



COUNCIL MEETING

Tuesday 24 August 2021

6:00pm

Via Teams

AGENDA

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13.	Confidential Business Nil	
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.

SUMMARY/PURPOSE

To present for confirmation the minutes of the Council Meeting held on 27 July 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 27 July 2021, (including confidential minutes) are presented for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes of Council Meeting held 27 July 2021
2. Unconfirmed Confidential Minutes of Council Meeting held 27 July 2021 (circulated separately)

RECOMMENDATION

That Council confirms the Minutes of the Council Meeting held on 27 July 2021 (including Confidential Minutes).



MEETING OF COUNCIL MINUTES

Tuesday 27 July 2021
6:00pm
Via Teams

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 24 August 2021

draft unconfirmed

UNCONFIRMED MINUTES

1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

The Mayor, Cr Meddows-Taylor welcomed everybody and provided an explanation about how the meeting will be running due the online nature of the meeting.

PRESENT

Councillors

Chris Meddows-Taylor (Mayor)

Liesbeth Long

Gerard Murphy

Wayne Sproull

Grace La Vella

Geoff Lovett

Anna de Villiers

IN ATTENDANCE

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

Manager Business Transformation

2. APOLOGIES

Nil

3. LEAVE OF ABSENCE

Nil

4. DISCLOSURES OF CONFLICTS OF INTEREST

Cr Murphy Conflict of Interest 13.2

5. CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

To present for confirmation the minutes of the Council Meeting held on 22 June 2021, 29 June 2021 (including confidential minutes) and the Confidential Minutes of the meeting held 27 April 2021.

Mayor declared minutes are confirmed.

6. REPORTS FROM COMMITTEES

Council Resolution

That standing orders are suspended.

Moved

Cr Long

Seconded

Cr La Vella

CARRIED

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Council Resolution

That the confidential item regarding the aerodrome is moved to the item 13.1.

Moved Cr Lovett
Seconded Cr La Vella

CARRIED

Council Resolution

That standing orders are resumed.

Moved Cr Murphy
Seconded Cr La Vella

CARRIED

7. PETITIONS

Nil

8. OFFICER REPORTS

8.1 INSTRUMENT OF DELEGATION COUNCIL TO CHIEF EXECUTIVE OFFICER

The purpose of this report is to brief Council on the new delegation of powers to local governments under the *Environment Protection Act 2017* and adopt the new instrument of Council delegations to the Chief Executive Officer (CEO) under the *Local Government Act 2020*.

Council Resolution

In the exercise of the power conferred by section 11(1)(b) of the Local Government Act 2020, Council resolves that:

- 1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.*
- 2. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.*

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

Moved Cr de Villiers
Seconded Cr Long

Cr de Villiers spoke to the motion.

CARRIED

8.2 ROAD NAMING – MARTIN PLACE

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The purpose of this report is to present to Council for approval a road name request as part of the Whirrakee Rise housing development, as requested by Mr Mark Dellavedova.

Council Resolution

That Council approve this new road name request for Martin Place..

Moved Cr Lovett
Seconded Cr Murphy

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

CARRIED

8.3 COMMUNITY SATISFACTION SURVEY RESULTS 2021

The purpose of this report is to present the Community Satisfaction Survey results for 2021 to Council for noting.

The Community Satisfaction Survey is undertaken annually to specifically measure a number of KPIs on Council's performance that are mandated in the Local Government Act and reported in Council's Annual Report. The survey also asks the community to rate a number of Council services in terms of importance and performance.

Council Resolution

That Council note the results of the Community Satisfaction Survey 2021.

Moved Cr Sproull
Seconded Cr La Vella

Crs Sproull, La Vella and Meddows-Taylor spoke about the matter to the motion.

CARRIED

8.4 APPOINTMENT OF MARYBOROUGH AERODROME TASKFORCE

The purpose of this report is to enable Council to appoint members to the Maryborough Aerodrome Taskforce.

The purpose of 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.

Council Resolution.

That Council appoint a Chair and five other members to the Maryborough Aerodrome Taskforce in accordance with the Terms of Reference, with a view to ensuring an appropriate mix of skills and experience across the group of appointees as a whole.

Moved Cr La Vella
Seconded Cr Lovett

Cr La Vella and Cr Lovett spoke to the motion.

CARRIED

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8.5 HARDSHIP POLICY UPDATE

The purpose of this report is for Council to consider and adopt the updated Council's financial hardship policy which includes a number of changes to support ratepayers experiencing financial hardship for a range of reasons including COVID-19.

Council Resolution.

That Council:

1. Council notes the expiry of the COVID-19 Hardship Policy;
2. Council approves the new Financial Hardship Policy; and
3. Council notes that the ongoing impacts of COVID-19 may still be a cause for financial hardship, and as such, community members can apply under the Financial Hardship Policy for relief due to COVID-19..

Moved Cr Long
Seconded Cr Sproull

Cr Long and Cr Sproull spoke to the motion.

CARRIED

8.6 2021-2022 ANNUAL ACTION PLAN

The purpose of this report is for Council to consider and adopt the 2021-2022 Annual Action Plan.

The 2021-2022 Annual Action Plan outlines the actions that will be undertaken in 2021-2022 to deliver on the strategic objectives of Council.

CEO Lucy Roffey described the Annual Action Plan.

Council Resolution.

That Council adopt the attached 2021-2022 Annual Action Plan.

Moved Cr Murphy
Seconded Cr De Villiers

Crs Murphy and Meddows-Taylor spoke to the motion.

CARRIED

8.7 PROPOSED BODY CAMERA POLICY FOR COMPLIANCE STAFF

The purpose of this report is to present to Council on the proposed body cameras policy for adoption. This equipment is to be worn by compliance staff while performing their authorised duties.

Council Resolution.

That Council adopt the Body Camera Policy

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Moved Cr La Vella
Seconded Cr Sproull

Crs La Vella and Lovett and spoke to the motion.

CARRIED

8.8 PLANNING APPLICATION 113/19 FOR THE DEVELOPMENT OF THE LAND FOR FOUR (4) DWELLINGS ON A LOT AND CONSTRUCTION OF FENCING AT 6 GOLDSMITH STREET, MARYBOROUGH

The purpose of this report is to seek a Council determination for the planning permit application for 113/19.

Council Resolution.

That Council, having caused notice of Planning Application No. 113/19 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to issue a Notice of Decision to Grant a Permit in respect of Planning Application No. 113/19 for the land known and described as 6 Goldsmith Street, Maryborough, for the development of the land for four (4) dwellings and construction of fencing in accordance with the endorsed plans and subject to the following conditions:

Amended plans required

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be in accordance with the plans submitted with the application but modified to show:
 - a) Provision for lighting bollards along the south-western title boundary to provide a low-level illumination of the common driveway. The lighting bollards shall be suitability baffled to prevent light spill to adjoining properties.
 - b) Elevation plans of all proposed fencing to include heights and colours and tapering down of fencing to 900mm at the Goldsmith Street frontage to maintain visibility.

No layout alteration

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

Landscape Plan Required

3. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - a) Details of surface finishes of pathways and driveways.

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

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

Completion of Landscaping

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

Construction Phase

- 5. All activities associated with the construction of the development permitted by this permit must be carried out to the satisfaction of the Responsible Authority and all care must be taken to minimise the effect of such activities on the amenity of the locality.

General Amenity Development

- 6. The development and the appearance of the subject land permitted by this permit must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.

Provision for Waste Collection

- 7. Provision must be made for an acceptable pick-up point for waste collection services that is satisfactory to the Responsible Authority.

Reticulated Wastewater

- 8. Each dwelling must be connected to a reticulated sewerage system in accordance with Central Highlands Water requirements.

Reticulated Water Supply

- 9. Each dwelling must be connected to a reticulated water supply in accordance with Central Highlands Water requirements for supply.

Reticulated Electricity Supply

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10. Each dwelling must be connected to a reticulated electricity supply in accordance with the Victorian Service and Installation Rules 2014 (VSIR) or have provision for an alternative supply.

Use of Parking Areas

11. Areas set aside for the parking and movement of vehicles as shown on the endorsed plan(s) must be maintained in a usable and safe condition to the satisfaction of the Responsible Authority and made available for such use and must not be used for any other purpose.

Occupation of Development

12. The development permitted by this permit must not be occupied until:
 - a) the access and parking area(s) shown on the endorsed plan(s) have been constructed to the requirements and satisfaction of the Responsible Authority; and
 - b) the garden and landscape area(s) shown on the endorsed plan(s), including external fixtures such as clotheslines, storage sheds and water tanks, have been provided and completed to the requirements and satisfaction of the Responsible Authority.

Engineering

Prior to the use of the dwellings the following must be undertaken by the applicant/owner to the requirements and satisfaction of the Responsible Authority:

Access

13. Vehicular access to all dwellings must be provided from Goldsmith Street. New vehicular crossovers/driveways must be constructed between Unit 1 and Goldsmith Street, and Units 2, 3 & 4 and Goldsmith Street. Such crossovers/driveways must be of concrete construction and be from kerb to property boundary. (Refer Infrastructure Design Manual Standard Drawing 240) to the satisfaction of the Responsible Authority.
14. Any disused crossovers/driveways must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.
15. The applicant/owner must make further application for and have approved driveway crossing permit for crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).
16. Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.
17. The driveway to Units 2, 3 & 4 must be provided to a design and standard to allow appropriate access to these units. Such driveway should be fully constructed concrete pavement and at least 3 metres wide with a clear zone of 4 metres width.
18. Vehicles exiting the driveway to Units 2, 3 & 4 must do so in a forwards direction.

Drainage:

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19. All stormwater must be accommodated and treated within the subject land in accordance with IDM Clause 19.
20. The owner/applicant must design a drainage system to drain the internal driveway and surface and roof water from each dwelling to the legal point of discharge to the satisfaction of the Responsible Authority.
21. A legal point of stormwater discharge LPSD must be provided for Units 1, 2, 3 & 4 to the Goldsmith Street kerb & channel to the satisfaction of the Responsible Authority.

Landscaping:

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

Asset Protection

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

Sediment Control

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

Country Fire Authority

25. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Bushfire Management Plan

26. The Bushfire Management Plan Version E included in the Bushfire Management Statement Reference No. 19.342 prepared by Regional Planning and Design dated 18/12/2020 must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Permit Expiry

27. This permit will expire if one of the following circumstances applies;
 - a) The development is not started within two (2) years of the date of this permit;

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

The Responsible Authority may extend the periods referred to if a request is made in writing whereby either of the following instances apply:

- a) before or within six (6) months after the permit expiry date, where the use or development allowed by the permit has not yet started; or
- b) within twelve (12) months after the permit expiry date, where the proposal allowed by the permit has lawfully started before the permit expires.

Permit Notes:

Rescode Assessment

- a) This permit has been assessed against the standards and objectives of clause 55 (ResCode) of the Central Goldfields Planning Scheme.

Building Approval

- b) This permit is issued pursuant to the provisions of the Central Goldfields Planning Scheme and does not relieve the permit holder of the necessity to obtain a building permit pursuant to the Building Act 1993 prior to commencement of any construction or works on any part of the site.

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

Cr Lovett spoke to the motion.

CARRIED

8.9 PLANNING APPLICATION 005/21 – 9 LOT STAGED SUBDIVISION AT 104-106 FIELD STREET, MARYBOROUGH

Council has received planning permit application 005/21 for the subdivision of the land at 104-106 Field Street, Maryborough into nine (9) lots.

Council Resolution.

That Council, having caused notice of Planning Application No. 005/21 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to issue a Notice of Decision to Grant a Permit in respect of Planning Application No. 005/21 for the land known and described as 104 – 106 Field Street, Maryborough, for the subdivision of the land into nine lots in accordance with the endorsed plans and subject to the following conditions:

No Layout Alteration

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

Certification of Plan

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2. The formal plan of subdivision lodged for certification must be in accordance with the approved plan and must not be modified except to comply with statutory requirements or with the further written consent of the Responsible Authority.

Staged Subdivision

3. The subdivision must proceed in the order of stages as shown on the endorsed plan unless otherwise agreed in writing by the responsible authority.

Public Open Space Contribution

4. Prior to the issue of the Statement of Compliance, a monetary contribution of an amount equal to 5% of the current value of all the land within the subdivision shall be paid to the Responsible Authority. If the land is subdivided in stages; the contribution may be paid proportionally to the area of the lots being created.
5. The applicant or owner must pay on demand to Council, the Council's reasonable costs and expenses to provide valuation for payment in lieu of open space.

Easements

6. All existing and proposed easements and sites for existing and required utility services and roads must be set aside in favour of the relevant authority for which the easement or site is to be created on the plan of subdivision submitted for certification under the Subdivision Act 1988.

Telecommunications

7. The owner of the land must enter into an agreement with:
 - a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
8. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

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Engineering

Prior to the issue of a Statement of Compliance the following must be undertaken by the applicant/owner to the requirements and satisfaction of the Responsible Authority:
Access

9. Vehicular access to Lots 1 and 9 must be provided from Field Street.
10. Vehicular access to Lots 2 and 8 may be provided from either Field Street or the common property.
11. Newly constructed vehicular crossovers/driveways must be constructed between the property boundaries of Lots 1 and 9 (and potentially Lots 2 and 8) and Field Street. Such crossovers/driveways must be of concrete construction and be from kerb to property boundary (Refer Infrastructure Design Manual Standard Drawing 240).
12. A newly constructed vehicular crossover/driveway must be constructed between the common property servicing Lots 3, 4, 5, 6 and 7 and Field Street. Such crossover/driveway must be of concrete construction and be from kerb to property boundary (Refer Infrastructure Design Manual Standard Drawing 240).
13. The applicant/owner must make further application for and have approved driveway crossing permit/s for crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).
14. Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.
15. Any disused crossovers/driveways must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.
16. Internal roads on common property must be provided to a design and standard to allow appropriate access to each of the Lots 3, 4, 5, 6 and 7, (and potentially Lots 2 and 8). Such roads shall be fully constructed concrete pavement at least 3 metres wide with a clear zone of 4 metres width.

Drainage

17. All stormwater must be accommodated and treated within the subject land.
18. The owner/applicant must design a drainage system to drain the development to a legal point of discharge.

Landscaping

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

Sediment Control

20. The developer must restrict sediment discharges from any construction sites within the land in accordance with Construction Techniques for Sediment Pollution

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Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995).

Asset Protection

21. At any time the permit holder must ensure that the operation and condition of Council assets (including street trees, drains and roads) are not damaged by the site works. If the Responsible Authority deems Council assets have been detrimentally affected or damaged by development construction access, the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the Responsible Authority.

Goulburn Murray Water

22. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
23. All works within the subdivision must be done in accordance with EPA Publication 960 "Doing It Right on Subdivisions, Temporary Environmental Protection Measures for Subdivision Construction Sites", September 2004.
24. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.
25. All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

Country Fire Authority (Prior to Statement of Compliance)

26. Before the statement of compliance is issued under the Subdivision Act 1988 the owner must enter into an agreement with the responsible authority under Section 173 of the Planning and Environment Act 1987. The agreement must:
 - a) State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-2 of the Central Goldfields Planning Scheme.
 - b) Incorporate the plan prepared in accordance with Clause 53.02-4.4 of this planning scheme and approved under this permit.
 - c) State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the responsible authority on a continuing basis.

The landowner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

Bushfire Management Plan

27. The Bushfire Management Plan (Figure 11 in the BMS (Version B) prepared by Regional Planning & Design Pty Ltd, dated 17/12/2020) must be endorsed to form part of the permit, be included as an annexure to the Section 173 Agreement and

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must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Central Highlands Water

28. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
29. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
30. A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
31. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.
32. If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

Downer Utilities (Ausnet Gas Services)

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

Powercor Australia

34. This letter shall be supplied to the applicant in its entirety.
35. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.
36. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.

37. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

38. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.

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Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:

- RESERVES established by the applicant in favour of the Distributor.
- SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years.

The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.

39. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.

Notes: Existing easements may need to be amended to meet the Distributor's requirements.

Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

Easement Reference	Purpose	Width (meters)	Origin	Land Benefited / In Favour Of
	Powerline		Section 88 – Electricity Industry Act 2000	Powercor Australia Ltd.

Permit Expiry

40. Where the subdivision is to be developed in stages, the time specified for the commencement of the first stage is two (2) years from the date of this permit. The time specified for the commencement of any subsequent stage is five (5) years from the date of this permit and the time specified for the completion of each stage is five years from the date of its commencement.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

Moved Cr Lovett
Seconded Cr De Villiers

Cr Lovett and La Vella spoke to the motion.
Cr Sproull and Long spoke against the motion.
Cr Murphy spoke regarding the matter.

CARRIED

9 DOCUMENTS FOR SEALING CONFIRMATION REPORT

Nil

10 NOTICES OF MOTION

UNCONFIRMED MINUTES

Nil

11 URGENT BUSINESS

Nil

12 OTHER BUSINESS

Nil

13 CONFIDENTIAL BUSINESS

Council Resolution

That Council go in camera.

Moved Cr La Vella
Seconded Cr Long

CARRIED

13.1 APPOINTMENT OF MARYBOROUGH AERODROME TASKFORCE

The grounds for determining that the meeting is to be closed to the public is that the meeting will consider confidential information, in particular, personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs because those that have nominated to the taskforce have provided personal information.

The confidential minutes contain a confidential resolution appointing members to the Maryborough Aerodrome Taskforce

13.2 EXTENSION TO CONTRACT G1083-2016

The grounds for determining that the meeting is to be closed to the public is that the meeting will consider Confidential information, in particular Council business information that would prejudice the Council's position in commercial negotiations if prematurely released due to negotiations relating to Contract G1083-2016.

The confidential minutes contain a confidential resolution in relation to Contract G1083-2016.

14 MEETING CLOSURE

The Chair, Cr Meddows-Taylor declared the meeting closed at 7:13pm.

UNCONFIRMED MINUTES

To be confirmed at the Council Meeting
to be held on 24 August 2021.

draft unconfirmed

7 PETITIONS

7.1 PETITION - DERBY ROAD FOOTPATHS

Author: **Manager Governance Property and Risk**

Responsible Officer: **General Manager Corporate Performance**

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

SUMMARY/PURPOSE

To brief Council on the receipt of a petition asking the Council inspect and replace the unsafe footpath along Derby Road between Churchill St and Lean St Maryborough.

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.

BACKGROUND INFORMATION

On Tues 3 August 2021 Council received a petition via email. The petition has been signed by 28 users and residents of Derby Road Maryborough.

The Governance Rules include criteria for accepting petitions and the procedure for handling petitions. The Governance Rules specify that petitions regarding operational matters must be referred by Council to the Chief Executive Officer.

REPORT

Attached to this report is the covering email attaching the petition, photographs provided with the petition, and a sample page of the petition with personal information redacted. As noted above, 28 users and residents signed the petition, each signed letter was the same as that included in the attachment.

Given this petition relates to an operational matter, it must be referred by Council to the CEO.

CONSULTATION/COMMUNICATION

This petition is being presented to Council.

FINANCIAL & RESOURCE IMPLICATIONS

There is no financial or resource implication regarding the presentation of this petition to Council.

RISK MANAGEMENT

This report addresses Council's strategic risk Community engagement - Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making.

CONCLUSION

Council note the petition and as it refers to an operational matter, refer it to the Chief Executive Officer.

ATTACHMENTS

1. 3 August 2021 – Derby Road Petition

RECOMMENDATION

That Council note the petition and refer it to the Chief Executive Officer.

From: Wattle Grove Motel <stay@wattlegrovemotel.net.au>
Sent: Tuesday, 3 August 2021 8:48 PM
To: Liesbeth Long; Gerard Murphy; Wayne Sproull; Geoff Lovett; Grace La Vella; Chris Meddows-Taylor; Anna De Villiers
Cc: Mail CGSC
Subject: Footpath Condition of Derby Road between Churchill St and Lean St Maryborough - Petitions and Photos attached
Attachments: Resized_20210803_153449.jpeg; Resized_20210803_161656.jpeg; Resized_20210803_162627.jpeg; Resized_20210803_173138.jpeg; Resized_20210803_173728.jpeg; Resized_20210803_175052.jpeg; Derby Rd Folder 1 signed Petition.pdf; Derby Rd Folder 2 signed petition.pdf; Derby Rd Folder 3 signed Petition.pdf; Derby Rd Folder 4 signed Petition.pdf

Dear Central Goldfields Shire Councillors,

Footpath Condition of Derby Road between Churchill St and Lean St Maryborough is an absolute disgrace on both sides of the Road (see attached photos)

We the rate payers of Derby Rd, between Churchill St and Lean St (South of the railway line) in Maryborough are asking that the Central Goldfield Shire inspect and replace the unsafe footpath along this section of the Street.

Derby Road only has a footpath on one side of the Street from Churchill St to Lean St - the south side of the railway track. This section of the footpath has become unsafe over many years to residents.

Many Maryborough residents use this footpath for their daily use including disabled on scooters, while other residents use it for exercise, whether walking the dog, jogging or children on bikes etc.

The previous Administrator from Central Goldfields Shire, Noel Harvey, advised the ratepayers that the footpath infrastructure was to be undertaken in accordance with the southern section of Derby Road – i.e. the upgrade between Churchill Street and Lean Street. However, this has not happened as yet.

We the rate payers would like this footpath replaced from funding provided by the Government for infrastructure to Central Goldfields Shire with a replacement footpath, the same as the upgrade undertaken between High Street and Churchill Street (northern side section) as promised.

Derby Rd is one of the major entry points to Maryborough and should be an Advertisement of the quality of our town.

We all look forward to hearing back from you soon to know the outcome of this letter.

3rd August 2021 - Derby Road Petition - See attached Signed petitions and photos

Of the Derby Road Petition 100 % of the residents approached signed the petition, with all of them stating they had issues with the footpath and drainage on **both sides of the road**. Many residence stated that they had approached the Central Goldfields Shire on numerous occasions and still neither side of the footpath have had any real attention for over 20 years.

We are asking you the Councillors of Central Goldfields Shire on behalf the Derby Road South Residence between Churchill St and Lean St Maryborough, to take this up with the Central Goldfields Shire Executive so that a new footpath and drainage system can be put in.

We all look forward to hearing back from you soon to know the outcome of this petition.

Signed - The Residence of Derby Road South between Churchill St and Lean St Maryborough

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<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

Central Goldfields Shire
22 Nolan St
Maryborough 3465

26th July 2021

Dear Central Goldfields Shire Councillors,

**Re Footpath Replacement – Derby Road between
Churchill St and Lean St Maryborough**

We the rate payers of Derby Rd, between Churchill St and Lean St (South of the railway line) in Maryborough are asking that the Central Goldfield Shire inspect and replace the unsafe footpath along this section of the Street.

Derby Road only has a footpath on one side of the Street from Churchill St to Lean St - the south side of the railway track. This section of the footpath has become unsafe over many years to residents.

Many Maryborough residents use this footpath for their daily use including disabled on scooters, while other residents use it for exercise, whether walking the dog, jogging or children on bikes etc.

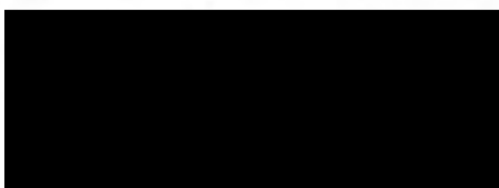
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We the rate payers would like this footpath replaced from funding provided by the Government for infrastructure to Central Goldfields Shire with a replacement footpath, the same as the upgrade undertaken between High Street and Churchill Street (northern side section) as promised.

Derby Rd is one of the major entry points to Maryborough and should be an Advertisement of the quality of our town.

We all look forward to hearing back from you soon to know the outcome of this letter.

Signed: The Derby Road Users and Residents















8. OFFICER REPORTS

8.1 CENTRAL GOLDFIELDS SHIRE COUNCIL POSITIVE AGEING STRATEGY 2021-2026

Author: Manager Community Services

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to request that Council adopt the Central Goldfields Shire Council Positive Ageing Strategy 2021-2026.

LEGISLATION AND POLICY CONTEXT

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

- | | |
|---------------|--|
| Outcome: | A supported, cohesive community, living full and healthy life. |
| Objective 1.3 | Ensure that all of our community, regardless of diversity, can live a full and healthy life. |
| Objective 1.7 | Support positive development for residents of all ages and abilities. |
| Objective 1.8 | Maximise all forms of connectivity for the community |

BACKGROUND INFORMATION

The development of a positive ageing strategy was a key output in the Council's Action Plan for 2020-21.

The population in Central Goldfields Shire is ageing. On current trends, over 40% of the population in the Shire will be aged 70+ within ten years.

The increasing age profile, together with reported changes in the needs, expectations and ambitions of our ageing population and ongoing reforms to the aged care service sector creates the need for Council to develop a clear strategic framework to guide responsive decision making and priority setting over the medium to long term.

TAG (The Aligned Group) Consulting was commissioned to develop Council's Positive Ageing Strategy.

The draft strategy was endorsed by Council to go to a final round of public consultation in June 2021.

REPORT

The draft strategy received comments from a further 180 people following engagement with over 650 residents in the initial drafting phase.

The overall response to the strategy from the second round of consultation was positive. The 180 comments can be characterised as follows:

- Better advocacy needed on behalf of the community across a range of areas, including positive ageing
- Greater investment and focus on assisting community to adjust to technology
- More investment needed for service and supports for people to age well
- Strategy is ambitious and requires resources behind it
- Contributions had been heard, understood and captured within the objectives of the Plan

These comments support the original aims, objectives and priorities set out in the draft strategy as well as focusing attention from strategic development to practical delivery.

Comments received did not require any substantive changes to the strategy.

Officers are currently developing an implementation plan which will drive the delivery of priorities outlined in the final draft of the strategy.

CONSULTATION/COMMUNICATION

Four methods of engagement were used to gain community, staff and key stakeholder input:

- on-line forum
- surveys
- interviews
- community meetings

To support the on-line engagement formats, paper-based document for the on-line forum and surveys were made available across the Shire.

The engagement process was undertaken with council staff, key stakeholders and community members in late 2020 and early 2021 to inform the strategic priorities and actions contained within Positive Ageing Strategy.

Over 650 individuals initially provided valuable feedback and insight that has been used to develop the strategic priority areas and actions and a further 180 in the second round of community consultation in June 2021.

Overall, those who participated were positive about growing older within the Central Goldfields Shire, with key areas of strength being relationships and support of their neighbours, services and support provided by Council and other service providers, opportunities to participate in civic and social activities and engagement and quality of community information and parks and gardens.

Key areas for improvement included

- footpath quality and maintenance
- road safety and parking
- shire planning
- transport
- connectivity
- volunteer support models to improve the experience of volunteering.

The engagement also highlighted areas where increased awareness would be of benefit, especially around services available, opportunities to participate in civic and social activities and downsizing of housing.

FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial or resource implications to Council presented by the draft report at this stage.

Should the strategy be endorsed by Council, there will be a series of future resourcing decisions required in order to prioritise and implement recommended actions.

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.

Risk	Mitigation
Strategy creates a series of actions which are difficult to resource by Council	Implementation planning to be staged over a number of years with key actions prioritised for early implementation. External funding sources and partnerships to be sourced
Aged care (and other Government) policy reform requires changes to Council services which are not consistent with the strategy.	Individual and group advocacy with Government

CONCLUSION

The Positive Ageing Strategy is now available to be presented to Council, recommending Council adopt the Central Goldfields Shire Council Positive Ageing Strategy 2021-2026.

ATTACHMENTS

1. Central Goldfields Shire Positive Ageing Strategy 2021-2026

RECOMMENDATION

That Council adopts the Central Goldfields Shire Positive Ageing Strategy 2021-2026.



Central Goldfields Shire Council

Positive Ageing Strategy

2021-2026





Acknowledgement

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.

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Australians born today can expect to live some 35 years more than those born 100 years ago. Instead of expecting to live less than 50 years we now expect to live to more than 80. Australia, like many other countries, is experiencing the Longevity Revolution.

The Central Goldfields Shire is experiencing this Revolution in full, with the profound demographic change with implications to all aspects of society. Council is responding with determination and drive to the challenges and opportunities brought by the Longevity Revolution.

As life expectancy increases so do the opportunities to move into old age and redefine this phase of life. We are going to age differently. We are starting to see role-models who are active, demanding, who want to work longer, want more leisure time, or will want to take part in society and expect that people will listen to their voices. Above all, older persons today are much more aware of their rights than those from previous generations.

We are re-inventing the social construct of what is “ageing” and “old age”. Baby-boomers created what we know as “adolescence” – a transition from childhood into adulthood,

a time to rebel, to experiment, to challenge because they were big in numbers with higher levels of formal education and health than any previous generation. Baby-boomers did not need to work fulltime from age twelve in order to survive.

Now they are creating a transition from adulthood into age – again a time to rebel, to experiment, to turn the table, to age loudly – and proudly. It’s exciting because it’s a new stage of human development. It’s going to be a very vibrant transformational period that is going to have lasting influences.

One response to this exciting new reality is the World Health Organisation’s (WHO) Active Ageing Policy Framework. The WHO framework has guided Council’s thinking and approach to Positive Ageing and as a Shire we are ready to embrace the reality of this Revolution.

