forecast result for the full financial year.

### LEGISLATION AND POLICY CONTEXT

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

**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

### BACKGROUND INFORMATION

This finance report is provided for the period to 31 March 2021 and does not include results for the Tullaroop Leisure Centre which is consolidated within the annual financial report at year end.

### REPORT

The monthly financial report comprises the following:

- Current and forecast Cash position;
- Income Statement;
- Balance Sheet;
- Statement of Capital Works

#### Cash Position

One of the key reasons for variances between Council forecasts and budgets is always timing of grants, be it capital or operational. This has been particularly evident during COVID.

As you will read through the below report, there are some significant timing differences which have impacted the operating result. What is important to note, however, is the strong cash position the Council is in now and as forecast at 30 June 2021.

The closing cash balance at 30 June 2020 was \$13.2m. The anticipated cash balance at 30 June 2021 is \$16.0m, \$2.8m increase on prior year. The cash position of the Council is



paramount, and decisions have been made in order to maintain this strong position. The below variances are based on timing of cash in the bank, and are not reflected in the Income Statement

- (\$5.8m) Capital Grants not yet received
- \$9.1m Reduced Capital works expenditure including on plant, vehicles and ICT
- \$1.8m Grants received in advance

### Income Statement

The operating result for the period to 31 March 2021 is a surplus of \$4.6 million reflecting the rates and charges for the full year have already been brought to account.

Total income in the nine months to date is greater than budget however the timing of capital and operating grant receipt has influenced this position. While the budget estimates receipt of grants, the actual timing often will change throughout the year.

Operating grants are currently \$597k more than budget mainly due to additional grants that were received, notably, a number of State Government COVID-19 initiatives including the following:

- \$120k COVID-19 Kindergarten Support Fund
- \$250k Outdoor Eating and Entertainment Grant
- \$100k Rural Council ICT Support
- \$ 58k CASI Social Isolation
- \$140k Living Libraries fund which was not budgeted.

Full year forecast for operating grants revenue is expected to be \$729k above budget.

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

Capital grants for the full year are forecast to be \$5.838m less than original budget. The reduction in these grants is largely as a result of various capital projects and the timing of their delivery being aligned to revenue recognition. A summary is as below

- (\$1.22m) Carisbrook Levee Stage 4 – reduced as funding round has not yet opened.
- (\$ 300k) Art Gallery Expansion – reduced as this project will be partially complete at financial year end, with the balance to be completed in 2021/22
- (\$ 500k) Energy Breakthrough Capital – reduced as the 2021 event was cancelled.
- (\$2.00m) Carisbrook Recreation Reserve - reduced as the project will be completed in 2021/22.
- (\$2.00m) Maryborough Outdoor Pool – reduced as the project will be completed in 2021/22.
- \$ 500k Carisbrook Drainage Mitigation – increased as final payment for completion of Stage 3 (not budgeted).

While these grants have an impact on Council's cash position for grants received, this is offset by a reduced capital spend. The capital works program is forecast to be \$6.8m, a reduction of \$9.1m from budget for delivery in 2020/2021. The capital works program is reported in more detail later in this report. It should be noted that some capital grants have been received during

the year but where Council has not met its funding obligations, these funds will be held as “Prepaid revenue” at 30 June 2021 and carried over to 2021/22.

User charges are \$349k less than budget, impacted by Council decisions offering hardship support including waivers of various fees as a result of the effects of COVID-19 on our communities. The forecast decrease in user charges for the full year will be around \$366k.

Expenditure year to date is \$752k ahead of budget however a thorough review of forecast costs has identified several savings to offset this. Additional costs include

- \$700k Energy Breakthrough reduction in costs (offset by reduction in revenue)
- (\$ 88k) Additional costs carried forward from 2020/21 relating to resources allocated to prior year Audit Actions
- (\$220k) COVID response costs (offset by operating grants)
- \$557k Employee costs, most notably additional costs for 2020/21 Workcover premium, COVID-19 related projects, and staff recruitment costs.

### Capital Works Statement

The 2020/21 budget included a capital works program of \$15.9 million across property, plant and equipment and infrastructure asset classes.

At 31 March 2021, Council had expended \$3.5 million on capital works, which is \$6.2 million behind budget.

A review of the full year capital works budget was undertaken as part of the mid-year forecast and budget 2021/22 development processes. These reviews have reduced the full year capital works forecast spend from \$15.9m to \$6.8m. Several projects will be commenced or completed in the next financial year due to the timing of grants being available and finalisation of project plans notably:

- (\$1.83m) Carisbrook Stage 4 Levee – grant funding round has not yet opened.
- (\$ 565k) Art Gallery Expansion – project will be partially complete at end of financial year (grant confirmed).
- (\$1.80m) Carisbrook Recreation Reserve Upgrade project will commence in 2020/21 but not completed (grant confirmed).
- (\$1.71m) Maryborough Outdoor Pool (\$1.71m) project will commence in 2020/21 but not completed (grant confirmed).

Offset by material additional spend in the following projects;

- \$ 98k Aerodrome Fence renewal (partially funded by grant)
- \$450k Avoca Rd Upgrade Works (carry forward from 2019/20)
- \$100k Rural ICT Technology Support (funded by grant)
- \$ 89k Building Structural Condition Assessment and Management Plan (Kindergarten and Worsley Cottage complete, with further assessments to be done).
- \$180k Maryborough Sports and Leisure Upgrade (carry forward from 2019/20)
- \$120k Gordon Gardens Pump track (grant funded)

## Balance Sheet

Council's equity has increased from 30 June 2020, due to the surplus for the March period. Rate debtors at 31 March are \$4.7m with a further instalment due on 31 May. Rate debtors are likely to be higher at year end than for last year as a result of COVID and will require some management over coming months to ensure that collections post COVID.

Cash flow is monitored to enable completion of scheduled works and meet recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue. As noted above, Council's cash flow will be favourable against budget as a result of the Capital Works program being less than anticipated to budget at this stage.

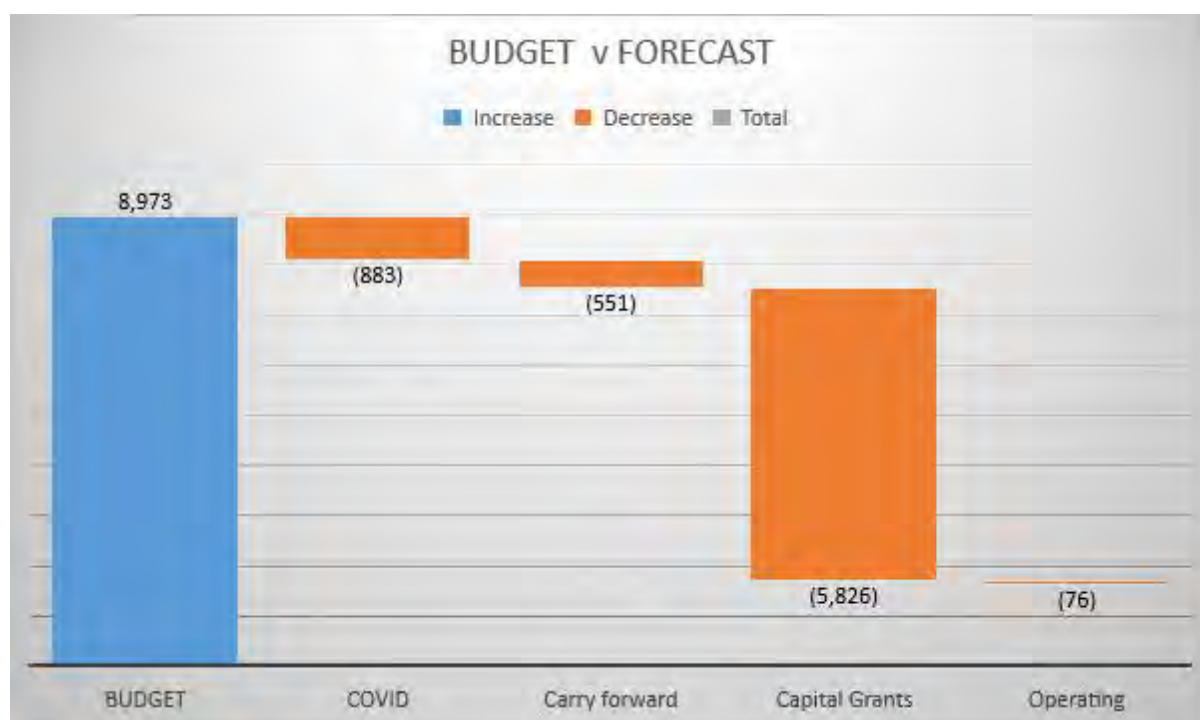
Council liabilities at the reporting date include the Fire Services Property Levy (FSPL) totalling \$1.27million. This balance (including arrears) is progressively paid to the State Revenue Office as it is collected.

Employee benefits provision is \$2.2m and of this \$1.4m is long service leave. Probability of employee entitlement provisions is reviewed on an annual basis.

## Summary

The impact of the forecast on the Income Statement, as summarised above, is a reduction in the budgeted surplus to \$1.6m (variance of \$7.3m).

This can be summarised as follows.



The balance sheet remains in a strong financial position with a cash and cash equivalent balance of \$16.0m and is forecast to remain strong at end of financial year.

## **CONSULTATION/COMMUNICATION**

Internal only required for this report.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The financial statements were prepared internally by Council officers.

## **RISK MANAGEMENT**

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

## **CONCLUSION**

Council's financial position at the end of March 2021 is sound with cash and cash equivalents totalling \$14.7 million and no major issues of concern in either the operating or capital budgets.

While the forecast operating surplus has decreased by \$7.3m, this is mostly related to the forecast reduction in capital grants for projects that will be completed in FY22 (\$5.8m).

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

## **ATTACHMENTS**

1. 31 March 2021 Financial Report including forecast to 30 June 2021.

### **RECOMMENDATION**

*That Council:*

1. *Receives and notes the attached Financial Report for the period to 31 March 2021.*
2. *Council approves and adopts the financial forecast including an operating result of \$1.635m and a Capital Works Program of \$6.8m to 30 June 2021.*

## Income Statement Period to 31 March 2021

	2019/20 Actuals	2020/21 Total Budget	2020/21 YTD Budgets March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast	2020/21 Forecast Variance +ve (-ve)
<b>Income</b>							
Rates and service charges	(15,177,814)	(15,803,333)	(15,767,836)	(15,715,063)	(52,773)	(15,811,977)	8,644
Contributions - monetary	(113,327)	(154,000)	(35,253)	(79,976)	44,723	(127,395)	(26,605)
Grants - capital	(2,279,413)	(9,499,546)	(2,861,773)	(3,978,567)	1,116,794	(3,661,205)	(5,838,341)
Grants - Operating	(8,588,123)	(9,561,585)	(5,588,967)	(6,185,948)	596,981	(10,290,980)	729,395
Other Income	(961,190)	(992,481)	(502,102)	(149,488)	(352,614)	(144,027)	(848,454)
Statutory fees and fines	(455,507)	(523,900)	(312,794)	(269,735)	(43,059)	(405,376)	(118,524)
User Charges	(1,579,742)	(1,950,840)	(1,484,105)	(1,134,654)	(349,451)	(1,478,231)	(472,609)
<b>Total Income</b>	<b>(29,155,115)</b>	<b>(38,485,685)</b>	<b>(26,552,830)</b>	<b>(27,513,432)</b>	<b>960,602</b>	<b>(31,919,191)</b>	<b>(6,566,494)</b>
<b>Expenses</b>							
Bad and doubtful debts	17,802	20,000	14,994	3,313	11,681	12,901	7,099
Borrowing costs	79,120	52,920	39,985	29,319	10,666	52,920	0
Depreciation	6,323,069	6,156,919	4,617,675	4,621,725	(4,050)	6,157,219	(300)
Employee costs	12,061,846	14,163,296	10,671,066	11,228,334	(557,268)	14,489,919	(326,623)
Materials and services	9,694,567	8,590,495	6,495,660	6,754,959	(259,299)	9,209,645	(619,150)
Net loss on disposal of property, infrastructure, plant and equipment	14,017	135,000	(42,497)	(8,438)	(34,059)	(20,000)	155,000
Other Expenses	478,939	394,209	317,064	236,823	80,241	381,518	12,691
<b>Total Expenses</b>	<b>28,669,360</b>	<b>29,512,839</b>	<b>22,113,947</b>	<b>22,866,036</b>	<b>(752,089)</b>	<b>30,284,122</b>	<b>(771,283)</b>
<b>(Surplus) Deficit</b>	<b>(485,755)</b>	<b>(8,972,846)</b>	<b>(4,438,883)</b>	<b>(4,647,396)</b>	<b>208,513</b>	<b>(1,635,069)</b>	<b>(7,337,777)</b>



## Balance Sheet as at 31 March 2020

	2019/20 Actuals	2020/21 YTD Actual
<b>Assets</b>	<b>\$</b>	<b>\$</b>
<b>Current Assets</b>		
Cash and cash equivalents	16,031,973	14,616,787
Inventories	36,000	31,000
Non-current assets classified as held for sale	245,000	245,000
Other financial assets	505,000	510,000
Trade and other receivables	2,788,000	2,678,000
<b>Total Current Assets</b>	<b>19,605,973</b>	<b>18,080,787</b>
<b>Non-current assets</b>		
Property, infrastructure, plant and equipment	310,048,400	316,330,510
<b>Total Non-Current Assets</b>	<b>310,048,400</b>	<b>316,330,510</b>
<b>Total Assets</b>	<b>329,654,373</b>	<b>334,411,297</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Interest-bearing loans and borrowings	(564,000)	(678,250)
Provisions	(2,738,000)	(2,858,000)
Trade & other payables	(7,798,000)	(4,253,000)
Trust funds & deposits	(402,000)	(513,000)
<b>Total Current Liabilities</b>	<b>(11,502,000)</b>	<b>(8,302,250)</b>
<b>Non Current Liabilities</b>		
Other NC Liabilities	(2,464,000)	(1,590,750)
Prepaid Revenue	(123,931)	(144,041)
Provisions NC	0	0
<b>Total Non-Current Liabilities</b>	<b>(2,587,931)</b>	<b>(1,734,791)</b>
<b>Total Liabilities</b>	<b>(14,089,931)</b>	<b>(10,037,041)</b>
<b>Net Assets</b>	<b>315,564,442</b>	<b>324,374,256</b>
<b>Equity</b>		
Accumulated Surplus	(127,749,935)	(136,559,749)
Year to Date Surplus (Deficit)	(187,814,507)	(187,814,507)
<b>Total Accumulated Surplus</b>	<b>(315,564,442)</b>	<b>(324,374,256)</b>
<b>Reserves</b>		
Asset Revaluation Reserve	(187,342,157)	(187,342,157)
Open Space Reserve	(22,350)	(22,350)
Other Reserves	(450,000)	(450,000)
<b>Total Reserves</b>	<b>(187,814,507)</b>	<b>(187,814,507)</b>
<b>Total Equity</b>	<b>(315,564,442)</b>	<b>(324,374,256)</b>

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
<b>Infrastructure</b>					
<b>Bridges and major culverts</b>					
63241.01. Minor Culverts Renewal	15,000	15,000	12,740	2,260	15,000
63330.622. Major Culvert Renewal Program	70,000	52,506	39	52,467	39
63330.67. Porteous Rd Bridge B129 Replacement (Part BRP)	0	0	1,307	(1,307)	1,307
63340.01. Minor Culverts New	15,000	11,250	115	11,135	115
	<b>100,000</b>	<b>78,756</b>	<b>14,201</b>	<b>64,555</b>	<b>16,461</b>
<b>Drainage</b>					
63271.01. Kerb & Channel Renewal	50,000	50,000	25,354	24,646	25,447
63271.52. Kerb & Chanel Nightingale Street (Park to Clarendon)	8,000	6,003	0	6,003	0
63271.53. Kerb & Chanel Broadway (8 Orme Street to Orme Street)	12,000	9,000	566	8,434	566
63370.01. Kerb & Channel New	0	0	2,990	(2,990)	2,990
64306.344. Carisbrook Drainage Mitigation - Stg 3 North Pyrenees Hwy	652,000	489,000	405,698	83,302	402,200
64306.346. Carisbrook Creek Additional Clearing	75,000	56,250	0	56,250	0
64306.341. Carisbrook Drainage Mitigation-Creek Clearing	0	0	17,798	(17,798)	57,519
64306.345. Carisbrook Drainage Mitigation - Stg 4 South Pyrenees Hwy	0	0	32,752	(32,752)	32,752
64306.25. Tabledrain Renewals	56,000	42,003	39,429	2,574	39,429
64306.251. Drainage New	0	0	65	(65)	65
64306.342. Carisbrook Drainage Mitigation-Construction	1,830,000	1,372,500	0	1,372,500	0
64306.21. Drainage Renewal	118,000	88,497	2,543	85,954	5,000
64306.252. Drainage New (Aerodrome Silt Control EPA)	0	0	10,693	(10,693)	10,693
64306.27. Main Drain Maryborough Renewal	0	0	11,307	(11,307)	11,307
	<b>2,801,000</b>	<b>2,113,253</b>	<b>549,194</b>	<b>1,564,059</b>	<b>587,968</b>
<b>Other Infrastructure</b>					
63251.01. Street Furniture Renewal	15,000	11,250	10,060	1,190	15,000
63261.01. Signs Renewal	15,000	11,250	19,507	(8,257)	19,507
63281.01. Traffic Control Facilities Renewal	10,000	7,497	13,412	(5,915)	13,412
63360.01. Signs New	10,000	7,497	14,586	(7,089)	12,315
63380.01. Traffic Control Facilities New	0	0	35,273	(35,273)	35,273
63510.02. Aerodrome Fence Renewal	0	0	103,372	(103,372)	120,143
	<b>50,000</b>	<b>37,494</b>	<b>196,210</b>	<b>(158,716)</b>	<b>215,650</b>

