



COUNCIL MEETING

Tuesday 20 October 2020

6:00pm

Via Zoom:

AGENDA

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13.	Meeting Close	

5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

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 15 September 2020.

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 communications 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 15 September 2020 are presented for confirmation.

ATTACHMENTS

1. Unconfirmed Minutes of Council Meeting held 15 September 2020

RECOMMENDATION

<i>That Council confirms the Minutes of the Council Meeting held on 15 September 2020.</i>



MEETING OF COUNCIL MINUTES

Tuesday 15 September 2020

6:00pm

Via Zoom:

MEMBERSHIP

Administrator Noel Harvey
Administrator Karen Douglas
Administrator Hugh Delahunty

To be confirmed at the Council Meeting
scheduled for 20 October 2020

UNCONFIRMED MINUTES

1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

The Chair, Administrator Noel Harvey read the Council Prayer and acknowledgement of country.

IN ATTENDANCE via videoconference Zoom

Administrator Noel Harvey
Administrator Hugh Delahunty
Administrator Karen Douglas

Chief Executive Officer, Lucy Roffey
Acting General Manager Corporate Performance, David Anderson
General Manager Community Wellbeing, Martin Collins
General Manager Infrastructure Assets and Planning, Rebecca Stockfeld

2. APOLOGIES

Nil

3. LEAVE OF ABSENCE

Nil

4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING

To present for confirmation the minutes of the Council Meeting held on 25 August 2020.

Council Resolution

That Council confirms the Minutes of the Council Meetings held on 25 August 2020.

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

6. REPORTS FROM COMMITTEES

Nil

7. PETITIONS

Nil

8. OFFICER REPORTS

8.1 NORTHERN VICTORIAN INTEGRATED MUNICIPAL EMERGENCY MANAGEMENT PLAN

The purpose of this report is to present to Council the revised Northern Victorian Integrated Municipal Emergency Management Plan – Central Goldfields Shire (MEMP) in preparation for the audit scheduled for Thursday 29 October 2020.

UNCONFIRMED MINUTES

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

Council Resolution

That Council endorse the Northern Victorian Integrated Municipal Emergency Plan with the two minor changes listed in the report section of this document.

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.2 DRAFT ACTIVE CENTRAL GOLDFIELDS RECREATION AND OPEN SPACE STRATEGY 2020-29

The purpose of this report is to present the Draft Active Central Goldfields Recreation and Open Space Strategy (ROSS) 2020-2029 to Council for adoption.

The Draft ROSS establishes a clear direction for the provision, development and management of high quality open space, sport and recreation opportunities, support services, spaces and facilities. The purpose of the strategy is to guide Council and community decision making for the next ten years.

Council Resolution

That Council adopt the Active Central Goldfields Recreation and Open Space Strategy in the form of the attached draft (Volume 1) with minor changes as recommended in attachment 7.

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.3 DRAFT INTEGRATED TRANSPORT STRATEGY

The purpose of this report is recommend the draft Integrated Transport Strategy (ITS) be adopted by Council.

The strategy examines the ways people living in and travelling to Central Goldfields access the various key destinations and how transport options could be improved. The strategy has explored the current transport networks including, active, public, private and community transport.

Council Resolution

That Council adopt the Integrated Transport Strategy in the form of the attached draft (Attachment 1).

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.4 CARISBROOK ROAD & LEVEE CONSTRUCTION CONTRACT No G1441-2020

The purpose of this report is to advise Council of the recent awarding of contract G1441-2020, for the construction of Stage 3 of the Carisbrook Levee. The works awarded in the contract include the levee/road construction along Pleasant Street from the Pyrenees

UNCONFIRMED MINUTES

Highway to the railway line, and the road construction along High Street from the railway line to Church Street

Council Resolution.

That Council note Contract No. G1441-2020 Carisbrook Road and Levee Construction has been awarded to Doran Earthmoving Pty Ltd.

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.5 CENTRAL GOLDFIELDS SHIRE COUNCIL ECONOMIC RESPONSE AND RECOVERY – COVID-19

The purpose of this report is to inform Council on the range of response and recovery actions undertaken by Council's Economic Development and Tourism teams to support the region during and as it emerges from COVID-19.

Council Resolution

That Council endorse the actions being taken in response to the economic impacts of the COVID-19 pandemic.

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

8.6 PLANNING SCHEME AMENDMENT C034CGOL – IMPLEMENTATION OF REVIEW

The purpose of this report is to recommend that Council resolve to commence the process for a planning scheme amendment C034cgo1. This amendment will implement the findings of the Central Goldfields Planning Scheme Review 2020 and the land use and development directions of several other adopted strategies and plans.