Cr Chris Meddows-Taylor
Mayor, Central Goldfields Shire



It is with great pleasure that I present the Central Goldfields Shire Positive Ageing Strategy 2021-2026. Central to this Strategy is the premise that ageing is a celebration. Everyone is ageing. We are living longer and healthier and everyone always has a meaningful contribution.

Through an ever maturing understanding of “ageing” and how this process changes both individual’s lives and affects the community, we believe we can have higher aspirations in creating the best possible community. So, we need to ensure that our Shire is accessible for everyone, promotes health and wellbeing and provides opportunities for connection, inclusion and participation. We want our residents to live fulfilled lives, establishing deep roots within this community and in so doing being confident in claiming a lifelong connection with the Central Goldfields community.

We want the Central Goldfields community to be a place where people are able to contribute and flourish whatever their age, and this Strategy is a tangible demonstration that we are committed to improving the quality of life for our older residents. At the core of our Strategy is a forum of older people called the

Positive Ageing Alliance, established to advise on our development as an Age Friendly Shire.

This Strategy, having been developed in recognition of opportunities and challenges of our community’s ageing population, is now ready to be rolled out. Its aim is to ensure a thoughtful, sincere and committed response as an organisation in planning, developing and implementing policies, programs and services that address the changing needs within the community.

This Strategy will guide Council’s approach in all of its Positive Ageing activities and ensures that we meet the changing needs of our population throughout their lifetimes. I commend this Strategy to you and most sincerely thank our community, our stakeholders and our team for their ground-breaking efforts and commitment towards developing this exciting Strategy for our Shire.

Lucy Roffey
Chief Executive Officer, Central Goldfields Shire

INTRODUCTION AND CONTEXT



Summary

Ageing is a cause for celebration in the Central Goldfields Shire - our people are living longer and healthier. The Central Goldfields Shire has a key role to play to help our people to get the most out of their lives. We need to ensure that our Shire is accessible for everyone, promotes health and wellbeing and provides opportunities for connection, inclusion and contribution. We want our residents to live fulfilled lives throughout their lifetime and feel like they never need to leave the Central Goldfields Shire.

Purpose

The purpose of the Positive Ageing Strategy 2021-2026 is to guide Council's approach in all of its activities to promote positive ageing by becoming an Age Friendly Shire and to ensure that we meet the changing needs of our population throughout their lifetimes.

What is 'positive ageing'?

The positive ageing approach aims to extend a healthy ageing and quality of life agenda to all people as they age to enable continuing participation in social, economic, cultural and spiritual affairs and the labour force, as well as being physically active.

What is an 'aged friendly shire'?

An 'Aged Friendly Shire' encourages positive ageing by optimising opportunities for health, participation and security in order to enhance quality of life as people age. People are living longer and many aspects of our shire are not equipped to meet the full range of people's needs as they age. An Aged Friendly Shire is one where people of all ages can live healthy and independent lives for as long as possible, and remain in a secure and supportive environment that enables them to participate in the community as they grow older.

An Aged Friendly Shire benefits people of all ages. By viewing a community through an Age Friendly lens. Central Goldfields Shire planners, residents, businesses, service providers and visitors can help create a Shire that meets its resident's needs throughout their lifetimes.

The concept of Positive Ageing is shifting the way we think about getting older. Instead of thinking of ageing as a problem, we propose that it is a celebration. Everybody is ageing and it is the quality of this experience that is important.



The Central Goldfields Shire and Positive Ageing

It is important to note that the Positive Ageing Strategy has been developed at a time of rapid and substantial change. Thinking and actions that adhere to a “Business as Usual” approach are under increasing pressure as the fundamental principles, platforms and assumptions that underpin this thinking and action are being disrupted. Some of the changes precipitating new thinking and action include:

- Impacts of COVID-19 and a direct focus on essential services whilst protecting individuals from overwhelm
- Major policy and funding reforms taking place across key systems
- Royal Commissions into key components of health care provision, including aged care and mental health services
- Emphasised focus on clinical governance and responsibilities, for providers of Commonwealth Home Support Program (CHSP) and HACC PYP services
- Ongoing fiscal constraints are putting pressure on local government, organisations and communities
- Workforce profiles and dynamics are shifting, including an inability to access overseas trained workforce in the short term
- Access to workforce is transitioning with supported digital models enabling workforce to be located anywhere
- Demographic in regional and rural areas may transform as individuals opt out of high density city living

- Demographics of rural communities with significant portions of the population ageing and reducing population numbers in the under 50s
- Rapid advancements in technologies are disrupting old models whilst creating new opportunities for action
- An increasingly engaged citizenry is changing the nature of the relationship between government, institutions and communities

To thrive in this environment, Central Goldfields Shire has defined its specific roles as a provider, partner, advocate and informer in relation to Positive Ageing within the community. Central Goldfields Shire is committed to deliver value to the community whilst also delivering value to funders and partners and the broader community ecosystem.

Demographics – impact

Australia has an ageing population, and life expectancy continues to increase (AIHW 2018). 16 per cent of Australians are aged over 65 years and this proportion is expected to increase rapidly in the next decade (Community ID, 2019). Regional Australia has a significantly older population than the rest of Australia, largely contributed to by these areas being home to lower proportions of people in their twenties and thirties (ID, 2019).



Central Goldfields Shire services a primary community of approximately 13,000 people, with 61 per cent of the population centred around Maryborough and the balance of the population dispersed at Majorca, Bet Bet, Timor, Dunolly, Talbot, Bealiba and surrounds. Central Goldfields Shire is expecting to see continued reduction in core population numbers over the next 10 years particularly in the working aged cohorts 18-65 years old.

The median age across the Shire is 50 years old. We are expecting an increase in those aged 70 years and old over the next 10 years, with the over 70 year old cohort representing over 40 per cent of the population. This will occur at a time where individuals of working age are reducing by approximately 10 per cent. The impact of this will mean increased demand and need for aged service provision at a time of potential reduced workforce to fulfil the demand.

Demand for aged residential and palliative care is expected to keep increasing at a faster rate (AIHW, 2018; PwC 2018). Central Goldfields Shire needs to understand its role within the aged care eco-system and advocate for the needs of its residents moving forward to ensure individuals can continue to age in place.

During the COVID-19 pandemic, visitor restrictions in aged-care settings and social distancing policies aimed at limiting transmission have increased risks associated with depression and anxiety among the older population (Holt, Neumann, McNeil, & Cheng, 2020). These factors have further impacted on community resilience and increase rates of social isolation and mental ill-health across the Shire.

These shifts affect all areas of our community including our workforce, economy, design, planning, infrastructure, transport, housing, health systems, social structures and services and governance.

To address these changing needs, it is clear that we need to rethink and redesign our services, our Shire and our approach to ensure a greater quality of life for our community as they age. We need to promote ageing in place where people can comfortably remain living independently in their own homes and communities as they age.

Vulnerable cohorts – meeting needs

Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI) people and Aboriginal and Torres Strait Islanders (ATSI) have unique needs in aged care. They may experience ageing earlier in life and need to plan their care ahead. Both community groups often report experiences of discrimination and poor treatment within aged care programs.

People who have lived openly as LGBTQI individuals or who identify as ATSI seek programs that are inclusive and relevant to their needs. LGBTQI and ATSI people often have experiences of discrimination, verbal abuse, bullying and lifetime victimisation that affect their mental health and are linked to higher rates of depression, anxiety and suicide. Social exclusion and loneliness as one ages affect a person's capacity to engage with services.

Over the life of this strategy, Central Goldfields Shire will seek to enhance our services and community engagement experience to ensure inclusion of the needs of both the LGBTQI and ATSI communities and develop positive ageing programs addressing all of our communities, in partnership with older people and other service providers. This includes programs to address social isolation, increase uptake of healthy ageing behaviours, and to support self-management skills and capacity for self-advocacy. We will also continue to support sector capacity building through training and partnerships to deliver services and interventions.

Strategic context

The world's population is ageing rapidly. According to the World Health Organisation (2017), the global number of people aged 60 years or older will rise from 900 million to 2 billion by 2050 (from 12 per cent to 22 per cent of the global population). This phenomenon has been occurring over the course of recent decades. In Australia alone, the proportion of the population aged over 65 years increased from 12.3 per cent to 16 per cent between the years 1999 and 2019. This percentage is set to increase substantially in the next decade as baby boomers (born between the years 1946 and 1964) turn 65, and low fertility rates continue alongside increasing life expectancy. Perhaps even more alarming is the rate at which the 85 years and older cohort has increased by 117.1 per cent over the same time period (Australian Bureau of Statistics, 2019).

The ageing population not only in Australia but across the globe has led to the emergence of a number of working definitions of what it means to age well. Positive ageing is commonly used interchangeably in strategies targeting the 50+ age group with terms such as active ageing (Bowling, 2008), healthy ageing (World Health Organisation, 2020), successful ageing (Bowling & Dieppe, 2005) and productive ageing (Kerschner & Pegues, 1998). Although there is no consensus on the definition of positive ageing, it is generally understood to involve more than just physical or functional health. Rather, it involves a broad range of aspects that taken together can improve the chances of having a positive experience of life as we age.

Recent definitions have included not only disease status but also cognitive, physical and other functions. Positive ageing has been described as an idea that makes 'the most of opportunities, innovations and research which promote a person's sense of independence, dignity, well-being, good health and enable their participation in society' (Docking & Stock, 2017, p. 5) At the very core of the

concept lies the notion 'that denotes the aspirations of individuals and communities to plan for, approach and live life's changes and challenges as they age and approach the end of their lives, in a productive, active and fulfilling manner' (Docking & Stock, 2017, p. 5).

A positive ageing approach advocates 'a realistic understanding of ageing which fully recognises its positive aspects as well as the more challenging ones' (Coonamble Shire Council, 2021). It also acknowledges that although many major life events will happen in later life, which cannot be controlled nor prevented, we do have some control over how we respond to them.

Societal factors

Positive ageing depends on behavioural and genetic factors, as well as broader environmental and socioeconomic determinants. An individual can control some of these factors (intrinsic/lifestyle). However, issues at a societal level such as affordable housing and income influence the choices that individuals make, in turn creating circumstances that either enable or inhibit opportunities for a healthy lifestyle (Victoria State Government, 2021).

Societal factors impacting positive ageing are social, economic, and environmental conditions that help or hinder older adults in maintaining their health and well-being. These factors include adequate access to nutritious food, stable employment, safe housing, social attitudes and perceptions, and reliable and affordable transportation. Individuals who struggle with structural-related factors are at risk of experiencing poor health, morbidity, and mortality. Issues operating at a societal level significantly impact older adults especially in their ability to live independently and age in place (Pooler & Srinivasan, 2018).

Impact of COVID-19

COVID-19 has impacted on the older population in myriad ways. For example, aside from the obvious effects on physical health, social isolation resulting from physical distancing has led to increasing levels of depression within this cohort. The pandemic has also affected housing security at all levels of society, particularly older women who were already vulnerable prior to the pandemic (women are overrepresented in insecure forms of employment with minimal superannuation) (Patterson, 2020). Ageist attitudes are also being reinforced by the pandemic.

Council

The Central Goldfields Shire Council Plan states our Vision as; “To be a vibrant, thriving, inclusive community. To achieve the best outcomes for the local community and having regards to the long term and cumulative effects of decisions.”

The Central Goldfields Shire has many roles to play to support Positive Ageing across the Shire. We have a significant role in the provision of infrastructure, community services and information. We also have a partnership role, for example with the State Government in the provision of public transport and improving major roads. In addition, Council has a broader influencing role, for example in promoting greater respect within the community for older people.

The Central Goldfields Shire has primary responsibility for the following areas associated with positive ageing:

- Primary role for delivery and maintenance of services that have direct impact on the quality of life for people as they age
- Lead and partner implementation of the Strategy in the Shire with older people, service providers and other levels of government
- Information provision to our residents and advocacy of their needs to other tiers of government and relevant agencies

- Referral service to other ageing and service providers

We also play the leadership role in developing the Central Goldfields Shire as a place to age well. However, to achieve our vision will require understanding and commitment from all members of our community. We invite our community to actively work with us to reach the objectives set out in this Strategy.

Within this Strategy Council’s role has been documented as:

- **Provider**, for functions we are directly responsible for resourcing, developing and implementing. These are services that Council is directly funded or resourced to undertake on behalf of community.
- **Partner**, where we will be working with other organisations to deliver relevant initiatives. This could be through providing knowledge, skills, expertise or resources. Partnering involves relationships from mutual agreements, to Memorandums of Understanding to Joint Venture Agreements and beyond.
- **Advocate**, where the Shire is not directly able to effect change, and instead takes an influencing role. In instances where the Shire is unable to advocate then we have a responsibility to identify the correct individual or entity to advocate for the community and provide them with information that may support their advocacy role.
- **Informer**, in the instances where the Shire is communicating information, educational material and referrals.

INTRODUCTION AND CONTEXT



Approach

Project overview

This new Central Goldfields Shire Positive Ageing Strategy has been developed in partnership with community, staff and stakeholders. The new Strategy is focused on supporting and encouraging Positive and Active Ageing, and aligning with the principles set out by the World Health Organisation.

Literature review

A comprehensive literature review was undertaken in early 2021 to assist in the creation of strategic priorities and actions. The review provided a summary of current literature on the development of Positive Ageing Strategies. Included are examples of best practice, challenges encountered and suggestions for how the Central Goldfields Shire can better support Positive Ageing.

Engagement

An extensive engagement initiative was undertaken with council staff, key stakeholders and community members in late 2020 and early 2021 to inform the strategic priorities and actions. Over 650 individuals provided valuable feedback and insight. Further to this a secondary consultation period was

conducted in May and June 2021, involving a further 136 individuals. Information gathered throughout the engagement processes has been used to develop this Strategy.

Overall, those who participated were positive about growing older within the Central Goldfields Shire, with key areas of strength being relationships and support of their neighbours, services and support provided by Council and other service providers, opportunities to participate in civic and social activities and engagement and quality of community information and parks and gardens.

Key areas for improvement included footpath quality and maintenance, road safety and parking, Shire planning, transport, connectivity and volunteer support models to improve the experience of volunteering.

The engagement also highlighted areas where increased awareness would be of benefit, especially around services available, opportunities to participate in civic and social activities and downsizing of housing.



VISION

Our vision is for the Central Goldfields Shire to be celebrated by our community as a great place to grow older. We provide meaningful opportunities for access, inclusion, wellbeing and participation for all.



AIM

Our aim is to adapt our Shire's structures and services to be accessible to, and inclusive of, older people with varying needs and capacities. We will promote health and wellbeing, participation, respect and dignity as well as providing a sense of belonging and community connection.



Guiding principles

In further developing the Central Goldfields Shire Positive Ageing Strategy, we will be guided by the following principles:

Age is a celebration

We celebrate the fact that our people are living longer and healthier. This Strategy aims to ensure that we keep thinking of ways to meet the needs of all of our citizens.

A rights-based approach

Older persons have fundamental rights and freedoms, which include the right to be treated with dignity and respect and the right to make their own choices about how they adapt their lives to changing opportunities and needs.

Whole of life

Strategies that benefit our older people benefit all of our people. We will recognise and accommodate the different needs of our people throughout their entire life.

Ageing in place

We want to provide for the needs of our people so that they are able to remain in the Central Goldfields Shire for as long as they wish.

Building on our strengths

The Central Goldfields Shire provides an enviable quality of life and its people have a wealth of skills and experiences to contribute to the community. Boosting the participation of our people of all ages will benefit the whole Shire.

Co-design and partnership

The Central Goldfields Shire is committed to an ongoing partnership with our community and partners to achieve our vision and implement initiatives that have real and lasting benefits. In particular, older people will be fully involved in the policy planning, development and evaluation process.

Alliance model

A fundamental component of this Strategy is to establish alliances with older people and service providers in the Central Goldfields Shire. This will ensure that we are continuing to deliver the commitments contained in this Strategy. We will regularly seek the views of older people and service providers on how we are achieving our objectives and how we could be doing better.

Positive Ageing Community Alliance

We will build on the engagement we undertook during the development of this Strategy by establishing the 'Community Alliance' – a forum of active citizens who will be working in partnership with the Central Goldfields Shire to oversee implementation of the Strategy. Members of this forum will advise on how the Strategy is improving the experience of living in the Central Goldfields Shire and help us to prioritise activities to further improve what we do.

Positive Ageing Services Alliance

We will also strengthen the network of key health and support service providers to partner with the Central Goldfields Shire in implementing the actions in this Strategy and identifying challenges and opportunities to better meet the needs of our residents as they age. The 'Services Alliance' is where the Central Goldfields Shire will fulfil its role as a system level leader ensuring our collective organisational efforts are continuing to contribute towards positive ageing impacts and outcomes across the Shire.

Key focus areas overview

The Positive Ageing strategic priority areas have been developed from the engagement process and are aligned with the WHO Aged Friendly Cities Guidelines, which feature eight key focus areas. A ninth Strategic Priority Area has been included to highlight Council's role in leading the development of a Shire where, individuals can experience positive ageing, with community and key partners. The following are the nine strategic priority areas:

Priority area one: Outdoor spaces and buildings

Key considerations:

- Pleasant, clean environments
- Importance of green spaces
- Places to rest
- Age Friendly pavements
- Safe pedestrian crossings
- Accessibility
- A secure environment
- Walkways and cycle paths
- Age Friendly buildings
- Service to older customers

Priority area two: Transportation

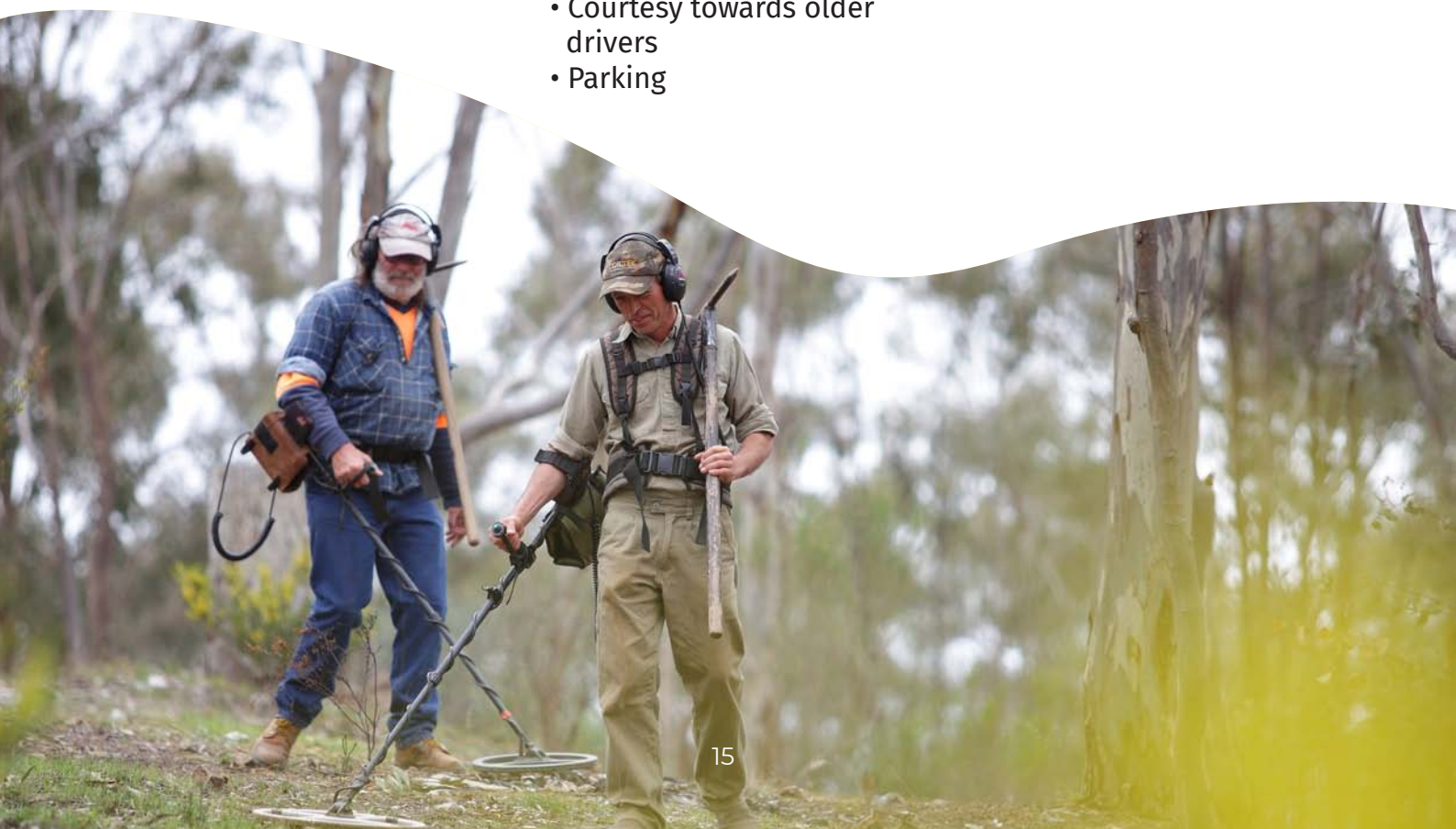
Key considerations:

- Availability
- Affordability
- Reliability and frequency
- Specialised services for older people
- Priority seating and passenger courtesy
- Transport drivers
- Safety and comfort
- Stops and stations
- Taxis and Community Transport
- Information
- Driving conditions
- Courtesy towards older drivers
- Parking

Priority area three: Housing

Key considerations:

- Affordability
- Essential services
- Design, modifications and maintenance
- Access to services to support independent living
- Community and family connections
- Housing options
- Living environment



Priority area four: Social participation

Key considerations:

- Accessible opportunities
- Affordable activities
- Range of opportunities
- Integrating generations, cultures and communities
- Awareness of activities and events
- Encouraging participation and addressing isolation

Priority area five: Respect and inclusion

Key considerations:

- Respectful and disrespectful behaviour
- Ageism and ignorance
- Intergenerational interactions and public education
- Place within the community
- Helpfulness of the community
- Place in the family
- Economic exclusion
- Celebrating ageing and valuing contribution

Priority area six: Civic participation and employment

Key considerations:

- Better employment options and more opportunities
- Volunteering options for older people
- Flexibility to accommodate older workers and volunteers
- Encouraging civic participation
- Training
- Entrepreneurial opportunities
- Valuing older people's contribution

Priority area seven: Communication and information

Key considerations:

- Widespread distribution
- The right information at the right time
- Responsive and caring service
- Age Friendly formats and design
- Information Technology

Priority area eight: Community support and health services

Key considerations:

- Accessible care
- A wider range of health services
- Ageing well services
- Home care
- Residential facilities for people unable to live at home

Priority area nine: Positive ageing leadership

Key considerations:

- Leadership initiatives
- Partnering
- Networking
- Influence and advocacy



Positive ageing action plan

A Positive Ageing Action Plan has been developed to complement the delivery of this Strategy. The Action Plan outlines specific actions that will enable us to achieve our objectives, along with providing indicative timeframes for delivery and identifying Council's role in delivery.

The Action Plan is indicative and it is envisaged that it be considered on an annual basis as part of the Council's annual budget process to prioritise the key actions to be undertaken in the year ahead. The Central Goldfields Shire Positive Ageing Community Alliance will oversee the implementation of the Strategy and Action Plan and provide guidance on the development of annual project plans.

Measuring our progress

In conjunction with the development of our Positive Ageing Strategy we have developed key indicators of our performance across the Focus Areas. We will report directly on our progress against these indicators to our Positive Ageing Community Alliance and Service Alliance partners, as well as to the wider community. Additionally specific targets will be developed against the indicators to measure the achievement of the Strategy.



HOW WILL WE SUPPORT POSITIVE AGEING?

The following plan outlines each focus area and goal. It outlines the actions that are happening now, as well as objectives and actions requiring investment for the future.

Focus area one: Outdoor spaces and buildings

Goal: An environment that is pleasant, safe and accessible.

Our success to date:

- Securing \$1.9 million to revitalise the Central Goldfield Art Gallery
- Investing \$1.5 million to enhance Princes Park infrastructure
- Installing new seating in the Maryborough central business district, Dunolly retail area and Princes Park
- Installing outdoor fitness equipment at Talbot
- Securing funding for outdoor gym equipment at Princes Park
- Securing funding for upgrades to the solar lighting around Lake Victoria, Princes Park
- Upgrades to the Goldfields Reservoir walking trail

Future objectives:

- Pedestrian access and safety is improved through a Shire wide footpath upgrade program with a focus on Age Friendly Pathways, specifically focused on main

- streets, near schools and aged care facilities and service providers and highly pedestrianized pathways
- Road crossings will be made easier with more pedestrian crossings and the use of pedestrian countdown timers
- The Shire will continue to enhance street scaping, access and useability
- Walking is encouraged through an increased number and quality of walking paths and trails
- Ample seating and resting points are provided alongside highly pedestrianized areas including parks, public transport stops, popular walkways and near shopping and service precincts
- Outdoor and indoor furniture and seating is designed and selected with the requirements of older people in mind
- Access to key civic buildings meets appropriate standards
- Entry standards are in place for retailers and service providers, outlining access requirements including ramps and handrails
- Location and accessibility are considered in the design of new installations and renewal projects
- Improved lighting in car parks, parks, entry points, near outdoor exercise equipment, public toilets and civic and community spaces maximises Shire safety and accessibility
- Signage is enhanced to make it easier to navigate and locate community facilities, events and places of interest
- Positive Ageing is a focus to upgrades of park and event facilities and amenities



HOW WILL WE SUPPORT POSITIVE AGEING



Future investment: 1. Foot paths and walkways	ACTIONS	COUNCIL ROLES
<p>Implement the Integrated Transport Strategy with a focus on prioritising action that would enhance the Aged Friendly focus of the Shire</p> <p>Implement actions from the Walking and Cycling Strategy Refresh, incorporating positive ageing standards and criteria for footpaths and walkways, including navigable by wheeled mobility aids. Map and prioritise the streets to which these standards apply</p> <p>Implement Shire wide footpath upgrade program with a focus on age friendliness</p> <p>Implement Shire wide inspection and pruning program for all overhanging foliage on main walkways with a focus on age friendliness</p> <p>Develop walking trails and walk about maps across the Shire given consideration to mobility and access</p> <p>Review installation priorities from pedestrian crossings with a focus on busy neighbourhood centres and meeting places</p> <p>Liaise with relevant organisations to implement pedestrian countdown timers at busy intersections</p>		<p>Provider</p> <p>Provider</p> <p>Provider</p> <p>Provider</p> <p>Partner</p> <p>Advocate</p>
<p>2. Seating</p> <p>Review the amount of quality seating along highly pedestrianized routes including parks, public transport stops, walkways and areas near main streets to ensure they provide protection from sun and inclement weather and enable ageing residents to make best use of the Shire's facilities</p>		<p>Provider</p>
<p>3. Building and development</p> <p>Implement Positive Ageing design principles at all community and Shire facilities ensuring accessibility for people of all ages and abilities</p> <p>Evaluate access, amenity and safety of public toilets across the Shire</p> <p>Develop Positive Ageing design principles specific to the Central Goldfields Shire</p> <p>Liaise with shopping centres and local retailers to increase age friendly parking, access and safety</p> <p>Liaise with relevant organisations to enhance basic amenities within key townships across the Shire eg, access to town water, access to town sewage ensuring consistency with the Central Goldfields Shire Environmental Sustainability Plan</p> <p>Provide Positive Ageing design principles to developers for consideration as part of residential and commercial developments</p>		<p>Provider</p> <p>Provider</p> <p>Partner</p> <p>Advocate</p> <p>Advocate</p> <p>Informer</p>
<p>4. Lighting</p> <p>Improve lighting where appropriate in car parks, parks, entry points, near play equipment, public toilets and community and Shire spaces</p>		<p>Provider</p>
<p>5. Signage</p> <p>Implement easy-to-read way finding and information signage around key locations</p> <p>Improve signposting of public toilets and other regularly used facilities</p> <p>Develop event signage, gateway signage and community display boards at popular parks and Shire locations using Positive Ageing design principles</p>		<p>Provider</p> <p>Provider</p> <p>Provider</p>
<p>6. Parks, gardens and open space</p> <p>Implement Positive Ageing design principles in open spaces, play spaces, event facilities and public amenities</p> <p>Improve the number of exercise points suitable for older people in parks</p>		<p>Provider</p> <p>Provider</p>

HOW WILL WE SUPPORT POSITIVE AGEING

Focus area two: Transportation

Goal: Our residents are able to easily move throughout the Shire to participate in the community and have access to services.