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
<b>Parks, Open Space &amp; Streetscapes</b>					
62450.1. Cool It Phase 2 - Street Tree Project	0	0	9,766	(9,766)	9,766
62461.06. (DJCS) Lighting Lake Victoria	0	0	3,622	(3,622)	2,786
63352.01. Streetscape Renewal	15,000	11,250	909	10,341	909
	<b>15,000</b>	<b>11,250</b>	<b>14,297</b>	<b>(3,047)</b>	<b>13,461</b>
<b>Pathways</b>					
63291.01. Pathways Renewal	100,000	75,006	62,058	12,948	100,000
63390.01. Pathways New/Upgrade	81,000	0	17,036	(17,036)	81,000
63390.35. Pathways New/Upgrade Bealiba	0	0	800	(800)	801
63390.36. Pathways New/Upgrade Dunolly	0	0	337	(337)	337
63390.1. Pathways New/Upgrade Maryborough	0	0	7,986	(7,986)	7,986
	<b>181,000</b>	<b>75,006</b>	<b>88,218</b>	<b>(13,212)</b>	<b>190,124</b>
<b>Roads</b>					
63200.05. Design Nightingale Street (Park to Clarendon)	19,000	19,000	12,484	6,516	19,000
63200.02. Design Main Street Bealiba (Davies to Grant)	18,000	18,000	9,877	8,123	18,000
63200.03. Design Pascoe Avenue (Park Road to End of Court)	18,000	18,000	4,236	13,764	18,000
63200.04. Design Florence Lane (Nightingale to End of Lane)	18,000	18,000	0	18,000	18,000
63210.122. Bell Street, Talbot (Whittakers Lane to Scandinavian Crescent)	29,000	0	0	0	0
63210.124. Prince Alfred Street, Talbot (Chapman Street to Rowe Street)	114,000	0	8,727	(8,727)	8,727
63210.130. Prince Alfred Street - Ballarat Street to Rowe Street RTR	0	0	0	0	0
63210.111. Gillies Street (Rogers Street to Majorca Road)	600,000	0	3,343	(3,343)	600,000
63210.115. Rogers Street (Railway Street to Gillies Street)	180,000	0	5,241	(5,241)	5,241
63210.126. Road Widening Chisholm Street Whirrakee Rise	0	0	39,025	(39,025)	39,025
63210.4. Major Patches RG	90,000	67,500	146,078	(78,578)	142,806
63210.112. Goldsmith Street (Newton to Wills)	280,000	0	0	0	280,000
63210.114. Gillies Street (Sutton Lane to Sutton Road)	100,000	0	228	(228)	0
63210.117. Dunolly Avoca Road (Racecourse Track to Shaw Track)	355,000	0	2,177	(2,177)	355,000
63210.119. Rowe Street (Prince Alfred Street to Barkly Street)	26,000	0	0	0	0
63210.120. Middle Road (Freemantles Rd to Bendigo Maryborough Rd)	59,000	0	0	0	59,000
63210.121. King Street, Talbot (Ballarat Street North to Chapman Lane)	23,000	0	0	0	0
63210.123. Star Street, Talbot (Scandinavian Lane to Barkly Street)	35,000	0	0	0	0
63210.113. Gillies Street (Sutton to Layton)	185,000	0	228	(228)	0

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
63210.118. Middle road (Wild Dog Lane to Stiegmeiers Road)	21,000	0	2,437	(2,437)	21,000
63210.125. Picnic Point Road (Joyces Creek Baringhup to Picnic Point Reserve)	124,000	0	0	0	124,000
63210.31. Baringhup Road Reconstruction (west of Hurses Road)	0	0	932	(932)	932
63210.822. Avoca Rd Upgrade Works - Design of Stage 2	0	0	443,757	(443,757)	443,757
63210.9. Gillies Street Renewal and Upgrade Street to Majorca Road	0	0	1,256	(1,256)	571
63210.96. Rodborough Rd Stabilisation B197 to End of Seal	0	0	945	(945)	945
63212.01. Sealed Road Shoulders Renewal	60,000	45,000	5,282	39,718	0
63215.01. Unsealed Roads Renewal	356,000	267,000	92,140	174,860	159,490
63215.011. Unsealed Roads Renewal - Urban	0	0	11,429	(11,429)	11,420
63220.01. Seals Renewal Reseals	564,000	564,000	43,566	520,434	564,000
63220.011. Seals Renewal Asphalt	66,000	66,000	0	66,000	66,000
63221.01. Seals Renewal Final Seals	50,000	37,500	0	37,500	50,000
63271.11. Goldsmith St - Newton St to Wills St	0	0	101	(101)	0
	<b>3,390,000</b>	<b>1,120,000</b>	<b>833,491</b>	<b>286,509</b>	<b>3,004,914</b>
<b>Plant and equipment</b>					
<b>Fixtures, fittings and furniture</b>					
63351.01. Furniture New/Upgrade	0	0	0	0	117
64751.03. General Office Equipment	0	0	2,362	(2,362)	2,362
64751.04. PC Network/Hardware	41,000	30,753	2,723	28,030	527
64751.29. Server Upgrades	19,500	14,625	4,621	10,004	4,621
64751.38. Backup Power Generator	55,000	55,000	0	55,000	0
64751.39. SharePoint Setup	30,000	30,000	0	30,000	0
64751.36. IT Strategy Initiatives	0	0	184,208	(184,208)	184,208
64751.41. Council Website Redevelopment	35,000	35,000	0	35,000	0
64751.42. New Agenda Software	40,000	0	0	0	0
64751.43. Office 365/SharePoint Training	25,000	25,000	0	25,000	0
64751.33. IT Strategy	0	0	31,783	(31,783)	41,608
64751.37. Customer Service and Mobility Module	69,500	0	0	0	0
64751.4. Integrations Across Multiple Platforms	55,000	0	0	0	0
64751.44. Rural Council ICT Technology Support Package	0	0	19,344	(19,344)	19,344
64774.35. Coronavirus COVID-19 Business Continuity Plan Implementation	0	0	59,137	(59,137)	59,137
	<b>370,000</b>	<b>190,378</b>	<b>304,179</b>	<b>(113,801)</b>	<b>311,924</b>

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
<b>Plant, machinery and equipment</b>					
63820.91. Operating Plant WIP	420,000	315,000	0	315,000	462,000
63820.93. Vehicles Cars WIP	230,000	172,503	170,737	1,766	170,350
63820.94. Vehicles Utes WIP	120,000	90,000	41,230	48,770	120,000
	<b>770,000</b>	<b>577,503</b>	<b>211,967</b>	<b>365,536</b>	<b>752,350</b>



## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
<b>Property</b>					
<b>Buildings</b>					
60180.053. Healthy Hearts Infrastructure - Maryborough Community House	0	0	2,251	(2,251)	4,502
60217.25. Building Renewal - Unallocated	20,000	20,000	0	20,000	20,000
60217.23. Carisbrook Scout Hall & Lions Club - Roof	10,000	10,000	12,283	(2,283)	12,283
60217.24. Worsley Cottage - Internal and external wall repairs	150,000	150,000	1,920	148,080	2,000
60217.22. Maryborough Community House - Carpark Lighting and Disability Access	10,000	10,000	4,420	5,580	8,840
60800.03. Youth Hub Planning	40,000	40,000	0	40,000	0
61511.2. (LRCI) Hall Improvements - Talbot	250,000	250,000	1,600	248,400	0
61511.21. (LRCI) Hall Improvements - Bet Bet	15,000	0	0	0	0
61511.23. (LRCI) Hall Improvements - Majorca	20,000	0	14,864	(14,864)	14,864
61511.18. (LRCI) Hall Improvements - Timor/Wareek	20,000	20,000	9,625	10,375	20,000
61511.19. (LRCI) Hall Improvements - Bealiba	50,000	50,000	150	49,850	0
61511.22. (LRCI) Hall Improvements - Dunolly	10,000	0	5,470	(5,470)	10,000
61511.24. (LRCI) Hall Improvements - Carisbrook	115,000	0	1,396	(1,396)	1,118
61565.01. Essential Safety Measures Buildings Upgrade	5,000	3,753	8,243	(4,490)	8,243
61565.12. Building Insurance Risk Reduction Upgrades	21,000	15,750	16,819	(1,069)	16,818
61565.13. Building Structural Condition Assessments & Management Plan	0	0	17,510	(17,510)	27,510
61575.05. Dunolly Library Works	0	0	85,382	(85,382)	85,382
61575.02. Living Libraries - Capital Expenditure	0	0	16,963	(16,963)	16,963
61611.17. Art Gallery Expansion	675,000	675,000	45,333	629,667	110,000
62121.09. Maryborough Sports & Leisure Centre Upgrade Project	0	0	168,005	(168,005)	180,005
62121.11. Community Sports Infrastructure Grant	0	0	46,480	(46,480)	50,480
62470.29. Carisbrook Recreation Reserve Building Project Management	110,000	82,500	24,329	58,171	22,388
62470.28. Carisbrook Recreation Reserve Upgrades Stage 1 Project	2,000,000	1,000,000	156,315	843,685	154,195
64110.131. E Waste Shed Extension	26,000	0	0	0	0
64110.31. Carisbrook Transfer Station - Bin Roofs	0	0	557	(557)	18,427
64110.32. Carisbrook Transfer Station - Compost Roof	150,000	150,000	8,427	141,573	0
64223.13. Dunolly Caravan Park Amenities Upgrade	0	0	1,677	(1,677)	0
64225.02. Rene Fox Gardens Dunolly - Design Public Toilets	15,000	15,000	0	15,000	15,000
64751.014. Building Upgrades Civic Centre	500,000	375,000	110,819	264,181	130,819
	<b>4,212,000</b>	<b>2,867,003</b>	<b>760,837</b>	<b>2,106,166</b>	<b>929,837</b>

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
<b>Land Improvements</b>					
60180.055. Healthy Hearts Infrastructure - Gordon Gardens Pump Track	0	0	127,812	(127,812)	245,442
60180.054. Healthy Hearts Infrastructure - Playground Maryborough Community House & Ro:	0	0	15,791	(15,791)	31,582
60181.01. Energy Breakthrough (EBT) Land Improvements	500,000	0	1,833	(1,833)	0
60216.22. (LRCI) Town Entrance Signage	50,000	50,000	0	50,000	0
60216.21. Bike Racks New	15,000	15,000	48	14,952	96
60360.07. (LRCI) Shade Structures Towns by 6	150,000	150,000	968	149,032	689
62121.69. Recreation Open Space Strategy Implementation	50,000	50,000	0	50,000	0
62121.62. Carisbrook Bowls Club Synthetic Green Upgrade	0	0	571	(571)	571
62121.7. Recreation Planning - Splash Park	30,000	30,000	0	30,000	0
62121.71. Recreation Planning - Unallocated	20,000	15,000	0	15,000	0
62316.03. Maryborough Outdoor Pool - Living Heritage	2,000,000	1,500,000	29,494	1,470,506	40,052
62316.15. Swimming Pool Renewal	15,000	15,000	0	15,000	0
62316.14. Maryborough Outdoor Pool Works	0	0	223,157	(223,157)	223,157
62400.01. Renewal Ovals	30,000	22,500	1,772	20,728	1,772
62400.16. Parks Renewal	52,000	38,997	3,335	35,662	2,000
62400.17. (LRCI) Parks Tree Planting and Other Open Space	65,000	65,000	0	65,000	0
62410.08. Growing Victoria Botanic Gardens Phillips Gardens Round one	0	0	18,971	(18,971)	19,198
62410.01. Renewal Surrounds	40,000	29,997	5,842	24,155	5,842
62411.03. Gordon Gardens Master Plan Works	82,000	0	0	0	82,000
62421.01. Princes Park Improvements	0	0	1,025	(1,025)	1,025
62421.21. Rubbish Bins Renewal General	10,000	7,506	3,000	4,506	0
62430.01. Renewal Playgrounds	15,000	11,250	6,914	4,336	6,914
62430.05. Market Reserve Carisbrook Playground Equipment	10,000	7,497	0	7,497	0
62470.09. Carisbrook Rec Reserve Lighting	0	0	3,667	(3,667)	1,833
62470.26. Maryborough Skate Park Design	0	0	(25,082)	25,082	3,150
62470.3. Maryborough Skate and Scooter Park	645,000	483,750	56,276	427,474	26,001
62495.25. Princes Park Grandstand - Cultural Management Plan	35,000	35,000	764	34,236	764
62671.08. (LRCI) Playground Improvements	45,000	45,000	0	45,000	45,000
64110.41. Dunolly Rehabilitate Landfill	100,000	0	0	0	0
64110.77. Dunolly Landfill Rehabilitation	15,000	0	0	0	0
64110.78. Work Safe Upgrades All Towns	12,000	12,000	0	12,000	0

## Capital Works 9 months to 31 March 2021

Project	2020/21 Total Budget	2020/21 YTD Budget March	2020/21 YTD Actuals March	2020/21 YTD Variance +ve (-ve)	2020/21 Forecast
64110.76. Bealiba Landfill Rehabilitation	15,000	0	0	0	0
64150.02. Recycled Watermain Replacement	15,000	11,250	8,055	3,195	8,055
	<b>4,016,000</b>	<b>2,594,747</b>	<b>484,212</b>	<b>2,110,535</b>	<b>745,143</b>
<b>Total</b>	<b>15,905,000</b>	<b>9,665,390</b>	<b>3,456,806</b>	<b>6,208,584</b>	<b>6,767,832</b>

## 8.10 PROPOSED BUDGET 2021-22

**Author:** Manager Finance

**Responsible Officer:** General Manager Corporate Performance

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

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### SUMMARY/PURPOSE

The purpose of this report is to provide Council a Proposed Budget for 2021-22 for community consultation.

### 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.

### BACKGROUND INFORMATION

In accordance with section 94, of the Local Government Act 2020, Council must ensure that the budget gives effect to the Council Plan and contains the following -

- (a) financial statements in the form and containing the information required by the regulations;
- (b) a general description of the services and initiatives to be funded in the budget;
- (c) major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during the financial year;
- (d) for services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act;
- (e) the total amount that the Council intends to raise by rates and charges;
- (f) a statement as to whether the rates will be raised by the application of a uniform rate or differential rate;
- (g) a description of any fixed component of the rates, if applicable;
- (h) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989;
- (i) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the Local Government Act 1989;
- (j) any other information prescribed by the regulations.

## REPORT

Central Goldfields Shire Council has prepared this Proposed Budget for 2021-2022 for community feedback and consideration. The Proposed Budget is financially responsible and continues to implement priorities identified in the Council Plan 2017-2021 which was refreshed in 2018 through a comprehensive community consultation process.

The Council Plan 2017-2021 sets out the vision "To be a vibrant, thriving, inclusive community", delivered through the strategic themes of:

- Our Community – A supported, cohesive community, living a full and healthy life.
- Our Economy – A vibrant local economy which contributes to the municipality's economic prosperity.
- Our Built and Natural Environment – Central Goldfields Shire celebrates the rich built and natural heritage and a sustainable environment.
- Our Organisation – Central Goldfields is a proactive, well governed, professional and financially sustainable organisation.

The Proposed Budget outlines the resources required to deliver the diverse and extensive range of services we provide to the Central Goldfields community. It outlines projects to undertake strategic planning for our services, assets, economy and land use and includes a comprehensive list of capital works to be undertaken during the 2021-2022 year.

The Proposed Budget includes a rate increase of 1.5% in line with the State Government's Fair Go Rates System (FGRS) rate cap. Council has not applied to the State Government for a rate cap variation and will continue to manage Council services as efficiently as possible within the rate cap.

The Proposed Budget has also been prepared with a pause on Council's Rating Strategy 2019-2021. Council intends to review the current Rating Strategy during the 2021-2022 financial year and decide the direction going forward.

Council's Waste charges have been increased by 3.0% in 2021-2022 for standard waste charges and varying increases for non-standard waste charges. This is to ensure that the full cost of Council's whole waste management function continues to be fully funded by waste charges.