The proposed amendment will update the Municipal Planning Statement (MPS) at Clause 02, relevant local policies at Clauses 11-19, zone and overlay schedules and provisions of the Central Goldfields Planning Scheme (CGPS).

Council Resolution

That Council:

- 1. Seek authorisation from the Minister for Planning for the amendment C034cgo1 in the form of the attached draft amendment documents (Attachment 1-10);*
- 2. Delegate the General Manager Assets and Infrastructure and Planning to make minor changes to the amendment in consultation with the Department of Environment, Land, Water and Planning;*
- 3. Place the amendment on public exhibition in accordance with the Planning and Environment Act 1987 after receiving authorisation from the Minister for Planning.*

UNCONFIRMED MINUTES

Moved Administrator Douglas
Seconded Administrator Delahunty

CARRIED

8.7 PLANNING APPLICATION 055/20 MAJOR PROMOTIONAL SIGN (NON-ILLUMINATED) At 4257 PYRENEES HIGHWAY FLAGSTAFF

The purpose of this report is to seek a determination on a planning permit application received by Council for a major promotional sign at 4257 Pyrenees Highway, Flagstaff.

Public notice of the application has been given and 3 objections have been received.

The Application has been assessed against the Planning Scheme and it is considered that the proposed development is appropriate.

Council Resolution

That Council, having caused notice of Planning Application No. 055/20 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, determines to issue a notice of decision to grant planning permit 055/20 in respect of the land known and described as 4257 Pyrenees Highway, Flagstaff, for a major promotion sign, subject to the following conditions:

No alteration layout

1. *The sign(s) 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.*

No flashing light/driver distraction

2. *Flashing or intermittent lights must not be used in the sign(s) permitted by this permit except with the prior written consent of the Responsible Authority.*
3. *In the opinion of the Responsible Authority the sign must not:*
 - a) *Dazzle or distract drivers due to its colouring*
 - b) *Contain images that may be mistaken for traffic signals*
 - c) *Be able to be mistaken as an instruction to drivers.*

No floodlighting or illumination

4. *The sign(s) permitted by this permit must not be floodlit or illuminated by external lights except with the prior written consent of the Responsible Authority.*

UNCONFIRMED MINUTES

5. *The sign permitted by this permit must not contain any illuminated displays/advertisements.*

No reflection or animation

6. *The sign shall not be reflective or animated.*

No bunting, streamers etc.

7. *Bunting, streamers, flags, windvanes or similar material must not be displayed except with the prior written consent of the Responsible Authority.*

No moving parts

8. *Moving parts must not be used in the sign(s) permitted by this permit.*

Drivers line of sight

9. *The signage, including appurtenances such as lighting is erected within the property line and does not obstruct a driver's line of sight at a corner or bend, or between roads at a junction or any point of egress.*

Maintain in good condition

10. *The sign(s) permitted by this permit must be maintained in good condition to the satisfaction of the Responsible Authority.*

Expiry

11. *The major promotion sign as permitted by this permit will expire 15 years from the date this permit is issued. The expiry date must be annotated on the bottom right corner of the sign.*

Moved Administrator Delahunty
Seconded Administrator Douglas

CARRIED

9 DOCUMENTS FOR SEALING CONFIRMATION REPORT

Nil

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS

Nil

12 CONFIDENTIAL BUSINESS

Nil

UNCONFIRMED MINUTES

13 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 7.03 pm

To be confirmed at the Council Meeting
to be held on 20 October 2020.

Chair, Administrator Noel Harvey

6.1 NOTING OF THE APPROVED MINUTES OF THE AUDIT AND RISK COMMITTEE

Author: Governance Officer

Responsible General Manager: Chief Executive Officer

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

SUMMARY/PURPOSE

To present for noting the confirmed minutes of the Audit and Risk Committee established in accordance with section 53 of the *Local Government Act 2020*.

POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making

BACKGROUND INFORMATION

In accordance with section 53 of the *Local Government Act 2020*, Council has established an Audit and Risk Committee.

Minutes of Audit and Risk Committee meetings are confirmed/approved at the next scheduled meeting.

REPORT

The Audit and Risk Committee has provided confirmed minutes from its meeting 1 June 2020.

RESOURCE IMPLICATIONS

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

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 Local Government Act 1989. The requirement for reporting provides increased transparency of declarations of conflict of interest.

CONCLUSION

Recently received, confirmed minutes of the Audit and Risk Committee are presented to Council for noting.