Our success to date:

- The creation and installation of two pop up bike paths
- Increased the ability for the community utilising public transport to access Visitor Information Centre
- Increased parking availability near Visitor Information Centre and Electric Vehicle recharging stations
- Funding secured to develop a mobility scooter strategy 'Get On Ya Scooter'

Future objectives:

- Increased advocacy to improve bus and train transport services, frequency, shelters and stops
- Increased recognition of priority seating and assistance for frail and older people
- Increased access and availability of community bus and community transport services to assist older people get to shops, appointment and social activities
- Community transport services continue to evolve to be responsive and relevant to our community to support social connections, independence and ageing in place
- Increased reliability, courtesy and availability of taxi/ ride share services for local residents

- Opportunities to utilise alternative transport services for the utility of older people across the Shire
- Drivers are more confident and feel safer when travelling throughout the Shire
- Car parking is maximised to improve availability, accessibility and support people with disability
- Encouragement of carpooling initiatives lead to fewer cars on the road, with more transport options available
- Inclusion of 'senior friendly parking' available throughout the Shire
- Support for mobility device users is improved with increased engagement, information and education programs available
- Mobility device requirements are considered when upgrading pathways or road infrastructure
- Opportunities for cycling throughout the Shire are optimised through expansion of the Shire's bicycle network, support and infrastructure
- The Shire establishes a network of safe streets for cycling and walking



HOW WILL WE SUPPORT POSITIVE AGEING



Future investment: 1. Public transport	ACTIONS	COUNCIL ROLES
<p>Develop a strategy with relevant partner organisations to improve amenity, comfort and access to transport shelters and stops across the Shire</p> <p>Liaise with relevant organisations to improve bus/train transport services such as reliability, extended services, courtesy and assistance for older passengers</p> <p>Liaise with relevant organisations to increase promotion and recognition of priority seating for frail and older people</p>		Partner
		Advocate
		Advocate
2. Community transport	Implement the Integrated Transport Strategy with a focus on ensuring local transport meets community needs and provides cross Shire accessibility to key community locations	Provider
	Develop with relevant partner organisations a centralised community transport options scheme across the Shire including a single booking service for the community	Partner
3. Taxi/ride share services	Liaise with relevant organisations to explore alternative transport systems/ options for their utility to older people across the Shire	Advocate
	Liaise with relevant organisations to make available training regarding communicating with and assisting older passengers	Advocate
	Liaise with relevant organisations to explore options to support car-pooling initiatives	Advocate
4. Driving and parking	Improve enforcement and patrol of parking spaces with a designated time allocation and those designated for individuals with a disability or flagged as a “Senior Park”	Provider
	Develop in partnership with Vic Roads advice and support regarding vehicle modifications, adjustments and driver training for older residents	Partner
	Liaise with relevant organisations for increased disability and Aged Friendly parking spaces in popular locations	Advocate
	Liaise with relevant organisations for local shopping precincts to establish a “Senior Parks” trial, similar concept to pram parking	Advocate
5. Mobility devices	Develop and implement activities within the ‘Get On Ya Scooter’ Strategy	Provider
	Evaluate the number, access and location of recharge points for mobility scooters in high usage community locations	Provider
	Develop a mobility devices user forum to advise Council on issues and suggested improvements	Provider
	Develop in partnership with Vic Roads an education program for the use of mobility devices and develop maps of suitable routes for mobility devices	Partner
6. Cycling	Establish a Cyclist User Group/ Forum to advise Council on issues and suggested improvements to cycle access and safety	Provider
	Evaluate the number, access and location of bike racks and repair stations across the Shire	Provider
	Evaluate the number, access and location of bikeways and walk ways across the Shire	Provider
	Develop bicycle path/ route maps assisting older people to safely navigate the Shire by Bike	Provider

HOW WILL WE SUPPORT POSITIVE AGEING

Focus area three: Housing

Goal: Affordable and accessible housing is available to meet the needs of residents throughout their lives.

Our success to date:

- Development of a Population and Housing and Residential Settlement Strategy
- Planning permits issued for the development of a new residential aged care housing

Future objectives:

- Positive Ageing building principles are available and adopted
- Building code variations provide for Positive Ageing and mobility access standards
- Increased interest across the Shire in the development of small/ granny flat housing developments that aid diversity and affordability
- Increased information available about the options to provide small/granny flat housing occupancies in large single dwelling house areas

- Positive Ageing principles are demonstrated in the development of Shire assets
- An increased level of affordable housing available throughout the Shire through clear planning requirements and active attraction and encouragement of housing providers and developers
- Housing needs of older residents are better understood and incorporated in the development of aged care housing within the Shire
- Increased promotion and advocacy for the provision of modern models of residential aged care across the Shire



HOW WILL WE SUPPORT POSITIVE AGEING



Future investment: 1. Development

ACTIONS

COUNCIL ROLES

Implement the Population and Housing and Residential Settlement Strategy ensuring advocacy for retirement villages, single dwelling and down size housing options being constructed in appropriate locations close to essential amenities

Provide information regarding options to provide dual occupancies in large single dwelling house areas

Provide information regarding the demand and need for diversity and affordability of housing to property developers

Provider

Informer

Informer

2. Affordable housing

Liaise with relevant organisations for the inclusion of a proportion of affordable housing in property developments

Liaise with relevant organisations to investigate the potential for social housing developments across the Shire

Advocate

Advocate

3. Residential aged care

Improve the utilisation and access to Council services within the public and private residential aged care environment. Eg, library services

Liaise with public and private aged care service providers to ensure sufficient availability of residential aged care and palliative care beds for the community

Liaise with public and private aged care service providers for the increased use of volunteers in residential aged care facilities

Liaise with public and private aged care service providers to partner with community service providers to enable resident attendance/ participation in community activities and events

Partner

Advocate

Advocate

Advocate

4. Retirement living/ downsizing

Evaluate downsizing options available for elderly residents across the Shire

Develop an advisory service helping people to think through home modifications and planning requirements

Provide advice and information about making existing housing adaptable to support elderly residents

Partner

Partner

Informer



HOW WILL WE SUPPORT POSITIVE AGEING

Focus area four: Social participation

Goal: Our residents are encouraged and have opportunities to participate in the community throughout their lives.

Our success to date:

- Increased free WiFi access at the Co-Working Hub, Maryborough Railway Station (including the platform)
- Implementation of the Digital Connection Project supporting community members over the age of 55 years old
- Improved ambience, atmosphere and access to the Shire's key buildings positioning them as destinations to visit, play and stay
- Increased WiFi hot spots available throughout the Shire

Future objectives:

- Celebration and promotion of benefits of positive ageing is realised through the development of new program and activities centred on optimising longevity, health and well-being
- Access to community events and cultural facilities is improved for older people through the provision of additional transport options and partnerships
- Positive Ageing principles have been applied to the access, availability and use of community facilities
- Increased assistance and education to support older residents with computer and online literacy
- Improved Shire wide online access and availability
- Loneliness and isolation are reduced through community programs and initiatives that encourage neighbourhood development, community support, connection and resilience
- Increased pet ownership is embraced as an effective method of mitigating loneliness, with 'pets as companions' embraced throughout the Shire



HOW WILL WE SUPPORT POSITIVE AGEING?



Future investment: 1. Events and activities

ACTIONS

COUNCIL ROLES

Improve promotion of social opportunities (Council run and non-Council run activities)	Provider
Improve the opportunity to use Council facilities to deliver social activities for elderly people	Provider
Evaluate transport options to assist older people accessing community events and cultural facilities	Provider
Develop new programs and activities to celebrate and promote Positive and Active Ageing	Provider

2. Facilities and venues

Implement the Active Central Goldfields: Recreation and Open Space Strategy 2020-2029 to support increased participation in physical activity	Provider
Implement a program to install hearing loops and similar assistance devices at community centres, libraries and Council facilities	Provider
Develop a communities facilities map of places where elderly people can attend and socialise during periods of hot or inclement weather	Provider
Review opportunities to extend the library operating hours and increase programs targeted at supporting Positive Ageing within the Shire	Provider

3. Technology

Develop opportunities for people to be exposed to and trained in new technologies including expanding the Digital Connection Program to other geographical locations throughout the Shire	Provider
Review the number of public access computers within the library along with programs to support ageing residents to utilise technology	Provider
Improve connectivity and access to free WiFi across the Shire including community hubs, public transport and parks	Partner

4. Reduce isolation

Develop in partnership a Pets as Companions program, to promote the benefits of pet ownership in mitigating loneliness and providing support	Partner
Develop in partnership a program to that assists community members to walk dogs or care for animals, when they are unable to do so themselves	Partner
Liaise with relevant organisations to encourage social entrepreneurship by older people	Advocate



HOW WILL WE SUPPORT POSITIVE AGEING?

Focus area five: Respect and inclusion

Goal: Our residents of all ages are valued and the community benefits from their contribution.

Our success to date:

- Implementation of the Central Goldfields Shire kinder visitors and letter writing program in residential aged care
- Develop and implementation in partnership the food security program during COVID-19

Future objectives:

- Council core values of diversity and respect for all are displayed at all community facilities
- Council programs and services are inclusive, safe and respectful for all community cohorts including individuals who identify as culturally and linguistically diverse, Aboriginal and Torres Strait Islander, people with a disability and the LGBTQI community
- Tolerance and understanding are fostered through programs aimed at connecting generations, sharing wisdom and learning, and reducing ageism

- A Positive Ageing Shire and Communities theme is encouraged within local schools, fostering intergenerational understanding, appreciation and interaction
- Increased initiatives are in place to visit older people at home and assist older people's participation in community activities
- An improved appreciation and understanding of cultural diversity is achieved through considering integration and support for older culturally diverse people in our community
- A strengthened sense of belonging and relation realised through increased opportunities for our residents to interact and connect
- Local businesses are recognised and celebrated for demonstrating practices focused on inclusivity and access
- Increase opportunities to strengthen inclusivity and community spirit is achieved through boosting the offering and support for events and initiatives celebrating diversity



HOW WILL WE SUPPORT POSITIVE AGEING?



Future investment: 1. Respect for older people

ACTIONS

COUNCIL ROLES

Develop a “Positive Ageing Initiative of the Year”, a “Positive Ageing Business of the Year” and a “Positive Ageing Individual” category in the Australia Day awards

Provider

Develop a training program for customer service staff that encompasses improved awareness of the need of older people and skills to assist older people in accessing Council services

Provider

Develop in partnership information on identifying and reporting elder abuse within the community

Partner

Develop in partnership a buddy style program to introduce older person’s stories to pre-school children

Partner

Develop in partnership a schools connection program and encourage opportunities for intergenerational understanding, appreciation and interaction including older person visits to schools and school visit to retirement villages and residential aged care services

Partner

2. Social inclusion

Improve the range of activities available through the library and community centre for older citizens

Provider

Evaluate affordability for Senior Groups and Programs when setting fees and charges for Shire venues

Provider

Develop and extend support to community groups who promote social inclusion through food sharing opportunities

Partner

Develop in partnership a dementia training program for staff, local business and the community

Partner

Develop in partnership community program that foster intergenerational connection between young and older people

Partner

Liaise with local restaurants and cafés to establish Positive Ageing eating programs providing for smaller portions and earlier meal times

Advocate

Liaise with relevant social groups/ networks to bring together older citizens within diverse groups (culturally and linguistically diverse, Aboriginal and Torres Strait Islander, people with a disability and the LGBTQI community)

Advocate



HOW WILL WE SUPPORT POSITIVE AGEING?

Focus area six: Civic participation and employment

Goal: Our residents are actively involved in the community throughout their lives.

Our success to date:

- Provision of a temporary operating space by Central Goldfields Shire for the administration of a centralised volunteer database.

Future objectives:

- All Shire led community engagement initiatives adopt an Aged Friendly approach ensuring all materials are accessible and easy to read and participation is convenient and easy
- Increase community involvement and participation shapes the future direction and operation of our community and cultural facilities
- The Positive Ageing Alliance is active and providing input into all areas of the Shire operations enhancing our Positive Ageing approach
- Employment programs enable flexibility to assist and support Shire staff to remain in the workforce and transition to retirement
- Retirement transition talks better position community members about the challenges and opportunities of post career life in the Shire
- New volunteering opportunities for people as they age in community services, economic development and events are identified and available
- High level awareness of new models of community volunteering with new opportunities created
- Information is centralised regarding volunteer vacancies and extensively promoted throughout the community
- Local clubs and community groups are supported to manage and recruit volunteers to support their activities



HOW WILL WE SUPPORT POSITIVE AGEING?



Future investment: 1. Engagement

ACTIONS

COUNCIL ROLES

Implement a Positive Ageing Alliance to give advice to all areas of Council operations	Provider
Implement a Positive Ageing approach to community engagement including that all materials are accessible and easy to read	Provider
Implement a community advisor groups to guide and support the direction and operation of areas being refurbished or newly established to ensure Positive Ageing design principles are incorporated into and delivered in the project	Provider

2. Paid employment

Implement retirement transition talks providing informal panel discussions about the challenges and opportunities post career life for CGS staff	Provider
Develop a plan to establish the CGS as a Positive Ageing employer	Provider
Develop programs to provide information on Encore Careers for CGS staff	Provider
Develop a plan to support and embed Positive Ageing principles for CGS staff incorporating adjusted work environments, flexible employment structures, etc.	Provider

3. Volunteering

Develop training and support programs to local community clubs and groups on managing and recruiting volunteers	Provider
Develop new volunteering opportunities for people as they age in community services, economic development and events	Provider
Develop in partnership a new model of community volunteering	Partner
Develop in partnership a Shire wide database of volunteers and their skills sets along with volunteering opportunities available through external agencies	Partner



HOW WILL WE SUPPORT POSITIVE AGEING?

Focus area seven: Communication and information

Goal: Our community is able to easily access information about their community and services.

Future objectives:

- Customer service standards and approach consider the needs of older people and our staff are skilled to assist older people, those with disabilities and/or dementia in accessing Shire services
- Technology solutions are adopted to optimise accessibility within the Shire's customer service services
- Branding and communications highlight the Central Goldfields Shire as an Aged Friendly locality
- Older people in our community know where they can source relevant and suitable information to support Positive Ageing
- Shire publications are presented in a format suitable for vision impaired wherever possible: large font, audio format and jargon free and in multiple languages as relevant
- The Shire's Positive Ageing initiatives are well known across the Shire and beyond



HOW WILL WE SUPPORT POSITIVE AGEING?



Future investment: 1. Customer service

ACTIONS

COUNCIL ROLES

Implement the Positive Ageing design principles (eg, accessibility, diversity, etc) into the Customer Service Strategy

Provider

Develop and implement Customer Service Standards and training to assist staff in meeting the needs of older people and those with disabilities and dementia

Provider

Improve the experience for older citizens by introducing equipment to assist hearing and visually impaired people within the customer and community service areas

Provider

2. Shire communications

Develop Positive Ageing branding and promotion material to promote the CGS as a Positive Ageing leader

Provider

Review Councils communication formats and sources to reach all people in the community, ensuring publications support vision impairment where possible, large font, audio formats and jargon free

Provider

Improve communications utilising the community on-line forums and notice boards to actively engage with community in relation to matters that are of greatest importance in relation to Positive Ageing, including providing community with regular updates of progress in relation to implementation of the Positive Ageing Strategy

Provider

3. Information for older people

Develop and promote a Positive Ageing collection of resources that focus on topics such as Positive Ageing, retirement and financial management

Provider

Develop a Positive Ageing discussion forum on the Shire's website

Provider

Implement a Positive Ageing role/ portfolio within the CGS to facilitate delivery of actions within the Positive Ageing Strategy and for the provision of advice regarding internal programs that affect Positive Ageing

Provider



HOW WILL WE SUPPORT POSITIVE AGEING?

Focus area eight: Community support and health services

Goal: Appropriate community support and health services are available to assist residents throughout their lives.

Future objectives:

- A wide range of home care assistance services are available such as home maintenance, gardening, shopping and cleaning
- Residents are encouraged and supported to remain healthy and independent through provision of community services, programs, information and initiatives
- Partnerships with local retirement villages and residential aged care homes enable further outreach opportunities for community services
- Food support services are enhanced for residents in need through partnerships with other service providers
- Mechanisms for identifying and reporting older people at risk are confirmed to assist the elimination of instances of elder abuse and isolation
- Support for people with dementia and Alzheimer's is optimised through partnership education initiatives
- Older residents are actively encouraged to join and participate in healthy lifestyle, fitness and well-being activities which are fun and easy
- A strong network of health and allied health partners results in collaborative community outreach and support programs



HOW WILL WE SUPPORT POSITIVE AGEING?



Future investment: 1. Supporting independence

ACTIONS

COUNCIL ROLES

Develop a plan to re-brand and re-name support programs and services that are available for older people through Council under the new Community Care banner

Develop in partnership a centralised resource highlighting the variety of services available throughout the Shire for older people

Provider

Partner

2. Support services

Implement environmentally friendly principles in all areas of Council service delivery for older people. Eg the products used by CGS staff when delivering service to/or on behalf of older citizen

Develop in partnership the opportunity to expand and enhance food support services for older citizens

Develop in partnership the opportunity to expand property maintenance services for older citizens

Provider

Partner

Partner

3. Health and well-being

Ensure all Council ran programs are ATSI inclusive and responsive to the needs of ATSI people as they age and access support services

Ensure all Council ran programs are LGBTQI inclusive and responsive to the needs of LGBTQI people as they age and access support services

Develop in partnership a healthy community program offering a number of opportunities to try fitness and health activities for older citizens

Develop in partnership a music for life program offering a number of opportunities to engage and participate in drama, dance and music activities

Develop in partnership with health and allied health service providers the opportunity to enhance health based community outreach and support programs across the Shire (for Council ran services)

Liaise with general practice to increase GP availability throughout the Shire, considering access and use of telehealth models

Provider

Provider

Partner

Partner

Partner

Advocate



HOW WILL WE SUPPORT POSITIVE AGEING?

Priority area nine: Positive ageing leadership

Goal: Central Goldfields Shire is a place where people age well.

Future objectives:

- The Shire is recognised as a local government leader in Positive Ageing strategies and initiatives that produce positive outcomes for community
- Alliances and partnerships are established with community, service providers and other sectors of government from which collaborative initiatives and projects can be realised by pooling resources and leveraging investment
- Positive Ageing principles and strategies are incorporated into all of the Shire's activities
- The Shire exceeds specific targets and measures of a Positive Ageing Shire



HOW WILL WE SUPPORT POSITIVE AGEING?

Future investment: 1. Partnership and leadership

ACTIONS

COUNCIL ROLES

- Develop in partnership a Positive Ageing Leadership Group with key organisational stakeholders (Services Alliance)
- Develop in partnership a Positive Ageing Consumer Representative Group (Community Alliance)
- Develop and implement in partnership a Positive Ageing Outcomes Framework reporting on the collective impact entities are have across the Shire
- Develop and implement in partnership a reporting framework to capture Positive Ageing impacts across the Shire
- Develop in partnership a community of practice to share Positive Ageing strategies across the Shire

Partner

Partner

Partner

Partner

Partner



CONCLUSION

This Strategy bring together the latest thinking, the Central Goldfields Shire experience and, most importantly the experiences of our older people in the community to guide all of our activities towards making the Central Goldfields Shire a place where people can age well.

The Strategy recognise that we are doing well in many areas, but there is room for improvement. It also recognises that people's needs and the tools to address them are changing and we need to keep up with those developments.

In releasing this Strategy, Council is committing to work with the community to make the Central Goldfields Shire an even better place to grow old.

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8.2 DISABILITY ACTION PLAN – OBJECTIVES AND ACTIONS FOR FEEBACK AUGUST 2021

Author: Manager Community Services

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to request that Council endorse the draft paper titled Disability Action Plan – Objectives and Actions for feedback August 2021.

LEGISLATION AND POLICY CONTEXT

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

Outcome:	A supported, cohesive community, living full and healthy life.
Objective 1.3	Ensure that all of our community, regardless of diversity, can live a full and healthy life.
Objective 1.7	Support positive development for residents of all ages and abilities.
Objective 1.8	Maximise all forms of connectivity for the community

Councils are obligated by law to create a Disability Action Plan. The Victorian Disability Act 2006 under Section 38 requires plans for the purpose of:

1. reducing barriers to persons with a disability accessing goods, services, and facilities.
2. reducing barriers to persons with a disability obtaining and maintaining employment
3. promoting inclusion and participation in the community of persons with a disability
4. achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

BACKGROUND INFORMATION

In the 2016 Census, over 8% of the Central Goldfields Shire population reported being in receipt of the Disability Support Payment and 14% of the population reported that they were an unpaid carer of a person with a disability.

Council does not have a current strategic framework to guide responsive decision making and priority setting geared towards creating greater equity and opportunity for people with disabilities. The last Disability Action Plan adopted by council expired in 2016.

The work on creating Council's new prospective Plan was instigated as part of the Working for Victoria Program in 2020 with TAG Consulting contracted in early 2021 to complete the project.

REPORT

The Disability Action Plan has been produced following a process of environmental scanning and community, staff and stakeholder engagement

As a result of this process a set of six draft objectives and action areas have been prepared for consideration and comment. A full literature review and context analysis has been developed separately and will be incorporated to form the full Disability Action plan.

The six draft objectives, are:

- People with disabilities will have equal physical access to the Central Goldfields Shire
- Information about Council and services will be made widely available in accessible formats
- People with disabilities will have equal opportunities to participate in community life
- People with disabilities will be engaged in planning to assist Council to deliver high quality outcomes
- Positive and inclusive images of people with a disability will be promoted
- CGS will be a leader in coordinating efforts to enhance the experience of people with a disability across the Shire

A series of draft actions have been developed to address each of the objectives. Both the objectives and actions are now ready for a final round of public consideration.

It is proposed that public engagement on the draft objectives and action areas will include:

- opportunities for online feedback through Council platforms
- opportunities for telephone and face to face discussions with Officers developing the Plan

The draft paper will be on view for public comment for a period of 2 weeks.

A final draft of the full plan will be prepared for Council consideration and adoption in October 2021.

CONSULTATION/COMMUNICATION

An extensive engagement initiative was undertaken with community, staff and stakeholders throughout late 2020 and early 2021.

Engagement methods have included 1-1 interviews, both an on-line and paper-based survey and the initiation of the Disability Advisory Focus Group.

The Focus Group has representatives that includes persons living with disability, a carer, a community linker, a representative from Maryborough District Health service, Maryborough Education Centre and disability services provider Asteria.

The Focus Group will continue to meet and monitor the implementation of the Plan over its four-year life cycle.

FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial or resource implications to Council presented by the draft report at this stage.

Should the strategy be adopted by Council, there will be a series of future resourcing decisions required in order to prioritise and implement recommended actions.

RISK MANAGEMENT

This report addresses Council's strategic risk for Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community.

The ability to develop and maintain partnerships with key organisations will be essential in progressing implementation along with external funding sources. Implementation planning will be staged over a four-year period with key actions prioritised for early implementation.

CONCLUSION

The draft objectives and actions paper are the critical section of the Council's Disability Action plan.

The draft is now ready for community comment. Once endorsed, it will be available for comment from 30 August to 13 September 2021. All submissions will be used in the development of the final Disability Action Plan.

ATTACHMENTS

1. Central Goldfields Shire Draft Disability Action Plan - Objectives & Actions for Feedback August 2021

RECOMMENDATION

That Council endorse the Central Goldfields Shire Draft Disability Action Plan - Objectives & Actions for Feedback August 2021 paper for public comment.



**CENTRAL
GOLDFIELDS**
SHIRE COUNCIL

**Central Goldfields Shire Council
Disability Action Plan
Objectives & Actions for Feedback
August 2021**

Introduction.

Request for assistance

This report contains the complete set of possible priority objectives and actions that have been identified as a result of environmental scanning and community, staff and stakeholder engagement processes undertaken as a part of the development of the Central Goldfields Shire (CGS) Disability Action Plan.

The purpose of this report is to ensure that we have heard and understood what is most important to the community, staff and stakeholders in relation to ensuring a disability friendly Shire now and into the future.

We are once again seeking your feedback in relation to the identified objectives and actions contained within this report. We would like to know:

1. Have we heard and understood what's important to the community, staff and stakeholders in relation to creating a disability friendly Shire?
2. Have we missed capturing any priority objectives?
3. Have we missed capturing any priority actions?
4. If you could only select five priority actions for the Disability Action Plan what would they be?
5. Is there anything further you would like us to consider when developing the CGS Disability Action Plan?

Please note: that whilst each of these areas and actions are important, the CGS is trying to determine which objectives and actions are of highest priority for the community, staff and stakeholders. The CGS will not be able to complete all of the activities documented in this report but CGS will be able to complete those activities deemed to be of highest priority and importance.

Objectives.

The Disability Action Plan 2021-2025 objectives and actions have been developed from the environmental scanning process and engagement processes undertaken in late 2020 and early 2021. The six objectives of the Central Goldfields Shire Disability Action Plan are:

- People with disabilities will have equal physical access to the Central Goldfields Shire
- Information about Council and services will be made widely available in accessible formats
- People with disabilities will have equal opportunities to participate in community life
- People with disabilities will be engaged in planning to assist Council to deliver high quality outcomes
- Positive and inclusive images of people with a disability will be promoted
- CGS will be a leader in coordinating efforts to enhance the experience of people with a disability across the Shire

These objectives are supported by a range of actions with specific roles, timeframes and responsible divisions.

The Council plays many roles on behalf of the community. For the purposes of this plan the Council's role is as either a:

- **Provider**, for functions we are directly responsible for resourcing, developing and implementing. These are services that Council is directly funded or resourced to undertake on behalf of community, and/ or
- **Partner**, where we will be working with other organisations to deliver relevant initiatives. This could be through providing knowledge, skills, expertise or resources. Partnering involves relationships from mutual agreements, to Memorandums of Understanding to Joint Venture Agreements and beyond.

Methodology.

Environmental Scanning

An internal and external environmental scanning process was undertaken to fully understand the current state of CGS disability action plan activities. This was critical to understand how and what CGS currently does and how well CGS performs and integrates with other eco-system participants in relation to enhancing the experience for people with a disability across the Shire. This process also identified key societal, sector, geographical and community trends likely to impact on the CGS Disability Action Plan.



Engagement Phase One

An extensive engagement initiative was undertaken with community, staff and stakeholders throughout late 2020 and early 2021 involving surveys and interviews to inform the objectives and actions contained within this report.

We would like to thank the individuals who have provided valuable feedback and insight to date.



Engagement Phase Two

This is now your opportunity to inform the final priority objectives and actions required, to transition CGS from its current state to the desired future state.

Phase two engagement includes:

- On-line feedback in relation to the objectives and actions identified by the community, staff and stakeholders
- Physical feedback in relation to objectives and actions
- Forums with CGS Councillors and Management Team to finalise the priority objectives and actions



Objectives.