This budget includes a new capital works program of \$18.7m (up from \$15.9m in 2020-2021), including over \$5.0m of capital works projects carried forward from 2020-2021. This is a significantly higher program than in prior years, due to an estimated \$11.5m in grant funding. Highlights of the capital works program include:

- Significant upgrades (\$3.9m) to roads funded jointly through Council, Regional Roads Victoria and Roads to Recovery
- Restoration works at Maryborough Outdoor Swimming Pool (\$2m – fully grant funded)
- Construction of the Carisbrook Recreation Reserve pavilion (\$4.7m [\$4.2m grant funded])
- Expansion of the Maryborough Gallery (\$1.9m [\$1.7m grant funded])
- Council contribution to Stage 4 of the Carisbrook levee (\$610k)
- Township revitalisation program for Timor, Bealiba, Talbot, Bet Bet, Dunolly, Majorca and Carisbrook including playground and hall improvements, shade structures, tree plantings and signage (\$810k)
- Council building upgrades (\$369k)
- Maryborough Skate Park (\$619k – \$250k grant funding)



- Further implementation of Gordon Gardens Masterplan (\$82k)
- New pathways (\$400k)
- New bike racks (\$5k)

Grant funded projects that will continue in 2021-2022 include:

- Go Goldfields
- TAC driving program
- Engage Youth program
- Freeza program
- L2P program

New initiatives for 2021-2022 include:

- Community Vision and four year Council Plan
- Reconciliation Action Plan (completion)
- Heritage Overlay Reviews (ongoing)
- Climate Adaptation Plan
- Asset Condition Assessment
- Railway Station Activation Plan
- Health & Wellbeing Plan (start 2020-2021 finish 2021-2022)
- Asset Management Plans

The Proposed Budget 2021-2022 document is presented in the format required by Local Government Victoria using their “Model Budget” template, and contains the following key statements:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources
- Schedule of Fees and Charges

## **CONSULTATION/COMMUNICATION**

All internal service owners have been consulted during the production of the Proposed Budget. Consultation with the Councillors was undertaken during a number of workshops.

Consultation with the community will be undertaken in May and will include a social media campaign, in addition to the statutory advertising process.

## **FINANCIAL & RESOURCE IMPLICATIONS**

### **Comprehensive Income Statement**

The proposed budget has a net surplus of \$8.8m with a total of \$9.9m of Capital grants budgeted for the 2021-22 year. This produces an adjusted underlying deficit result (including Roads 2 Recovery funding) of \$294k.

The main driver impacting the result for 2021-22 include:-

- Rates revenue capped at 1.5% - \$94.7k in revenue growth

- Insurance premium increases - \$73.5k
- Workcover premium increases - \$87.2k
- Superannuation guarantee increase - \$63.3k
- EBA increase estimate - \$207.3k

The net impact of these pressure is a reduction of \$466k on the overall result highlighting the challenge of the rate capped environment.

Fees and Charges have been indexed at 1.5% unless otherwise adjusted using benchmarking, a review of cost recovery, etc. A full list of fees and charges is included in section six of the budget document.

The draft budget has been prepared on the basis that Council will receive half (\$2.04m) of its 2021-2022 Financial Assistance Grant (FAG) in June 2021, and on the assumption that Council will receive a similar advance of the 2022-2023 Financial Assistance Grants in June 2022.

### **Balance Sheet**

As noted above, the draft budget has been prepared on the basis that Council has received half of its 2021-2022 Financial Assistance Grants in June 2021, and on the assumption that Council will also be receiving half of its 2022-2023 Financial Assistance Grants in June 2022.

Cash on hand is forecast to be \$16.0m as at 30 June 2021 and to be \$9.1m as at 30 June 2022. The major driver of this movement is funding of the Capital Works Program and planned debt reduction.

All of Council's current loan facilities (\$2.8m) fall due for repayment during 2021-2022 and the Proposed Budget allows for the redemption of \$564k of this amount, with the balance of \$2.2m being rolled over into a new loan. The forecast continues this debt reduction over the following financial year to eliminate existing debt by 30 June 2024.

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

Council has not budgeted to make any transfers to reserve during the 2021-2022 year, with the movement in the statement of changes in equity equal to the operating result.

### **Statement of Cash Flows**

The Proposed Budget provides for a reduction in cash held during 2021-2022 of \$6.9m predominately funding the capital works program with funds already received, whilst the underlying cash budget remains strong.

Producing a balanced cash budget is one of the fundamental elements of meeting Council Plan Objective 4.1 - Ensure the financial sustainability of Council.

### **Statement of Capital Works**

The draft budget has a \$18.7m capital works program, which is an increase of \$2.8m on the 2020-2021 budgeted capital works program of \$15.9m. This is predominantly funded by the significant additional capital grants outlined in the Comprehensive Income Statement analysis above.

The 2021-2022 capital budget is funded by a combination of \$11.5m of capital grants (some received in 2020-2021) and \$7.2m of council funds. Given the large program of works for 2020-

2021 there remains a number of large projects that will continue into the 2021-2022 from the prior year to a total value of \$5.5m.

Details of the Capital Works program are included in the Statement of Capital Works report of the draft budget document.

### **Rates and charges**

Fees and charges set by Council have generally been adjusted using the following methods:

- Increases in accordance with the rate cap 1.5 percent,
- market pricing;

A full list of fees and charges set by Council is included in section six of the proposed budget.

Council also charges a number of fees and charges that are set by the State Government.

### **Rating strategy**

The new Local Government Act requires Council to develop a Rates and Revenue Strategy. Council developed a new Rating Strategy in April 2019 which will be reviewed and updated and brought to Council in May for consideration.

As the strategy is being reviewed, the proposed budget has not implemented year three of the changes outlined in the strategy to the rating differentials and municipal charge.

### **RISK MANAGEMENT**

The preparation of, and public consultation on, a Proposed Budget within the statutory timelines is a control measure that manages the strategic risk in Council's strategic risk register: Financial sustainability - Failure to maintain our long term financial sustainability.

### **CONCLUSION**

Central Goldfields Shire Council has prepared this Proposed Budget for 2021-2022 for community feedback and consideration. The Proposed Budget is financially responsible and continues to implement priorities identified in the Council Plan 2017-2021.

The Proposed Budget includes a rate increase of 1.5% in line with the State Government's Fair Go Rates System (FGRS) rate cap.

The draft budget has a \$18.7m capital works program supported by \$11.5m of capital grant funding.

## ATTACHMENTS

1. 2021-2022 Proposed Budget

### RECOMMENDATION

*That Council:*

1. *Endorses the Proposed 2021-2022 Budget and commences community consultation on the Budget;*
2. *Notes that year 3 of the Rating Strategy changes to the rating differentials has not been applied in the Proposed 2021-2022 Budget;*
3. *In accordance with the Local Government Act 2020, and Central Goldfields Shire's Engagement Policy, make the proposed budget available for public comment.*
4. *Display the proposed budget on the Shire's website*
5. *Receive comment/submissions on the on the proposed Budget until close of business on 4 June 2021*



# Central Goldfields Shire Council 2021/2022 Proposed Budget





## Contents

Mayors and CEO's Introduction

Page

3

## Budget Reports

1. Link to the Council Plan	5
2. Services and service performance indicators	7
3. Financial statements	15
4. Notes to the financial statements	22
5. Financial Performance Indicators	37
6. Schedule of fees and charges	38

## Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

## Mayor and CEO's Introduction

Council's Proposed 2021/22 Budget has been developed after a year of the impact of the COVID-19 pandemic and continuing uncertainty regarding its lasting consequences. COVID created financial and economic hardship for our communities and many businesses and individuals are still recovering from that. Council put in place financial support measures to support ratepayers and businesses in our community and the State Government also assisted with targeted grants. These measures remain in place until June 2021, however we anticipate the 2021/22 year will begin positively in the new COVID normal environment.

For 2021/2022 Council has been successful in attracting in excess of \$10 million in grants towards a number of significant local projects that will provide a stimulus to the local economy and also result in some outstanding community facilities and assets. With Council funding, the Capital Works Program will exceed \$18 million and planning to deliver many of these projects is well under way.

The 2021/22 Budget is the first budget of the new Council elected in October 2020 and has been developed in accordance with the Council Plan 2017-2021 and with input from the new Council and our communities. A new Council Plan will be developed by October 2021 and will determine key objectives for 2022-2025 including funding over 40 services delivered to our community as outlined in Section 2 of this document.

The Budget includes a rate rise of 1.5% in line with the State Government determined rate cap. Council did not apply to the Essential Services Commission for a rate cap variation during the year. Property valuations are now required by legislation to be conducted annually. This means that due to differences in valuations between property types, and areas can result in variances in the rate rise for individual ratepayers with some receiving less than a 1.5% rise and some receiving more than a 1.5% rate rise.

This also was planned to be the third year of the implementation of our five year Rating Strategy, however Council's review of this Strategy and the long term vision has meant a pause in the five year plan. For the 2021-2022 year, the removal of differentials has been paused for further review during the year, and will determine the ongoing direction.

The Budget also includes an increase of 3% for waste charges to meet the increasing costs of managing waste. Additional costs in 2021/22 include cost of disposal of e-Waste, and increases in the State Government landfill levy from 1 January 2021 of \$10/ tonne. The waste service is fully funded from waste charges.

The new Local Government Act 2020 requires Council to develop a Revenue and Rating Plan and a 10 year Financial Plan by 30 June 2021 as well as a new Council Plan, a Community Vision, Municipal Health and Wellbeing Plan and Asset Management Plans, most of which is included to be funded in the 2021/22 budget (\$101,000). Additional costs are anticipated in the 2020/21 year.

### **Highlights from the capital works program include:**

- Upgrades to the Maryborough Outdoor Pool \$2.0 Million
- Energy Breakthrough infrastructure upgrades \$500,000 (\$1.5 million over three years)
- Central Goldfields Art Gallery redevelopment \$1,863,000
- Construction of the Skate and Scooter Park in Maryborough \$645,000
- Upgrades to Carisbrook Recreation Reserve \$4.7 million
- Lake Victoria Lighting \$150,000
- Road renewal and reseals projects \$3.9 million
- New and upgraded footpaths across the Shire to a total of \$400,000
- Footpath renewals of \$100,000

### **Other key projects to be undertaken in 2021/22 include:**

- New Council Plan development
- Municipal Health and Wellbeing Plan
- Review of heritage controls in Maryborough
- Planning and design for a splash park
- Completion of a cultural heritage plan for the Princes Park Grandstand
- Continuing the development of a reconciliation action plan
- Next stage in the activation of the Maryborough Railway Station
- Development of a climate adaptation plan
- Planning and design for new toilets in Rene Fox Gardens Dunolly
- Growing Victoria works at Philips Gardens
- Development of a waste water plan for Talbot

**Grant funded projects that will continue in 2021/22 include:**

Go Goldfields  
TAC driving program  
Engage Youth program  
Freeza program L2P program

Planning undertaken in recent years has resulted in a number of projects being funded through State and Federal Government grants.

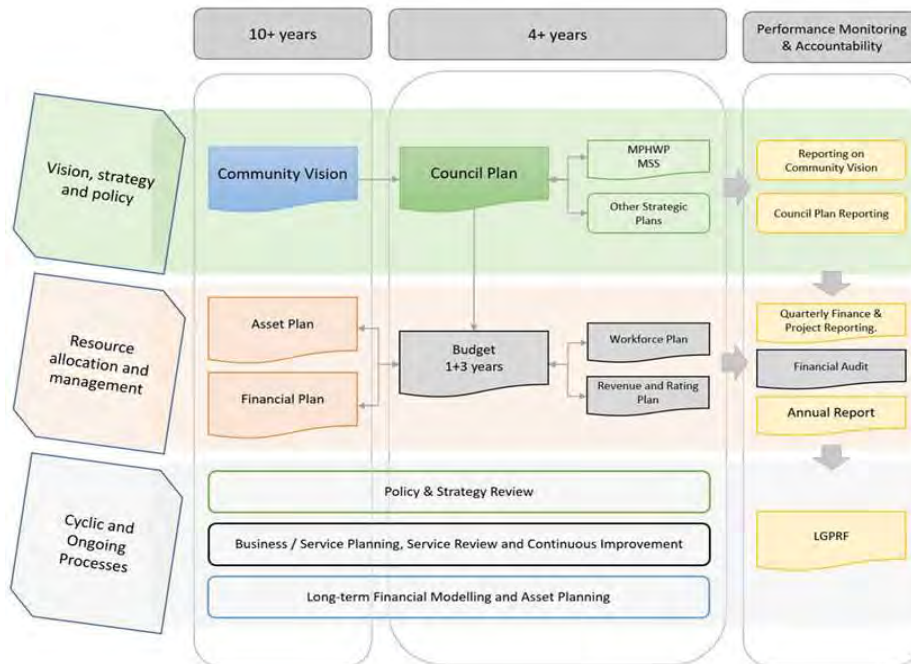
Further planning and design for a range of projects has also been identified through the eight Community Plans developed in 2019/20, the Economic Development and Tourism Strategy, the review of the Planning Scheme and the recently completed Recreation and Open Space Strategy. Extensive consultation was undertaken on these plans and strategies, and the projects funded in the 2021/22 budget reflect the community's key priorities.

# 1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term ( Budget) and then holding itself accountable (Annual Report).

## 1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

### 1.1.2 Key planning considerations

#### Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

## 1.2 Our purpose

### Our Vision

*To be a vibrant, thriving and inclusive community*

### Our mission

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

### Our values

#### **Community and Customer Focussed**

*We ensure the community and our customers are at the centre of everything we do  
We communicate openly and honestly and take responsibility for our actions*

#### **Collaborative and Inclusive**

*We work together to deliver the best outcomes for our community  
We appreciate and learn from each other's expertise and respect different views and perspectives*

#### **Challenge the Status Quo**

*We explore new and innovative ways to work and deliver services and programs  
We try new things and learn from our mistakes*

## 1.3 Strategic objectives

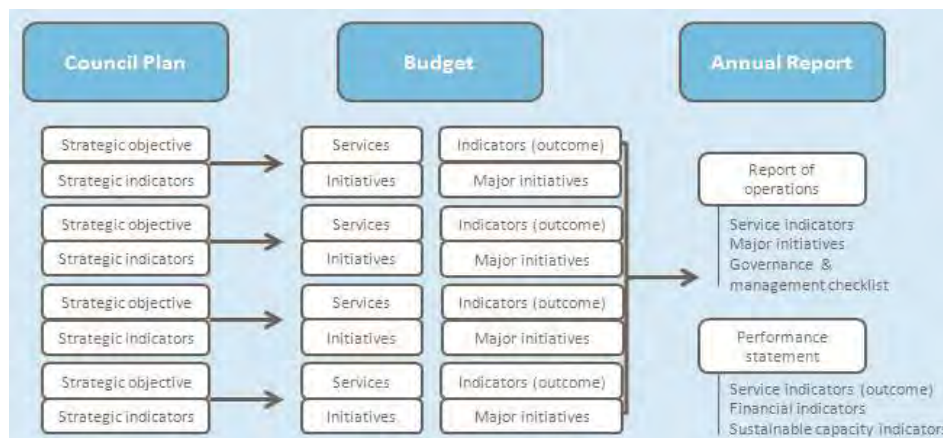
*Insert introduction to Council's strategic objectives*

Strategic Objective	Description
1 Our Community	A supported cohesive community living a full and healthy life.
2 Our Economy	A vibrant local economy which contributes to the municipality's economic prosperity.
3 Our Build and Natural Environment	Central Goldfields Shire celebrates the rich built and natural heritage and a sustainable environment.
4. Our Organisation	Central Goldfields Shire is a proactive, well governed, professional and financially sustainable organisation.



## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

### 2.1 Strategic Objective 1: Our Community

The following service areas contribute to the outcome of achieving a supported, cohesive community, living a full and healthy life.

#### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual \$'000	Forecast \$'000	Budget \$'000
Aged and Disability Services	Provides support for older people and people with disabilities to enable them to remain living independently. This includes home care services, personal care services, respite services, delivered meals, home safety, social support programs and community transport.	<i>Inc</i>	1,842	1,643	1,911
		<i>Exp</i>	1,748	1,871	1,921
		<i>Surplus / (deficit)</i>	94	(228)	(10)
Integrated Family Services	The Goldfields Family Centre provides long day care, family day care, 3 and 4 year old kindergarten and supported playgroups as well as a variety of visiting professional services.	<i>Inc</i>	1,930	2,135	2,484
		<i>Exp</i>	2,052	2,134	2,219
		<i>Surplus / (deficit)</i>	(122)	1	265
Maternal Child & Health Services	Provides universal access to MCH services and enhanced support for families including 10 key age and stage visits from birth to 3.5 years.	<i>Inc</i>	254	282	448
		<i>Exp</i>	291	467	506
		<i>Surplus / (deficit)</i>	(37)	(185)	(58)

Go Goldfields	Go Goldfields is a placed based partnership initiative that is designed to address complex social issues, to improve outcomes for children youth and families. The Partnership is coordinated by a dedicated 'backbone' team based with Central Goldfields Shire Council.	<i>Inc</i>	653	413	500
		<i>Exp</i>	715	461	500
		<i>Surplus / (deficit)</i>	(62)	(48)	0
Library Services	Provides access to information and resources in a safe environment for all ages to encourage life-long learning and improved literacy across our communities. Library buildings are located in Maryborough, Dunolly and Talbot.	<i>Inc</i>	169	307	170
		<i>Exp</i>	470	532	497
		<i>Surplus / (deficit)</i>	(301)	(225)	(327)
Arts and Culture	Supports participation and engagement in arts and culture, including a program of exhibitions and associated events at The Central Goldfields Art Gallery. *Includes Capital Grant in 2020/21 (\$200k) and 2021/22 (\$1.5m)	<i>Inc</i>	8	200	1,501
		<i>Exp</i>	221	211	230
		<i>Surplus / (deficit)</i>	(213)	(11)	1,271
Community Development	Partners with individuals, community groups and community organisations to identify and support implementation of community priorities and activities.	<i>Inc</i>	90	98	40
		<i>Exp</i>	100	347	261
		<i>Surplus / (deficit)</i>	(10)	(249)	(221)
Emergency Management	Ensures compliance with obligations under the LG Act, EM Act and Emergency Management Manual Victoria (EMMV). Delivery of the Municipal Emergency Resources Program (MERP).	<i>Inc</i>	123	146	120
		<i>Exp</i>	193	170	182
		<i>Surplus / (deficit)</i>	(70)	(24)	(62)
Recreation Services	Provides strategic direction to support active sporting facilities and open space, active volunteers/sector and an active community.	<i>Inc</i>	30	118	-
		<i>Exp</i>	244	155	107
		<i>Surplus / (deficit)</i>	(214)	(37)	(107)
Recreation Facilities Management	Provides recreation facilities including the Maryborough Sport and Leisure Centre and outdoor swimming pools. *Includes Capital Grants in 2021/22 of \$4.157m for Carisbrook Recreation Reserve and \$2.0m for Maryborough Outdoor Pool	<i>Inc</i>	256	254	6,255
		<i>Exp</i>	1,014	749	743
		<i>Surplus / (deficit)</i>	(758)	(495)	5,512
Youth Services	Provides activities and programs through FReeZA, Engage!, L2P and Road Trip funded initiatives to enhance confidence, support safety, improve mental health and build resilience.	<i>Inc</i>	176	183	170
		<i>Exp</i>	163	240	258
		<i>Surplus / (deficit)</i>	13	(57)	(88)
Compliance	Provides compliance and enforcement services to bring land use and development into compliance with the Planning and Environment Act and Central Goldfields Planning Scheme.	<i>Inc</i>	116	80	165
		<i>Exp</i>	443	453	454
		<i>Surplus / (deficit)</i>	(327)	(373)	(289)
Environmental Health	Provides a range of environmental health and public health services, education and the enforcement of relevant state legislation.	<i>Inc</i>	5	5	5
		<i>Exp</i>	68	82	167
		<i>Surplus / (deficit)</i>	(63)	(77)	(162)
Fire Prevention	Undertakes the Municipal Fire Prevention statutory responsibilities to take all practical steps to prevent the occurrence of fires on any land vested in or under control or management of Council. *Note: Role is combined with compliance	<i>Inc</i>	2	29	4
		<i>Exp</i>	3	62	8
		<i>Surplus / (deficit)</i>	(1)	(33)	(4)

Local Laws	Enforcement and compliance of all Council local laws to ensure the management of domestic and livestock animals, protection of our built and natural environment and general amenity and general parking enforcement.	<i>Inc</i>	113	120	121
		<i>Exp</i>	245	336	255
		<i>Surplus / (deficit)</i>	(132)	(216)	(134)

### Major Initiatives

- 1) Carisbrook Recreation reserve facility upgrade to support women's sport (\$4.7M) (carry forward)
- 2) Construct the new skate park in Maryborough (\$645k) (continued)
- 3) Upgrade exhibition spaces and facilities at the Central Goldfields Art Gallery (\$1.9M) (Grant & Council funded)
- 4) Upgrades to the Maryborough Outdoor Pool (\$2.0M) (continued)
- 5) Maryborough Station Activation (\$200k) (dependant on grant funding)

### Other Initiatives

- 6) Expanded immunisation service (\$90k)
- 7) Talbot Domestic Waste Water Management Plan (\$30k) (continued)
- 8) Municipal Public Health and Wellbeing Plan (\$70k over two years, \$35k in 2021/22)

### Service Performance Outcome Indicators

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Libraries	Participation	11.16	15.00	15.25
Aquatic Facilities	Utilisation	5.69	6.50	7.50
Animal Management	Health and Safety	0.00	0.00	0.00
Food Safety	Health and Safety	75.00	100.00	100.00
Maternal Child and Health	Participation	82.97	85.00	86.00

\* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

## 2.2 Strategic Objective 2: Our Economy

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

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Economic Development	Provide economic development services to the council and community to effectively identify and pursue the Shire's comparative advantages to facilitate economic development and employment opportunities.	<i>Inc</i>	50	300	-
		<i>Exp</i>	116	480	371
		<i>Surplus/ (deficit)</i>	(66)	(180)	(371)
Tourism and Events	Provide timely, accurate and impartial visitor information that will contribute to a growing visitor economy. Support events including Energy Breakthrough to attract visitors to the Shire.	<i>Inc</i>	165	29	1,180
		<i>Exp</i>	1,146	563	1,311
		<i>Surplus/ (deficit)</i>	(981)	(535)	(131)
Building Services	Provide building control services to administer and enforce the Building Act and building regulations.	<i>Inc</i>	134	105	156
		<i>Exp</i>	312	303	227
		<i>Surplus/ (deficit)</i>	(178)	(198)	(71)
Statutory Planning	Provides the full range of statutory planning services and administration of the Planning and Environment Act as it applies to all public and private land within the Shire.	<i>Inc</i>	154	159	166
		<i>Exp</i>	335	349	427
		<i>Surplus/ (deficit)</i>	(181)	(190)	(261)

Strategic Planning	Provides strategic land use planning to assess and manager future land uses and manage land use change and population and economic growth.	<i>Inc</i>	-	-	-
		<i>Exp</i>	243	286	125
		<i>Surplus/ (deficit)</i>	(243)	(286)	(125)
Vicroads Agency	Provides a range of VicRoads services on behalf of VicRoads, from a central Maryborough location.	<i>Inc</i>	306	339	329
		<i>Exp</i>	262	275	243
		<i>Surplus/ (deficit)</i>	44	64	86

### Major Initiatives

- 1) Master plan for Maryborough Railway Station complete (\$80k)
- 2) Energy Breakthrough Infrastructure Update (\$500k)

### Other Initiatives

- 3) Review of heritage controls in Maryborough (\$10k)

### Service Performance Outcome Indicators

Service	Indicator	2019/20	2020/21	2021/22
		Actual	Forecast	Budget
Statutory	Decision making	100	100	100

\* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

### 2.3 Strategic Objective 2 Our Built and Natural Environment

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

### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual \$'000	Forecast \$'000	Budget \$'000
Asset Management	Provides data collection, analysis and planning for the maintenance and renewal of all Council owned and managed infrastructure and assets.	<i>Inc</i>	1,856	2,168	1,671
		<i>Exp</i>	563	497	843
		<i>Surplus/ (deficit)</i>	1,293	1,671	828
Building Maintenance	Undertakes maintenance works on Council owned and managed buildings, and other built structures such as rotundas, BBQ shelters, pedestrian underpasses, and playgrounds.	<i>Inc</i>	10	35	2
		<i>Exp</i>	316	232	91
		<i>Surplus/ (deficit)</i>	(306)	(197)	(89)
Depot	Provides facilities and workshops to support the activities of Council's outdoor operations.	<i>Inc</i>	72	66	52
		<i>Exp</i>	146	116	100
		<i>Surplus/ (deficit)</i>	(74)	(50)	(48)

Drainage	This service maintains and renews the drainage systems and networks throughout the Shire, and ensures compliance to the required standards for new land developments.	<i>Inc</i>		993	53
		<i>Exp</i>	270	292	280
		<i>Surplus/ (deficit)</i>	(270)	701	(227)
Environmental Management	Environmental monitoring and implementation of services to control the spread of weeds and pests in Council controlled areas including; roadsides, nature strips, reserves, drains. Environmental Management also includes sustainability and our Climate Action Plan	<i>Inc</i>	-	-	-
		<i>Exp</i>	284	201	247
		<i>Surplus/ (deficit)</i>	(284)	(201)	(247)
Roads Maintenance	Provides the maintenance, construction and reconstruction of Council's transport associated infrastructure assets.	<i>Inc</i>	29	46	19
		<i>Exp</i>	6,142	5,905	5,982
		<i>Surplus/ (deficit)</i>	(6,113)	(5,859)	(5,963)
Park & Gardens	Provides park, gardens and oval maintenance and improvements to provide an attractive public open space and recreational environment for our community.	<i>Inc</i>	35	41	-
		<i>Exp</i>	1,412	1,229	1,260
		<i>Surplus/ (deficit)</i>	(1,377)	(1,188)	(1,260)
Plant	Supplies and maintains vehicle and plant to support Council's operations.	<i>Inc</i>	-	-	-
		<i>Exp</i>	-	37	413
		<i>Surplus/ (deficit)</i>	37	413	172
Public Amenities	Provides cleaning and servicing to public amenity blocks.	<i>Inc</i>	-	-	-
		<i>Exp</i>	534	399	457
		<i>Surplus/ (deficit)</i>	(534)	(399)	(457)
Waste Management	Provides all waste management, policy development and education services from kerside bin collection, transfer station management and management of closed land fill sites.	<i>Inc</i>	3,328	80	72
		<i>Exp</i>	2,659	2,951	2,787
		<i>Surplus/ (deficit)</i>	669	(2,871)	(2,715)

### Major Initiatives

- 1) Building renewal projects including Hall Improvements (\$434k), Shade structures across various sites (\$149k)
- 2) Sealed road renewal projects (\$1.8 M)
- 3) Unsealed road renewal projects (\$438k)
- 4) Reseals program \$700k
- 5) New footpaths (\$400k)
- 6) Footpath upgrade program (\$100k)
- 7) Drainage renewal program (\$200k)
- 8) Landfill rehabilitation projects (\$30k)
- 9) Tree planting & Other open space (\$65k)

### Other Initiatives

- 10) Design of new public toilets in Rene Fox Gardens Dunolly (\$15k)
- 11) Phillips Gardens Round 2 (\$200k)



## Service Performance Outcome Indicators

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Roads	Satisfaction	51.00	52.00	53.00
Waste collection	Waste diversion	45.07	46.50	48.00

## 2.4 Strategic Objective 2 Our Organisation

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

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Community Engagement	Facilitates engagement with the community on Council projects and decisions through a range of channels including print media, online platforms, forums and workshops.	<i>Inc</i>	-	-	-
		<i>Exp</i>	349	279	429
		<i>Surplus/ (deficit)</i>	(349)	(279)	(429)
Customer Service	Provides a payment transaction service, and advice to all customers with a high focus on meeting the customer's needs at the first point of contact.	<i>Inc</i>	3	4	3
		<i>Exp</i>	294	270	219
		<i>Surplus/ (deficit)</i>	(291)	(266)	(216)
Governance Property and Risk	Provides the governance framework for the organisation including coordination of Council meetings and support and oversight of compliance with the Local Government Act, privacy and freedom of information; and comprises the coordination of Council meetings and the management occupational health and safety, property, risk management and procurement services. *Note: 2020/21 Revenue and Expense include allocation of Working for Victoria (grant funded)	<i>Inc</i>	64	1,224	91
		<i>Exp</i>	1,592	3,066	1,470
		<i>Surplus/ (deficit)</i>	(1,528)	(1,842)	(1,379)
Shire Management	Provides strategic leadership to the organisation, implementation of Council decisions and representation and advocacy on key issues and projects for the Shire.	<i>Inc</i>	741	-	4
		<i>Exp</i>	1,740	1,533	1,293
		<i>Surplus/ (deficit)</i>	(999)	(1,533)	(1,289)
Finance	Provides a full suite of financial transaction processing and corporate financial planning, monitoring and reporting for both internal and external customers.	<i>Inc</i>	290	175	212
		<i>Exp</i>	270	891	572
		<i>Surplus/ (deficit)</i>	20	(716)	(360)
Human Resources	Provides support and development of staffing capability across the organisation, including the provision of industrial advice.	<i>Inc</i>	-	-	-
		<i>Exp</i>	496	548	578
		<i>Surplus/ (deficit)</i>	(496)	(548)	(578)
Information Governance	Provides lifecycle management of all information held by Council.	<i>Inc</i>	-	-	-
		<i>Exp</i>	165	144	139
		<i>Surplus/ (deficit)</i>	(165)	(144)	(139)
Information Technology	Provides the information communication technology platform that enables the organisation to interact electronically with all of its customers.	<i>Inc</i>	-	100	-
		<i>Exp</i>	599	772	833
		<i>Surplus/ (deficit)</i>	(599)	(672)	(833)
Nolan Street Offices	Provides the operations of heating, lighting and cooling the Nolan Street offices, and the office needs to maintain a function office.	<i>Inc</i>	-	-	-
		<i>Exp</i>	509	887	889
		<i>Surplus/ (deficit)</i>	(509)	(887)	(889)
Grants Commission	Financial Assistance Grants distributed by the Victoria Grants Commission.	<i>Inc</i>	4,082	4,264	4,129
		<i>Exp</i>			
		<i>Surplus/ (deficit)</i>	4,082	4,264	4,129

## Major Initiatives

- 1) Information technology upgrades and renewal (\$370k)
- 2) New Council Plan 2021-2025 (\$101k)

## Other Initiatives

- 3) Ongoing training of Councillors (\$15k)

## Service Performance Outcome Indicators

Service	Indicator	2019/20	2020/21	2021/22
		Actual	Forecast	Budget
Governance	Satisfaction	49.00	52.00	52.00

\* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Libraries	Participation	Active library borrowers. (Percentage of the population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions

Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

## 2.5 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Strategic Objective 1: Our Community	5,586	8,308	13,894
Strategic Objective 2: Our Economy	(873)	2,704	1,831
Strategic Objective 3: Our Built and Natural Environment	(10,006)	11,875	1,869
Strategic Objective 4: Our Organisation	(1,983)	6,422	4,439
<b>Total</b>	<b>(7,275)</b>	<b>29,308</b>	<b>22,033</b>
<b>Surplus/(Deficit) before funding sources</b>	<b>(7,275)</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue	12,525		
Waste charge revenue	3,560		
<b>Total funding sources</b>	<b>16,085</b>		
<b>Operating surplus/(deficit) for the year</b>	<b>8,810</b>		

### **3. Financial Statements**

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

**G9 Comprehensive Income Statement**

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Income</b>						
Rates and charges	4.1.1	15,812	16,142	16,433	16,729	17,030
Statutory fees and fines	4.1.2	405	516	527	537	548
User fees	4.1.3	1,478	1,933	1,972	2,011	2,052
Grants - Operating	4.1.4	10,290	8,908	9,087	9,268	9,454
Grants - Capital	4.1.4	3,662	9,884	2,417	2,441	2,762
Contributions - monetary	4.1.5	127	121	123	126	128
Contributions - non-monetary	4.1.5	-	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		20	90	-	-	-
Fair value adjustments for investment property		-	-	-	-	-
Share of net profits/(losses) of associates and joint ventures		-	-	-	-	-
Other income	4.1.6	144	523	533	544	555
<b>Total income</b>		<b>31,939</b>	<b>38,118</b>	<b>31,092</b>	<b>31,657</b>	<b>32,529</b>
<b>Expenses</b>						
Employee costs	4.1.7	14,490	14,297	14,554	14,816	15,083
Materials and services	4.1.8	9,210	8,458	8,627	8,800	9,176
Depreciation	4.1.9	6,065	6,096	6,157	6,219	6,281
Amortisation - intangible assets	4.1.10	-	-	-	-	-
Amortisation - right of use assets	4.1.11	91	91	91	91	91
Bad and doubtful debts		13	10	7	7	6
Borrowing costs		53	25	21	15	8
Finance Costs - leases		-	-	-	-	-
Other expenses	4.1.12	382	331	338	344	351
<b>Total expenses</b>		<b>30,304</b>	<b>29,308</b>	<b>29,795</b>	<b>30,292</b>	<b>30,996</b>
<b>Surplus/(deficit) for the year</b>		<b>1,635</b>	<b>8,810</b>	<b>1,297</b>	<b>1,365</b>	<b>1,533</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus or deficit in future periods</b>						
Net asset revaluation increment /(decrement)		-	-	-	-	-
<b>Total comprehensive result</b>		<b>1,635</b>	<b>8,810</b>	<b>1,297</b>	<b>1,365</b>	<b>1,533</b>



**G9 Balance Sheet**

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		16,032	9,090	9,460	9,838	10,356
Trade and other receivables		2,788	2,678	3,379	3,138	3,096
Other financial assets		-	-	-	-	-
Inventories		36	31	39	39	41
Non-current assets classified as held for sale		245	245	-	-	-
Other assets		505	510	292	292	295
<b>Total current assets</b>	4.2.1	19,606	12,554	13,170	13,307	13,788
<b>Non-current assets</b>						
Trade and other receivables		-	-	-	-	-
Other financial assets		-	-	-	-	-
Investments in associates, joint arrangement and subsidiaries		-	-	-	-	-
Property, infrastructure, plant & equipment		309,238	321,139	321,236	321,669	321,802
Right-of-use assets	4.2.4	810	719	537	446	453
Investment property		-	-	-	-	-
Intangible assets		-	-	-	-	-
<b>Total non-current assets</b>	4.2.1	310,048	321,858	321,773	322,115	322,255
<b>Total assets</b>		329,654	334,412	334,943	335,422	336,042
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		7,219	3,765	3,429	3,277	3,029
Trust funds and deposits		402	422	306	307	310
Provisions		2,738	2,858	2,962	3,021	3,067
Interest-bearing liabilities	4.2.3	564	678	678	678	-
Lease liabilities	4.2.4	91	91	91	-	-
<b>Total current liabilities</b>	4.2.2	11,014	7,814	7,466	7,283	6,406
<b>Non-current liabilities</b>						
Provisions		124	144	496	572	581
Interest-bearing liabilities	4.2.3	2,193	1,411	733	45	-
Lease liabilities	4.2.4	271	180	89	-	-
<b>Total non-current liabilities</b>	4.2.2	2,588	1,735	1,318	616	581
<b>Total liabilities</b>		13,602	9,549	8,784	7,899	6,987
<b>Net assets</b>		316,052	324,862	326,159	327,523	329,056
<b>Equity</b>						
Accumulated surplus		128,236	137,046	138,343	139,708	141,240
Reserves		187,816	187,816	187,816	187,816	187,816
<b>Total equity</b>		316,052	324,862	326,159	327,523	329,056