ATTACHMENTS

1. Audit and Risk Committee Meeting 1 June 2020

RECOMMENDATION

That Council notes the confirmed minutes of the Audit and Risk Committee meeting 1 June 2020.



AUDIT AND RISK COMMITTEE MEETING

Monday 1 June 2020

10:00 am

Via Zoom

<https://us02web.zoom.us/j/88645901663>

MINUTES

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

Item	Title
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1.	Welcome and Introduction 10:10am
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2.	Apologies 10:10am
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Nil. Due to technical difficulties, Cheryl Fitzgerald joined at 10:18

3.	Declaration of Conflicts of Interest 10:11am
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None declared

4.	Consideration of the Agenda 10:11am
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No issues raised.

5.	Adoption of Minutes of the meeting held on 2 March 2020 10:12am
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Decision: The Minutes of the Audit and Risk Committee Meeting held on 2 March 2020 were confirmed.

6.	Matters arising from the Minutes Report 10:12am
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The Committee referred to Item 70 and asked if the Local Government Act 2020 requires Returns of Interest to be submitted by members of Audit and Risk Committees. It was reported that the Act does not require it but that it can be mandated in the Committee's Charter. The Charter can also reference Council including committee members in Council's professional indemnity insurance.

The Committee asked if Item 6 will be completed in June 2020 as noted. This was taken on notice and advice will be provided out of session.

ACTION: Include Register of Interest requirements for Committee members and confirm Independent Committee Members will be covered by Council's professional indemnity insurance in the updated Charter.

ACTION: Advise out of session if Item 6 will be completed in June 2020.

Decision: The Audit and Risk Committee noted the Matters arising from the Minutes Report.

GENERAL BUSINESS

7.	New VAGO Audit Service Provider Partner in Charge of Council's External Audit 10:17am
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The Committee welcomed Martin Thompson.

Decision: The Audit and Risk Committee noted that Martin Thompson has replaced John Gavens as Crowe's partner in charge of Council's external audit program.

Cheryl Fitzgerald joined meeting 10:18am.

8. VAGO Interim Management Letter 10:18am

The Committee were advised by Acting Manager Finance that the position paper addressing implementation of the new Accounting Standards would be distributed out of session.

External auditor advised that the audit strategy is very similar to that of like councils. It is not addressing any risks that are not applicable to other Councils. The interim visit was conducted remotely and went very well and the auditors would like to thank officers for their assistance. The draft Interim Management Letter has only added two issues and notes some old issues but these have largely been addressed and do not present any concerns.

There will be number of issues to look at in the final audit which might be done remotely as it worked well and has some efficiencies. Issues include the new Local Government Act 2020 and the impacts of COVID-19.

It was noted by the Committee that this is a draft document and that there may be some changes to the 2019-2020 interim audit in relation to some items, e.g. 2017.5 Risk Register, by the auditor in consultation with management.

The auditor confirmed that there are no open items of particular concern.

Decision:

The Audit and Risk Committee noted:

1. The amended VAGO Audit Strategy;
2. The VAGO Interim Management Letter for 2019-20 including the possible update to comments for items 2017.5 and 2017.6; and
3. The position paper addressing implementation of the new Accounting Standards 0175 and 0176 to be distributed shortly.

Martin Thompson left the meeting 10:44am

9. COVID-19 Report 10:44am

Decision: The Audit and Risk Committee noted the COVID-19 Report and acknowledged the effort made by Council.

10. Governance Report 10:48am

The Committee discussed the policy review program and noted that there may be a need for further prioritisation of policies to be updated. This triage work could include consideration of the fact that some policies could be renewed for one year so that the new Council could review them.

ACTION: Implementation of new Local Government Act 2020 added as standing item to the Governance Report.

ACTION: Amend policy review document so that it is clear it includes other documents including strategies and plans.

Decision: The Audit and Risk Committee noted the Governance Report. The Committee acknowledged the work that has been done.

11. Audit and Risk Committee Self-Assessment 11.02am

AFS provided a summary of the survey findings which included improvement in the overall ratings compared to last year.

Decision: The Audit and Risk Committee endorsed the Audit and Risk Committee Self-Assessment Report and noted the suggestions for improvement.

12. Audit and Risk Committee Charter 11.04am

Will be circulated out of session before the Charter must be adopted under the Local Government Act 2020, but only minor changes are required. The updated Charter will then be presented to the August Council meeting for adoption.

ACTION: Amendments required under the Local Government Act 2020 will be made and the amended Charter will be circulated out of session for approval.

Decision: The Audit and Risk Committee noted that the updated Audit and Risk Committee Charter was adopted by Council at its Meeting on 28 April 2020.