People with disabilities will have equal physical access to the Central Goldfields Shire



Information about Council and services will be made widely available in accessible formats



People with disabilities will have equal opportunities to participate in community life



People with disabilities will be engaged in planning to assist Council to deliver high quality outcomes



Positive and inclusive images of people with a disability will be promoted

CGS will be a leader in coordinating efforts to enhance the experience of people with a disability across the Shire

PEOPLE WITH DISABILITIES WILL HAVE EQUAL PHYSICAL ACCESS TO THE CENTRAL GOLDFIELDS SHIRE

STRATEGY	ACTION	ROLE
Meet standards for access into and within Council owned and leased buildings	Review access compliance of all Council owned buildings and facilities to ensure compliance obligations are being met	Provider
	Develop and implement an infrastructure upgrade program where Council owned facilities are non compliant with access requirements	Provider
	Conduct Council building audits to ensure compliance in emergency evacuation, stair treads, circulation spaces and lift compliance, particularly at customer contact sites	Provider
	Review and revise current procedures and evacuation plans to ensure that people with a disability are considered in Council-wide emergency plans	Provider
	Review policies on leases of Council premises to ensure accessibility features are part of these lease conditions	Provider
	Develop and implement a program of works for the provision of comprehensive change facilities at key community locations throughout the Shire	Provider
Provide accessible paths of travel into and within Council owned facilities	Undertake a review of the infrastructure surrounding council facilities and develop a program of works to address barriers identified	Provider
	Identify deficiencies in compliance in kerb ramps, tactile ground surface indicators, continuous path of travel and audio traffic signals and develop a program of works to remedy	Provider
	Develop and implement an audit of street signs to identify non-compliant signage and include recommendations in scheduled program of works	Provider
	Reduce obstructions on footpaths by developing a Safe Street Policy	Provider
Accessible public and community transport	Continue to increase percentage of compliant (Disability Standards for Accessible Public Transport) at bus stops throughout the Shire	Provider
	Investigate the opportunity for Council to upgrade bus stops and shelters, and make application for funding as appropriate	Partner
	Investigate the opportunity to improve wheelchair lifters and fixing points for electric wheelchairs on public and community transport	Partner

PEOPLE WITH DISABILITIES WILL HAVE EQUAL PHYSICAL ACCESS TO THE CENTRAL GOLDFIELDS SHIRE

STRATEGY	ACTION	ROLE
Provide accessible parking	Ensure new car parking bays for people with disabilities adhere to Australian Standards	Provider
	Undertake an audit of all disabled car parking bays on Council land to identify any areas of non-compliance with Australian Standards and develop a plan to upgrade non-compliant car parking bays on Council land for people with disabilities	Provider
Enable safe use of mobility scooters	Develop a new policy on the safe use of electric wheelchairs and scooters in Council facilities	Provider
	Train staff in a new Electric Wheelchair (Gopher) Policy of Council	Provider
	Conduct a community education program on safe use of self-propelled wheelchairs (electric mobility scooters)	Provider
	Develop and implement a program of works for the provision of mobility scooter charging points throughout the Shire	Provider
Provide adequate seats and resting points for people moving within and across the Central Goldfields Shire	Map locations where seating exists throughout the Shire	Provider
	Increase number of seats at bus stops in areas of high pedestrian activity or need	Provider

INFORMATION ABOUT COUNCIL AND SERVICES WILL BE MADE WIDELY AVAILABLE IN ACCESSIBLE FORMATS

STRATEGY	ACTION	ROLE
Provide highly accessible high quality customer service	Review Council’s customer complaint process, as part of the customer service framework, to determine if enhancements are required to enable residents and staff with a disability to place a complaint for action	Provider
	Make hearing assistance technology available across key Council locations	Provider
	Investigate “touch screens” at Council service areas which incorporate an easy reference to all Council facilities, activities and services	Provider
	Investigate providing key Council information in large print and/or symbols	Provider
	Review Council’s Visual Style Guide regarding font size, colour suggestions, and use of visual symbols on Council publications	Provider
	Ensure a portion of staff are trained in Auslan and promote the use of Auslan throughout customer service contact points in Council	Provider
Develop a Council website that is accessible to everyone	Review Council’s Website to ensure compliance with latest guidelines on Web accessibility	Provider
	Investigate screen reader programs	Provider
	Provide access to a register of community services available in the community (including a disability specific section) via Council’s web site	Provider
Provide an accessible Mobility Map that includes information about the location of accessible toilets, playgrounds, services, car parks and accessible businesses	Consult with users on content and use, update the map as required, and make it available in a range of formats	Provider

PEOPLE WITH DISABILITIES WILL HAVE EQUAL OPPORTUNITIES TO PARTICIPATE IN COMMUNITY LIFE

STRATEGY	ACTION	ROLE
Provide equal access to recreation, arts, and culture through activities and events	Design Council run recreation, arts and cultural activities, programs and events to encourage and involve people with a disability	Provider
	Develop an access checklist to assist in planning all events	Provider
	Promote the Companion Card to the community and the facilities which accept the Companion Card	Provider
	Review Council Grant funding guidelines and consider inclusion of a requirement to demonstrate disability access compliance where relevant	Provider
	Ensure that open space redevelopments, upgrades and maintenance follow Australian Standards and include accessibility requirements in design briefs	Provider
	Provide training to local sporting groups on attracting and supporting people with disabilities	Partner
Provide equal access to employment	Encourage, develop and support activities at community centres that are accessible for people with disabilities	Partner
	Review of Council's recruitment and induction processes to include analysis of practices in relation to equal access to employment opportunities for people with disabilities	Provider
Provide equal access to volunteering	Educate local business associations and businesses on the benefits of inclusive employment practices and the benefits of being accessible businesses	Partner
	Provide opportunities for people with a disability to volunteer at Council	Provider
	Review volunteer induction processes and include information and awareness on and working with customers with a disability where appropriate	Provider
Provide equal access to community support	Ensure that coordinators of Council programs utilizing volunteers are able to provide appropriate level of support, including support related to disability	Provider
	Continue to provide home library service to people who are unable to visit the library due to a disability and age	Provider
	Actively promote the availability of the public PC fitted with a screen magnifier and Trackball mouse for people with vision impairment and/or motor skill limitations	Provider

PEOPLE WITH DISABILITIES WILL BE ENGAGED IN PLANNING TO ASSIST COUNCIL TO DELIVER HIGH QUALITY OUTCOMES

STRATEGY	ACTION	ROLE
Engage people living with a disability in Council planning	Ensure that all Council plans promote accessible and equitable development when planning for the community into the future	Provider
	Ensure Council planning staff members are aware of universal and adaptable access standards for buildings and particularly for housing; enabling people to remain in their homes longer	Provider
	Develop a process to encourage young people with a disability to be more involved in Council governance	Provider
Train Council staff to be aware of legislative requirements and Council plans	Provide general training for staff on disability awareness; and specific training on the Access to Premises – Buildings Standards for relevant staff	Provider

**POSITIVE AND
INCLUSIVE
IMAGES OF PEOPLE
WITH A
DISABILITY WILL
BE PROMOTED**

STRATEGY	ACTION	ROLE
Promote community understanding of disability issues	Investigate opportunities to acknowledge the contribution made by carers	Provider
	Develop a process and criteria to recognise and reward businesses and services that are accessible and promote inclusive practices	Provider
	Work with the media to showcase achievements and promote positive stories and images of people with a disability	Partner
	Consider engaging one of the many motivational speakers with a disability to speak at Council events as required	Partner

CGS WILL BE A LEADER IN COORDINATING EFFORTS TO ENHANCE THE EXPERIENCE OF PEOPLE WITH A DISABILITY ACROSS THE SHIRE

STRATEGY	ACTION	ROLE
Form alliances and partnerships that enable enhanced experiences for individuals with a disability	Develop in partnership a Disability Action Plan Leadership Group with key sector representatives	Partner
	Develop in partnership a Disability Action Plan community advisory committee	Partner
	Develop in partnership a community of practice to share strategies for improving the experience for individuals with a disability across the Shire	Partner

Conclusion.

These areas and actions bring together the latest thinking, CGS experience and, most importantly the experiences of the community, staff and stakeholders to guide CGS now and into the future.

The priorities and actions recognise that CGS are doing well in many areas, but there is room for improvement. It also recognises that people's needs and the tools to address them are changing and CGS needs to keep up with those developments.

In seeking your feedback and assistance to determine the priorities within each of these areas and actions, CGS is committing to continuing to work with the community, staff and stakeholders to improve the experience of individuals with a disability in the Shire now and well into the future.

8.3 2021-2024 CENTRAL GOLDFIELDS VOLUNTEER STRATEGY AND ACTION PLAN

Author: Event and Volunteer Development Officer

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to present the 2021-2024 Central Goldfields Volunteer Strategy and Action Plan to Council for adoption.

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.

1.2 Objective: Support and encourage volunteerism in the community

Initiative: Provide a safe, fun, encouraging and welcoming environment for volunteers and promote the benefits of a volunteer organisation.

BACKGROUND INFORMATION

Volunteers are integral to the Central Goldfields Shire. They work in many settings and under a variety of conditions. Without them our community would be unrecognisable. In the 2016 census, around 3000 residents actively volunteered, however, our ageing population and the increased risks presented by the recent COVID-19 pandemic make it more important than ever to maximise the rate of volunteering across the community. The 2021-2024 Central Goldfields Volunteer Strategy and Action Plan aims to provide Council with a clear strategic framework to guide priority setting over the medium to long term.

REPORT

Following Council's endorsement of the draft 2021-2024 Central Goldfields Volunteer Strategy and Action Plan at the June Council Meeting, the strategy was released for a final period of community consultation from 24 June to 8 July 2021.

The feedback received during this consultation highlighted the need to recognise that volunteering can be more flexible and achieved in the virtual space. This has been noted in the strategy and will be addressed through action items in the plan.

CONSULTATION/COMMUNICATION

The strategy and actions have been developed following meetings with Council officers who manage volunteers, meetings with the Maryborough Volunteer Resource Centre, one on one interviews with volunteers, and a focus group session with local volunteers and volunteer organisations.

FINANCIAL & RESOURCE IMPLICATIONS

Volunteer Development was incorporated into the position description of the Event Officer in October 2020, with the development of a Strategy and Action Plan prioritised as a first step.

Developing a Council wide approach to volunteering, as well as developing a close and supportive working relationship with the Maryborough Volunteer Resource Centre are also key deliverables of the role.

To date, support of the Maryborough Volunteer Resource Centre has also included the provision of one day a week for six months free of charge in the co-working space, which will provide invaluable support while the organisation is in its infancy.

The Maryborough Volunteer Resource Centre has also received support through Bendigo Bank funding for an online portal to register and match volunteers with new opportunities offered in the community.

The implementation of the Strategy and Action Plan will help support and increase volunteer numbers, who contributed almost \$92,000 of value to Council services in FY2020-21 alone. Action items requiring financial support will be subject to the annual budget process or funding sought from external sources.

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 providing a foundation that will help grow volunteerism within council and the community.

CONCLUSION

The 2021-2024 Central Goldfields Volunteer Strategy is integral to the future direction of volunteerism in the Central Goldfields Shire.

The 2021-2024 Central Goldfields Volunteer Strategy is presented for Council approval.

ATTACHMENTS

1. 2021-2024 Central Goldfields Volunteer Strategy and Action Plan

RECOMMENDATION

That Council adopts the 2021-2024 Central Goldfields Volunteer Strategy and Action Plan



2021–2024
**Central Goldfields
Volunteer Strategy
and Action Plan**



**CENTRAL
GOLDFIELDS**
SHIRE COUNCIL



Acknowledgement of Traditional Custodians

Central Goldfields Shire Council acknowledges and extends appreciation for the Dja Dja Wurrung people, the traditional owners of the land that we are standing on today.

We pay our respects to leaders and elder's past, present and emerging for they hold the memories, the traditions, the culture and the hopes of all Dja Dja Wurrung people.

We express our gratitude in the sharing of this land, our sorry for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.



Message from the Mayor

Volunteers are integral to the Central Goldfields Shire community. Central Goldfields volunteers work in many settings and under a variety of conditions, they are there in disasters, they run events, they enable vital services, and often work in our communities unnoticed. Our community would be unrecognisable without the dedication of volunteers.

The current informal approach creates a risk that future volunteering needs may not be met if volunteer organisations do not look at new opportunities to work together to improve volunteering opportunities, training, and partnerships.

Council values the growing need for a coordinated approach to volunteering across the shire, the *Central Goldfields Shire Council Plan 2017-2021* states the council will “Support and encourage volunteerism in the community”.

The community also recognises the need to support volunteering in the shire with the newly established Maryborough Volunteer Resource Centre (MVRC). The MVRC will provide support for the Central Goldfields with the aim to bring the desire to help and the community need together.

It is vital for council and the community to work together to provide a safe, fun, encouraging and welcoming environment for volunteers and promote the benefits of a volunteer organisation.

The Volunteer Strategy provides a framework for the promotion, recruitment, support, recognition, and celebration of Council’s volunteers as well as encouraging a respected, supportive, and sustainable environment for all volunteers through the MVRC.

A handwritten signature in black ink that reads "Chris Meddows-Taylor". The signature is written in a cursive style.

Chris Meddows-Taylor
Mayor, Central Goldfields Shire

Message from the Maryborough Volunteer Resource Centre

This Volunteer Strategy ushers in a new era of volunteerism in the Central Goldfields Shire. It is a holistic and coordinated approach that recognises volunteers and highlights how essential they are to a healthy and caring community.

The strategy also emphasises the sense of fulfilment and social connections that volunteerism offers.

We look forward to working with council and the community to deliver this strategy.

Maryborough Volunteer Resource Centre

Tony Macer and Jeff Hooper
Maryborough Volunteer Resource Centre

Defining volunteering

Volunteers come in all shapes and sizes and play a critical role in shaping a community.

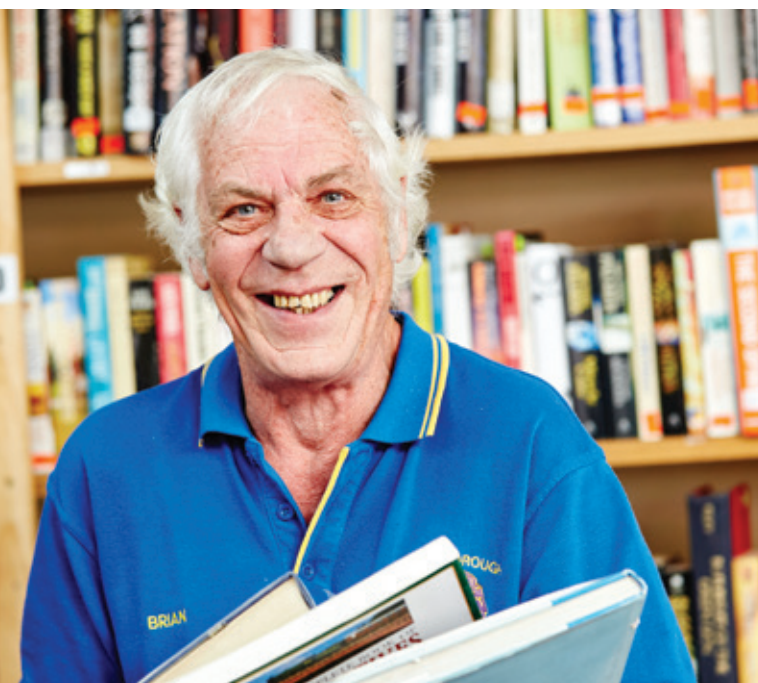
Volunteering Australia, Australia's peak body, adopted the following definition in 2015:

"Volunteering is time willingly given for the common good and without financial gain."

The new definition of 'volunteering' covers a wide range of activities, including:

- Formal volunteering that takes place within an organisation (including institutions and agencies); and
- Informal volunteering (volunteering that takes place outside an organisational setting).

Source – © 2015 Volunteering Australia



Principles of Volunteering

The principles of volunteering are the result of a national consultation undertaken in 1996 with a wide range of stakeholders;

- Volunteering benefits the community and the volunteer;
- Volunteer work is unpaid;
- Volunteering is always a matter of choice;
- Volunteering is not compulsorily undertaken to receive pensions or government allowances;
- Volunteering is a legitimate way in which citizens can participate in the activities of their community;
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs;
- Volunteering is an activity performed in the not for profit sector only;
- Volunteering is not a substitute for paid work;
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers;
- Volunteering respects the rights, dignity and culture of others; and
- Volunteering promotes human rights and equality.

Source – © 2018 Volunteering Australia

Current Situation

In the 2016 Census, there were 12,995 people in Central Goldfields, of these, 22.6% volunteered with an organisation. This is above the state average of 19.2% and the Australian average of 19% recorded for the same period.

In mid-2020 the Central Goldfields Pandemic Relief and Recovery sub-Committee conducted a community survey to identify the impact of COVID-19. From the 96 participants 31% of participants reported that they currently volunteer, and 23% indicated they would like to volunteer to pick up food (18%), deliver food (36%), prepare meals (32%), pack food boxes (27%), help with transport (14%) and contact people who are lonely (45%). If a Volunteer Resource Centre were available to these people, it would be easier for them to find volunteer work. Anecdotal reports suggest many people had to stop volunteering during this period because they were in the COVID-19 high-risk categories, specifically age and health.

While volunteerism appears to be valued within the local community there has never been a strong overarching direction to define the best way to maximise the volunteer effort locally.

Currently various organisations, including the Council, take a role in providing information to people looking for volunteering opportunities. This usually takes the form of lists of organisations who enlist volunteers. Additionally, people hear of opportunities through friends, family, word of mouth or through some type of audio, visual or social media.

Anecdotal reports suggest that there are people in the community who want to volunteer however they do not know how to start the process. As a result, volunteering in Central Goldfields has relied on individual effort to identify and secure volunteer positions, and the ability of organisations requiring volunteers to be able to promote and recruit adequate numbers of volunteers. Council has on an ad hoc basis been able to provide some direction to the community as to organisations that might require their volunteer services and the Community Activation and Social Isolation (CASI) initiative has been able to connect with those who are socially isolated.

While many people have successfully engaged in volunteering, it is fragmented, and does not maximise the rate of volunteering. People can become frustrated at not being able to locate the exact role they are looking for; the information becomes out of date with many organisations being missed from the list, there is not enough information or contact details are incorrect, and the process to sign up as a volunteer can be discouraging. Additionally, there are people in the community who do not have the confidence or sense of self-worth that enables them to make connections without assistance.

Similarly, organisations looking for volunteers also struggle to find suitable applicants. Many organisations currently have ageing volunteers who are wanting to scale back their commitment with no one to take over their position. These organisations need expertise in identifying prospective volunteers.

The Maryborough Volunteer Resource Centre (MVRC) established in late 2020 by a working group of community volunteers and under the auspice of the Maryborough Community House aims to engage and link potential volunteers with relevant services. It will provide a central hub to connect residents and newcomers wishing to volunteer with community organisations.

During the focus group session in May 2021, participants emphasised the benefits of volunteering and the sense of belonging and purpose it can provide to the volunteer. However, they agreed that more needs to be done to recognise, celebrate and support volunteers. They would also like to see a centralised system where volunteers and organisations can connect.

The recent pandemic has changed the way the community interacts with others. If we can not meet or host activities in person, people have been quick to move online and connect digitally. Volunteers need to be supported to alter their way of thinking and encourage them to participate with organisations online, and community organisations need to be encouraged and supported to leverage technology advancements and engage volunteers under a new model of volunteering.



Community Based Volunteer Roles

There is an abundance of volunteer roles that are fulfilled within the Central Goldfields Shire including but not limited to:

- In education settings
- Preparing and serving food
- Fighting fires
- Coaching junior sport
- Providing first aid at events
- Fundraising
- Sewing costumes for plays and dance recitals
- Picking up rubbish
- Running clubs, groups and organisations
- Conducting heritage walks
- Visiting the sick
- Making school lunches in the canteen
- Mentoring young people finding learning at school difficult
- Caring for homeless animals
- Walking animals
- Delivering meals to the elderly
- Assisting with community events
- Community Transport
- Community Managed Facilities

Council Managed Volunteer Programs

Council has over 70 volunteers that regularly volunteer across the organisation, each of whom plays a key role in delivering services and programs every day. An estimated 1000 volunteers assist with the delivery of the Energy Breakthrough event which occurs annually in November.

Without volunteers, the delivery of these services and programs would not be possible.

Council's volunteer duties include:

Aged and Community Care: Our volunteers are critical to the delivery of our Meals on Wheels service and are also involved in our valuable Social Support team who take clients on regular outings in the region.

Central Goldfields Art Gallery: Front of house and administration duties, events, and education programs.

Community Bus Driver: Transporting residents to shopping centres and local market.

Community Asset Committees: Directly manage daily operational activities at nominated halls and recreation reserves on behalf of Central Goldfields Shire Council.

Energy Breakthrough: An impressive 1,000 volunteers who provide set up and pack up, judging, marshalling, stage support, media, and administration support to this hallmark event.

Goldfields Family Centre: Assisting with experiences and excursions and community visits.

Library: Book deliveries to households once a month for those who have an ongoing or temporary inability to visit the Maryborough Regional Library.

Pound: Dog walking, general care, and companionship of animals during their stay.

TAC L2P program: Helping learner drivers gain their 120 hours of driving to undertake their probationary driving test.

Visitor Information Centre: Distributing visitor information and directing visitors to points of interest and conducting short visitor surveys. Volunteers also provide lunch time cover for staff.

Youth: Delivery of the Engage! Youth Program, Victorian Youth Week events, Teenage Holiday Program and FReeZA events.





The Strategy

To best support the benefits of volunteering and to provide a safe, fun, encouraging and welcoming environment for volunteers, the following themes have been identified.

1

Promotion

Promote and inform the community about the benefits of volunteering.

2

Recruitment

Implement leading practice and high-quality standards.

3

Support & Retention

Ongoing commitment to volunteer participation, support, and development.

4

Engage, Celebrate & Recognise

Volunteers are appreciated, acknowledged, and celebrated.

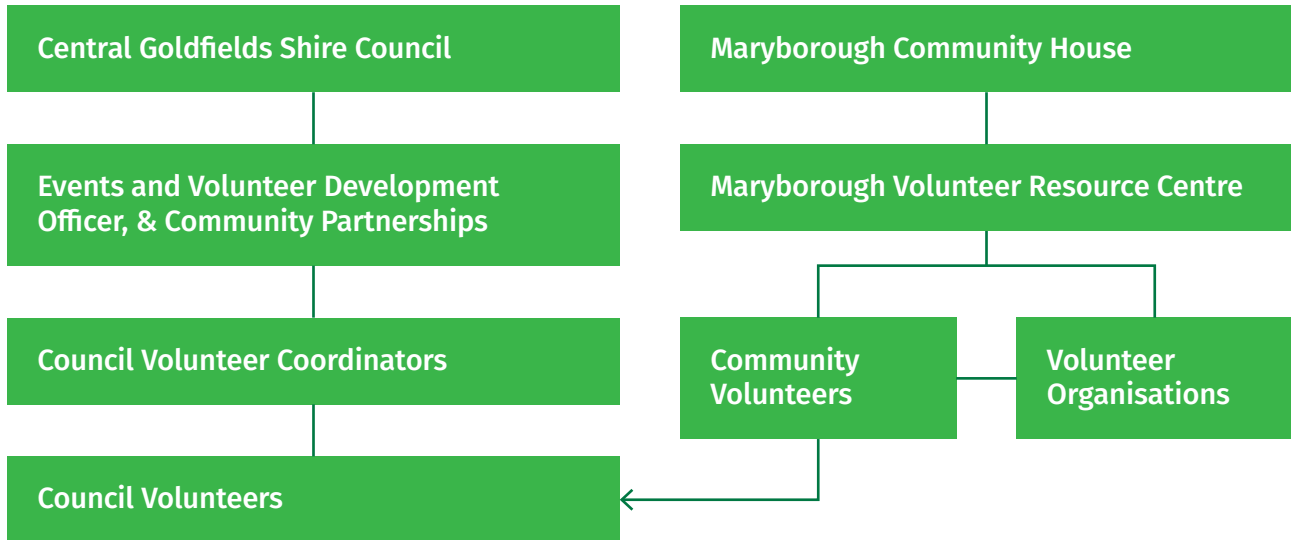
Monitoring and Evaluation

The implementation of the Central Goldfields Volunteer Strategy and Action plan will be monitored and reviewed annually.

The internal Central Goldfields Shire Volunteer Coordinators together with the external Maryborough Volunteer Resource Centre will be responsible for carrying out the actions of the strategy. The strategy will be updated and reported against annually by Council Officers. The attached Action Plan identifies a lead agency for each action. Where Council has been identified as the lead, they will be responsible for co-ordinating the planning and implementation of the action, as well as reporting on same. Some actions will be led by the Maryborough Volunteer Resource Centre and in these instances, Council will only report on actions taken. The following evaluation method's will be undertaken to ensure the strategy achieves its target.

1. Annual reviews with internal Central Goldfields Volunteer Coordinators to review measurements, ensure timelines are being adhered to; and to adjust the process where necessary.
2. Ongoing attendance at the Maryborough Volunteer Resource Centre meetings.
3. Annual report provided to Council outlining achievements and the status of implementation of actions.

Structure



Action Plan Definitions

Year 1: July 2021 – June 2022

Year 2: July 2022 – June 2023

Year 3: July 2023 – June 2024

Lead Agency: This column reflects either the Maryborough Volunteer Resource Centre or Central Goldfields Shire Council as the responsible party for coordinating the planning and delivery of the action.

Partnership: The first party listed in this column is the officer or team responsible for coordinating the planning and delivery of the action.

CGSC: Central Goldfields Shire Council

MVRC: Maryborough Volunteer Resource Centre

Key Strategic Direction 1: Promotion

Promote and inform on the benefits of volunteering.

Action	Lead	Partnership	Measurement	Year
1.1 Develop a campaign to promote volunteering opportunities and volunteer profiles in the community. Including print, radio, website, and social media.	MVRC	MVRC CGSC – Events and Volunteer Development Officer	Development of a campaign	Year 1 / ongoing
1.2 Develop a Quick Reference Information Pack for council volunteers.	CGSC	CGSC – Events and Volunteer Development Officer CGSC –Volunteer Coordinators	Development of a Quick Reference Information Pack. Include WWCC and Police check requirements, what is required physically, the number of hours per week, times, days. How flexible it is	Year 1 / ongoing
1.3 Introduce a Business Mentor Program for L2P Program	L2P Coordinator	L2P Coordinator	Development of a Business Mentor Program for L2P Program.	Year 1 / ongoing
1.4 To promote and raise awareness of volunteering within council	CGSC	CGSC – Internal Volunteer Coordinators	Monthly updates on Workplace for Facebook	Year 1 / ongoing
1.5 Actively promote the benefits of volunteering in educational settings such as career expos; secondary schools; community services;	MVRC	MVRC CGSC – Internal Volunteer Coordinators	Attend a minimum of two events per year	Year 2 / ongoing
1.6 Promote and support volunteer opportunities for young people to volunteer in the community to develop their skills and provide assistance to individuals, groups and initiatives.	CGSC	CGSC – Youth Engage Officer	Provide young people with volunteer resources as required	Year 2 / ongoing
1.7 Hold an open day and invite community members to come and find out more about volunteering	MVRC	MVRC CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Deliver an open day twice a year	Year 2 / ongoing

Key Strategic Direction 2: Recruitment

Implement leading practice and high-quality standards.

Action	Lead	Partnership	Measurement	Year
2.1 Develop a council volunteer policy and procedures manual.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Council adoption of a Volunteer Policy and a Volunteer Procedures Manual	Year 1
2.2 Develop a Volunteer Registration Form (online and hard copy) for council volunteers that can be used as a template for external organisations.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Development of a Volunteer Registration Form that is easily accessible for CGSC Volunteer Coordinators and customer service	Year 1
2.3 Create a centralised system for the registration of Council volunteers	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators CGSC – People and Culture	All current volunteers registered on a central system. New volunteers added on sign up.	Year 1
2.4 Develop in partnership a Shire wide database of volunteers and their skills sets along with volunteering opportunities available through external agencies	MVRC	MVRC	Development of an online portal	Year 1
2.5 Update Council Volunteer Position Descriptions	CGSC	CGSC – Internal Volunteer Coordinators	Position descriptions completed for all volunteer positions with council.	Year 2
2.6 Review and simplify the council volunteer recruitment processes and consider checklists and templates.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Clear guidelines for recruitment of CGSC Volunteers and distributed to CGSC Volunteer Coordinators	Year 2
2.7 Review and update the council Volunteer Induction Process.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Updated Induction Process/ Kit distributed to CGSC Volunteer Coordinators. Including mandatory training in OHS, Code of Conduct and COVID Safe Practices and opportunities for people with a disability.	Year 2
2.8 Explore professional development opportunities for volunteers including links with council and volunteer sector training programs.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – People and Culture	Identify Volunteer Coordinator and Volunteer specific training needs and assist to deliver	Year 3

Key Strategic Direction 3: Support and Retention

Ongoing commitment to volunteer participation, support, and development.

Action	Lead	Partnership	Measurement	Year
3.1 Support the Maryborough Volunteer Resource Centre to strengthen volunteering with the municipality	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Attend MVRC meetings.	Year 1 / ongoing
3.2 Support Internal Volunteer Coordinators to strengthen volunteering within council	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Conduct a minimum of 3 meetings per year to discuss actions of the strategy and concerns / issues that may arise.	Year 1 / ongoing
3.3 Recognise and measure volunteer services as income at fair value as per the Australian Accounting Standards.	CGSC	CGSC – Internal Volunteer Coordinators CGSC – Finance Manager	Annual report for Council's Special Purpose Financial Statements	Year 1 / ongoing
3.4 As identified in the Recreation and Open Space Strategy; Develop and implement volunteer support initiatives	CGSC	CGSC – Recreation Officer	Enable links to Sports Focus and other local training providers to ensure local or online training and development opportunities are available and promoted locally.	Year 1 / ongoing
3.5 Develop an exit survey for council volunteers that can be used as a template for external organisations.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Development of a survey for volunteers who leave the organisation.	Year 2 / ongoing
3.6 Introduce a platform for CGSC Volunteer Coordinators and volunteers to communicate and share information.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Internal Volunteer Coordinators	Development of a communication platform.	Year 2 / ongoing
3.7 As identified in the Central Goldfields Shire Integrated Transport Strategy; Engage all community transport providers (including courtesy bus providers) to increase the pool of volunteer drivers and share resources to increase service levels	CGSC	CGSC – Community Wellbeing Team CGSC – Community Engagement & Communications Team, CGSC community transport providers, other community transport providers	Appointment of a Council community planner to be responsible for partnerships with external community transport providers	Year 2

Action	Lead	Partnership	Measurement	Year
3.8 Equip volunteers with resources and training to enhance skills in preparation for the volunteering experience.	MVRC	MVRC Registered Training Organisations.	Identify appropriate training opportunities. Develop a “Get Ready to Volunteer” information session, to prepare people to volunteer.	Year 3
3.9 Ensure actions in the Positive Ageing Strategy are addressed.	CGSC	CGSC – Events and Volunteer Development Officer	Volunteer actions from the Positive Ageing Strategy completed	Year 3
3.10 Ensure actions in the Disability Action Plan are addressed.	CGSC	CGSC – Events and Volunteer Development Officer	Volunteer actions from Disability Action Plan completed	Year 3

Key Strategic Direction 4: Engagement, Celebrate and Recognise

Volunteers are appreciated, acknowledged, and celebrated.

Action	Lead	Partnership	Measurement	Year
4.1 Develop a policy to recognise council volunteer milestones.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Volunteer Coordinators	Development of a Volunteer Policy	Year 1
4.2 Council will advocate for recognition of the municipality's volunteers by profiling local volunteers in the media	CGSC	CGSC – Volunteer Coordinators CGSC – Community Engagement	Quarterly – 4 media releases per year to celebrate and recognise volunteers. Time one release around volunteer week	Year 1 / ongoing
4.3 Acknowledge the birthdays of council's volunteers.	CGSC	CGSC – Volunteer Coordinators	Identify a consistent way for CGSC Volunteer Coordinators to acknowledge a volunteer's birthday.	Year 1 / ongoing
4.4 Introduce an annual volunteer presentation event to recognise council volunteer milestones.	CGSC	CGSC – Events and Volunteer Development Officer CGSC – Volunteer Coordinators CGSC – People and Culture	One event per year	Year 2 – annually
4.5 Acknowledge all volunteers during key national celebratory days.	MVRC	MVRC CGSC – Events and Volunteer Development Officer	Develop a plan to recognise volunteers during the key national days.	Year 2 / ongoing

8.4 WALKING AND CYCLING ADVISORY GROUP

Author: Manager Community Partnerships

Responsible Officer: General Manager Community Wellbeing

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

SUMMARY/PURPOSE

The purpose of this report is to seek Council's support to reactivate the Walking and Cycling Advisory Group; appoint a Councillor as Chair and for Council; commence an Expression of Interest process for community representatives to join the group, and to approve the Draft Terms of Reference.