**G9 Statement of Changes in Equity**

For the four years ending 30 June 2025

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2021 Forecast Actual</b>					
Balance at beginning of the financial year		314,417	126,601	187,350	466
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		314,417	126,601	187,350	466
Surplus/(deficit) for the year		1,635	1,635	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>316,052</b>	<b>128,236</b>	<b>187,350</b>	<b>466</b>
<b>2022 Budget</b>					
Balance at beginning of the financial year		316,052	128,236	187,350	466
Surplus/(deficit) for the year		8,811	8,811	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	-	-	-
Transfers from other reserves	4.3.1	-	-	-	-
<b>Balance at end of the financial year</b>	4.3.2	<b>324,862</b>	<b>137,046</b>	<b>187,350</b>	<b>466</b>
<b>2023</b>					
Balance at beginning of the financial year		324,862	137,046	187,350	466
Surplus/(deficit) for the year		1,297	1,297	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>326,159</b>	<b>138,343</b>	<b>187,350</b>	<b>466</b>
<b>2024</b>					
Balance at beginning of the financial year		326,159	138,343	187,350	466
Surplus/(deficit) for the year		1,365	1,365	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>327,523</b>	<b>139,708</b>	<b>187,350</b>	<b>466</b>
<b>2025</b>					
Balance at beginning of the financial year		327,523	139,708	187,350	466
Surplus/(deficit) for the year		1,533	1,533	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>329,056</b>	<b>141,240</b>	<b>187,350</b>	<b>466</b>

**G9 Statement of Cash Flows**

For the four years ending 30 June 2025

Notes	Forecast	Budget	Projections			
	Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	
<b>Cash flows from operating activities</b>						
Rates and charges	15,512	16,142	16,433	16,729	17,030	
Statutory fees and fines	405	516	548	545	556	
User fees	1,508	1,933	1,972	2,011	2,052	
Grants - operating	10,290	8,908	9,087	9,268	9,454	
Grants - capital	6,214	7,331	2,186	2,410	2,436	
Contributions - monetary	127	121	123	126	128	
Interest received	70	60	60	60	60	
Dividends received	-	-	-	-	-	
Trust funds and deposits taken	-	-	-	-	-	
Other receipts	74	523	533	544	555	
Net GST refund / payment	-	-	-	-	-	
Employee costs	(14,524)	(14,297)	(14,554)	(14,816)	(15,083)	
Materials and services	(9,210)	(8,458)	(8,627)	(8,800)	(9,176)	
Short-term, low value and variable lease payments	-	-	-	-	-	
Trust funds and deposits repaid	(140)	-	-	-	-	
Other payments	(70)	(331)	(338)	(344)	(351)	
<b>Net cash provided by/(used in) operating activities</b>	4.4.1	10,257	12,450	7,423	7,733	7,661
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment	-	-	-	-	-	
Proceeds from sale of property, infrastructure, plant and equipment	(6,766)	(18,698)	(6,254)	(6,651)	(6,414)	
Payments for investments	-	-	-	-	-	
Proceeds from sale of investments	9	99	-	-	-	
Loan and advances made	-	-	-	-	-	
Payments of loans and advances	-	-	-	-	-	
<b>Net cash provided by/ (used in) investing activities</b>	4.4.2	(6,757)	(18,599)	(6,254)	(6,651)	(6,414)
<b>Cash flows from financing activities</b>						
Finance costs	(53)	(25)	(21)	(15)	(8)	
Proceeds from borrowings	-	-	-	-	-	
Repayment of borrowings	(564)	(668)	(678)	(688)	(723)	
Interest paid - lease liability	-	-	-	-	-	
Repayment of lease liabilities	(100)	(100)	(100)	-	-	
<b>Net cash provided by/(used in) financing activities</b>	4.4.3	(717)	(793)	(799)	(703)	(731)
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		2,783	(6,942)	370	379	517
Cash and cash equivalents at the beginning of the financial year		13,249	16,032	9,090	9,460	9,839
<b>Cash and cash equivalents at the end of the financial year</b>		16,032	9,090	9,460	9,838	10,356

**G9 Statement of Capital Works**

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual	2021/22	2022/23	2023/24	2024/25
		2020/21	2021/22	2022/23	2023/24	2024/25
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Land		-	30	105	107	109
Land improvements		745	1,254	-	-	-
<b>Total land</b>		745	1,284	105	107	109
Buildings		930	8,149	1,485	1,139	1,156
<b>Total buildings</b>		930	8,149	1,485	1,139	1,156
<b>Total property</b>		1,675	9,433	1,590	1,246	1,265
<b>Plant and equipment</b>						
Plant, machinery and equipment		312	670	729	827	639
Fixtures, fittings and furniture		752	370	315	322	227
<b>Total plant and equipment</b>		1,064	1,040	1,044	1,149	866
<b>Infrastructure</b>						
Roads		3,004	3,773	2,270	2,315	2,350
Bridges		16	65	426	434	441
Footpaths and cycleways		190	500	185	189	192
Drainage		588	1,197	315	322	327
Waste management		-	-	-	-	-
Parks, open space and streetscapes		13	2,690	112	115	117
Off street car parks		-	-	-	-	-
Other infrastructure		216	-	312	881	857
<b>Total infrastructure</b>		4,027	8,225	3,620	4,256	4,283
<b>Total capital works expenditure</b>	4.5.1	6,766	18,698	6,254	6,651	6,414
<b>Represented by:</b>						
New asset expenditure		308	995	1,447	1,024	852
Asset renewal expenditure		4,911	11,095	4,468	5,281	5,360
Asset expansion expenditure		-	2,198	-	-	-
Asset upgrade expenditure		1,547	4,410	339	346	201
<b>Total capital works expenditure</b>	4.5.1	6,766	18,698	6,254	6,651	6,414
<b>Funding sources represented by:</b>						
Grants		3,662	9,883	2,417	2,441	2,762
Contributions		-	50	-	-	-
Council cash		3,104	8,765	3,837	4,210	3,652
Borrowings		-	-	-	-	-
<b>Total capital works expenditure</b>	4.5.1	6,766	18,698	6,254	6,651	6,414

## G10 Statement of Human Resources

For the four years ending 30 June 2025

	Forecast	Budget	Projections		
	Actual				
	2020/21	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	14,490	14,297	14,554	14,816	15,083
Employee costs - capital	1,311	692	728	741	754
<b>Total staff expenditure</b>	<b>15,801</b>	<b>14,989</b>	<b>15,282</b>	<b>15,557</b>	<b>15,837</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	162.6	155.1	155.1	155.1	155.1
<b>Total staff numbers</b>	<b>162.6</b>	<b>155.1</b>	<b>155.1</b>	<b>155.1</b>	<b>155.1</b>

# Employee numbers are increased in 2020/21 by the Working for Victoria grant funded project which involves a FTE of 24.5 for six a six month fixed term, at a cost of \$1,205,000.

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2021/22	\$'000	\$'000	\$'000	\$'000	\$'000
Executive Office	1,207	1,091	52	-	64
Community Wellbeing	5,266	2,041	2,078	117	1,030
Corporate Performance	2,302	1,583	427	20	272
Infrastructure, Assets & Planning	5,472	4,004	907	13	548
Total permanent staff expenditure	14,247	8,719	3,464	150	1,914
Capitalised labour costs	692				
<b>Total expenditure</b>	<b>14,939</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2021/22					
Executive Office	8.1	6.9	0.6	-	0.6
Community Wellbeing	60.3	23.4	26.0	1.3	9.6
Corporate Performance	21.4	15.5	4.2	0.2	1.5
Infrastructure, Assets & Planning	65.3	50.0	11.0	-	4.0
Total permanent staff expenditure	155.1	95.8	41.8	1.5	15.7
Capitalised labour costs	10.0				
<b>Total staff</b>	<b>165.1</b>				



## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5% in line with the rate cap.

This will raise total rates and charges for 2021/22 to \$16,085m.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2020/21 Forecast Actual	2021/22 Budget	Change	%
	\$'000	\$'000	\$'000	
Waste management charge	3,437	3,560	123	3.57%
General rates and charges	10,699	10,890	191	1.79%
Municipal charge	1,615	1,615	-	0.00%
Supplementary rates and rate adjustments	26	20	-6	-23.08%
Interest on rates and charges	35	57	22	62.86%
<b>Total rates and charges</b>	<b>15,812</b>	<b>16,142</b>	<b>330</b>	<b>2.09%</b>

\*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2020/21 cents/\$CIV*	2021/22 cents/\$CIV*	Change
General rate for rateable residential Maryborough	0.4727	0.4776	1.04%
General rate for rateable residential other	0.4160	0.4203	1.03%
General rate for rateable vacant land Maryborough	0.8509	0.7928	-6.83%
General rate for rateable vacant land other	0.7089	0.7427	4.77%
General rate for rateable commercial Maryborough	0.7563	0.7642	1.04%
General rate for rateable commercial - other	0.6429	0.6495	1.03%
General rate for rateable industrial	0.5200	0.5254	1.04%
General rate for rateable farm	0.3782	0.3821	1.03%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Residential Maryborough	4,331	4,389	58	1.34%
Residential other	2,505	2,530	25	1.00%
Vacant land Maryborough	150	161	11	7.02%
Vacant land other	370	415	45	12.10%
Commercial Maryborough	959	978	20	2.05%
Commercial other	116	116	0	-0.19%
Industrial	207	209	3	1.40%
Farm	2,087	2,111	24	1.15%
<b>Total amount to be raised by general rates</b>	<b>10,725</b>	<b>10,910</b>	<b>185</b>	<b>1.72%</b>

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change	
	Number	Number	Number	%
Residential Maryborough	3,969	3,979	10	0.25%
Residential other	2,316	2,318	2	0.09%
Vacant land Maryborough	133	166	33	24.81%
Vacant land other	633	652	19	3.00%
Commercial Maryborough	245	248	3	1.22%
Commercial other	83	82	1	-1.20%
Industrial	117	119	2	1.71%
Farm	1,040	1,041	1	0.10%
<b>Total number of assessments</b>	<b>8,536</b>	<b>8,605</b>	<b>69</b>	<b>0.81%</b>

4.1.1(e) The basis of valuation to be used is the\*

(\*use Capital Improved Value (CIV) or Net Annual Value (NAV) depending on which is applicable to Council).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Residential Maryborough	916,189	918,969	2,780	0.30%
Residential other	602,286	602,049	237	-0.04%
Vacant land Maryborough	17,654	20,275	2,621	14.85%
Vacant land other	52,201	55,858	3,657	7.01%
Commercial Maryborough	126,784	128,039	1,255	0.99%
Commercial other	18,101	17,882	219	-1.21%
Industrial	39,713	39,854	141	0.36%
Farm	551,866	552,526	660	0.12%
<b>Total value of land</b>	<b>2,324,794</b>	<b>2,335,452</b>	<b>10,658</b>	<b>0.46%</b>

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22		
	\$	\$	\$	%
Municipal	202	202	-	0.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Municipal	1,615	1,615	-	0.00%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22		
	\$	\$	\$	%
Standard Garbage Charge	163.90	168.82	5	3.00%
Non-Standard Garbage Charge	280.40	288.81	8	3.00%
Waste Management Fee	142.40	146.67	4	3.00%
Recycling Charge	146.70	151.10	4	3.00%
Green Waste Service (Optional)	73.20	75.40	2	3.00%
<b>Total</b>	<b>806.60</b>	<b>830.80</b>	<b>24</b>	<b>3.00%</b>

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Standard Garbage Charge	941	969	28	3.00%
Non-Standard Garbage Charge	266	282	16	6.01%
Waste Management Fee	1,136	1,170	34	3.00%
Recycling Charge	981	1,010	29	3.00%
Green Waste Service (Optional)	113	128	15	13.27%
<b>Total</b>	<b>3,437</b>	<b>3,560</b>	<b>123</b>	<b>3.57%</b>

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Total amount to be raised by general rates	10,725	10,910	185	1.72%
Total amount to be raised by the municipal charge	1,615	1,615	-	0.00%
Total amount to be raised by waste charges	3,437	3,560	123	3.57%
<b>Total Rates and charges</b>	<b>15,777</b>	<b>16,085</b>	<b>308</b>	<b>1.95%</b>

4.1.1(l) Fair Go Rates System Compliance

Victoria City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2020/21	2021/22
Total Rates	\$ 12,340,265	12,525,247
Number of rateable properties	8,536	8,605
Base Average Rate	1445.67	1455.58
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,447.00	\$ 1,467.36
Maximum General Rates and Municipal Charges Revenue	\$ 12,351,592	12,626,633
Budgeted General Rates and Municipal Charges Revenue	\$ 12,314,265	12,505,247
Budgeted Supplementary Rates	\$ 26,000	20,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 12,340,265	\$ 12,525,247

#### 4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2021/22: estimated \$20k and 2020/21: \$26k)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

#### 4.1.1(n) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:-

- Residential Maryborough rate of 0.4776% (0.4776 cents in the dollar of CIV) for all rateable residential properties situated within the Maryborough District boundary
- Residential Other rate of 0.4203% (0.4203 cents in the dollar of CIV) for all rateable residential properties situated outside the Maryborough District boundary
- Vacant Land Maryborough rate of 0.7928% (0.7928 cents in the dollar of CIV) for all rateable vacant land properties situated within the Maryborough District boundary
- Vacant Land Other rate of 0.7427% (0.7427 cents in the dollar of CIV) for all rateable vacant land properties situated outside the Maryborough District boundary
- Commercial Maryborough rate of 0.7642% (0.7642 cents in the dollar of CIV) for all rateable commercial properties situated within the Maryborough District boundary
- Commercial Other rate of 0.6495% (0.6495 cents in the dollar of CIV) for all rateable commercial properties situated outside the Maryborough District boundary
- Industrial rate of 0.5254% (0.5254 cents in the dollar of CIV) for all rateable industrial properties
- Farm Land rate of 0.3821% (0.3821 cents in the dollar of CIV) for all rateable farm properties.

#### 4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual 2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Town planning fees	159	166	7	4.40%
Building control fees	97	147	50	51.55%
Animal registrations	110	110	-	0.00%
Health registrations	-	48	48	#DIV/0!
Infringements	5	9	4	88.00%
Land and building information certificates	15	15	-	0.00%
Other	19	21	2	10.53%
<b>Total statutory fees and fines</b>	<b>405</b>	<b>516</b>	<b>111</b>	<b>27.51%</b>

#### 4.1.3 User fees

	Forecast	Budget	Change	
	Actual 2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Child care	529	544	15	2.84%
Aged care	472	559	87	18.43%
Vicroads agency	301	292	-9	-2.99%
Energy Breakthrough event	0	200	200	100.00%
Transfer station	98	118	20	20.41%
Other	78	220	142	182.05%
<b>Total user fees</b>	<b>1,478</b>	<b>1,933</b>	<b>455</b>	<b>30.78%</b>

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast	Budget	Change	
	Actual	2021/22		
	2020/21	\$'000	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	8,134	8,456	322	4%
State funded grants	5,818	10,336	4,518	78%
<b>Total grants received</b>	<b>13,952</b>	<b>18,792</b>	<b>4,840</b>	<b>35%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial Assistance Grants	4,264	4,130	134	-3%
Family day care	1,125	1,361	236	21%
General home care	1,136	1,307	171	15%
<b>Recurrent - State Government</b>				
Aged care	35	35	-	0%
School crossing supervisors	36	37	1	3%
Libraries	160	163	3	2%
Kindergartens	245	408	163	67%
Maternal and child health	397	598	201	51%
Youth	158	158	-	0%
Community safety	104	91	13	-13%
<b>Total recurrent grants</b>	<b>7,660</b>	<b>8,288</b>	<b>628</b>	<b>8%</b>
<b>Non-recurrent - State Government</b>				
Working for Victoria	1,205	-	1,205	-100%
Go Goldfields	413	500	87	21%
Recreation	314	-	314	-100%
Community	197	120	77	-39%
COVID Related Grants	279	-	279	-100%
Other	81	-	81	-100%
Living Libraries	141	-	141	-100%
<b>Total non-recurrent grants</b>	<b>2,630</b>	<b>620</b>	<b>2,010</b>	<b>-76%</b>
<b>Total operating grants</b>	<b>10,290</b>	<b>8,908</b>	<b>1,382</b>	<b>-13%</b>
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to recovery	785	785	-	0%
Community	34	-	34	-100%
LRCl (Local Roads & Community Infrastructure)	790	873	83	11%
<b>Total recurrent grants</b>	<b>1,609</b>	<b>1,658</b>	<b>49</b>	<b>3%</b>
<b>Non-recurrent - State Government</b>				
Art gallery	200	1,500	1,300	650%
Maryborough outdoor pool	-	2,000	2,000	100%
Carisbrook Drainage & Creek Clearing	993	43	949	-96%
Fixing Country Roads	579	-	579	-100%
Carisbrook recreation reserve building	-	4,157	4,157	100%
Healthy Hearts	37	-	37	-100%
Waste projects	13	-	13	-100%
Water Management	6	-	6	-100%
Energy Breakthrough events	-	500	500	100%
Skate park	225	25	200	-89%
<b>Total non-recurrent grants</b>	<b>2,053</b>	<b>8,226</b>	<b>6,173</b>	<b>301%</b>
<b>Total capital grants</b>	<b>3,662</b>	<b>9,884</b>	<b>6,222</b>	<b>170%</b>
<b>Total Grants</b>	<b>13,952</b>	<b>18,792</b>	<b>4,840</b>	<b>35%</b>