The purpose of the Walking and Cycling Advisory Group will be to provide advice to Council on the Walking and Cycling Strategy 2017-2026 and to oversee its implementation.

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.

Central Goldfields Shire Walking and Cycling Strategy 2017-2026

16: General Actions: Planning

5: Establish a new advisory group called Bicycle and Walking Advisory Group. This will replace the existing Bicycle Advisory Group.

'Active Central Goldfields', Recreation and Open Space Strategy 2020-2029

3.5.3.1: Priority Governance, Capacity Building and Resourcing

Strategy 7: Review Community Support Committees

Action a: Review the role and responsibility of the Walking and Cycling Advisory Committee

3.5.2.2: Priority Planning and Feasibility for Development

Strategy 10: Expand trail links to neighbouring LGAs

Strategy 11: Revise Walking and Cycling Strategy

BACKGROUND INFORMATION

In September 2020 Council adopted 'Active Central Goldfields': Recreation and Open Space Strategy 2020-2029' (ROSS). This document proposes a review of the role and responsibilities of the Walking and Cycling Advisory Committee and provides some key recommendations relevant to the Walking and Cycling Strategy 2017-2026. The ROSS refers to a 'Committee' but as a formal committee process is not proposed, the previous use of 'Group' has been continued.

The Central Goldfields Shire Bicycle Advisory Group was established following the development of the Central Goldfields Shire Council Bicycle Strategy Plan 2004-2013. It included members from a range of organisations associated with cycling (including Vic Police, education providers, local businesses, a major health provider and relevant government departments) plus cycling enthusiasts.

The Central Goldfields Shire Walking and Cycling Strategy 2017-2026 recommends the establishment of a new advisory group to be called the Bicycle and Walking Advisory Group; that it should build on the success of the previous Bicycle Group and use a similar model.

The Group has been in recess since early 2018. A 'revival' meeting was held on 14 August 2019 where it was recommended that the name of the group be the 'Central Goldfields Walking and Cycling Advisory Group' (WCAG) to reflect the Strategy name. A further meeting was scheduled for 19 November 2019 but was never held because it was understood that the ROSS, then in progress, would make a recommendation about the Advisory Committee.

The ROSS recommended a review of the role and responsibilities of the WCAG and provided some key recommendations relevant to the Walking and Cycling Strategy.

The former WCAG had several community representatives with strong cycling backgrounds, but no one specifically acknowledged as having walking and/or bush walking experience.

REPORT

The WCAG will provide advice to Council and oversee the implementation of the Walking and Cycling Strategy 2017-2026. This will ensure Council continues to build upon previous achievements, the community will benefit through improved and positive health and wellbeing, and more active transport options can be encouraged. An Expression of Interest (EoI) process will be implemented seeking community representatives with expertise and interest in walking and/or cycling.

Role

The role of the WCAG will be to provide advice to Council on the implementation of the CGSC Walking and Cycling Strategy 2017-2026.

Functions

The previous Terms of Reference and the recommendations of the ROSS have been incorporated into the proposed functions of the WCAG, which are to:

- provide strategic advice to Council on cycling and walking related issues
- undertake an annual review of the existing strategy

- facilitate community bicycle education programs in partnership with relevant service providers
- work with Council and engage with the community to promote walking and cycling opportunities by:
 - facilitating the development of walking and cycling maps for distribution throughout the municipality and to other tourism outlets
 - assisting Council to prepare regular public awareness material promoting walking and cycling infrastructure, events and activities
- facilitate and further develop existing walking and cycling opportunities within the Central Goldfields Shire, in partnership with relevant community groups
- liaise with walking and cycling event organisers to attract walking and cycling events to the Central Goldfields Shire
- extend active transport options
- improve the support infrastructure for existing tracks, trails and pathways such as trail head shelters, cycling hubs, signage, way finding, shelters and seating
- provide input to the development of the proposed Urban Bike Park at Bristol Hill
- expand trail links to neighbouring local government areas e.g. proposed Castlemaine to Maryborough Rail Trail
- undertake or commission research in relation to walking and cycling related issues e.g. satisfaction levels with specific trails, economic impact on Ballarat to Maryborough Heritage Trail, bike-friendly readiness of local businesses, why low numbers of children are walking/cycling to school, etc. Funding may need to be sought to conduct some of this research, and
- explore the potential for a commercial operator to develop walking and cycling tourist businesses, such as a bicycle hire business.

Membership

It is proposed that membership will comprise of representatives from Council, key organisations and the community.

Central Goldfields Shire Council

- Councillor (Chair)
- General Manager Community Wellbeing (Deputy Chair)
- Manager Community Partnerships
- Manager Infrastructure
- Manager Tourism
- Coordinator Recreation

Key Organisations

- Dja Dja Wurrung Aboriginal Clans Corporation
- Sport and Recreation Victoria, Regional Manager
- Department of Transport Loddon Mallee
- Parks Victoria - local
- Victoria Police - local
- Committee for Maryborough

Community Representation

- Up to six (6) community representatives with relevant experience in walking and/or cycling to be appointed through an Eol process.
- Responses from interested community members to include:
 - Why they are interested in applying
 - What skills and experiences they will bring to the Advisory Group
 - What connections they have with walking and/or cycling groups and organisations
 - Confirmation that they have time to participate in both the Advisory Group meetings and, where appropriate, to participate in specific project groups.
- Appointments to be for two (2) years (initially three (3) community representatives to be appointed for one (1) year).

Terms of Reference

The proposed Terms of Reference is attached. (Attachment 1)

CONSULTATION/COMMUNICATION

Council officers have received verbal and written queries relating to the further implementation of the Walking and Cycling Strategy including ones about the future of the WCAG.

Members of the previous WCAG will receive written acknowledgement thanking them for their contributions, advising them of the proposed reactivation of the WCAG and inviting them to consider completing an Eol.

The reactivation of the WCAG and the Eol process will be promoted through Council's usual communication channels.

A specific Communications Plan will be developed for Walking and Cycling in Central Goldfields. This will include promoting the activities of the WCAG.

FINANCIAL & RESOURCE IMPLICATIONS

Council officer time for participation in meetings of the WCAG and possibly in project groups, the preparation of funding applications to implement Walking and Cycling Strategy actions, and administration of the WCAG.

Grant applications will often require matching dollars and will therefore need to be considered in the budget, and if successful, Council officer time for project management.

Payment for participation by Dja Dja Wurrung Aboriginal Clans Corporation representative(s).

RISK MANAGEMENT

This report addresses Council's strategic risk Community engagement - Inadequate stakeholder management or engagement impacting brand reputation and community satisfaction in Council decision making by ensuring the WCAG:

- includes representation from relevant key stakeholders
- harnesses community and user knowledge and expertise, and
- enhances decision-making transparency by contributing to Council's decision-making processes.

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 the WCAG being the mechanism to ensuring projects/proposals are well enough developed to make competitive funding applications.

CONCLUSION

This report seeks Council's support to reactivate the WCAG, with a Councillor as Chair, to assist with the continued implementation of the Walking and Cycling Strategy 2017-2026.

The membership will include a mix of representatives from Council, key organisations and the community.

Appointments of community representatives to the group will be sourced through an EoI process. The term will be for two (2) years but initially staggered – three (3) for one (1) year and three (3) for two (2) years. This will ensure continuity which will aid the work of the group.

ATTACHMENTS

1. Draft Terms of Reference Walking and Cycling Strategy Advisory Group

RECOMMENDATION

That Council endorses the:

1. *reactivation of the Walking and Cycling Advisory Group;*
2. *nomination of a Councillor as Chair of the Group;*
3. *appointment of community representatives through an Expression of Interest process; and*
4. *draft Terms of Reference Walking and Cycling Advisory Group.*



WALKING AND CYCLING ADVISORY GROUP

Terms of Reference

1. Purpose

The role of the Walking and Cycling Advisory Group (WCAG) is to provide advice to Council on the implementation of the Walking and Cycling Strategy.

2. Background

The Central Goldfields Shire Bicycle Advisory Group was established following the development of the Central Goldfields Shire Council Bicycle Strategy Plan 2004-2013.

The follow up strategy, the Central Goldfields Shire Walking and Cycling Strategy 2017-2026, recommended that a new advisory group should be established, that it should be built on the success of the previous group and that it should use a similar model.

A meeting in 2018 proposed the name the Central Goldfields Shire Walking and Cycling Advisory Group (WCAG) to reflect the Strategy name.

'Active Central Goldfields': Recreation and Open Space Strategy 2020-2029 (ROSS) recommended a review of the role and responsibilities of the Walking and Cycling Advisory Committee and also highlighted some specific initiatives. The previous terms of Reference and the recommendations of the ROSS have been incorporated into the functions of the WCAG.

3. Functions

The functions of the WCAG are to:

- provide strategic advice to the Central Goldfields Shire on cycling and walking related issues;
- undertake an annual review of the existing strategy;
- facilitate community bicycle education programs in partnership with relevant service providers;
- work with Council and engage with the community to promote walking and cycling opportunities by:
 - facilitating the development of walking and cycling maps for distribution throughout the municipality and to other tourism outlets,
 - assisting Council to prepare regular public awareness material promoting walking and cycling infrastructure, events and activities;
- facilitate and further develop existing walking and cycling opportunities within the Central Goldfields Shire, in partnership with relevant community groups;

- liaise with walking and cycling event organisers to attract walking and cycling events to the Central Goldfields Shire;
- extend active transport options;
- improve the support infrastructure for existing tracks, trails and pathways such as trail head shelters, cycling hubs, signage, way finding, shelters and seating;
- provide input to the development of the proposed Urban Bike Park at Bristol Hill;
- expand trail links to neighbouring local government areas e.g. proposed Castlemaine to Maryborough Rail Trail,
- undertake or commission research in relation to walking and cycling related issues e.g. satisfaction levels with specific trails, economic impact on Ballarat to Maryborough heritage Trail, bike-friendly readiness of local businesses, why low numbers of children are walking/cycling to school, etc. Funding may need to be sought to conduct some of this research;
- explore the potential for a commercial operator to develop walking and cycling tourist businesses, such as a bicycle hire business.

4. Membership

Central Goldfields Shire Council:

- Councillor (Chair)
- General Manager Community Wellbeing (Deputy Chair)
- Manager Community Partnerships
- Manager Infrastructure
- Manager Tourism
- Coordinator Recreation

Key Organisations

- Dja Dja Wurrung Aboriginal Clans Corporation
- Regional Manager, Sport and Recreation Victoria
- Department of Transport Loddon Mallee
- Parks Victoria – local
- Victoria Police – local
- Committee for Maryborough

Community Representatives

- Up to six community representatives with relevant experience in walking and/or cycling to be appointed through an Expression of Interest process
- Appointments to be made for a two-year period – initially staggered, three for one year and three for two years

5. Governance

The Recreation team has overall responsibility for facilitating the WCAG.

Meetings will be chaired by the nominated Councillor. If the Councillor is unavailable, the deputy chair, the General Manager Community Wellbeing will chair meetings.

Proxies may be appointed to attend a meeting if a member is unable to participate. However, the nominee does not by default become a member of WCAG. The proxy must have a strong understanding of the project and be able to speak with authority on the member's behalf on matters relevant to the functions of this group.

Specific project groups may be established through the WCAG to facilitate delivery of initiatives within the Walking and Cycling Strategy

The Manager Community Partnerships will be responsible for reporting to Senior Management and Council.

6. Advisory Group Member Responsibilities

The responsibilities of Advisory Group members are to:

- understand the Purpose and Function of the group
- attend and contribute to meetings
- raise relevant issues and to offer different perspectives based on personal knowledge and experience
- take into consideration ideas and issues raised by other members
- contribute to solving any conflicts and issues
- take a 'whole of Central Goldfields' approach
- assist with community consultations, if applicable
- respect confidentiality and not make any improper use of information disclosed in meetings or other activities of the group
- be an advocate for walking and riding
- disclose any conflict of interest at the beginning of the meeting, or during the meeting if a potential conflict emerges
- adhere to CGSC's communication protocols and processes.

7. Schedule of Meetings

The WCAG will meet four times per year.

Additional meetings may be required at critical points in processing plans or projects and will be convened when required.

Meetings will be conducted when attendance is 50% of attending members plus one or greater.

8. Agendas and Reporting

Members will be responsible for submitting agenda items and reports to the Community Recreation Officer at least 10 business days prior to meetings to enable timely distribution of documentation.

9. Administration

The Recreation team will provide secretariat and administrative support.

The Recreation team will prepare agendas, take meeting minutes, and issue meeting papers seven business days in advance of meetings.

10. Decision making and issue resolution

Decisions or actions will be via consensus when a quorum is met

11. Review of Terms of Reference

This Terms of Reference will be reviewed annually by the WCAG or in response to significant changes in the operation of the Group.

12. Endorsed

Endorsed by the WCAG on xxxx

DRAFT V1 for discussion

8.5 COUNCIL PLAN ACTION PROGRESS REPORT

Author: Manager Governance, Property and Risk

Responsible Officer: General Manager Corporate Performance

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

SUMMARY/PURPOSE

The purpose of this report is to provide Council with an update on the status of the projects identified in the 2020-21 Action 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.

4.3 Objective: Provide leadership in governance and Council decision making

Under Section 90 of the Victorian Local Government Act 2020 Council must prepare a Council Plan which includes; the strategic direction and objectives for achieving the strategic direction, strategies for achieving the objectives for at least the next four financial years, strategic indicators for monitoring the achievement of the objectives, a description of the Council's initiatives and priorities for services, infrastructure and amenity.

BACKGROUND INFORMATION

The 2017-2021 Refreshed Council Plan was adopted by Council at the Ordinary Meeting of Council in August 2018. The 2020-21 Action Plan was developed to support the achievement of the strategic objectives identified in the Refreshed Council Plan and to provide a reporting framework to measure progress against the Council Plan. The 2020-21 Action Plan was adopted by Council at the Ordinary Meeting of Council 11 August 2020.

This is the final progress report against the Action Plan 2020-21.

REPORT

There has been progress against the initiatives and projects outlined in the 2020-21 Action Plan. There are 82 actions identified in the plan, of these 33 are complete/ongoing, four are not due to start, three are not progressing and 42 are underway. It is also important to note some items are across a number of years so carry through each year's action report.

CONSULTATION/COMMUNICATION

Council has developed the Action Plan through consultation with the community during the development of the 2017-2021 Refreshed Council Plan, through Listening Posts held quarterly across the Shire, and the development of the 2020-21 Budget.

FINANCIAL & RESOURCE IMPLICATIONS

The 2020-21 Budget and the four year Strategic Resource Plan were prepared in line with the initiatives identified in the Annual Plan subject to grants from State and Federal Government being received in some cases.

RISK MANAGEMENT

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

CONCLUSION

The 2020-21 Action Plan outlines the projects and programs that were undertaken during the year to meet the objectives of the Council Plan. This report shows progress for the fourth quarter.

ATTACHMENTS

1. 2020-21 Action Plan Progress Report Quarter 4

RECOMMENDATION





That Council note as detailed in the report update on the status of the projects identified in the 2020-21 Action Plan.




Annual Plan Report 2020/2021





Our Community

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

Build an aspiring community, achieving and living a full life where: Family Violence is unacceptable in our community Children are loved and safe Everyone has the language and literacy skills needed Young people are celebrated as they strive to reach their full potential Everyone can learn, earn, achieve and dream

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.1	Conduct a building review of existing Kindergarten buildings to inform Council's early years improvement planning	Manager Community Services	01/07/2020	Completed	100%	Review has been completed and recommendations will support applications for future funding and growth.	18/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.2	Develop and implement School Readiness Funding plan for Goldfields Family Centre based on local data of needs for Central Goldfields Shire.	Manager Community Services	01/09/2020	Completed	100%	School readiness plan has been implemented and in progress for the remainder of 2021 for Goldfields Family Centre.	30/06/2021	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.3	Establish and coordinate a single registration system for all state funded 3-yo and 4-yo kindergarten places in 2021.	Manager Community Services	01/07/2020	Completed	100%	Central registration completed 2021 registrations in April 2021. Registrations have now opened for 2022 enrolments for 3 and 4 year old kindergarten.	31/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.4	Implement State government funded 15 hour per week - 3 year old Kindergarten program in Goldfields Family Centre Kindergarten service.	Manager Community Services	01/07/2020	Completed	100%	15 hours of funded 3 year old kindergarten is in session for 2021 and planning in place for 2022.	30/06/2021	



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1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.5	Complete implementation of future of Library Services Report and seek funding to support the expansion and refurbishment of the Maryborough Library as a social hub. This will include the completion of the Dunolly Library and the investigations for expanding the outreach services to Bealiba and other small towns.	General Manager Community Wellbeing	01/07/2020	Completed	100%	Dunolly Library Project completed and new library open to the public. Funding awarded to Maryborough Library to complete internal upgrades. Outreach library services to be further developed in 21/22	30/06/2021	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.6	Evaluate the pop-up Youth Hub and develop an advocacy Business Case.	Manager Community Partnerships	01/07/2020	Completed	100%	Council conducted an evaluation of the Youth Hub for the 8-week period it was open in February and March 2020. The evaluation found the following: - awareness of the hub was low however support was high - once visited, return visits were high - digital resources could supplement the physical infrastructure - barriers and stigma were broken down asking for help, and - anecdotal evidence of employment and social benefits occurred. Three phases were identified: 1. Enhance the current model 2. Digital and technological integrations 3. Purpose built youth hub. As a result of the COVID-19 pandemic and the temporary closure of the Maryborough Town Hall, Council Officers and partners are working together to identify an alternative facility to reopen the Youth Hub.	31/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.7	Align Family Violence Action Plan with the Municipal Health and Wellbeing Plan	General Manager Community Wellbeing	01/07/2020	Completed	100%	Reducing Family Violence has been highlighted as a key priority for the Municipal Health and Wellbeing Plan. Final Plan including priority area on reducing Family Violence is due to be completed October 2021.	30/06/2021	

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1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.8	Develop a Youth Strategy for the Shire	Manager Community Partnerships	01/07/2020	In Progress	5%	Development of the Youth Strategy has been delayed by a range of factors, including the ongoing impacts of the COVID-19 pandemic, vacancies in the Youth Team and the development and commencement of the newly funded Children and Young People first initiative, a partnership with VicHealth. In the interim, the Youth Alliance has continued to focus on young peoples' recovery from the impacts of the COVID-19 pandemic, Council has partnered with Youth Live4Life to address the impacts of mental unwellness in young people, and with VicHealth to improve health and wellbeing outcomes for children and young people.	30/06/2021	
1.1.3	Develop a 10 year Community Plan	1.1.3.1	Plan, design and construct shade sail structures as identified in the community plans in Bealiba, Bet Bet, Dunolly, Majorca, Talbot and Timor.	Manager Infrastructure	01/09/2020	In Progress	50%	The Shade sails have been tendered and contract awarded. The contractor has commenced site assessments.	30/06/2021	
1.1.3	Develop a 10 year Community Plan	1.1.3.2	Develop a Community Vision which describes the municipal community's aspirations for the future of the municipality.	Manager Community Engagement	01/07/2020	In Progress	10%		30/06/2021	
1.1.4	Develop a Gender Equity Policy for the organisation	1.1.4.1	Develop a Gender Equity Strategy for completion October 28 as per funding agreement.	General Manager Community Wellbeing	01/07/2020	Completed	100%	Final draft of plan completed. Staff survey undertaken which will be incorporated into the version of the strategy to be submitted to Council for adoption and to State Government by December 2021.	31/12/2020	

Support and encourage volunteerism in the community




Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.2.1	Provide a safe, fun, encouraging and welcoming environment for volunteers and promote the benefits of a volunteer organisation	1.2.1.1	Develop a Volunteering Strategy	Manager Tourism Events and Culture	01/07/2020	In Progress	95%	The draft Central Goldfields Volunteer Strategy and Action Plan was endorsed at Council's June meeting prior to a further four weeks of community consultation. The plan will be presented to Council for adoption in August 21	30/09/2020	

Ensure that all of our community, regardless of diversity, can live a full and healthy life

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.3.1	Implement Central Goldfields Public Health and Wellbeing Plan	1.3.1.1	Develop Council's Municipal Health & Wellbeing Plan 2021-2025	Manager Community Partnerships	01/10/2020	In Progress	60%	Development of the Central Goldfields Municipal Public Health and Wellbeing Plan 2021-2025, including development of the Community Profile, commenced in May 2021. To date a Project Control Group has been established, and a stakeholder survey, three stakeholder workshops and interviews with key partner organisations, have been conducted. A series of workshops with children and young people have been scheduled for August, as part of the 'Children and Young People First' initiative, a partnership funded by VicHealth. The Plan is on track to be completed by early October 2021.	31/12/2021	
1.3.1	Implement Central Goldfields Public Health and Wellbeing Plan	1.3.1.2	Immunisation Service review of immunisations that are provided separately by Maternal and Child Health and Compliance Services.	Manager Community Services	01/07/2020	Completed	100%	Recommendations to be actioned in July 2021.	31/12/2020	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.3.2	Actively participate in The Healthy Hearts Project	1.3.2.1	Implement projects identified in the Healthy Hearts Project for our Shire, including infrastructure upgrades and activity planning.	Manager Community Partnerships	01/07/2020	Completed	100%	Projects and activities achieved include: - installation of a pump track, outdoor fitness equipment and shade structure at Gordon Gardens, Dunolly - Gordon Gardens activation event in partnership with Sports Focus - production of the Active Living Census - identification of the site in Talbot for outdoor fitness equipment which will be installed by the end of August, and - 12-month extension to State Government funding.	30/06/2021	


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





Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.4.1	Coordinate Municipal Emergency Management Plans and Committee	1.4.1.1	Adopt the Municipal Fire Management Plan 2018 - 2021	Manager Community Partnerships	01/07/2020	Completed	100%	With changes to the CFA Act, a Municipal Fire Management Plan is no longer a legislative requirement. Consequently, discussions are being held with key agencies to agree on the Municipal Emergency Management Plan's role in fire management planning.	30/06/2021	
1.4.2	Implement recommendations from flood management plans including flood mitigation works	1.4.2.1	Implement the Carisbrook Flood and Drainage Management Plan, specifically the completion of the western levy and additional creek clearing	Manager Infrastructure	01/07/2020	In Progress	75%	Work has continued on the development of the levee, with Stage 3 nearing completion with culvert works underway. Stage 4 will be developed with State Government funding. Creek clearing works have been completed.	30/06/2021	
1.4.3	Extend and upgrade township CCTV systems	1.4.3.1	Seeking funding to develop a CCTV plan.	Manager Infrastructure	01/07/2020	Completed	100%	Council has not been successful in gaining CCTV funding.	30/06/2021	


Facilitate an active and inclusive arts community


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.5.1	Develop a Community Arts Strategy	1.5.1.1	Develop a Community Arts Strategy	Manager Tourism Events and Culture	01/08/2020	Not Due To Start	10%	The development of a Strategic Plan for the Central Goldfields Art Gallery has been identified as a first step in Council's FY2021/22 Action Plan. This will clearly outline the direction of our existing cultural institution, before developing a strategy for broader cultural development in the community	31/12/2020	




Promote and enhance passive and active recreation

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.1	Implement recommendations and actions from the Active Central Goldfields: Recreation and Open Space Strategy 2020-2029	Manager Community Partnerships	01/07/2020	Completed	100%	<p>The Carisbrook Pavilion and Recreation Reserve is a \$4.5M upgrade of the sports pavilion, netball and tennis courts, and bowls pavilion funded by the State Government and Council. Working closely with the Football and Netball Club, Bowls Club, and Cricket Club the minor works package is 55% complete, the bowls club pavilion will be built on the site of the existing pavilion, and the major works tender will be live in July.</p> <p>The Skate and Scooter Park is a \$650,000 project funded by the State Government and Council to be located at Princes Park, Maryborough. The contract was awarded to Grind and Baseplate to finalise the design and to construct the facility.</p> <p>Development of the Maryborough Major Reserves Master Plans project award of contract almost complete. This project will develop clear directions, with strong community support, for the further development and management of high quality open space, sport and recreation spaces, facilities, support services and opportunities for Princes Park, Jack Pascoe Reserve, and J.H Hedges Oval.</p> <p>Sport & Recreation Victoria's Community Sport Infrastructure Fund awarded funding for a new score board at the Deledio Reserve, Dunolly.</p>	30/06/2021	


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.2	Finalise the Active Central Goldfields: Recreation and Open Space Strategy 2020-2029.	Manager Community Partnerships	01/08/2019	Completed	100%	The 'Active Central Goldfields: Recreation and Open Space Strategy 2020-2029' was adopted by Council at its September 2020 meeting. The strategy outlines the decision-making framework, priorities and actions for Council and partners to implement in the 10 year period 2020 to 2029.	31/08/2020	
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.3	Undertake playground improvement identified in the Community Plans for Bet Bet, Dunolly, Majorca, and Timor.	Manager Operations	10/08/2020	In Progress	10%	This project has altered with the reallocation of funding and will be finalised as the shade sails are installed.	19/03/2021	
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.4	Undertake tree planting identified in the community plans in Bet Bet, Dunolly, Majorca, Timor.	Manager Operations	03/08/2020	Not Progressing	10%	The funding has been reallocated to other projects.	30/06/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.1	Construct the all-access changing places change room at the Maryborough Sports and Leisure Centre	Manager Community Partnerships	01/07/2020	Completed	100%	The Changing Places facility at the Maryborough Sport and Leisure Centre was completed in July 2020.	30/06/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.2	Construct the new Carisbrook Recreation Reserve pavilion.	Manager Community Partnerships	01/07/2020	In Progress	60%	<p>Multi-year project. On-track.</p> <p>Working closely with the Football and Netball Club, Bowls Club, Cricket Club, and Sport and Recreation Victoria the following activities have been achieved to date:</p> <ul style="list-style-type: none"> - minor works package: approximately 55% completed - the Grounds Shed has been erected, with trenching for electrical conduits complete - bowls club pavilion: will be built on the site of the existing pavilion due to the discovery of a sewer pipe under the site identified for the new pavilion, plans have been finalised and agreed by the Bowls Club. The revised masterplan and Carisbrook Recreation pavilion floor plans were endorsed by Council on 27 April - netball court resurfacing: due to earlier than expected cold and wet weather, the resurfacing ceased after one coat/layer. The problems caused for the Carisbrook Netball club were resolved through finding an alternate location for the remainder of the season's matches, and - major works: tender will be live in July. 	30/06/2022	

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1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.3	Finalise concept designs for the Deledio Reserve upgrade in Dunolly and seek funding to support the upgrade.	Manager Community Partnerships	01/07/2020	In Progress	90%	<p>Multi-year project - on track</p> <p>This project was one of Council's Priority Projects investment attraction program which was approved by Council in July 2020. The concept plan for the proposed Deledio Pavilion is almost complete. Input from the Reserve user groups has determined the most appropriate location, one which allows for connectivity between the new building the rear oval, the main oval and the netball court, using existing paths. It also takes into consideration the vehicle movements at the Reserve which is used as a staging ground during emergencies such as bush fires. Avor Architecture is currently finalising the floor plan and preparing cost estimates. The new pavilion will include change rooms with amenities for umpires and sports teams, a first aid room, gymnasium space, a sizeable function room, kitchen, a breast-feeding space, an office plus various storage spaces and public access external toilets.</p>	30/06/2021	

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1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.4	Construct the Maryborough Skate and Scooter Park.	Manager Community Partnerships	01/07/2020	In Progress	60%	Multi-year project. On-track The Skate and Scooter Park is a \$650,000 project funded by the State Government and Council to be located at Princes Park, Maryborough. The contract was awarded to Grind and Baseplate to finalise the design and to construct the facility. Construction is planned to commence in October 2021 and due to be finished before Christmas 2021.	31/12/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.5	Develop a masterplan/landscape plan for Phillips Gardens, Maryborough	Manager Operations	10/08/2020	In Progress	50%	The contractor is undertaking development of the Philips Gardens Master Plan.	31/03/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.6	Work with the community to identify the most suitable site for a splash park and to develop concept plans.	Manager Community Partnerships	01/07/2020	Not Due To Start	10%	This project was postponed for 2020-2021 and has been rescheduled for the 2021-2022 reporting period.	30/06/2021	

Support positive development for residents of all ages and abilities.