#### 4.1.5 Contributions

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Skate park	-	40	40	100.00%
Animal Related (microchipping)	5	5	-	0.00%
Parks & Open Spaces	8	5	3	-33.33%
Community	7	-	7	-100.00%
VIC Tourism	1	7	7	0.00%
Fire Services Levy	48	45	3	-6.25%
Footpath Contribution	27	-	27	-100.00%
Other	32	19	13	-40.99%
Non-monetary	-	-	-	0.00%
<b>Total contributions</b>	<b>127</b>	<b>121</b>	<b>6</b>	<b>-4.87%</b>

#### 4.1.6 Other income

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Interest	70	60	10	-14.29%
Reimbursements	69	445	376	544.93%
Rental	5	18	14	300.00%
<b>Total other income</b>	<b>144</b>	<b>523</b>	<b>380</b>	<b>264.46%</b>

#### 4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Wages and salaries	12,573.00	12,460.00	(113.00)	-0.90%
WorkCover	340.00	340.91	0.91	0.27%
Superannuation	1,132.00	1,353.09	221.09	19.53%
Long Service Leave	350.00	53.00	(297.00)	-84.86%
Fringe Benefits Tax	95	90	5	-5.26%
<b>Total employee costs</b>	<b>14,490.00</b>	<b>14,297.00</b>	<b>(193.00)</b>	<b>-1.33%</b>

#### 4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Contractors	4,970	4,290	680	-13.68%
Materials and services	4,214	3,738	476	-11.30%
Event support, grants and contributions	26	430	404	1553.85%
<b>Total materials and services</b>	<b>9,210</b>	<b>8,458</b>	<b>752</b>	<b>-8.17%</b>



#### 4.1.9 Depreciation

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Property - Buildings	807	820	13	1.61%
Plant, machinery & equipment	381	380	- 1	-0.26%
Fixtures, fittings and furniture	139	140	1	0.72%
Infrastructure	4,738	4,756	18	0.38%
<b>Total depreciation</b>	<b>6,065</b>	<b>6,096</b>	<b>31</b>	<b>0.51%</b>

#### 4.1.10 Amortisation - Intangible assets

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Intangible assets	-	-	-	0.00%
List other components - agree to Model Accounts	-	-	-	0.00%
<b>Total amortisation - intangible assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

#### 4.1.11 Amortisation - Right of use assets

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Right of use assets	91	91	-	0.00%
<b>Total amortisation - right of use assets</b>	<b>91</b>	<b>91</b>	<b>-</b>	<b>0.00%</b>

#### 4.1.12 Other expenses

Add additional tables for each material component of the Comprehensive Income Statement

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Councillors' and Administrators' allowances	292	238	- 54	-18.49%
Auditor's remuneration – internal auditor	45	48	3	6.67%
Auditor's remuneration – external auditor	45	45	-	0.00%
<b>Total other expenses</b>	<b>382</b>	<b>331</b>	<b>- 51</b>	<b>-13.35%</b>

## 4.2 Balance Sheet

### 4.2.1 Assets

Overall the total assets in the Balance sheet are expected to increase each year due to a large capital works program offset by the impact of depreciation, and a positive cash position in future years resulting in a higher level of cash held.

### 4.2.2 Liabilities

Overall Council liabilities are forecast to decrease the next financial year as a result of net borrowings of (\$564k), and then are forecast to continually decline in future years as Council pays down its loan debt over the life of this plan (two years).

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget	Projections		
	Actual 2020/21	2021/22	2022/23	2023/24	2024/25
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	3,321	2,757	2,089	1,421	753
Amount proposed to be borrowed	-	-	-	-	-
Amount projected to be redeemed	- 564	- 668	- 668	- 668	- 753
<b>Amount of borrowings as at 30 June</b>	<b>2,757</b>	<b>2,089</b>	<b>1,421</b>	<b>753</b>	<b>-</b>

### 4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast	Budget
	Actual 2020/21	2021/22
	\$	\$
<b>Right-of-use assets</b>	-	-
Land and buildings	810	719
Vehicles	-	-
Other, etc.	-	-
<b>Total right-of-use assets</b>	<b>810</b>	<b>719</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Land and buildings	91	91
Plant and equipment	-	-
Other, etc.	-	-
<b>Total current lease liabilities</b>	<b>91</b>	<b>91</b>
<b>Non-current lease liabilities</b>		
Land and buildings	271	180
Plant and equipment	-	-
Other, etc.	-	-
<b>Total non-current lease liabilities</b>	<b>271</b>	<b>180</b>
<b>Total lease liabilities</b>	<b>362</b>	<b>271</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 2%.

## 4.3 Statement of changes in Equity

### 4.3.1 Reserves

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time, as movements are difficult to predict, Council has not budgeted for any movement in this reserve in future years.

The other reserves consist of an Unfunded Superannuation reserve and a public open space reserve. Council has not budgeted to make any transfers to these reserves during the period.

### 4.3.2 Equity

The movement in the statement of equity relates to the budgeted comprehensive result for the period.

## **4.4 Statement of Cash Flows**

### **4.4.1 Net cash flows provided by/used in operating activities**

Cash flows from operating activities are considerably higher in 2021/2022 than in all other years, due to the significant level of grants income budgeted for in this year.

### **4.4.2 Net cash flows provided by/used in investing activities**

Cash flows used in investing activities are considerably higher in 2021/2022 than in other years due to the significant level of grants funded capital works budgeted for in this year.

### **4.4.3 Net cash flows provided by/used in financing activities**

Cash flows from financing activities are lower in 2021/2022 due to repayment of borrowings, in line with long term financial plan.

## 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

### G15 4.5.1 Summary

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Property	1,675	<b>7,989</b>	6,314	<b>376.96%</b>
Plant and equipment	1,064	<b>775</b>	- 289	<b>-27.16%</b>
Infrastructure	4,029	<b>4,407</b>	378	<b>9.38%</b>
<b>Total</b>	6,768	13,171	6,403	<b>94.61%</b>

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	7,989	500	2,851	891	3,747	6,249	50	1,690	-
Plant and equipment	775	-	775	-	-	-	-	775	-
Infrastructure	4,407	495	3,613	299	-	1,068	-	3,339	-
<b>Total</b>	13,171	995	7,239	1,190	3,747	7,317	50	5,804	-

<Add comments here>

4.5.2 Current Budget

G15 Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>									
<b>Land</b>									
<i>Landfill Rehabilitation</i>	30		30					30	-
<b>Land Improvements</b>									
<i>Rubbish Bins</i>	10		10					10	
<i>Energy Breakthrough Projects</i>	433		433			433		-	
<i>Swimming Pools</i>	15		15					15	
<i>Maryborough Skate &amp; Scooter Park</i>	300	300				25	50	225	
<i>Gordon Gardens Projects</i>	82			82				82	
<i>Playgrounds</i>	15			15				15	-
<i>Parks &amp; Tree Planting</i>	317		317					317	
<i>Watermain</i>	15		15					15	
<b>Buildings</b>									
<i>Township Hall Projects</i>	434		434			434		-	
<i>Risk Reduction Projects</i>	21			21				21	
<i>Building Projects</i>	15		15					15	
<i>Maryborough Gallery</i>	1,200				1,200	1,200		-	
<i>Maryborough Station Activation</i>	200	200						200	
<i>Carisbook Sports Pavilion</i>	4,757		1,577	633	2,547	4,157		600	
<i>Essential Safety Measures</i>	5		5					5	
<i>Carisbrook Transfer Station</i>	140			140				140	-
<b>TOTAL PROPERTY</b>	<b>7,989</b>	<b>500</b>	<b>2,851</b>	<b>891</b>	<b>3,747</b>	<b>6,249</b>	<b>50</b>	<b>1,690</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
<i>Plant</i>	205		205	-	-	-	-	205	-
<i>Passenger Vehicles</i>	80		80					80	
<i>Utility Vehicles</i>	120		120					120	
<b>Computers and Telecommunications</b>									
<i>Information Technology</i>	370	-	370	-	-	-	-	370	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>775</b>	<b>-</b>	<b>775</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>775</b>	<b>-</b>



Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Road Design Projects</i>	150		150					150	
<i>Minor Patches</i>	90		90					90	
<i>Road Projects</i>	1,602		1,602			1,025		577	
<i>Sealed Road Shoulders</i>	60		60					60	
<i>Unsealed Road Projects</i>	438		438					438	
<i>Reseals Seals</i>	564		564					564	
<i>Asphalt Seals</i>	66		66					66	
<i>Final Seals</i>	70		70					70	
<i>Signs</i>	15	15						15	
<i>Traffic Control Furniture</i>	20		20				-	20	
<b>Bridges</b>									
<i>Major Culverts</i>	65		65	-	-	-	-	65	
<b>Footpaths and Cycleways</b>									
<i>Paths Projects</i>	500	400	100	-	-	-	-	500	
<b>Drainage</b>									
<i>Drainage Projects</i>	299			299		43		256	
<i>Minor Culverts Projects</i>	31	15	16					31	
<i>Kerb &amp; Channel</i>	137		137					137	
<i>Shirewide Upgrades</i>	120		120				-	120	
<b>Parks, Open Space and Streetscapes</b>									
<i>Parks Projects</i>	135	65	70					135	
<i>Playgrounds Projects</i>								-	
<i>Streetscape Projects</i>	15		15					15	
<i>Street Furniture</i>	30		30	-	-	-	-	30	
<b>TOTAL INFRASTRUCTURE</b>	<b>4,407</b>	495	3,613	299	-	1,068	-	3,339	-
<b>TOTAL NEW CAPITAL WORKS</b>	<b>13,171</b>	<b>995</b>	<b>7,239</b>	<b>1,190</b>	<b>3,747</b>	<b>7,317</b>	<b>50</b>	<b>5,804</b>	<b>-</b>

#### 4.5.3 Works carried forward from the 2020/21 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>Land Improvements</b>									
<i>Energy Breakthrough Land</i>	67	-	-	67	-	67	-	-	-
<b>Buildings</b>									
<i>Art Gallery Expansion</i>	663				663	500		163	
<i>Worsley Cottage</i>	148		148					148	
<i>Bin Roofs Transfer Stations</i>	132			132				132	
<i>Building upgrades for civic centre</i>	369		369					369	
<i>Rene Fox Gardens Amenities Upgrade</i>	15		15					15	
<i>Delidlo Recreation Reserve Concept Plan</i>	50		50					50	-
<b>TOTAL PROPERTY</b>	<b>1,444</b>	-	582	199	663	567	-	877	-
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
<i>Plant</i>	265	265	-	-	-	-	-	265	-
<i>Passenger Vehicles</i>	-	-	-	-	-	-	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>265</b>	265	-	-	-	-	-	265	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Kerb &amp; Channel Works</i>	19		19					19	
<i>Roads Renewals</i>	679		679	-	-	-	-	679	-
<b>Drainage</b>									
<i>Carisbrook Levee</i>	610	-	-	610	-	-	-	610	-
<b>Parks, Open Space and Streetscapes</b>									
<i>Maryborough Outdoor Swimming Pool</i>	1,987		1,987			1,987			
<i>Maryborough Skate &amp; Scooter Park Development</i>	319		319					319	
<i>Town Entrance Signs</i>	50			50		50			
<i>Shade Structures</i>	149			149		149	-	-	-
<b>Other Infrastructure</b>									
<i>Bike Racks</i>	5	-	5	-	-	-	-	5	-
<b>TOTAL INFRASTRUCTURE</b>	<b>3,818</b>	-	3,009	809	-	2,186	-	1,632	-
<b>TOTAL CARRIED FORWARD CAPITAL WORKS 2020/21</b>	<b>5,527</b>	265	3,591	1,008	663	2,753	-	2,774	-
<b>TOTAL CAPITAL WORKS EXPENDITURE 2021/22</b>	<b>18,698</b>	1,260	10,830	2,198	4,410	10,070	50	8,578	-

## 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	0%	-8%	-4%	4%	4%	5%	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	162%	178%	161%	176%	183%	215%	+
Unrestricted cash	Unrestricted cash / current liabilities	3	-10%	119%	79%	89%	97%	118%	+
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	26%	17%	13%	9%	4%	0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		5%	4%	4%	4%	4%	4%	+
Indebtedness	Non-current liabilities / own source revenue		2%	14%	9%	7%	3%	3%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	47%	81%	182%	73%	85%	85%	+
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	49%	56%	57%	53%	53%	52%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.70%	0.68%	0.69%	0.67%	0.65%	0.63%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$3,556	\$3,550	\$3,406	\$3,437	\$3,468	\$3,522	o
Revenue level	Total rate revenue / no. of property assessments		\$1,000	\$1,088	\$1,100	\$1,124	\$1,146	\$1,169	o
Workforce turnover	Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year		10	8	7	7	7	7	+

**Key to Forecast Trend:**

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

**Notes to indicators**

**1. Adjusted underlying result**

The adjusted underlying result measures the sustainable operating result required to ensure Council to continue to provide core services in a financial sustainable way. The result is forecast to improve over the projected period.

**2. Working Capital**

The working capital ratio is calculated by dividing current assets by current liabilities, and is a measure of liquidity. Ratios over 100% are required to ensure that Council is able to pay its debts when they fall due. The ratio is forecast to improve over the projected period.

**3. Unrestricted Cash**

Unrestricted cash ratio calculates the level of cash that is not tied to grants or specific projects. The ratio is forecast to improve over the projected period.

**4. Debt compared to rates**

Council's debt levels will be reduced over the life of the SRP, and the ratio is forecast to improve over the projected period.

**5. Asset renewal**

The asset renewal ratio shows the level of capital expenditure used to replace existing assets. A percentage less than 100 indicates that some assets are not being renewed at the same rate as their utilisation.

**6. Rates concentration**

Rates concentration measures the level of rate revenue as a proportion of adjusted underlying revenue. This measure is expected to remain steady during the period.

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2021/212

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.01 Art Gallery</b>							
Gallery Admission	Per person	Taxable	\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
School Holiday Children's Workshop Fees	Per workshop	Taxable	POA	POA			Non-statutory
<b>6.02 Animal Management</b>							
Dog Registration – Animal either neutered, over 10 years old, working stock, breeding stock at registered business or obedience trained	Per dog	Non -Taxable	\$36.40	\$37.00	\$0.60	1.6%	Statutory
Pensioner Dog Registration – Animal either neutered, over 10 years old, working stock, breeding stock at registered business or obedience trained	Per dog	Non -Taxable	\$17.70	\$18.00	\$0.30	1.7%	Statutory
Cat Registration – Animal either neutered, over 10 years old or breeding stock at registered business.	Per cat	Non -Taxable	\$36.40	\$37.00	\$0.60	1.6%	Statutory
Pensioner Cat Registration – Animal either neutered, over 10 years old or breeding stock at registered business	Per cat	Non -Taxable	\$17.70	\$18.00	\$0.30	1.7%	Statutory
Dog Registration	Per dog	Non -Taxable	\$104.00	\$106.00	\$2.00	1.9%	Statutory
Pensioner Dog Registration	Per dog	Non -Taxable	\$52.00	\$53.00	\$1.00	1.9%	Statutory
Cat Registration	Per cat	Non -Taxable	\$104.00	\$106.00	\$2.00	1.9%	Statutory
Pensioner Cat Registration	Per cat	Non -Taxable	\$52.00	\$53.00	\$1.00	1.9%	Statutory
Micro chipping	Per animal	Taxable	\$42.00	\$43.00	\$1.00	2.4%	Statutory
Permit for more than 2 dogs (per annum)	Per permit	Taxable	\$42.00	\$43.00	\$1.00	2.4%	Statutory
Domestic Animal Business Registration (DAB)	Per registration	Non -Taxable	\$250.00	\$254.00	\$4.00		Statutory
Pound release fee (Cat)	Per cat	Taxable	\$42.00	\$43.00	\$1.00	2.4%	Statutory
Pound release per day (Cat)	Per cat	Taxable	\$15.60	\$16.00	\$0.40	2.6%	Statutory
Pound release fee (Dog)	Per dog	Taxable	\$42.00	\$43.00	\$1.00	2.4%	Statutory
Pound release per day (Dog)	Per dog	Taxable	\$15.60	\$16.00	\$0.40	2.6%	Statutory
Pound release fee (Stock & other)	Per animal	Taxable	\$104.00	\$106.00	\$2.00	1.9%	Statutory
Pound release fee (Stock & other)	Per animal per day	Taxable	\$20.80	\$21.00	\$0.20	1.0%	Statutory



## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.02 Animal Management (continued)</b>							
Adoption Fee (Female Dogs)	Per animal	Taxable	\$441.50	\$448.00	\$6.50	1.5%	Non-statutory
Adoption Fee (Male Dogs)	Per animal	Taxable	\$329.00	\$334.00	\$5.00	1.5%	Non-statutory
Adoption Fee (Female Cats)	Per animal	Taxable	\$225.00	\$228.00	\$3.00	1.3%	Non-statutory
Adoption Fee (Male Cats)	Per animal	Taxable	\$164.00	\$166.00	\$2.00	1.2%	Non-statutory
Animal Trap Hire Bond	Per trap	Taxable	\$50.00	\$51.00	\$1.00	2.0%	Non-statutory
<b>6.03 Airport</b>							
Site Leases	Per site	Taxable	Market rate	Market rate	\$0.00	0.0%	Non-statutory
<b>6.04 Asset Management</b>							
Wood collection fee – per m3	Per m3	Non -Taxable	\$21.90	\$22.00	\$0.10	0.5%	Non-statutory
Pensioner Concession Wood collection fee – per m3	Per m3	Non -Taxable	\$11.00	\$11.00	\$0.00	0.0%	Non-statutory
Consent for excavation works	Per permit	Non -Taxable	\$156.10	\$158.00	\$1.90	1.2%	Non-statutory
Vehicle crossing fee	Per permit	Non -Taxable	\$135.30	\$137.00	\$1.70	1.3%	Non-statutory
General road occupation	Per permit	Non -Taxable	\$98.80	\$100.00	\$1.20	1.2%	Non-statutory
Construction road occupation fee - First week	Per week	Non -Taxable	\$98.80	\$100.00	\$1.20	1.2%	Non-statutory
Construction road occupation fee - after one week	Per week	Non -Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Storage road occupation fee -1 week	Per week	Non -Taxable	\$98.80	\$100.00	\$1.20	1.2%	Non-statutory
Storage road occupation fee - after one week	Per week	Non -Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Tree Planting fee	Per permit	Taxable	\$166.50	\$169.00	\$2.50	1.5%	Non-statutory
Caravan/Motorhome storage	Per permit	Non -Taxable	\$135.30	\$137.00	\$1.70	1.3%	Non-statutory
Container storage	Per permit	Non -Taxable	\$135.30	\$137.00	\$1.70	1.3%	Non-statutory
<b>6.05 Building</b>							
Building Information Fee	Per statement	Non -Taxable	\$55.00	\$56.00	\$1.00	1.8%	Statutory
Stormwater legal point of discharge	Per permit	Non -Taxable	\$69.50	\$71.00	\$1.50	2.2%	Statutory
Report and Consent	Per report	Non -Taxable	\$69.50	\$71.00	\$1.50	2.2%	Statutory
Lodgement Fee	Per lodgement	Non -Taxable	\$42.00	\$43.00	\$1.00	2.4%	Statutory
Class 1 Dwelling (House) value \$0-\$150,000	Per permit	Taxable	\$1,818.00	\$1,845.00	\$27.00	1.5%	Statutory
Class 1 Dwelling (House) value \$150,001-\$200,000	Per permit	Taxable	\$1,986.00	\$2,016.00	\$30.00	1.5%	Statutory
Class 1 Dwelling (House) value \$200,001-\$300,000	Per permit	Taxable	\$2,177.00	\$2,210.00	\$33.00	1.5%	Statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.05 Building (continued)</b>							
Class 1 Dwelling (House) value \$300,001-\$400,000	Per permit	Taxable	\$2,861.00	\$2,904.00	\$43.00	1.5%	Statutory
Class 1 Dwelling (House) value \$400,001-\$500,000	Per permit	Taxable	\$3,613.00	\$3,667.00	\$54.00	1.5%	Statutory
Class 1 Dwelling (House) value \$500,000 +	Per permit	Taxable	POA	POA	\$0.00	0.0%	Statutory
Class 10A Buildings (Sheds) value \$0 - \$5,000	Per permit	Taxable	\$606.00	\$615.00	\$9.00	1.5%	Statutory
Class 10A Buildings (Sheds) value \$5,001 - \$10,000	Per permit	Taxable	\$718.00	\$729.00	\$11.00	1.5%	Statutory
Class 10A Buildings (Sheds) value \$10,001-\$20,000	Per permit	Taxable	\$842.00	\$855.00	\$13.00	1.5%	Statutory
Class 10A Buildings (Sheds) value \$20,001 +	Per permit	Taxable	\$965.00	\$979.00	\$14.00	1.5%	Statutory
Class 10B (Pools, fences) value \$0 - \$5,000	Per permit	Taxable	\$606.00	\$615.00	\$9.00	1.5%	Statutory
Class 10B (Pools, fences) value \$5,001 - \$10,000	Per permit	Taxable	\$718.00	\$729.00	\$11.00	1.5%	Statutory
Class 10B (Pools, fences) value \$10,001 +	Per permit	Taxable	\$842.00	\$855.00	\$13.00	1.5%	Statutory
Building Alterations Domestic value \$0 - \$5,000	Per permit	Taxable	\$606.00	\$615.00	\$9.00	1.5%	Statutory
Building Alterations Domestic value \$5,001 - \$10,000	Per permit	Taxable	\$718.00	\$729.00	\$11.00	1.5%	Statutory
Building Alterations Domestic value \$10,001 - \$30,000	Per permit	Taxable	\$965.00	\$979.00	\$14.00	1.5%	Statutory
Building Alterations Domestic value \$30,001 - \$50,000	Per permit	Taxable	\$1,257.00	\$1,276.00	\$19.00	1.5%	Statutory
Building Alterations Domestic value \$50,001 - \$80,000	Per permit	Taxable	\$1,593.00	\$1,617.00	\$24.00	1.5%	Statutory
Building Alterations Domestic value \$80,001 - \$100,000	Per permit	Taxable	\$1,818.00	\$1,845.00	\$27.00	1.5%	Statutory
Building Alterations Domestic value \$100,001 - \$200,000	Per permit	Taxable	\$1,955.00	\$1,984.00	\$29.00	1.5%	Statutory
All other buildings including Commercial value \$0 - \$500,000	Per permit	Taxable	\$1.14 per 1% of value of Building works	\$1.14 per 1% of value of Building works			Statutory
All other buildings including Commercial value \$500,001 +	Per permit	Taxable	POA	POA	\$0.00	0.0%	Statutory
Extension of existing Building Permit value Class 10 buildings 1st permit extension 1st permit extension	Per permit	Taxable	\$527.00	\$535.00	\$8.00	1.5%	Statutory
Extension of existing Building Permit value Class 10 buildings Subsequent extension	Per permit	Taxable	POA	POA	\$0.00	0.0%	Statutory
Extension of existing Building Permit value Class 1-9 buildings 1st permit extension	Per permit	Taxable	\$527.00	\$535.00	\$8.00	1.5%	Statutory
Extension of existing Building Permit value Class 1-9 buildings Subsequent extension	Per permit	Taxable	POA	POA			Statutory
Redline report liquor licence	Per licence	Taxable	\$454.00	\$461.00	\$0.00	0.0%	Statutory
Building inspections	Per inspection	Taxable	\$230.00	\$233.00	\$3.00	1.3%	Statutory
Demolition minor	Per permit	Taxable	\$572.00	\$581.00	\$9.00	1.6%	Statutory
Demolition major	Per permit	Taxable	\$797.00	\$809.00	\$12.00	1.5%	Statutory
Illegal building work	Per permit	Taxable	1.5 times building permit fee	1.5 times building permit fee			Statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.05 Building (continued)</b>							
ESM report	Per report	Taxable	\$572.00	\$581.00	\$9.00	1.6%	Statutory
Title search	Per search	Taxable	\$57.00	\$58.00	\$1.00	1.8%	Non-statutory
Archive retrieval	Per retrieval	Taxable	\$84.00	\$85.00	\$1.00	1.2%	Non-statutory
Swimming pool or spa registration	Per pool or spa	Non -Taxable	\$31.80	\$32.00			Statutory
Swimming pool or spa registration - Information search fee	Per request	Non -Taxable	\$47.20	\$48.00			Statutory
Swimming pool or spa registration - Compliance Certificate Lodgement	Per certificate	Non -Taxable	\$20.40	\$21.00			Statutory
Swimming pool or spa registration - Certificate of Noncompliance Lodgement	Per certificate	Non -Taxable	\$385.10	\$391.00			Statutory
# New State government fee legislated from 1 January 2020							
<b>6.06 Caravan Park Registrations</b>							
Registration Application Fees less than 26 Sites	Per registration	Non -Taxable	\$250.75	\$255.00	\$4.25	1.7%	Statutory
Registration Application Fees between 26 and 50 Sites	Per registration	Non -Taxable	\$501.50	\$509.00	\$7.50	1.5%	Statutory
Registration Application Fees between 51 and 100 Sites	Per registration	Non -Taxable	\$1,003.00	\$1,018.00	\$15.00	1.5%	Statutory
Registration Application Fees between 101 and 150 Sites	Per registration	Non -Taxable	\$1,519.25	\$1,542.00	\$22.75	1.5%	Statutory
Registration Application Fees between 151 and 200 Sites	Per registration	Non -Taxable	\$2,020.75	\$2,051.00	\$30.25	1.5%	Statutory
Registration Application Fees between 201 and 250 Sites	Per registration	Non -Taxable	\$2,522.25	\$2,560.00	\$37.75	1.5%	Statutory
Registration Application Fees between 251 and 300 Sites	Per registration	Non -Taxable	\$3,023.75	\$3,069.00	\$45.25	1.5%	Statutory
Registration Application Fees between 301 and 350 Sites	Per registration	Non -Taxable	\$3,540.00	\$3,593.00	\$53.00	1.5%	Statutory
Registration Application Fees between 351 and 400 Sites	Per registration	Non -Taxable	\$4,041.50	\$4,102.00	\$60.50	1.5%	Statutory
Registration Application Fees between 401 and 450 Sites	Per registration	Non -Taxable	\$4,543.00	\$4,611.00	\$68.00	1.5%	Statutory
Registration Application Fees between 451 and 500 Sites	Per registration	Non -Taxable	\$5,044.50	\$5,120.00	\$75.50	1.5%	Statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.07 Civil Services</b>							
Checking of Civil drawings for Subdivisions	Per job	Taxable	0.75% of the total construction costs	0.75% of the total construction costs			Non-statutory
Supervision of construction	Per job	Taxable	2.5% of the total construction costs	2.5% of the total construction costs			Non-statutory
Water from Standpipes Maryborough, Dunolly and Bealiba	Per kilolitre	Non -Taxable	#	#			Non-statutory
Avdata Keys	Per key	Taxable	\$30.00	\$30.00	\$0.00	0.0%	Non-statutory
Private Works for Others	Per job	Taxable	Costs plus 20% plus GST	Costs plus 20% plus GST			Non-statutory
# Service ceased 2019							
<b>6.08 Environmental Health</b>							
Septic Tank application fee	Per permit	Non -Taxable	\$418.00	\$424.00	\$6.00	1.4%	Non-statutory
Alter Septic Tank fee	Per permit	Non -Taxable	\$306.00	\$311.00	\$5.00	1.6%	Non-statutory
Septic Tank amendment	Per permit	Non -Taxable	\$56.00	\$57.00	\$1.00	1.8%	Non-statutory
Septic Tank extension	Per permit	Non -Taxable	\$56.00	\$57.00	\$1.00	1.8%	Non-statutory
Additional Site Inspection	Per inspection	Non -Taxable	\$204.00	\$207.00	\$3.00	1.5%	Non-statutory
Search Fee	Per search	Taxable	\$84.00	\$85.00	\$1.00	1.2%	Non-statutory
Immunisation - Influenza (industry)	Per immunisation	Non -Taxable	\$26.00	\$26.00	\$0.00	0.0%	Non-statutory
<b>6.09 Finance</b>							
Land Information Certificate	Per certificate	Non -Taxable	\$27.00	\$27.00	\$0.00	0.0%	Statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.10 Food Premises</b>							
Class 1	Per registration	Non -Taxable	\$362.00	\$367.00	\$5.00	1.4%	Non-statutory
Class 2 Fixed food premises	Per registration	Non -Taxable	\$316.00	\$321.00	\$5.00	1.6%	Non-statutory
Class 2 Community Group fixed food premises	Per registration	Non -Taxable	\$158.00	\$160.00	\$2.00	1.3%	Non-statutory
Class 2 Mobile Food Vehicle	Per registration	Non -Taxable	\$316.00	\$321.00	\$5.00	1.6%	Non-statutory
Class 2 Mobile Food Vehicle (Community Group)	Per registration	Non -Taxable	\$95.00	\$96.00	\$1.00	1.1%	Non-statutory
Class 2 Temporary Premise	Per registration	Non -Taxable	\$316.00	\$321.00	\$5.00	1.6%	Non-statutory
Class 2 Temporary Premise (Community Group)	Per registration	Non -Taxable	\$158.00	\$160.00	\$2.00	1.3%	Non-statutory
Class 2 Domestic Kitchen	Per registration	Non -Taxable	\$316.00	\$321.00	\$5.00	1.6%	Non-statutory
Class 2 Community Group (Registration of a food van or temporary premises associated with a fixed premises)	Per registration	Non -Taxable	\$232.00	\$235.00	\$3.00	1.3%	Non-statutory
Class 2 Registration of a food van or temporary premises associated with a fixed premises	Per registration	Non -Taxable	\$475.00	\$482.00	\$7.00	1.5%	Non-statutory
Class 3 Fixed food premises	Per registration	Non -Taxable	\$192.00	\$195.00	\$3.00	1.6%	Non-statutory
Class 3 Mobile Food Vehicle	Per registration	Non -Taxable	\$192.00	\$195.00	\$3.00	1.6%	Non-statutory
Class 3 Mobile Food Vehicle (Community Group)	Per registration	Non -Taxable	\$95.00	\$96.00	\$1.00	1.1%	Non-statutory
Class 3 Temporary Premises	Per registration	Non -Taxable	\$192.00	\$195.00	\$3.00	1.6%	Non-statutory
Class 3 Temporary Premises (Community Group)	Per registration	Non -Taxable	\$158.00	\$160.00	\$2.00	1.3%	Non-statutory
Class 3 Domestic Kitchen	Per registration	Non -Taxable	\$192.00	\$195.00	\$3.00	1.6%	Non-statutory
Class 3 Registration of a food van or temporary premises associated with a fixed premises #	Per registration	Non -Taxable	\$282.00	\$286.00	\$4.00	1.4%	Non-statutory
Class 3 Community Group (Registration of a food van or temporary premises associated with a fixed premises) #	Per registration	Non -Taxable	\$186.00	\$189.00	\$3.00	1.6%	Non-statutory
# Proprietors previously required to register twice (\$188 fee x 2). This has been challenged by the community as being unequitable.				\$0.00			
Class 4 Streatrader Notification	Per registration	Non -Taxable	\$0.00	\$0.00	\$0.00		Non-statutory
Class 3 fee	Per registration	Non -Taxable	\$188.00		-\$188.00	-100.0%	Non-statutory
Initial Registration fee for new business	Per registration	Non -Taxable	Renewal fee as per above + 50%. Fees applied on a pro-rata quarterly basis for new registrations	Renewal fee as per above + 50%. Fees applied on a pro-rata quarterly basis for new registrations			Non-statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.10 Food Premises (continued)</b>							
Transfer of proprietor fee	Per transfer	Non -Taxable	50% of applicable renewal fee as per the above. Plus inspection fee	50% of applicable renewal fee as per the above. Plus inspection fee			Non-statutory
Requested inspection fee	Per inspection	Taxable	50% of applicable renewal fee as per the above. Plus inspection fee	50% of applicable renewal fee as per the above. Plus inspection fee			Non-statutory
Reinspection fee as a result of noncompliance follow up inspection required	Per inspection	Non -Taxable	50% of applicable renewal fee as per the above. Plus inspection fee	50% of applicable renewal fee as per the above. Plus inspection fee			Non-statutory
<b>6.11 Freedom of Information</b>							
Search fee per hour	Per hour	Non -Taxable	\$22.22	\$23.00	\$0.78	3.5%	Statutory
Search fee	Per search	Non -Taxable	\$29.62	\$30.00	\$0.38	1.3%	Statutory
<b>6.12 Goldfields Family Centre</b>							
Morning session	Per session	Non -Taxable	\$58.00	\$59.00	\$1.00	1.7%	Non-statutory
Afternoon session	Per session	Non -Taxable	\$54.90	\$56.00	\$1.10	2.0%	Non-statutory
Daily	Per day	Non -Taxable	\$109.80	\$111.00	\$1.20	1.1%	Non-statutory
Full time (5 days per week)	Per week	Non -Taxable	\$514.60	\$522.00	\$7.40	1.4%	Non-statutory
Morning session Holding Fee	Per session	Non -Taxable	\$29.00	\$29.00	\$0.00	0.0%	Non-statutory
Afternoon session Holding Fee	Per session	Non -Taxable	\$28.00	\$28.00	\$0.00	0.0%	Non-statutory
Daily Holding Fee	Per day	Non -Taxable	\$54.90	\$56.00	\$1.10	2.0%	Non-statutory
Full time (5 days per week) Holding fee	Per week	Non -Taxable	\$257.80	\$262.00	\$4.20	1.6%	Non-statutory



## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.13 Health Registrations</b>							
Skin Penetration fee	Per registration	Non -Taxable	\$153.00	\$155.00	\$2.00	1.3%	Non-statutory
Hairdressers fee	Per registration	Non -Taxable	\$76.50	\$78.00	\$1.50	2.0%	Non-statutory
Beauty Therapy	Per registration	Non -Taxable	\$153.00	\$155.00	\$2.00	1.3%	Non-statutory
Prescribed Accommodation fee	Per registration	Non -Taxable	\$199.00	\$202.00	\$3.00	1.5%	Non-statutory
Initial Registration fee Skin Penetration, Hairdressers or Beauty Therapy	Per registration	Non -Taxable	\$76.50	\$78.00	\$1.50	2.0%	Non-statutory
Initial Registration fee Prescribed Accommodation fee	Per registration	Non -Taxable	\$102.00	\$104.00	\$2.00	2.0%	Non-statutory
Transfer of proprietor fee Skin Penetration, Hairdressers or Beauty Therapy	Per transfer	Non -Taxable	\$76.50	\$78.00	\$1.50	2.0%	Non-statutory
Transfer of proprietor fee Prescribed Accommodation Fee	Per transfer	Non -Taxable	\$99.50	\$101.00	\$1.50	1.5%	Non-statutory
Requested inspection fee	Per inspection	Taxable	50% of annual renewal fee as per the above.	50% of annual renewal fee as per the above.			Non-statutory
Reinspection fee as a result of noncompliance follow up inspection required	Per inspection	Taxable	50% of annual renewal fee as per the above.	50% of annual renewal fee as per the above.			Non-statutory
Aquatic Facility Registration Category 1 (public aquatic facility) #	Per registration	Non -Taxable	\$350.00	\$355.00			Non-statutory
Aquatic Facility Registration Category 2 (residential apartment complex, hotel, motel or hostel) #	Per registration	Non -Taxable	\$200.00	\$203.00			Non-statutory
# New Fee. The Public Health and Wellbeing Regulations 2019 now require Councils to register aquatic facilities.							
<b>6.14 Home Support Services</b>							
Home care	Per hour	Non -Taxable	\$6.90	\$7.00	\$0.10	1.4%	Non-statutory
Respite	Per hour	Non -Taxable	\$3.50	\$4.00	\$0.50	14.3%	Non-statutory
Personal care	Per hour	Non -Taxable	\$3.60	\$4.00	\$0.40	11.1%	Non-statutory
Social support - group	Per hour	Non -Taxable	\$1.35	\$1.40	\$0.05	3.7%	Non-statutory
Social support - individual	Per hour	Non -Taxable	\$6.90	\$7.00	\$0.10	1.4%	Non-statutory
Home maintenance	Per hour	Non -Taxable	\$12.30	\$12.50	\$0.20	1.6%	Non-statutory
Home modifications	Per hour	Non -Taxable	\$12.30	\$12.50	\$0.20	1.6%	Non-statutory
Delivered meals	Per hour	Non -Taxable	\$10.20	\$10.50	\$0.30	2.9%	Non-statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.15 Library Services</b>							
Book Club Registration on Institution	Per registration	Taxable	\$153.00	\$155.00	\$2.00	1.3%	Non-statutory
Fines per day	Per book	Taxable	\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Lost Card	Per card	Taxable	\$2.20	\$2.00	-\$0.20	-9.1%	Non-statutory
Library Bags	Per bag	Taxable	\$3.20	\$3.00	-\$0.20	-6.3%	Non-statutory
Photocopy A4 B&W	Per page	Taxable	\$0.30	\$0.00	-\$0.30	-100.0%	Non-statutory
Photocopy A3 B&W	Per page	Taxable	\$0.60	\$1.00	\$0.40	66.7%	Non-statutory
Photocopy A4 Colour	Per page	Taxable	\$1.10	\$1.00	-\$0.10	-9.1%	Non-statutory
Photocopy A3 Colour	Per page	Taxable	\$2.10	\$2.00	-\$0.10	-4.8%	Non-statutory
Fax - sending	Per page	Taxable	\$1.60	\$2.00	\$0.40	25.0%	Non-statutory
Fax - receiving	Per page	Taxable	\$0.30	\$0.00	-\$0.30	-100.0%	Non-statutory
Processing fee - lost books	Per book	Taxable	\$6.30	\$6.00	-\$0.30	-4.8%	Non-statutory
Reservations/Inter-Library Loan	Per book	Taxable	\$2.70	\$3.00	\$0.30	11.1%	Non-statutory
Reservations/Inter-Library Loan - Tertiary	Per book	Taxable	\$19.80	\$20.00	\$0.20	1.0%	Non-statutory
<b>6.16 Local Laws</b>							
Parking fines	Per fine	Non -Taxable	\$47.00	\$48.00	\$1.00	2.1%	Non-statutory
Disabled Parking Permit	Per permit	Taxable	\$12.25	\$12.00	-\$0.25	-2.0%	Non-statutory
Advertising and Marketing Permit	Per permit	Taxable	\$52.00	\$53.00	\$1.00	1.9%	Non-statutory
Outside Dining Permit 2 Tables	Per permit	Taxable	\$57.00	\$58.00	\$1.00	1.8%	Non-statutory
Outside Dining Permit 3 Tables or more	Per permit	Taxable	\$114.00	\$116.00	\$2.00	1.8%	Non-statutory
Goods for display	Per permit	Taxable	\$57.00	\$58.00	\$1.00	1.8%	Non-statutory
Container/Camping Storage Permit	Per permit	Taxable	\$135.00	\$137.00	\$2.00	1.5%	Non-statutory
Itinerate Trade Permit	Per permit	Taxable	\$250.00	\$254.00	\$4.00	1.6%	Non-statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee	2021/22 Fee	Fee	Fee	Basis of Fee
			Inc GST	Inc GST	Increase / Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>6.17 Planning</b>							
Extension to Planning Permit – First extension	Per extension	Taxable	\$214.00	\$217.00	\$3.00	1.4%	Non-statutory
Extension to Planning Permit – Second extension	Per extension	Taxable	\$321.00	\$326.00	\$5.00	1.6%	Non-statutory
Extension to Planning Permit – Third extension	Per extension	Taxable	\$535.50	\$544.00	\$8.50	1.6%	Non-statutory
Secondary Consent	Per consent	Taxable	\$163.00	\$165.00	\$2.00	1.2%	Non-statutory
Written Planning Advice	Per report	Taxable	\$107.00	\$109.00	\$2.00	1.9%	Non-statutory
Request for copying of Planning Permit (Electronic Version)	Per copy	Taxable	\$56.00	\$57.00	\$1.00	1.8%	Non-statutory
Request for hard copy of Planning Permit or other documentation	Per copy	Taxable	\$107.00	\$109.00	\$2.00	1.9%	Non-statutory
Notice of Planning Application	Per notice	Taxable	\$52.00	\$53.00	\$1.00	1.9%	Non-statutory
Notice letters (only above 12 letters/notices)	Per letter	Taxable	\$2.15	\$2.00	-\$0.15	-7.0%	Non-statutory
Public notice in newspaper or Government Gazette	Per notice	Taxable	At cost	At cost			Non-statutory
Planning Panel Costs	Per panel	Taxable	At cost	At cost			Non-statutory
Request to Approve Development Plan	Per request	Taxable	\$428.00	\$434.00	\$6.00	1.4%	Non-statutory
Request to Approve Development Plan	Per request	Taxable	\$214.00	\$217.00	\$3.00	1.4%	Non-statutory
<b>6.18 Sporting Grounds Casual Use/ Hire</b>							
Frank Graham Oval - Casual	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Princes Park Oval Casual Hire - training without lights	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Princes Park Oval Casual Hire - training with lights	Per hour	Taxable	\$67.60	\$69.00	\$1.40	2.1%	Non-statutory
Princes Park Netball Court Casual Hire - training without lights	Per hour	Taxable	\$11.50	\$12.00	\$0.50	4.3%	Non-statutory
Princes Park Netball Court Casual Hire - training with lights	Per hour	Taxable	\$28.70	\$29.00	\$0.30	1.0%	Non-statutory
Jubilee Oval - Casual	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Hedges Oval - Casual	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Jack Pascoe Reserve - Casual	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Soccer Fields - Casual	Per hour	Taxable	\$46.80	\$48.00	\$1.20	2.6%	Non-statutory
Personal Training Licence Application 1-10 participants	Per quarter	Taxable	\$96.80	\$98.00	\$1.20	1.2%	Non-statutory
Personal Training Licence Application 1-10 participants	Per annum	Taxable	\$374.50	\$380.00	\$5.50	1.5%	Non-statutory
Personal Training Licence Application 11-20 participants	Per annum	Taxable	\$134.20	\$136.00	\$1.80	1.3%	Non-statutory
Personal Training Licence Application 11-20 participants	Per quarter	Taxable	\$535.80	\$544.00	\$8.20	1.5%	Non-statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.19 Tourism &amp; Resource Centre</b>							
Tourism Membership - Premium	Per membership	Taxable	\$637.50	\$647.00	\$9.50	1.5%	Non-statutory
Tourism Membership - Essential	Per membership	Taxable	\$321.30	\$326.00	\$4.70	1.5%	Non-statutory
Tourism Membership - Not-for-profit	Per membership	Taxable	\$163.20	\$166.00	\$2.80	1.7%	Non-statutory
Tourism Membership - Taste Member	Per membership	Taxable	\$132.60	\$135.00	\$2.40	1.8%	Non-statutory
Tourism Membership - Associations	Per membership	Taxable	\$530.40	\$538.00	\$7.60	1.4%	Non-statutory
Tourism Membership - Digital	Per membership	Taxable	\$81.60	\$83.00	\$1.40	1.7%	Non-statutory
Resource Centre Meeting Room/Foyer - Other users	Per hire	Taxable	\$32.60	\$33.00	\$0.40	1.2%	Non-statutory
Resource Centre Meeting Room/Foyer - Not-for-profit	Per hire	Taxable	\$11.70	\$12.00	\$0.30	2.6%	Non-statutory
Photocopy A4 B&W	Per page	Taxable	\$0.30	\$0.00	-\$0.30	-100.0%	Non-statutory
Photocopy A3 B&W	Per page	Taxable	\$0.60	\$1.00	\$0.40	66.7%	Non-statutory
Photocopy A4 Colour	Per page	Taxable	\$1.10	\$1.00	-\$0.10	-9.1%	Non-statutory
Photocopy A3 Colour	Per page	Taxable	\$2.10	\$2.00	-\$0.10	-4.8%	Non-statutory
Fax	Per page	Taxable	\$2.00	\$2.00	\$0.00	0.0%	Non-statutory
<b>6.20 Venue Hire</b>							
Community Hub – Community groups	Per hiring	Taxable	\$12.00	\$12.00	\$0.00	0.0%	Non-statutory
Community Hub – Other users	Per hiring	Taxable	\$33.40	\$34.00	\$0.60	1.8%	Non-statutory
Maryborough Town Hall* #	Per hiring	Taxable	\$374.50	\$380.00	\$5.50	1.5%	Non-statutory
Maryborough Town Hall Kitchen Only #	Per hiring	Taxable	\$52.00	\$53.00	\$1.00	1.9%	Non-statutory
Maryborough Lower Town Hall	Per hiring	Taxable	\$52.00	\$53.00	\$1.00	1.9%	Non-statutory
Maryborough Town Hall sound system hire *	Per hiring	Taxable	\$58.30	\$59.00	\$0.70	1.2%	Non-statutory
* Plus Bond \$300 # Plus Key Bond \$100							
<b>6.21 Waste Services</b>							
<b>Kerbside collection</b>							
Garbage collection – Standard bin	Per year	Non -Taxable	\$163.90	\$168.82	\$4.92	3.0%	Non-statutory
Garbage collection – Optional larger bin - Urban 140, Rural 240	Per year	Non -Taxable	\$280.40	\$288.81	\$8.41	3.0%	Non-statutory
Garbage collection – Multiple service (per bin)	Per year	Non -Taxable	\$163.90	\$168.82	\$4.92	3.0%	Non-statutory
Service establishment cost per new optional larger bin or multiple additional bin	Per year	Taxable	\$103.70	\$288.81	\$185.11	3.0%	Non-statutory
Recycling collection	Per year	Non -Taxable	\$146.70	\$151.10	\$4.40	3.0%	Non-statutory
Recycling collection – Multiple service (per bin)	Per year	Non -Taxable	\$146.70	\$151.10	\$4.40	3.0%	Non-statutory

## 6. Schedule of Fees and Charges (continued)

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>6.21 Waste Services (continued)</b>							
<b>Kerbside collection (continued)</b>							
Service establishment cost per new additional bin	Per service	Taxable	\$105.26	\$106.83	\$1.58	3.0%	Non-statutory
Waste Management fee	Per year	Non -Taxable	\$142.40	\$146.67	\$4.27	3.0%	Non-statutory
Green Waste collection	Per year	Non -Taxable	\$73.20	\$75.40	\$2.20	3.0%	Non-statutory
<b>Transfer Station Gate Fees</b>							
Waste Disposal	Per cubic metre	Taxable	\$41.80	\$42.00	\$0.20	0.5%	Non-statutory
Waste Disposal	Car boot load	Taxable	\$14.60	\$15.00	\$0.40	2.7%	Non-statutory
Waste Disposal	240 litre bin	Taxable	\$10.40	\$11.00	\$0.60	5.8%	Non-statutory
Green Waste Disposal	Per cubic metre	Taxable	\$41.80	\$42.00	\$0.20	0.5%	Non-statutory
Car Tyre Disposal	Per tyre	Taxable	\$8.40	\$9.00	\$0.60	7.1%	Non-statutory
Truck or Tractor Tyre Disposal - Per tyre	Per tyre	Taxable	\$38.70	\$39.00	\$0.30	0.8%	Non-statutory
Mattress Disposal	Per mattress	Taxable	\$27.10	\$28.00	\$0.90	3.3%	Non-statutory
Televisions - Each	Per television	Taxable	\$21.90	\$22.00	\$0.10	0.5%	Non-statutory
Building demolition waste (up to 3 tonne)	Per cubic metre	Taxable	\$41.80	\$42.00	\$0.20	0.5%	Non-statutory
Additional Waste Vouchers for Monthly Kerbside Hard waste Collection	Per voucher	Taxable	\$10.40	\$11.00	\$0.60	5.8%	Non-statutory
<b>Recoverable Materials deposited at Transfer Station</b>							
Sorted trailer and truck loads			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Scrap steel			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Hard waste			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Gas bottles			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Waste oil			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Batteries			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Drum muster drums			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
Fluorescent tubes			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
E-waste (excluding screens)			\$0.00	\$0.00	\$0.00	0.0%	Non-statutory
<b>Mulch sales</b>							
Loaded	Per cubic metre	Taxable	\$27.10	\$28.00	\$0.90	3.3%	Non-statutory
Self loaded	Per cubic metre	Taxable	\$5.70	\$6.00	\$0.30	5.3%	Non-statutory

## **13 CONFIDENTIAL BUSINESS**

### **13.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW**

**Author:** General Manager Corporate Performance

**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.*

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#### **SUMMARY/PURPOSE**

The purpose of this report is for Council to consider the recommendations from the Chief Executive Officer Employment Matters Advisory Committee report on the Chief Executive Officer Performance Review

#### **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**

Council has in place a Chief Executive Officer Employment Matters Advisory Committee (the Committee), the purpose of which is to advise the Council on all contractual matters relating to the employment of the Chief Executive Officer (CEO).

Membership of the Committee shall comprise the Mayor of the Central Goldfields Shire Council together with a minimum of two Councillors and the Independent Chairperson. Council appointed Mr Chris Eddy as the independent chairperson in September 2020 for a two-year period.

Mr Eddy is a former local government CEO with extensive experience and is currently Interim CEO at LGPro VIC and presenter for the Victorian Local Government Association.

At its Meeting of 27 January 2021, Council appointed the Mayor Cr Meddows-Taylor and Councillors La Vella and Lovett to the Committee.

#### **REPORT**

The Committee has an advisory role in relation to contractual matters relating to the Chief Executive Officer.

These matters include:

- Appointment of the Chief Executive Officer;



- The remuneration and conditions of appointment of the Chief Executive Officer (including annual remuneration review)
- Negotiating any extension of the appointment of the Chief Executive Officer under section 94(4) of the Act
- Conduct of the annual performance review of the Chief Executive Officer; and
- Performing other functions as required in supporting the performance review and performance development of the Chief Executive Officer.

A performance review of the CEO has been conducted in accordance with the CEO Employment Matters Advisory Committee Policy.

A copy of the performance review report from the Committee has been circulated separately to Councillors as a confidential report in accordance with the CEO Employment Matters Advisory Committee Policy.

The *Local Government Act 2020* states that a Council meeting must be open to the public unless specified circumstances apply (s66). Section 66(2)(a) lists the consideration of confidential information as a specified circumstance.

Confidential information is defined under section 3(1)(f) of the Act as personal information which would result in the unreasonable disclosure of information about a person. As the performance review of personnel is personal information which would result in the unreasonable disclosure of information about a person it is confidential information as defined under the Act, and this discussion will therefore be closed to the public in accordance with s66 of the Act.

## **CONSULTATION/COMMUNICATION**

Internal only required for this report.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The policy allows for the payment of a set fee, to the Independent Chairperson as determined through a competitive procurement process. The Chairperson of the Committee will also be reimbursed for any transport costs they have incurred in participating in meetings and related activities

## **RISK MANAGEMENT**

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices. Any risks in relation to this report have been discussed in the report above.

## **CONCLUSION**

The performance review of the Chief Executive Officer has been conducted by the CEO Employment Matters Advisory Committee in accordance with the CEO Employment Matters Advisory Committee Policy.

## **ATTACHMENTS**

1. Confidential report from the Chief Executive Officer Employment Matters Advisory Committee has been provided separately to Councillors

### **RECOMMENDATION**

*That Council note that the CEO's performance review has been conducted by the CEO Employment Matters Advisory Committee in accordance with the CEO Employment Matters Advisory Committee Policy.*