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.7.1	Develop a Municipal Early Years Plan	1.7.1.1	Include recommendations from the Regional Early Years and Literature Strategy into the Municipal Early Years Plan.	Manager Community Services	01/07/2020	Not Due To Start	20%	Actions incorporated in Go Goldfields family engagement project.	30/06/2021	
1.7.3	Implement priorities from the Positive Ageing Strategy	1.7.3.1	Develop a Positive Ageing Strategy for the community and council to adequately prepare and respond to the needs and ambitions of our older residents.	Manager Community Services	01/07/2020	In Progress	95%	Positive ageing strategy will go to council in August 2021 for adoption.	30/06/2021	


Maximise all forms of connectivity for the community

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
1.8.1	Advocate for enhanced passenger rail services	1.8.1.1	Continue to advocate for enhanced passenger rail services.	General Manager Community Wellbeing	01/07/2020	Completed	100%	Face to face and written advocacy with State Government Ministers and officials undertaken - including at the launch of the new Visitor Information Centre at Maryborough Railway Station. Advocacy will continue in 2021/22.	30/06/2021	
1.8.3	Deliver local Community Transport Plan	1.8.3.1	Develop and implement a Transport Strategy including public and community transport options.	General Manager Infrastructure Assets and Planning	01/07/2020	Completed	100%	Council adopted the Integrated Transport Strategy at the September 2020 meeting	30/06/2021	
1.8.4	Implement priorities from the Walking and Cycling Strategy	1.8.4.1	Build footpaths identified in Walking and Cycling Strategy in Carisbrook, Dunolly, Bealiba.	Manager Infrastructure	01/07/2020	Completed	100%	All footpaths have been completed.	30/06/2021	



Our Economy

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

Facilitate an environment which is conducive to industry/business growth and employment growth and retention

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.1.1	Develop an Economic Development and Tourism Strategy	2.1.1.1	Maryborough Railway Station Activation Project - master plan and Stage 1 implementation including upgrades funded through the Regional Jobs & Infrastructure Fund	Manager Strategy and Economic Development	01/07/2020	Completed	100%	Successful delivery of Stage 1 has led to securing of funding for \$2m Stage 2 project. Work on funding applications and planning for major economic stimulus projects has been prioritised over some actions anticipated in 2020-21 Action Plan.	31/03/2021	


Promote Central Goldfields as a place of choice to live, work and play

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.3.4	Advocate for a wastewater scheme for Talbot township	2.3.4.1	Advocate for a wastewater scheme for the Talbot Township.	Strategic Planner	01/07/2020	Not Progressing	0%	This project will not be continuing within Statutory Services. Funding was not allocated in the budget, and a state government project is being managed by Strategy and Economic Development (which will include this matter). Project closed.	30/06/2021	
2.3.4	Advocate for a wastewater scheme for Talbot township	2.3.4.2	Implementation of a Domestic Wastewater Management Plan to address existing and future domestic wastewater issues within unsewered townships.	Strategic Planner	01/09/2020	In Progress	25%	Tender was advertised, closed 2 July 2021. The tender attracted several contracts, however the lowest contract is \$60 000. Council will need to consider how to progress given our limited budget for this project. Contract meeting proposed for week of 19 July.	30/11/2020	


Provide a supportive environment for existing business to prosper

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.4.2	Support Committee for Maryborough and other business groups in the Central Goldfields Shire	2.4.2.1	Support retail recovery from the economic impacts of the COVID-19 pandemic	Manager Strategy and Economic Development	01/07/2020	Completed	100%	Extra support was maintained throughout the financial year as the pandemic continued. This included externally funded positions and projects (Outdoor Dining & Entertainment, JumpStart High Street, Shop Local, digital marketing) as well as resourcing the Economic Response & Recovery Taskforce and securing funding for the Maryborough Retail Recovery Program to be undertaken in 2021-22.	31/12/2020	




Strengthen and facilitate diversification for the Agri-business and food processing sectors

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.5.1	Update and renew the Food Cluster Strategy	2.5.1.1	Develop an investment attraction strategy with a cluster approach to food production and manufacturing	Manager Strategy and Economic Development	01/07/2020	In Progress	40%	Work on a specific investment strategy has been paused to enable focus on securing government stimulus investment through key economic projects. The Economic Development Unit has provided support for major food businesses to secure investment (e.g. letters of support for True Foods expansion).	31/03/2021	

Grow the digital capability of the Shire

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.6.2	Continue to advocate to minimise mobile phone black spots	2.6.2.1	Continue to advocate for mobile towers in blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report	General Manager Infrastructure Assets and Planning	01/07/2020	Completed	100%	Discussions have been held with NBN regarding possible upgrades to the southern part of the Shire - these are on going.	30/06/2021	




Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
2.7.1	Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing	2.7.1.1	Implement Regional Tourism projects through partnerships including Accessible Tourism, Goldfields Villages Destination Management Plan and Regional Itineraries projects.	Manager Tourism Events and Culture	01/07/2020	In Progress	45%	\$1.8m was awarded by RDV for the Maryborough Railway Station Activation Project, which will include Installation of digital infrastructure and an interpretive experience at the recently relocated Visitor Information Centre. This will deliver key priority actions from Council's Tourism and Events and Economic Development Strategies and provides an opportunity for the Shire to showcase our stories as the region advances its World Heritage Bid.	30/06/2021	
2.7.2	Review and update the business and marketing plan for Energy Breakthrough	2.7.2.1	Develop and implement an Energy Breakthrough infrastructure improvement and marketing plan in consultation with local businesses and the community	Manager Tourism Events and Culture	01/07/2020	In Progress	75%	Milestone 2 for the Crisis Committee of Cabinet - Infrastructure Fund was delivered in June, with the development of a marketing plan currently being scoped.	30/06/2021	
2.7.2	Review and update the business and marketing plan for Energy Breakthrough	2.7.2.2	Upgrade Princes Park Precinct to improve the Energy Breakthrough visitor experience	Manager Tourism Events and Culture	01/07/2020	In Progress	60%	Multi-year project. On-track. Milestone 2 for the Crisis Committee of Cabinet - Infrastructure Fund was met in June.	30/06/2021	



Our Built & Natural Environment


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

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






Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.1.1	Undertake service planning to establish asset requirements to deliver services	3.1.1.1	Design and cost new public toilets for the Rene Fox Gardens Dunolly	Manager Infrastructure	01/10/2020	In Progress	20%	The design of the toilets is with a contractor and will be presented to Council.	31/05/2021	
3.1.2	Review and update Asset Management Plans and prepare a 10 year capital works program	3.1.2.1	Develop and implement a program for the review and adoption of individual asset management plans by Council	Manager Infrastructure	01/07/2020	In Progress	20%	This has not been progressed sufficiently and is the focus of 2021-2022 asset work.	30/06/2021	
3.1.2	Review and update Asset Management Plans and prepare a 10 year capital works program	3.1.2.2	Review and update Council's Assets Management Framework and Asset Plans	Manager Infrastructure	01/07/2020	Not Progressing	0%	Asset Management will be a focus of Council in this financial year.	30/06/2021	




Improve the appearance of township entrances and streetscapes

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.2.1	Renew and update urban design frameworks in the Shire	3.2.1.1	Build entrance signs for Bet Bet.	Manager Infrastructure	01/07/2020	In Progress	5%	The location of signs is being worked through the community.	30/06/2021	
3.2.2	Collaborate with township tree committees on tree plantings and maintenance	3.2.2.1	Implement Cool It project	Manager Operations	01/07/2020	Completed	100%	<p>The Cool It project identified footpaths that would heat over summer and were part of the main pedestrian network in Maryborough, and the project provided a list of tree species that would provide shade and be more resilient to the impact of climate change.</p> <p>Street trees have been planted in Burns Street, Nolan Street and Victoria Street, Maryborough. The tree list has also been used for the planting in Derby Road.</p>	30/06/2021	


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3.2.2	Collaborate with township tree committees on tree plantings and maintenance	3.2.2.2	Adopt and implement a Tree Management Strategy.	Manager Operations	01/07/2020	In Progress	60%	Tree Management Plan has been adopted by Council and contractor has commenced tree inspections.	31/12/2020	

Protect and enhance the environment while planning for growth


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.1	Draft and prepare a Planning Scheme Amendment to implement key strategic directions developed in the planning scheme review, population and housing strategy and the economic development and tourism strategy	Manager Strategy and Economic Development	01/10/2020	In Progress	50%	This amendment will progress in 2021-22. DELWP is currently reviewing updated documentation following revisions to accommodate state-led changes to the planning scheme in recent months. Planning for the Talbot Futures Project (Business case for waste water infrastructure and structure planning for growth) has been an additional task for Strategic Planning in Q4.	31/03/2021	
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.2	Complete Amendment C031cgol implementing flood studies for Carisbrook and Dunolly	Manager Strategy and Economic Development	01/07/2020	Completed	100%	Council action completed by Council resolution to adopt the amendment and forward to Minister for Planning for approval. Still waiting for Minister's decision - backlog in state system.	31/12/2020	
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.3	Expansion of Councils Better Approvals Program to support not only small businesses in navigating permit approval requirements but also the broader community.	Strategic Planner	01/07/2020	In Progress	15%	Considering options for extending this model - discussed with MRSC recently - aim to discuss with CoGB soon.	31/12/2020	
3.3.2	Develop a Strategic Planning program	3.3.2.1	Review local heritage controls in the Planning Scheme	Manager Strategy and Economic Development	01/10/2020	In Progress	50%	Internal desktop review has been completed. Issue to be brought to a councillor briefing in July 2021 for discussion of next steps towards a longer term suite of actions.	30/06/2021	
3.3.2	Develop a Strategic Planning program	3.3.2.2	Prepare the Maryborough Flood Study	Manager Infrastructure	01/07/2020	In Progress	95%	The flood study is progressing and will be completed in 2021-22. Delays due to timing of consultation around Covid-19.	31/01/2021	


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.3.3	Participate in regional environmental projects through the Central Victorian Greenhouse Alliance	3.3.4.1	Participate in the MASH program, facilitating home solar energy installation	Manager Strategy and Economic Development	01/07/2020	Completed	100%	CGSC provided support for the MASH program for residential solar as well as the new CVGA program for installing electric vehicle charging stations, with a double station installed in Maryborough.	30/06/2021	
3.3.4	Implement the actions from Council's Sustainability Plan	3.3.4.2	Undertake Station Domain Stormwater Harvesting and Irrigation Design Project	Manager Infrastructure	01/07/2020	In Progress	80%	A draft report has been received for feedback.	30/06/2021	
3.3.4	Implement the actions from Council's Sustainability Plan	3.3.4.3	Commence development of a Climate Adaptation Plan.	Manager Strategy and Economic Development	01/01/2021	In Progress	50%	Project will continue through to Q2 of 2021-22. Scoping has been completed and community engagement process has commenced, taking a co-design approach to identifying community aspirations and actions in climate mitigation and adaptation. Request for Quotation process has commenced for consultants to assist with this and lead the development of a plan for corporate mitigation and adaptation actions	30/06/2021	

Ensure waste management meets current and future demand and standards

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.4.2	Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	3.4.2.1	Develop a plan to transition to a circular economy.	Manager Infrastructure	01/07/2020	Completed	100%	Council has an adopted Central Goldfields Shire 2020 - 2030 Waste Management Strategy. This provides the framework for Council to transition to the circular economy and develop the transition plan for this, Council has received two grants for tis transfer stations to better establish the sites for better product separation.	30/06/2021	

Protect and preserve our heritage assets



Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.5.1	Implement recommendations from Cultural Heritage Plans for heritage listed buildings	3.5.1.1	Commence the Maryborough Outdoor Pool Complex Renewal Project	Manager Infrastructure	01/09/2020	Completed	100%	The project has commenced with significant planning. Development on site is expected to start in November 2021.	30/06/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.1	Repair Worsley Cottage - internal and external wall repairs	Manager Infrastructure	01/07/2020	In Progress	10%	Design details around repairs being confirmed.	31/03/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.2	Design and install new toilets at the Talbot Town Hall.	Manager Infrastructure	01/09/2020	In Progress	25%	Design is being finalised and soil conditions being investigated.	30/06/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.3	Develop a Cultural Heritage Management Plan for Princes' Park Grandstand Maryborough.	Strategic Planner	01/07/2020	In Progress	70%	Received draft 14 July, in preparation to take to Strategy Briefing 3 August. Will have targeted consultation to stakeholder group, then Heritage Victoria. Final expected September / October.	30/06/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.4	Implement Stage 1 of the Central Goldfields Art Gallery redevelopment	Manager Tourism Events and Culture	01/07/2020	In Progress	55%	The gallery is due to close on Sunday 5 September, with early works demolition due to start Monday 13 September.	31/12/2020	





Our Organisation


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

Ensure the financial sustainability of Council through efficient and effective delivery of services






Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.1.1	Undertake service planning across the organisation to set sustainable service levels that meet community needs	4.1.1.1	Adopt 10 year financial plan based on information from the service plans.	General Manager Corporate Performance	01/07/2020	Completed	100%	The Strategic Resource Plan was adopted by Council at the 25 August 2020 meeting which included year financial modelling based on 10 year service plans and capital works plan.	30/09/2020	
4.1.4	Develop a fees and charges policy	4.1.4.1	Develop a Revenue and Rating Plan by 30 June 2021 in accordance with section 93 of the Local Government Act 2020.	General Manager Corporate Performance	01/07/2020	Completed	100%	Rating and Revenue Strategy finalised and adopted by Council on 29 June 2021	30/06/2021	






Provide effective and accessible community information and opportunities community contributions to policy and program development

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.2.1	Implement the Community Engagement Framework	4.2.1.1	Develop the Community Engagement Policy by 1 March 2021 in accordance with section 55 of the Local Government Act 2020.	Manager Community Engagement	01/07/2020	Completed	100%		30/06/2021	
4.2.1	Implement the Community Engagement Framework	4.2.1.2	Investigate Customer Relationship Management (CRM) tools to assist in the management and monitoring of customer interactions and complaint handling	Manager Business Transformation	01/07/2020	In Progress	20%	No further progress in 2020-21 but a high priority in the 2021-22 Annual Action Plan	30/06/2021	
4.2.1	Implement the Community Engagement Framework	4.2.1.3	Develop a Strategic Communications Plan	Manager Community Engagement	01/06/2020	In Progress	20%		30/10/2020	
4.2.1	Implement the Community Engagement Framework	4.2.1.4	Roll out and embed Customer Service Charter across Council	Manager Business Transformation	01/07/2020	In Progress	40%		30/06/2021	


Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.2.2	Develop a website that is accessible, easy to use and allows all transactions to be conducted online	4.2.2.1	Redesign Council's public website including enhancing the content and accessibility of the platform	Manager Business Transformation	01/07/2020	In Progress	40%		30/06/2021	


Provide leadership in governance and Council decision making

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.1	Develop Reconciliation Action Plan.	Manager Community Partnerships	01/09/2020	In Progress	50%	The Draft Reflect Reconciliation Action Plan (RAP) has been discussed with Councillors and Council Officers which included workshops to develop the Vision, priorities and actions. The Draft RAP will be finalised later this year and presented to Council for endorsement as well as endorsement by Reconciliation Australia.	31/12/2021	
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.2	Implement the key recommendations from the 2020 Staff Survey	General Manager Corporate Performance	01/07/2020	In Progress	30%	Whilst acknowledging the quick wins while still negotiating the challenges COVID has provided there is still further work to do and hence this item has been included in the 2021/22 Annual Action Plan.	30/06/2021	
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.3	Implement the new HRIS / Payroll system for Council to ensure efficiency and compliance with legislative requirements.	Manager People and Culture	01/07/2020	In Progress	10%		31/12/2020	
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.1	Develop a Corporate Governance Framework	Manager Governance Property and Risk	01/07/2020	In Progress	70%	Significant work still required, resource constraints currently prevent this.	31/03/2021	
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.2	Develop a Risk Management framework including improved practices and reporting systems	Manager Governance Property and Risk	01/07/2020	In Progress	20%	Significant work required, resource constraints. Plan to get external contractor/consultant to work on aspects of framework.	31/12/2020	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.3	Update Council's Business Continuity Plan to include learnings from the COVID-19 Pandemic	Manager Governance Property and Risk	01/07/2020	In Progress	20%	Plan for contractor/consultant to undertake this work.	31/12/2020	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.1	Develop the Council Plan by 31 October 2021 in accordance with section 55 of the Local Government Act 2020.	Manager Community Engagement	31/05/2021	Not Due To Start	0%		31/10/2021	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.2	Assist the Victorian Electoral Commission with the delivery of the 2020 local government elections, including coordinating Candidate Information Sessions	Manager Governance Property and Risk	01/07/2020	Completed	100%	Completed	31/12/2020	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.3	Coordinate and deliver a comprehensive Councillor Induction training program.	Manager Governance Property and Risk	01/07/2020	Completed	100%	Completed.	30/06/2021	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.4	Develop the Governance Rules, Public Transparency Policy and Council Expenses Policy by 1 September 2020 in accordance with sections 60, 57 and 41 of the Local Government Act 2020.	Manager Governance Property and Risk	01/07/2020	Completed	100%	Completed.	30/09/2020	

Ensure the health and wellbeing of our staff

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.4.1	Review and update Occupational Health and Safety policies and practices	4.4.1.1	Implement recommendations from the OH&S Internal Audit	Manager Governance Property and Risk	01/07/2020	In Progress	20%	Significant work required. Not able to fill OHS Officer position when advertised twice. Contractor/consultant to be engaged to do some work.	31/12/2020	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Start Date	Status	Progress	Annual Comment	Due Date	Traffic Lights
4.4.2	Re-establish and support a Health and Wellbeing Committee	4.4.2.2	Reactivate implementing the Workplace Achievement Program	Manager People and Culture	07/09/2020	Completed	100%		27/11/2020	



**CENTRAL
GOLDFIELDS**
SHIRE COUNCIL

8.6 COUNCIL RESCIND CORPORATE PURCHASE CARD POLICY

Author: General Manager Corporate Performance

Responsible Officer: Chief Executive Officer

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

SUMMARY/PURPOSE

The purpose of this report is to brief Council on the proposal that Council rescind the Corporate Credit Purchase Card Policy as it is being superseded by a new policy for approval by the Chief Executive Officer.

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

The current Corporate Purchase Card Policy was adopted by Council at its meeting of 30 January 2018. This policy remains in force until rescinded by Council.

REPORT

The Strategic Document, Policy and Procedure Guidelines describe the purpose of the following documents:

Strategic document	Defines Council's approach and objectives
Council Policy	<p>Defines the principles Council will apply to an external matter and why</p> <p>Relates to Council's customers and community</p> <p>May be of such significance to good governance across the organisation that Council needs to make a commitment to it</p>
Organisation-wide Policy	<p>Defines the principles Council will apply to an internal matter and why. These generally relate to corporate functions such as human resources, procurements, ICT, financial management, health and safety or governance.</p> <p>Relates to the internal business or decision making of Council</p>

Organisation-wide Procedures	Prescribe specific actions needed to be taken to implement an organisation policy
Program or service specific policies and procedures	Defines the principles and process by which a specific service or program will deliver services. Often related to or drawn from external program guidelines, professional standards or service agreements.

Council Policies are adopted by Council, while Organisation-wide Policies are adopted by the CEO.

It is recommended that it is more appropriate that a credit card policy is an Organisation-wide Policy as it applies to an internal matter. Therefore, Council will be presented with a report recommending it rescind the current Corporate Purchase Card Policy to allow the CEO to approve and Organisation-wide Policy relating to corporate purchase cards.

CONSULTATION/COMMUNICATION

The Audit and Risk Committee have reviewed and approved the policy. Internal consultation has occurred across relevant council officers including General Manager Corporate Performance, Manager Governance Property and Risk and Manager Finance.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications.

RISK MANAGEMENT

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

CONCLUSION

It is proposed that Council rescind the current Corporate Purchase Card Policy. Following the rescission, a draft Organisation-wide policy will be presented to the Chief Executive Officer for approval in accordance with the Strategic Document, Policy and Procedure Guidelines.

ATTACHMENTS

1. Corporate purchase card policy

RECOMMENDATION

That Council rescind the current Corporate Purchase Card Policy.



**CENTRAL
GOLDFIELDS
SHIRE
COUNCIL**

POLICY

POLICY TITLE	CORPORATE PURCHASE CARD POLICY
POLICY NUMBER	2.15
DELEGATION	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> ORGANISATIONAL

22 NOLAN STREET
MARYBOROUGH VIC 3465



DOCUMENT CONTROL

Policy Name	Corporate Purchase Card Policy
Policy Number	2.15
Responsible Business Unit	Finance
File Location	
Document Status	Adopted by Council January 2018
Version	1.03
Version Date	December 2017
Next Review Date	December 2019

DOCUMENT HISTORY

	Version	Date	Author
Initial Draft	1.01	15 November 2017	Travis Heeney
Final Draft	1.02	31 December 2017	Travis Heeney
Approved	1.03	30 January 2018	Council Resolution
Review Draft			
Review Final			
Approved			



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1. Policy Statement

Corporate Purchasing cards are utilised by Central Goldfields Shire (Council), to contribute to the efficiency of the purchasing and payment processes within Council in terms of cost, control, proficiency and effectiveness.

. Council uses the system provided by the Corporate Purchase Card Provider to review, manage and report all purchase card transactions.

The main objectives of the Corporate Purchase Card program are:

- To streamline Council's purchasing and payments processes for low value and high volume transactions
- To reduce Council's internal costs by streamlining the organisations purchasing, receipting and payment systems
- To record and report on transactions with Fringe Benefits Tax implications
- To record and report on purchases of low value assets
- To assist Finance on reporting on low dollar value and high volume transactions

2. Owner

The owner of this Policy is Council.

All enquiries regarding this Policy should be directed to the Manager Finance.

3. Applicability

A Corporate Purchasing card can be issued to selected Council employees that are employed in a full time, part time or fixed term position.

4. Definitions

Corporate Purchase Card (Card) – A corporate credit card (Mastercard) issued by Central Goldfields Shire for use by employees to acquire goods and services on behalf of Council.

Cardholder – An eligible Council employee issued with a Corporate Purchase Card. Refer section 5.2 for eligibility.

Transaction Limit – Is the maximum value of any individual transaction that a Cardholder is authorised to execute as dictated by the Instrument of Financial Delegation.

Credit Limit – The Monthly Limit that applies to an individual card. Once reached, or potentially exceeded, the card will cease to work until the following statement period.

Transaction Coding – The process of entering account string/s, transaction description, tax status and additional information.

Transaction Approval – Authorisation of a Cardholders transactions by their Manager against the obligations of this Policy

FBT Modules – Data capturing questionnaires that are required to be completed when the nature of the purchase/s made match one of the categories in the list. Many of the categories relate to Councils Fringe Benefit Tax (FBT) obligations, but they also cover asset recognition and management.

Tax Invoice – A source document that itemises the goods or services acquired and substantiates a purchase. A Tax Invoice is also an Australian Taxation Office (ATO)



requirement for an entity to be eligible to claim any Goods and Services Tax (GST) credits included in a purchase from any other entity registered for GST.

To meet ATO requirements, a Tax Invoice must include the following information:

- The document must include the words “Tax Invoice”
- Identify the Supplier
- Identify the Suppliers’ Australian Business Number (ABN)
- Record the date of issue
- Describe the goods or services supplied, including the quantity (if applicable) and price
- The GST amount (if applicable) payable, either as a separately identified amount, or, where the total GST is exactly 1/11th of the total price, as an express statement such as “Total payable including GST”
- The extent to which individual sale items are taxable (in the event of purchases with a mixture of taxable and GST free supplies)
- The Purchasers identity or ABN (where the invoice is greater than \$1,000)

5. Protocols

Central Goldfields Shire Council Policy on use of cards

This document must be read in conjunction with all other Policy guides available within Central Goldfields Shire Council.

5.1 Usage

The Corporate Purchasing Card is only to be used for purchasing goods and/or services for genuine business purposes and as required within the Cardholder’s position and authority.

Use of a card is not permissible when such a use would circumvent the requirements of the procurement policy.

5.2 Card eligibility

A Corporate Purchasing card can be issued to selected Council employees that:

- a.) are employed in a full time, part time or fixed term position
- b.) are reasonably expected to purchase goods in line with their position; and,
- c.) have a Financial Delegation.

Corporate Purchasing cards are not issued to temporary, casual or agency staff.

5.3 Limits

Card limits are prescribed in the Central Goldfields Shire Instrument of Financial Delegations as deemed appropriate by the Manager Finance and approved by the Chief Executive Officer.

A Transaction Limit and Monthly Limit will be applied to the card in line with the Cardholders authorised Financial Delegation.

The Card Administrator will advise the Cardholder of the limits applied to their Corporate Purchase Card upon issuing to the employee.



The **Transaction Limit** represents the value that Cardholders are authorised to spend up to in a single transaction.

In the event that a transaction exceeds this limit, formal approval by the Cardholder's Manager is required and signed off on the monthly Statement.

The **Monthly Credit Limit** is dictated by the Financial Delegation listing in line with expected monthly spend requirements. Once this limit is reached or potentially exceeded, the Card will cease to work until the following calendar month.

For extraordinary periods where Cardholders may require higher limits, a request for a Temporary increase may be offered following a request from:

- the Cardholder's Manager to the Finance Manager for an increase in the *Credit Limit*.

5.4 Card security

The Cardholder is the only person authorised to use the Card and/or Card number allocated to them as an employee of Council. The security of the Card is the sole responsibility of the Cardholder and must be retained in a safe place.

Under no circumstances are the Personal Identification Number (PIN) or the Card Verification Value (CVV) to be disclosed to any other individual.

If the Card is lost, stolen or compromised in any way, the Cardholder must notify the Finance Department immediately for cancellation of the card. If outside business hours, the Bank that issued the card must be notified on the lost card. Currently, Commonwealth Bank of Australia must be notified by calling 132 221.

5.5 Appropriate purchases

Where possible purchases should be charged/purchased using a Corporate Purchase Card. Cardholders should ensure that the purchase does not require processing through other formal channels. Typical acceptable uses for a Purchase Card include:

- Low value / high volume items
- Stationery and office supplies
- Computer and trade consumables
- Small tools, equipment and furniture purchases
- Subscriptions & memberships
- Training courses, seminars and workshops
- Business related travel expenses, including airfares, taxis, accommodation, car parking and meals in accordance with Council's Travel Policy.
- Business related catering

5.6 Excluded uses include;

- The withdrawal of cash, whether it be a via a Bank, ATM or EFTPOS facility is strictly prohibited
- The purchases of fuel for vehicles or other plant items where an appropriate fuel card has been issued.
- Charging personal transactions to Corporate Purchase Cards. Any accidental expenditure is to be reimbursed within the same statement period and the Manager Finance advised as appropriate.



5.7 Return of goods purchased on a Purchase Card

All refunds for goods and services originally purchased on the Corporate Purchase Card are to be credited back to the Card account. **A cash refund is not to be accepted.**

5.8 Disputed transactions

Disputed transactions must first be referred back to the supplier where possible. Escalation to the Card Administrator is to occur where direct resolution is not possible. The issuing Bank must be notified in writing of any disputed transactions immediately.

This process will be facilitated by the Finance department.

5.9 Phone and internet use

Purchases can be made across the counter, where the Tax Invoice serves as a requisition, purchase order and receipt, or via the telephone or internet where the vendors are well known and reputable organisations and their payment systems are secure.

The Cardholder must obtain and retain all Tax Invoices and maintain all other records of their transactions to facilitate coding transactions and authorisation of their monthly Purchase Card Statements by their Manager.

5.10 Documentation

Adequate documentation, expressly a **Tax Invoice** (and any additional documentation) is required to support every transaction to demonstrate the nature of the goods/services purchased and the relevance to the business.

(Note that an EFT transaction approval docket is insufficient evidence of a transaction)

It is also a legislative requirement of the Australian Taxation Office that a Tax Invoice is possessed by the purchaser in order to claim any GST credits on a purchase.

Tax Invoices and other relevant documentation are to be retained and attached to the monthly transaction statement.

It is the obligation of the Cardholder to ensure that ALL documentation is obtained, retained and submitted to their Manager each month for review and authorisation.

5.11 Coding of transactions

All transactions are to be coded with appropriate ledger numbers and be coded with respect to the nature and purpose of the individual transaction made.

All transactions are to be coded prior to the Cardholder taking any planned periods of leave or voluntarily exiting the organisation.

5.12 Completion of FBT Modules

Cardholders are required to complete the relevant FBT Information,.

5.13 Review and authorisation

All Cardholders shall apply ledger numbers to the printed copy of their monthly Purchase Card Statement.

This is to be signed by the Cardholder and authorised by their direct Manager as shown below:

- Staff statements *signed by* direct Manager.
- Manager's statements *signed by* General Manager.



- General Manager's statements *signed by* CEO.
- CEO statements *signed by* both the General Manager Corporate and Community Services and Mayor.

It is the obligation of the Cardholder to ensure that their Purchase Card Statement along with all appropriate documentation is submitted to their Manager each month for review and authorisation **within 1 week of receiving the statement**.

5.14 Statements

All monthly Purchase Card Statements and Tax Invoices are to be forwarded to the Finance Department as soon as practicable.

5.15 Auditing of transactions

The **Cardholder's Manager** is to ensure ongoing compliance with this Policy and Cardholder obligations through review and authorisation of monthly Purchase Card Statements.

Audits of Corporate Purchase Card usage will be conducted regularly at random by Finance Department staff, as well as upon expiration of a Card and cessation of a Cardholder's employment with Council. Council's Internal and external Auditors will also audit credit card usage.

5.16 Periods of Leave

To mitigate against the risk of unintentional private use of a Corporate Purchase Card during periods of leave, Cardholders are required to surrender their Card to:

- Their Manager before taking planned leave in excess of 10 business days.
- The Finance Department before taking planned leave in excess of 20 business days.

5.17 Misuse of Corporate Purchase Cards

Misuse of a Corporate Purchase Card by a Cardholder may lead to withdrawal of the Card, internal disciplinary action, criminal charges, or any other actions deemed appropriate by the Manager Finance Services or required by law.

In any instance of misuse, Central Goldfields Shire reserves the right to recover any losses from the Cardholder by any legal means available.

5.18 Personal transactions

Charging personal transactions to a Corporate Purchasing Card is strictly prohibited

5.19 Cash advances

Cardholders are **strictly prohibited** from using their Card to obtain cash advances.

5.20 Termination of use

If a Cardholder no longer requires, or is no longer entitled to a Corporate Purchase Card due to:

- Retirement, Resignation or Termination of employment
- Re-assignment to another position that does not require use of a Purchase Card
- Disciplinary action due to failure to comply with Cardholder obligations
- Cancellation of Financial Delegation



- Any other reason as determined by the Responsible Manager, General Manager and/or the Manager Finance Services

the Card, together with all supporting documentation and other relevant documentation, must be forwarded to the Card Administrator immediately, who will note the return date in the Register of Cardholders and review all Purchase Card transactions and compliance to this policy.

5.21 Cardholder acknowledgement and acceptance of this Policy

The Corporate Purchase Card Application Acknowledgement form (Appendix One) is to be completed by the Cardholder before their Purchase Card is issued.

The Corporate Purchase Card Renewal Acknowledgement form (Appendix Two) is to be completed by the Cardholder before their Purchase Card is reissued upon expiration of their current Card or upon replacement of a lost, stolen, compromised or damaged card.

6. Cardholders Compliance Responsibilities

6.1 Conditions of use

- Adherence to the Central Goldfields Shire Council Corporate Purchase Card Policy.
- Before being issued with a card, a Cardholder must:
 - Complete the relevant Bank (currently Commonwealth Bank of Australia) Card application form,
 - Complete the “Corporate Purchase Card Application Acknowledgement” form (Appendix One),
 - Complete 100 Point Cardholder Identity check,
 - Have received, read and understood the Corporate Purchase Card Policy and accompanying Procedures; and,
 - Completed Cardholder training, to be conducted by the Financial Services Staff.

All required documentation will be provided by the Card Administrator.

6.2 Coding, reconciliation and disputes

- The Cardholder must verify, code, and authorise transactions within required timeframe of the transactions having been made.
- The Cardholder must maintain adequate documentation (i.e. tax invoice) to support each transaction and demonstrate the nature of the goods/services purchased.
- The Cardholder must immediately contact the supplier when transaction data is incorrect and resolve it satisfactorily.
- If the transaction cannot be resolved with the supplier, the Cardholder must contact the Card Administrator to lodge a “Letter of Dispute” to the issuing Bank, or take other actions as deemed appropriate in respect to the individual circumstances.

6.3 Managing transactions

- The Cardholder must provide all required documentation and ledger numbers for all transactions each month.
- All Statements and documentation must be returned to the Card Administrator in the Finance Department each month.



6.4 Periods of Leave

Cardholders are required to surrender their Corporate Purchase Card during periods of planned annual, long service, personal or other types of leave in accordance with section 5.16 of this Policy.

6.5 Administrator support

If you experience any difficulties with a Corporate Purchase Card, contact the Card Administrator who will assist or refer the problem to the relevant area for resolution.

If you have questions regarding this Policy or procedures, contact your Business Unit Manager or the Card Administrator.

7. Business Unit Managers' Compliance Responsibilities

A Cardholder's Business Unit Manager shall:

7.1 Approvals

- Ensure that the Cardholder has correctly coded all their transactions in the required timeframe.
- Ensure that the Cardholder adheres to the Central Goldfields Shire Council Policy for the use of Corporate Purchase Cards
- Ensure the Cardholder supplies all supporting documentation for all expenses that appear on the card statement.
- Monitor and approve all Cardholder transactions.
- Review and sign all Cardholder statements each month within required timeframe of the end of the Statement Period.

7.2 Guidelines

- Advise the Card Administrator of any employee changes within their department
- Pursue any irregular or unusual transactions with the respective Cardholder
- Follow up Cardholders delaying the coding/approval of their transactions
- Follow up Cardholders delaying the review and signoff of their transactions
- Business Unit Managers are to conduct spot checks on their Cardholders purchases to ensure validity and compliance to policies
- Responsible for the safe custody of cards surrendered by employees during planned periods of leave
- Ensure Corporate Purchase Cards and all supporting documentation is returned to the Card Administrator upon cessation of the Cardholder's employment, or upon request by the Card Administrator or Manager Finance.

8. General Managers' Compliance Responsibilities

A Cardholder's General Manager shall:

8.1 Approvals

- Authorise the Bank Application form for issue of a Corporate Purchase Card to an employee in accordance with the employee's position and delegated responsibility.
- Authorise individual Transaction and Monthly Card Limits for each new Cardholder in respect to existing and/or approved Financial Delegation limits.



- Authorise temporary/permanent increases/decreases in transaction limits for each Cardholder.
- Be accountable for maintaining the expected level of compliance with this Policy by all Cardholders in their portfolio.
- Uphold the responsibilities of the 'Business Unit Managers Compliance Responsibilities' for the Cardholders that are directly reportable to them.

9. Finance Manager's Compliance Responsibilities

- Enforce all elements of this Policy with all Cardholders at all times
- Ensure a "Cardholder Request Form" has been completed correctly with all signatures and details
- Before issuing a Corporate Purchase Card to an employee
 - Ensure employee completes and provides all required documentation;
 - Provide full Cardholder training in respect to the Corporate Purchase Card Policy;
 - Ensure employee receives a copy of this Policy manual; and,
 - Completes 100 Point Cardholder Identity check.
- Conduct spot audits on Cardholder transactions and compliance with the Purchase Card Policy.
- Complete full audits on Cardholder transactions and compliance with the Purchase Card Policy at expiration of the purchase card
- Complete full audits on Cardholders transactions and compliance with the Purchase Card Policy at other times as required
- Make recommendations to the Manager Finance in respect to the replacement or cancellation of cards based on findings from audit of Cardholder transactions and compliance to Policy requirements
- Ensure that all transactions have been coded with appropriate General Ledger codes
- Ensure effective operation and functionality of the Purchase Card facility
- Provide ongoing training and support to Cardholders and Managers
- Provide regular and timely extraction of transactions from the purchase cards system (currently CommBiz system) to Central Goldfield Shire Council's General Ledger
- Regular verification that Cardholder transactions are within approved delegations.
- Maintain Corporate Purchase Card Policy and Procedures guide and training material
- Assist Delegates in managing administration tasks for the Cardholders they maintain
- Maintain the register of Corporate Purchase Cards
- Liaise with the issuing Bank to resolve any disputed transactions
- Regularly prepare exception reports as required to review and analyse Card usage
- Notify issuing Bank of damaged cards and request replacement
- Notify issuing Bank immediately of lost cards and request the Bank immediately place a stop on the Card
- Notify issuing Bank of Cards requiring cancelation



10. Consequences of Failure to Comply with Purchase Card Policy

11.1 Failure to maintain administrative compliance

Cardholders are expected to maintain the administrative compliance obligations in accordance with Council's Corporate Purchase Card Policy. Administrative compliance includes, but is not limited to, the protocols under Section 5 of this Policy and the Cardholder responsibilities under Section 6.1 of this Policy.

Cardholders that fail to respond to a direct request by the finance department to return their Purchase Card account to a compliant state in line with the Corporate Purchase Card Policy may have their account suspended. The suspension will remain until outstanding transactions have been correctly coded and any outstanding monthly Purchase Card Statements reviewed and authorised by their Manager.

Repeat and regular non-compliance by a Cardholder may result in the suspension of their Corporate Purchase Card AND Financial Delegation. Reinstatement of Financial Delegation will need to be authorised by the CEO.

A **Business Unit Manager** is also responsible for ensuring their employees with Corporate Purchase Cards submit their monthly statements and all appropriate documentation for review and authorisation in accordance with the Corporate Purchase Card Policy.

A Business Unit Manager that fails to follow up on their employees with outstanding authorisations or inform the Card Administrator of any non-compliance by their employees may also have their Financial Delegation suspended under this Policy.

11.2 Failure to comply with security requirements

Cardholders are expected to maintain adequate levels of security over all elements of their Corporate Purchase Card at all times. Security Compliance includes but is not limited to:

- Maintaining secure possession and control of a Corporate Purchase Card
- Relinquishing possession of a Corporate Purchase Card to the Cardholder's Manager or the Card Administrator during periods of Leave
- Not disclosing the PIN to any other person or employee of Council
- Not allowing any other person or employee to utilise an individual's Corporate Purchase Card by any means (online, payWave, etc)
- Not disclosing Corporate Purchase Card details to any unknown or untrusted vendor.
- Not recording or communicating Corporate Purchase Card details outside of any secure Merchant Gateway (PayPal, SecurePay, etc) or Application/Payment form with a trusted vendor

Cardholders that are found to be non-compliant with the security requirements of the Corporate Purchase Card Policy will have their Purchase Card AND Financial Delegation cancelled immediately. An investigation will follow as required under Section 11.5.

11.3 Unauthorised usage of a Purchase Card

Cardholders are only authorised to use their Corporate Purchase Card for accepted business related expenditure. Expenditure must be directly connected to the Cardholders' Business Unit and the expected activities of their position. Purchase Card transactions deemed to be unauthorised under this Policy include but are not limited to:

- Personal transactions
- Cash advances



- Transactions outside the scope of the Cardholders' position
- Transactions in excess of a Cardholders' Transaction Limit
- Invoices split to reduce payment amounts under a Cardholders' Transaction Limit
- Transactions that contradict other Council policies and guidelines.

Cardholders that are found to have used their Corporate Purchase Card for any purpose outside of this Policy may have their Purchase Card AND Financial Delegation cancelled immediately. An investigation will follow as required under Section 11.5.

11.4 Failure to meet Cardholder obligations upon review / audit

The Card Administrator is required to review and audit a Cardholder's compliance to this Policy upon expiration of the card and at any other time deemed necessary.

Failure to meet Cardholder obligations under this Policy will result in the immediate suspension of their Corporate Purchase Card AND Financial Delegation for a minimum of 3 months. Reinstatement of Financial Delegation will need to be authorised by the CEO. An investigation will follow as required under Section 11.5.

11.5 Council actions following security breaches or unauthorised use

Upon becoming aware of any breach of Policy, actual loss to Council, or potential loss to Council, an investigation will commence into the Cardholder's:

- Transactions history;
- Actual usage;
- Administrative compliance; and,
- Security maintenance.

The investigation is to determine the extent to which Council may be exposed to any fraud, theft or breaches of internal controls.

The outcome of the investigation will determine the follow up actions required by Council. This may include reinstatement of the Corporate Purchase Card, disciplinary and/or recovery actions against the Cardholder and/or Manager, or reporting to relevant authorities as may be required by law.

Due to the possible impact on Council it is necessary for the Card Administrator to immediately cancel any Corporate Purchase Card identified as being at risk of causing loss to Council. This is not an immediate indictment of the Cardholder, but a protective action to mitigate any potential loss to Council.

11. Charter of Human Rights Compliance

It is considered that this Policy does not impact on any human rights identified in the Charter of Human Rights Act 2007.

12. References and Related Policies

- Purchasing Card Training Guide
- Purchasing Card Administration Guide
- Central Goldfields Shire Council Instrument of Financial Delegation
- Central Goldfields Shire Council Procurement Policy
- Central Goldfields Shire Council Fraud Policy
- Conflict of Interest provision of the Local Government Act



Acts	
Regulations	
Codes of Practice	
Guidance notes	- Purchasing Card Training Guide - Purchasing Card Administration Guide
Australian Standards	
Related Policies	



Appendix One Corporate Purchase Card Application Acknowledgment.

To the Manager Finance of the Central Goldfields Shire and the Issuing Bank,

I, _____
(Please Print Name)

acknowledge that I am to be issued with a Purchase Card for the Central Goldfields Shire account, and I have read the Central Goldfields Shire Corporate Purchase Card Policy (FP-21) and agree that:-

- _____ 1. I will not use the Corporate Purchase Card, nor permit it to be used, for other than authorised purposes;
- _____ 2. I will not use the Corporate Purchase Card unless authorised in writing to do so by the person authorised to issue cards under this facility;
- _____ 3. Misuse of the Corporate Purchase Card will result in card suspension and further disciplinary or police action may be taken if deemed appropriate;
- _____ 4. If I misuse the Corporate Purchase Card (use it otherwise than in accordance with the instructions given to me) I understand that proceedings may be instituted against me;
- _____ 5. If due to misuse of the Corporate Purchase Card I am found guilty of an offence, I authorise Council to recoup any loss to the Council from my employee entitlements;
- _____ 6. I may only use the Corporate Purchase Card to my delegated monthly limit; or other limits as set by the Manager Finance;
- _____ 7. I will code all transactions accurately and promptly as required by the Corporate Purchase Card Policy;
- _____ 8. I will sign each statement and maintain adequate documentation to support each transaction to demonstrate the nature of the goods/services purchased;
- _____ 9. I will submit each complete and coded statement to my business unit manager for review and authorisation promptly at the end of each month as required by the Corporate Purchase Card Policy.
- _____ 10. I may only use the Corporate Purchase Card for purchasing or to pay for authorised items;
- _____ 11. I will not authorise any other person to use a Corporate Purchase Card that has been issued to me;
- _____ 12. I will not disclose my Corporate Purchase Card Personal Identification Number (PIN) or Card Verification Value (CVV) to any other person;
- _____ 13. If the Corporate Purchase Card is lost or stolen I am to report it immediately to the Commonwealth Bank of Australia Lost/Stolen Cards Unit (132 221), my Manager and the Central Goldfields Shire Purchase Card Administrator (Finance Department).
- _____ 14. I will forfeit the Corporate Purchase Card to my Manager in the event of my retirement or resignation from Central Goldfields Shire, or prior to me assuming duties in another position that does not have Delegation for a Corporate Purchase Card;
- _____ 15. I will surrender the Corporate Purchase Card to my Manager or the Card Administrator during planned periods of leave, as per the Corporate Purchase Card Policy.
- _____ 16. I will maintain the expected level of compliance required for the Corporate Purchase Card and will comply with all ongoing instruction as disseminated from time to time by the Purchase Card Administrator.

and that I understand the conditions set out above and within the Corporate Purchase Card Policy which govern the issue of a Corporate Purchase Card in my name.

.....
Signature of Cardholder
Print Name:
Date:

.....
Signature of General Manager
Print Name:
Date:



.....
Signature of Manager Finance

Print Name:

Date:

Appendix Two Corporate Purchase Card Renewal Acknowledgment

To the Manager Finance of the Central Goldfields Shire and the Issuing Bank,

I, _____
(Please Print Name)

acknowledge that I am to be reissued with a Purchase Card for the Central Goldfields Shire account, and I have read the current Central Goldfields Shire Corporate Purchase Card Policy (FP-21) and agree that:-

- _____ 1. I will not use the Corporate Purchase Card, nor permit it to be used, for other than authorised purposes;
- _____ 2. I will not use the Corporate Purchase Card unless authorised in writing to do so by the person authorised to issue cards under this facility;
- _____ 3. Misuse of the Corporate Purchase Card will result in card suspension and further disciplinary or police action may be taken if deemed appropriate;
- _____ 4. If I misuse the Corporate Purchase Card (use it otherwise than in accordance with the instructions given to me) I understand that proceedings may be instituted against me;
- _____ 5. If due to misuse of the Corporate Purchase Card I am found guilty of an offence, I authorise Council to recoup any loss to the Council from my employee entitlements;
- _____ 6. I may only use the Corporate Purchase Card to my delegated monthly limit; or other limits as set by the Manager Finance Services;
- _____ 7. I will code all transactions accurately and promptly as required by the Corporate Purchase Card Policy;
- _____ 8. I will sign each statement and maintain adequate documentation to support each transaction to demonstrate the nature of the goods/services purchased;
- _____ 9. I will submit each complete and coded statement to my Business Unit Manager for review and authorisation promptly at the end of each month as required by the Corporate Purchase Card Policy.
- _____ 10. I may only use the Corporate Purchase Card for purchasing or to pay for authorised items;
- _____ 11. I will not authorise any other person to use the Corporate Purchase Card that has been issued to me;
- _____ 12. I will not disclose my Corporate Purchase Card Personal Identification Number (PIN) or Card Verification Value (CVV) to any other person;
- _____ 13. If the Corporate Purchase Card is lost or stolen I am to report it immediately to the Commonwealth Bank of Australia Lost/Stolen Cards Unit (132 221), my Manager and the Central Goldfields Shire Purchase Card Administrator (Finance Department).
- _____ 14. I will forfeit the Corporate Purchase Card to my Manager in the event of my retirement or resignation from Central Goldfields Shire, or prior to me assuming duties in another position that does not have Delegation for a Corporate Purchase Card;
- _____ 15. I will surrender the Corporate Purchase Card to my Manager or the Purchase Card Administrator during planned periods of leave, as per the Corporate Purchase Card Policy.
- _____ 16. I will maintain the expected level of compliance required for the Corporate Purchase Card and will comply with all ongoing instruction as disseminated from time to time by the Card Administrator.
- _____ 17. I will comply with all instruction and corrective actions as given by the Card Administrator pertaining to the audit of my Corporate Purchase Card.



- _____ 18. Failure to comply with Council's Corporate Purchase Card Policy will result in the enactment of administrative consequences as detailed in the Policy, or any other actions deemed necessary by the Manager Finance or by law.

and that I understand the conditions set out above and within the Corporate Purchase Card Policy which govern the issue of a Corporate Purchase Card in my name.

.....

Signature of Cardholder

Print Name:

Date:

.....

Signature of Card Administrator

Print Name:

Date:

8.7 FOOTPATH PROGRAM 2021 - 2022

Author: Manager Infrastructure

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is for Council to note the footpath program for 2021 – 2022.

The 2021- 2022 budget has \$400,000 allocated to new footpaths - \$300,000 of which are for Maryborough and \$100,000 for other areas.

A program for new footpaths has been developed from the Walking and Cycling Strategy 2017 – 2026.

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.

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

BACKGROUND INFORMATION

As part of the 2021 – 2022 Budget Council allocated \$300,000 of Local Roads and Community Infrastructure Grant Round 2 to new footpaths in Maryborough, and \$100,000 to footpaths in other areas.

REPORT

The Walking and Cycling Strategy 2017 – 2026 aims to provide a strategic framework to guide Council in relation to walking and cycling opportunities such as paths / trails, infrastructure, events, programs and services for the next ten years.

The Strategy notes that when a network of safe, quality, linked paths and trails is created, supported by suitable programs, events and services, there is a much greater potential for local residents to utilise active transport to key destinations such as schools, work, sport and recreation facilities and shopping precincts or to enjoy recreational walking and cycling for fitness.

The footpath budget and program developed is developed from the Action Plan contained in the Walking and Cycling Strategy 2017 – 2026, which nominates high, medium and low priority new infrastructure required for each township. The new footpath locations were also reviewed given the Strategy was developed in 2016/17 and use patterns may have changed.

The footpaths that will be developed as part of this year's program are:

- Maryborough Locations:
 - Park Road from the Golf Course to Gardiner Street (approx. 340m)
 - Goldsmith Street from Kars Street to Inkerman Street (approx. 230m)
 - Hollyrood Street from Gladstone Street to Park Road (approx. 450m)
 - Cross Street from Burke Street to Napier Street (approx. 105m)
 - Napier Street from Derby Road to Clarke Street (approx. 50m) (completion dependant on tender pricing)
- Dunolly Locations:
 - Bull Street from Market Street to Havelock Street (approx. 300m)
 - Market Street from Bull Street to swimming pool (approx. 100m)

These footpaths link residential areas to the existing network of paths and increase opportunities to access the main centres of each township.

CONSULTATION/COMMUNICATION

The Walking and Cycling Strategy 2017 – 2026 was developed through extensive community consultation. This report notes the implementation of part of the Action Plan in the Strategy and will be communicated to the community through media releases.

FINANCIAL & RESOURCE IMPLICATIONS

Council has allocated funding in the 2021 – 2022 Budget for the new footpath construction.

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 providing new walking infrastructure (expand the asset class).

CONCLUSION

Council allocated \$400,000 to new footpaths in the 2021 – 2022 Budget, with \$300,000 allocated to footpaths in Maryborough and \$100,000 for other townships.

The program has been developed from the recommended actions of the adopted Walking and Cycling Strategy 2017 – 2026

The new footpaths will provide a missing link for communities to the existing network and increase the walkability of our townships.

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

- 1. note the program for the development of new footpaths in the 2021 – 2022 financial year, in line with the adopted 2021 – 2022 Budget;*
- 2. communicate the program for the development of new footpaths over 2021 – 2022 financial year through Council's media channels.*

8.8 PLANNING APPLICATION 028/21 USE AND DEVELOPMENT OF THE LAND FOR A SINGLE DWELLING AT 164 MOUNT VIEW ROAD, GOLDSBOROUGH

Author: Statutory Planner

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

Council has received a planning application for the use and development of a single dwelling at 164 Mount View Road, Goldsborough. The site is located in the Farming Zone and is covered by a Bushfire Management Overlay.

Public notice of the application has been given and one objection received.

The report assesses the application and addresses the issues raised by objectors. It concludes that the proposal accords with the relevant provisions of the Central Goldfields Planning Scheme and recommends that the proposal be to issue a Notice of Decision to Grant a Planning Permit for the Use and Development of a Dwelling at 164 Mount View Rd, Goldsborough.

LEGISLATION AND POLICY CONTEXT

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

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

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

This report has been developed in accordance with the *Planning and Environment Act 1987*, the *Central Goldfields Planning Scheme*.

BACKGROUND INFORMATION

Planning application 028/21 was lodged 28th February 2021, and proposes the use and development of the land for a single dwelling and associated works.

The proposed dwelling will have a gross floor area of 234 square meters. The dwelling will contain 2 bedrooms, kitchen, dining/living area, laundry, and a studio space. Reticulated electricity is available to the site with wastewater proposed to be managed by a septic system; water tanks for potable water will be used.

Access to dwelling is proposed from Baker Lane, which is an all-weather gravel road located to the east of the site. The dwelling is proposed to be setback approx. 110m from the northern boundary and 55m from the eastern boundary.

Scattered native vegetation is present across the subject site, however, the application does not require the removal of vegetation, with the proposed dwelling site is clear of vegetation.

The subject site is partly within the Cultural Sensitivity Overlay, under regulation 9 of the Aboriginal Heritage Regulations 2018 a Cultural Heritage Management Plan (CHMP) is not required as a single dwelling on a lot is an exempt activity. It is noted that the proposed dwelling site is not within the overlay.

It is noted that a planning permit was issued on the 31st May 2016 for the use and development of a single dwelling on the subject site. The permit was not acted upon and subsequently expired with no requests for an extension of time made by the permit holder.

REPORT

Site and Surrounds

The subject site is an irregular site of approximately 28.39 hectares. The subject land is within 1 parcel, however, has two parts which are physically divided by an unused road reserve. The upper northern portion has an area of 7.598 hectares with the larger southern portion having an area of 20.79 hectares. The dwelling is proposed to be sited on the larger portion of land.

The site is within the Farming Zone (FZ) and affected by the Bushfire Management Overlay (BMO) and the south-east is partly covered by the Vegetation Protection Overlay – Schedule 1 (VPO1).

The immediate areas surrounding the subject site see a mixture of rural residential and light agricultural uses such as cropping and grazing. Land surrounding the subject site is highly fragmented with allotments generally being irregular in shape. Several dwellings are present in the area with the closest to the proposal being approx. 130m to the north at 134 Queens Birthday Mine Road. 7 dwellings exist within 500m of the subject site in all directions. Further to the east, south and west the subject area is bound by crown land (The Bealiba-Barp State Forest) which consists of dense bushland. Directly to the North of the site is also Crown Land (Goldsborough Historic and Cultural Features Reserve).

Please refer to Attachment 1: Subject site and surrounding area.

The site is 6km north-west of the Dunolly town centre via Dunolly Moliagul Road and Goldsborough Road.

Planning Permit Trigger

Under clause 35.07-1 of the Farming Zone, a permit is required to use land for a dwelling on a lot of less than 40 hectares.

Under Clause 35.07-4 of the Farming Zone, a permit is required to construct buildings and works associated with a section 2 use (dwelling).

Under clause 44.06-2 of the Bushfire Management Overlay, a planning permit is required to construct a building or construct or carry out works associated with accommodation.

Planning Scheme Provisions

Planning Policy Framework

11.01-1L Settlement - Central Goldfields

Strategies

Provide medium density residential opportunities close to Maryborough Central Business Area.

Provide low density and rural living opportunities around the periphery of Maryborough and other centres where they do not conflict with environmental and agricultural objectives and where infrastructure can be supplied in a cost-effective way.

13.02-1S Bushfire planning

Objective

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

13.07-1S Land use compatibility

Objective

To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

14.01-1S Protection of agricultural land

Objective

To protect the state's agricultural base by preserving productive farmland.

14.01-2S Sustainable agricultural land use

Objective

To encourage sustainable agricultural land use.

14.02-1S Catchment planning and management

Objective

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

14.02-2S Water Quality – Central Goldfields

Strategy

Ensure effluent disposal systems in unsewered areas are located and maintained to minimise the risk of pollution to waterways.

15.01-6S Design for rural areas

Objective

To ensure development respects valued areas of rural character.

Zone

35.07 Farming Zone

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

44.06 Bushfire Management Overlay

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.
- To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

Particular Provisions

53.02 Bushfire Planning

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To ensure that the location, design and construction of development appropriately responds to the bushfire hazard.
- To ensure development is only permitted where the risk to life, property and community infrastructure from bushfire can be reduced to an acceptable level.
- To specify location, design and construction measures for a single dwelling that reduces the bushfire risk to life and property to an acceptable level.

General Provisions

Decision Guidelines of Clause 65.01

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in section 60 of the Act.
- Any significant effects the environment, including the contamination of land, may have on the use or development.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision. The orderly planning of the area.
- The effect on the environment, human health and amenity of the area.
- The proximity of the land to any public land.

- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts

The application has been considered against the Decision Guidelines of Clause 65.01 and is acceptable.

Referrals

The following table outlines the referrals undertaken under both section 55 and 52 of the *Planning and Environment Act 1987* and the *Central Goldfields Planning Scheme*.

Department	Response
Goulburn Murray Water (GMW) s.55	<p>Based on the information provided and in accordance with Section 56 (a) of the Planning and Environment Act 1987, GMW has no objection to this planning permit being granted subject to the following conditions:</p> <ol style="list-style-type: none"> 1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991). 2. All wastewater from the dwelling must be treated and disposed of using an approved system. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice. 3. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy, including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management. 4. The wastewater disposal area must be located at least: 100m from any waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores. 5. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A

	<p>reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.</p> <p><i>Planning Note</i></p> <p><i>The subject property is located within an area of Cultural Heritage Sensitivity. Should the activity associated with proposed development require a Cultural Heritage Management Plan (CHMP), planning permits, licences and work authorities cannot be issued unless a CHMP has been approved for the activity.</i></p>
Planners Comment	No comment on conditions. The proposal of a dwelling is exempt from the requirement of a CHMP

Department	Response
Country Fire Authority (CFA) s.55	<p>CFA acting as a Referral Authority pursuant to Section 55 of the Planning and Environment Act, 1987 (Act) has considered and does not object to the grant of a permit for the above proposal subject to –</p> <ul style="list-style-type: none"> • Any mandatory conditions specified within the planning scheme; and • The following conditions being included on any planning permit that may be issued. <p>1. Bushfire Management Plan</p> <p>The Bushfire Management Plan prepared by Euca Planning (Pages 1 and 2) dated 19/02/2021 must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.</p>
Planners Comment	Nil

Department	Response
Central Goldfields Shire Engineer (s.55)	<p>Access</p> <ul style="list-style-type: none"> • Access to the property must be provided from Bakers Lane via an all-weather driveway with dimensions adequate to accommodate emergency vehicles to the satisfaction of the Responsible Authority. • The applicant/owner must make further application for and have approved driveway crossing permit/s for any crossover/driveway works. All works constructed or

	<p>carried out must be in accordance with the approved plans/permit(s).</p> <ul style="list-style-type: none"> Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority. <p>Drainage</p> <ul style="list-style-type: none"> All stormwater must be accommodated and treated within the subject land. The owner/applicant must design a drainage system to drain the lot to the legal point of discharge to the satisfaction of the Responsible Authority. <p>Asset Protection</p> <ul style="list-style-type: none"> At any time the permit holder must ensure that the operation and condition of Council assets (including street trees, drains and roads) are not damaged by the site construction works. If the Responsible Authority deems Council assets have been detrimentally affected or damaged by development construction access, the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the Responsible Authority. <p>Emissions and Discharges during Construction</p> <ul style="list-style-type: none"> The developer must restrict emissions and discharges from any construction sites within the land in accordance with the best practice environmental management techniques and guidelines contained in the Environment Protection Authority publications Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995) to the satisfaction of the Responsible Authority.
Planners Comment	Nil

Department	Response
Central Goldfields Shire Environmental Health Officer (s.55)	An application must be made for a Permit to Install a Septic Tank System to the satisfaction of Council's Environmental Health Officer prior to a building permit being issued in accordance with the requirements of the Building Act 1993. The septic system must comply with the Code of Practice – onsite Wastewater

	Management Publication 891.4 and AS1546.1 to 1546.4 and be in accordance with the requirements of Goulburn Murray Water.
Planners Comment	Nil

ASSESSMENT OF THE APPLICATION

The planning application is proposing use and development of a single dwelling on lot within the Farming Zone and Bushfire Management Overlay.

Farming Zone

Under clause 35.07-1, a permit is required to use land for a dwelling as the lot is less than 40ha in total area.

The proposal meets the purposes of the farming zone:

- Development and use of the land for a dwelling would not result in a loss of agricultural land or impact on the use of land around the site (which has limited agricultural use). The potential for farming practice surrounding the site is limited as it is surrounded by other fragmented, lifestyle blocks. There is some evidence of low scale hobby farming on surrounding lots, however, this activity is limited by the smaller size of the lots, the proliferation of existing dwellings in the area and the dense bushland that encircles the area in general.
- Use of the land for a dwelling would provide for an opportunity to retain population in the rural area.

In accordance with clause 35.07-5, an application to use a lot for a dwelling must respond to the decision guidelines for dwellings in the zone. An assessment against these guidelines is as follows:

Whether the dwelling will result in the loss or fragmentation of productive agricultural land.

The addition of a dwelling on the lot is not considered to cause a significant loss of agricultural land. The subject site is in an area characterized by smaller, fragmented land holdings with minimal agricultural activity occurring and that generally contain dwellings.

Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.

There is no evidence of significant agricultural activity in the area. Small scale cropping and grazing exist nearby, however this activity is limited by a number of factors which have been previously discussed within this report.

Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.

The addition of the dwelling on the subject site would not affect the expansion of a nearby agricultural use. Only small-scale agriculture and rural residential uses are evident in the area. Furthermore, physical barriers around the subject site would limit further expansion elsewhere, these being the existing road network and dense areas of existing bushland in all directions.

The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.

The area is considered to have already been impacted by the development of a number of dwellings. Each lot surrounding the subject site contains a dwelling, with the subject site being the largest of all the surrounding sites.

The proposed dwelling is considered to further address the general, agricultural, environmental and design decision guidelines. The subject site is one of the larger land holdings in the immediate area and is considered capable of supporting small scale agriculture given its larger cleared areas of land.

A license issued by DEDJTR is currently held by the landowner that allows for hemp to be cropped on the property. Under the Central Goldfields Planning Scheme cropping is nested under Agriculture and is a section 1 use (no permit required) in the Farming Zone.

The addition of the dwelling will allow the landowner an opportunity to improve management of the land as it is currently vacant.

Environmental issues including bushfire and water quality are addressed through referral responses from the Country Fire Authority (CFA), Goulburn Murray Water (GMW) and CGSC Environmental Health Officer and CGSC Engineer. All have provided conditional consent to a permit being issued. Conditions address bushfire mitigation measures and water quality risks in terms of onsite wastewater and runoff in special water catchment areas.

The modest design and siting of the dwelling addresses design for rural areas and does not create visual bulk and is sympathetic to the existing landscape. The dwelling is sited 130m south of the next closest dwelling.

It is considered that the proposed dwelling responds to the purpose of the Farming Zone and adequately addresses the decision guidelines of the zone.

The proposal is considered to be consistent with the intent and purpose of the Farming Zone, applicable overlays and relevant planning policies regarding development of a single dwelling.

Bushfire Management Overlay

The proposal is considered to be consistent with the purpose of the Bushfire Management Overlay. The applicant has provided a Bushfire Management Statement and Bushfire Management Plan of which consent has been provided by the CFA.

Given the existing residential uses adjoining the subject site, sufficient vehicle access and management of surrounding land, the proposal is considered to meet the purpose of the Bushfire Management Overlay and clause 13.02-1 Bushfire Planning in terms of mitigating risk to an acceptable level. Increased activity on the subject site can contribute to the ongoing management of the land during higher risk bushfire periods.

The CFA have granted conditional consent based on the Bushfire Management Statement and Plan provided, and it is considered the proposal does not create an unnecessary risk and addresses the purpose of the provision by implementing approved mitigation measures.

Overall, the proposed development is considered to be consistent with the Farming Zone and the Bushfire Management Overlay affecting the site.

CONSULTATION/COMMUNICATION

The application was advertised to 6 adjoining landowners via letter in the mail and 1 sign was placed on the site for a period of 14 days. As a result of the notification period the application received one objection.

The objection to the application raise the following concerns:

- Land is zoned farming therefore has to be 100 acres (40ha) to build a dwelling
- Information regarding land size and permit requirements should be included in a section 32 for transferring of land to deter the wrong type of purchaser.
- Previous owners have ignored council direction to clean up the site previously.

The Planning Officer has reviewed the objections and a response to each of the matters raised is provided below.

Farming Zoned land

The subject site is within the Farming Zone, Clause 35.07-1 states that a dwelling is a Section 1 use (permit not required) if the following conditions are met:

- Must be the only dwelling on the lot.
- The lot must be at least the area specified in a schedule to this zone. If no area is specified, the lot must be at least 40 hectares.

The schedule to the Farming Zone states that the minimum area for which no permit is required to build a dwelling is 40 hectares (100 acres). A dwelling proposed on land less than 40 hectares then becomes a section 2 use (permit required); and a planning permit must be approved in order for a dwelling to be constructed.

Applications of this nature must be considered against the purpose and decision guidelines of the Farming Zone, and the Responsible Authority must decide if the proposal is appropriate or not. In some cases, Council can seek a Farm Management Plan (FMP) from the applicant if there is concern that the development of the site creates a risk of losing quality agricultural land. In this instance a FMP was no requested as the site is not considered to be high quality land and the surrounding area has already been developed in rural residential manner. In this instance the land is considered to be well suited a larger rural residential allotment, the land owner may wish to undertake hobby farming or a smaller farming enterprise, however the site is not deemed as suitable for prime production.

The application being assessed is considered to be appropriate for reasons stated within the assessment section of this report. As such approval will be recommended by the Planning Officer. It should be noted that it is not prohibited to construct a dwelling on less than 40 hectares.

Section 32 information

Council's Planning Department is not involved in the creation or information which is provided in a section 32, nor does the Planning Department have any powers to control information included within a Section 32. It is the responsibility of a prospective purchaser to seek advice on the requirements of planning as part of their own due diligence process.

As such, this is not considered to be in the scope of the planning assessment considerations.

Alleged non-compliance with Council orders

The Planning Officer is not aware of any outstanding or past planning non-compliance or enforcement matters.

FINANCIAL & RESOURCE IMPLICATIONS

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

Should any party appeal any decision that Council makes there would be a VCAT hearing. Additional costs will be incurred if a VCAT hearing occurs.

RISK MANAGEMENT

This report addresses Council's strategic risk Governance - Failure to transparently govern and embrace good governance practices by ensuring our assessment of the application meets all relevant legislation.

There is a risk to council should it not make a decision within the statutory time frames of a 'failure to determine' appeal at VCAT.

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

CONCLUSION

The proposed planning application seeks approval for the use and development of a single dwelling at 164 Mount View Road, Goldsborough.

Public notice of the application has been given and one objection received raising concerns with housing in the farming zone and some past concerns around use of the property.

The development of housing on smaller lots in the farming zone (and therefore requiring a planning permit under the zone) is generally discouraged unless the dwelling is needed for the main farming use, or other mitigating circumstances.

This application sits in an area where housing has been allowed within the farming zone and a number of rural residential lots have been established, the main land use is no longer dominated by farming.

It is therefore recommended that Council issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

ATTACHMENTS

1. Proposed Plans
2. Subject site and surrounding area

RECOMMENDATION

That Council, having caused notice of Planning Application No. 028/21 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, resolves to issue a Notice of Decision to Grant a Permit in respect of Planning Application No. 028/21 for the land known and described as 164 Mount View Road, Goldsbrough, for the use and development of the land for a dwelling within the Farming Zone and Bushfire Management overlay, in accordance with the endorsed plans and subject to the following conditions:

No layout alteration

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

Construction Activities

2. The development must be managed during construction so that the amenity of the area is not detrimentally affected through the:
 - a. transport of materials, goods or commodities to or from the land;
 - b. appearance of any building, works or materials;
 - c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, litter, dust, waste water, waste products, grit or oil; and
 - d. presence of vermin or animals.

to the satisfaction of the Responsible Authority.

Use of the land for a dwelling

3. Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.
4. The dwelling must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from each dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the Environment Protection Act 2017 for an on-site wastewater management system.
5. The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire-fighting purposes.
6. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

EngineeringAccess

7. Access to the property must be provided from Bakers Lane via an all-weather driveway with dimensions adequate to accommodate emergency vehicles to the satisfaction of the Responsible Authority.

8. Bakers Lane shall be upgraded between the court bowl/turn-around area at the end of Queens Birthday Mine Road and the proposed property access to the subject property. The upgrade shall be done at the cost of the permit holder.
9. The upgraded road shall be a minimum of 4.0m wide, with a fine crushed rock pavement 150mm deep on a suitable subgrade.
10. A vehicular crossover and culvert if required must be constructed between the upgraded road and the property boundary.
11. The applicant/owner must make further application for and have approved driveway crossing permit/s for any crossover/driveway works. All works constructed or carried out must be in accordance with the approved plans/permit(s).
12. Once constructed the crossovers must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.

Drainage

13. All stormwater must be accommodated and treated within the subject land.
14. The owner/applicant must design a drainage system to drain the lot to the legal point of discharge to the satisfaction of the Responsible Authority.

Asset Protection

15. At any time the permit holder must ensure that the operation and condition of Council assets (including street trees, drains and roads) are not damaged by the site construction works. If the Responsible Authority deems Council assets have been detrimentally affected or damaged by development construction access, the assets will be required to be repaired and reinstated by the permit holder to the satisfaction of the Responsible Authority.

Emissions and Discharges during Construction

16. The developer must restrict emissions and discharges from any construction sites within the land in accordance with the best practice environmental management techniques and guidelines contained in the Environment Protection Authority publications Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995) to the satisfaction of the Responsible Authority.

Country Fire Authority

Mandatory Condition

17. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Bushfire Management Plan

18. The Bushfire Management Plan prepared by Euca Planning (Pages 1 and 2) dated 19/02/2021 must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Goulburn Murray Water

19. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
20. All wastewater from the dwelling must be treated and disposed of using an approved system. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.
21. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy, including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.
22. The wastewater disposal area must be located at least: 100m from any waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores.
23. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.

Permit Expiry

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

The development is not started within two (2) years of the date of this permit;
The development is not completed within four (4) years of the date of this permit.
The use is discontinued for a period of two (2) years.

The Responsible Authority may extend the periods referred to if a request is made in writing whereby either of the following instances apply:

before or within six (6) months after the permit expiry date, where the use or development allowed by the permit has not yet started; or

within twelve (12) months after the permit expiry date, where the proposal allowed by the permit has lawfully started before the permit expires.

Permit Notes:

Building Approval

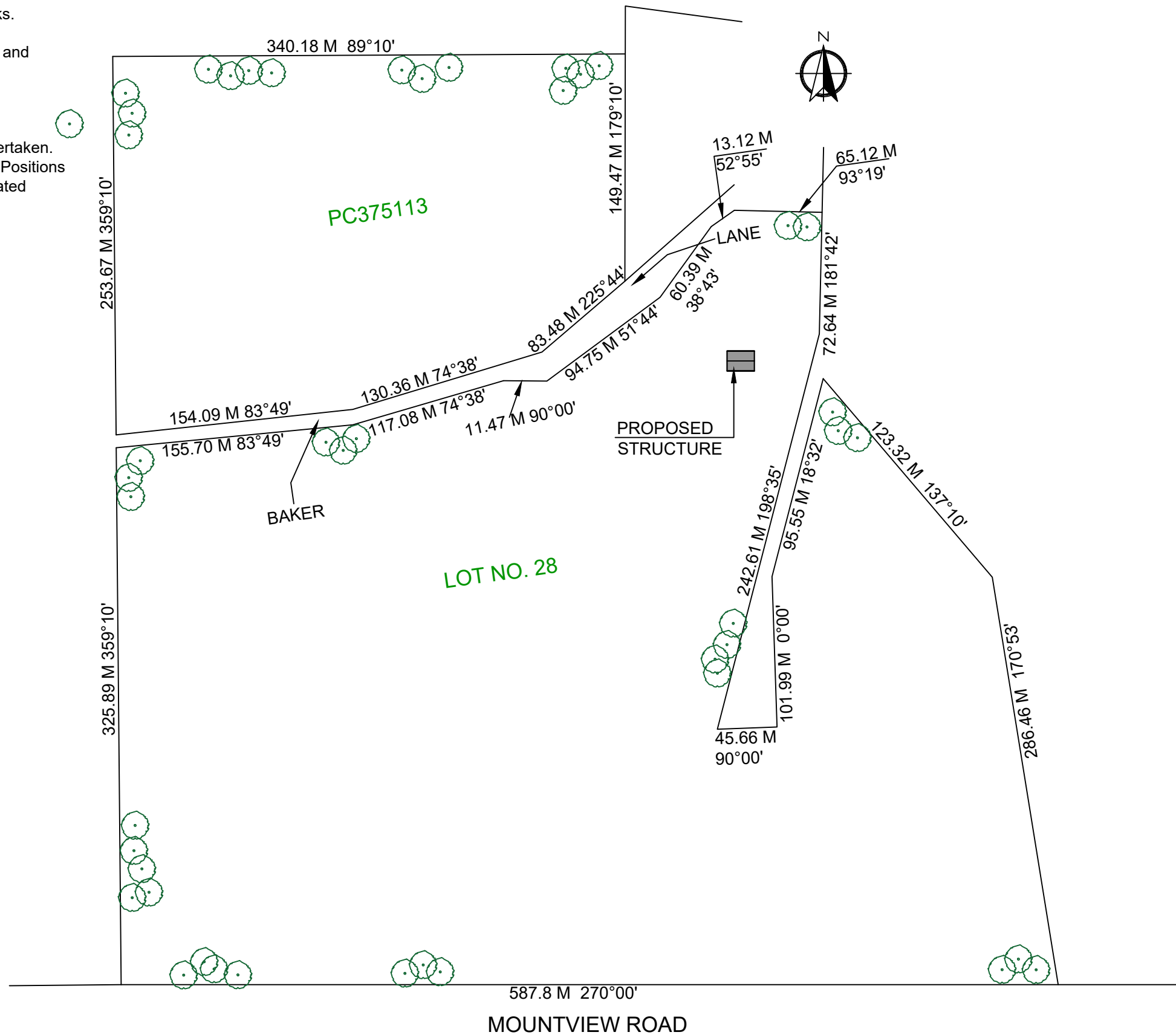
This permit is issued pursuant to the provisions of the Central Goldfields Planning Scheme and does not relieve the permit holder of the necessity to obtain a building permit pursuant to the Building Act 1993 prior to commencement of any construction or works on any part of the site.

General Notes

Builder and contractor to verify all dimensions and levels prior to construction works.

Best practice procedures of erosion and sediment control as outlined by Central Goldfields Shire Council regulations to be adhered to.

No Boundary Survey has been undertaken. Services shown are indicative only. Positions are based on surface indicators located during field survey.



Site Analysis

Site Area (m ²)	283900.00
Existing Structures (m ²)	0
Proposed Structure (m ²)	234.00
Total Site Coverage (m ²)	234.00
Total Site Coverage (%)	0.08
Proposed Garden Area	>30%

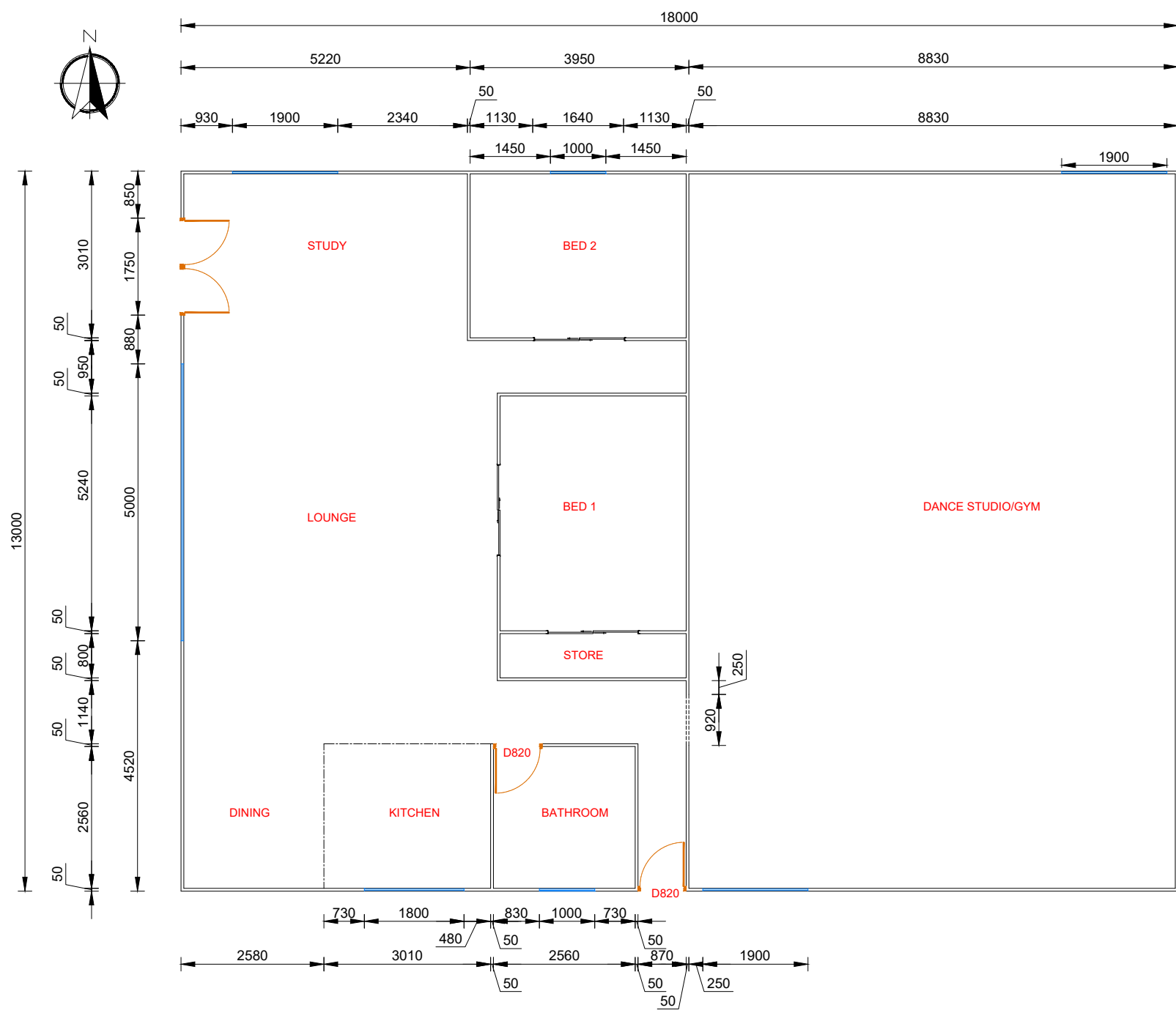
REV NO.	REVISION/DESCRIPTION	DATE

Scale: 1:3000@A3
 Date Drawn: 10-Jun-21
 Do Not Scale Drawing
 Written Dimensions take priority over scale

Site Details
 Name: Steven Schulz
 Street Address: 164 Mount View Road
 City/Suburb: Goldsbrough
 Postcode: 3472
 State: VIC

Drawing Name:
 Site Plan
Reference Number:
 394 Steven

Notes: Dimensions of beams should be used as a guide only. Always check beam length requirements before cutting. Gutters & storm water pipes to be connected to nearest existing storm water drainage system (L.P.D) in accordance with AS 3500. All masonry Fasteners to concrete walls experience no lateral loading. dp - Downpipes



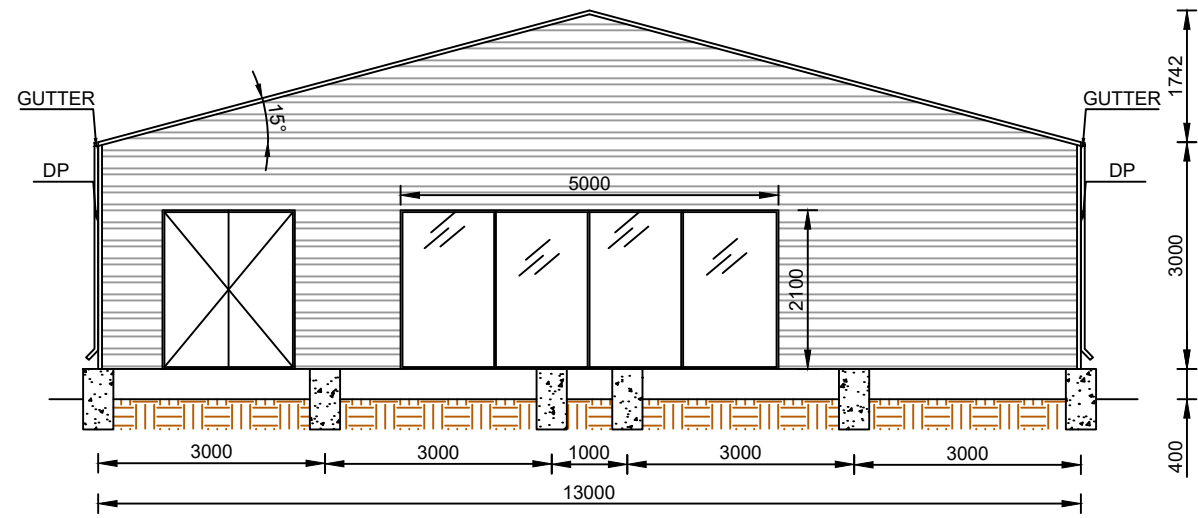
REV NO.	REVISION/DESCRIPTION	DATE

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 Date Drawn: 10-Jun-21
 Do Not Scale Drawing
 Written Dimensions take priority over scale

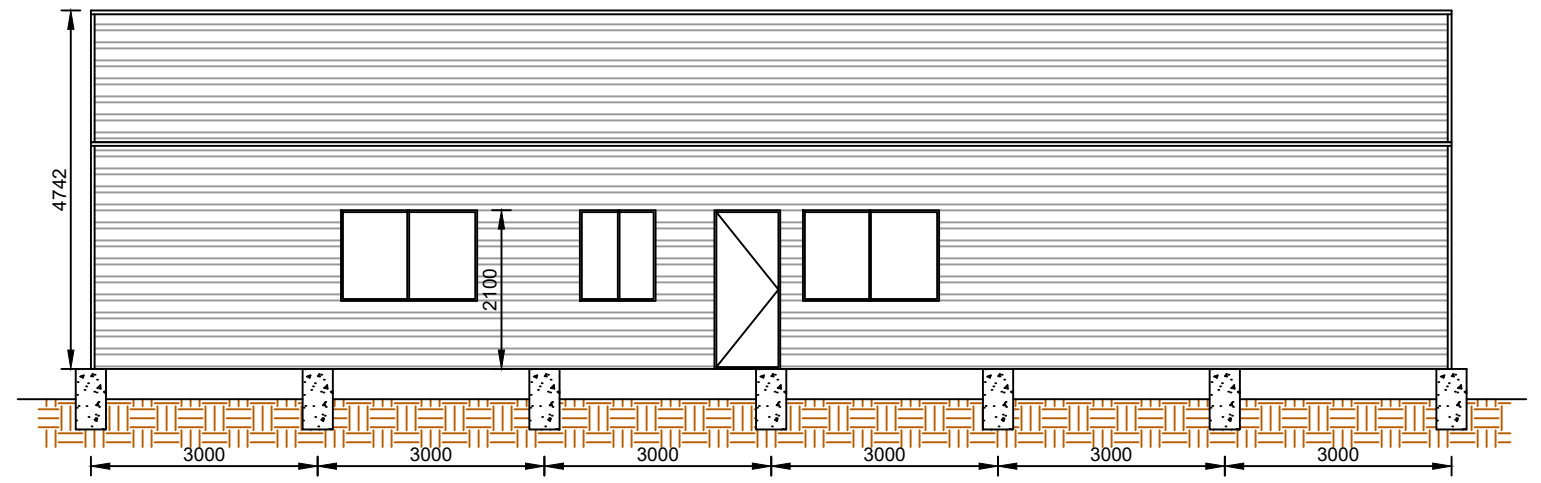
Site Details
 Name: Steven Schulz
 Street Address: 164 Mount View Road
 City/Suburb: Goldsbrough
 Postcode: 3472
 State: VIC

Drawing Name:
 Floor Plan
Reference Number:
 394 Steven

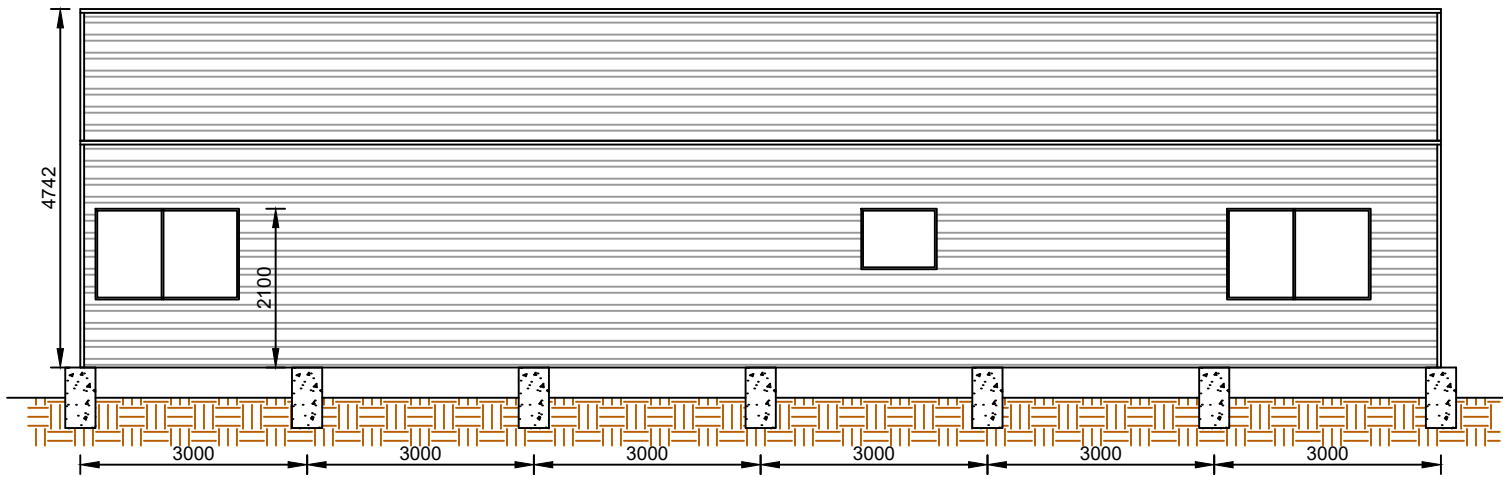
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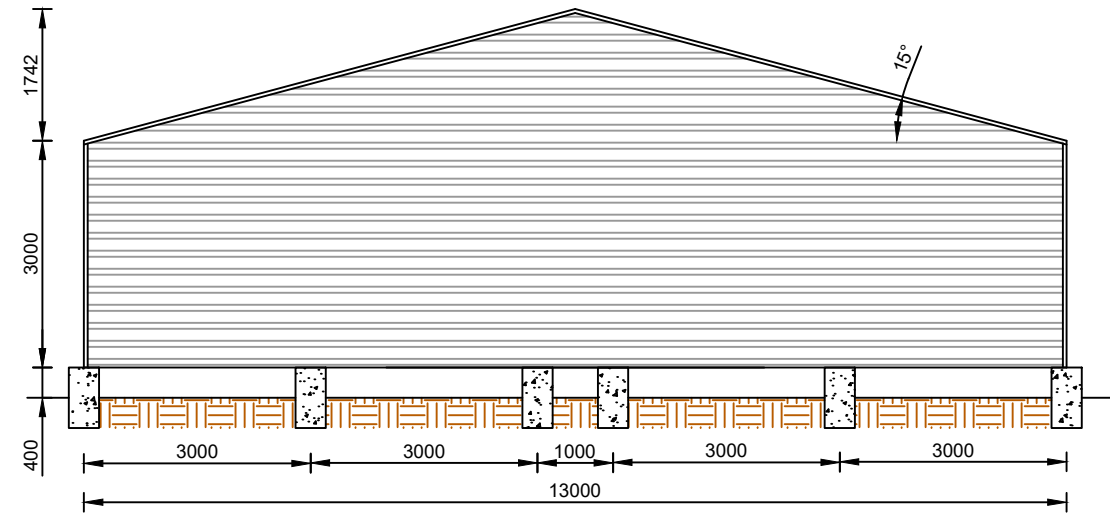
WEST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

REV NO.	REVISION/DESCRIPTION	DATE

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Drawing Name:
 External Elevations
Reference Number:
 394 Steven

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 dp - Downpipes