13. Strategic Risk Register and Risk Management Policy 11.08am

The Committee discussed the progress made and the opportunities for improvement. Opportunities for improvement included, adding a description of the process of how the measures of risk are determined, rating the effectiveness of the initiatives in the treatment plan and producing an operational risk register.

Decision: That the Audit and Risk Committee noted that the updated Risk Management Policy and the Strategic Risk Register were adopted by Council at its Meeting on 24 March 2020 and the opportunities for improvement.

INTERNAL AUDIT

14.1. Internal Auditor Declarations 11.18am

The Internal Auditors declared there was no obstruction of the work of the Internal Auditors by Council.

Verbal declaration from the Internal Auditors on their independence, including any other work undertaken for Council, outside of the scheduled Internal Audit Program which may compromise the Internal Auditors independence.

14.2. Internal Auditor Evaluation Survey 11.18am

The Committee did not need to discuss the results of the internal auditor evaluation in camera.

The Committee thanked the internal auditors for their work to date.

Decision: The Audit and Risk Committee noted the responses to the Evaluation of Internal Auditor Performance survey.

14.3. Internal Audit Program Status Update 11.19am

AFS will talk to members regarding audit planning, risk assessment and timing. It was noted that some councils have changed timing of Business Continuity Plan audits to capture post COVID-19 impact assessment and learnings.

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

14.4. Internal Audit Planning Documents 11.21am

Nil

14.5. Internal Audit Reports 11.21am

2019-16 Depot Operations Internal Audit Report

AFS reported this is an area of Council with many areas of strength. The findings were very low risk or aimed at improving efficiency.

Management reported that all the findings are currently being addressed, work in progress.

Management reported that in regards to Item 4. Timesheets, an HR and Payroll system is out to tender and will impact on this item.

ACTION – Name the policies referred to in Depot Operations Item 2 in the Outstanding Audit Recommendations Register.

ACTION – Review the completion date for Depot Operations Item 4 - Timesheets

2020-01 Work Order Internal Audit Report.

AFS reported to the Committee that work orders are being managed but there is some lack of integration between the customer request management system and the work orders management system. A key person risk was found and permanent staff are being trained in the role to mitigate this risk.

ACTION – The partially agree item – provide context to Management's comment ie that there are casuals that know the role.

Decision: The Audit and Risk Committee noted the:

- 2019-16 Depot Operations Internal Audit Report and that in regards to Item 4 that a new payroll and HR system are out for tender and this will change how timesheets are managed.
- and
- 2020-01 Work Order Internal Audit Report.

14.6 Internal Audit Planning Documents Out of Session 11.31am

Decision: The Audit and Risk Committee noted the endorsement made out of session of the Internal Audit Planning Documents for the:

- Property Management audit, and

- Past Issues Review.
- Risk Assessment and Internal Audit Program

STANDING ITEMS

15. Chief Executive Officer's Report 11.32am

Including any declarations of any impending legal action or legislation breaches or instances of fraud since the last meeting of the committee.

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

16. Finance Report April 2020 11.35am

Decision: The Audit and Risk Committee noted the Finance Report April 2020.

17. Policies for Review 11.45 am

17.1. Audit and Risk Policy Work Plan 11.45am

Decision: The Audit and Risk Committee noted the progress against the Audit and Risk Policy Work Plan.

17.2. Procurement Policy 11.45am

The Committee agreed it should read Draft policy and to change 'corporate' to 'Council' on page 238, Item 4.5.

ACTION – Change to Draft policy and to change 'corporate' to 'Council' on page 238, Item 4.5.

Decision:

1. The review and updating of the Procurement Policy in accordance with the recommendations of the IBAC special report on corruption risks associated with procurement in local government was noted.
2. The Audit and Risk Committee having reviewed the updated Procurement Policy recommends to Council to adopt the Procurement Policy with one comment.

17.3. Privacy Policy 11.48am

ACTION – include the introduction in the report to Council

Decision:

1. The review and updating of the Privacy Policy in accordance with the recommendations of the OVIC report on the Examination of Local Government Privacy Policies was noted.
2. That the Audit and Risk Committee having reviewed the updated Privacy Policy recommended to Council to adopt the Privacy Policy.

17.4. Public Interest Disclosure Procedures 11.52am

The Committee noted the good work re-writing this document.

Decision: That the Audit and Risk Committee having reviewed the updated Public Interest Disclosure Procedures recommended to Council to adopt the Public Interest Disclosure Procedures. The Committee was particularly pleased with this comprehensive and clear document.

18. Reports by Sector and Related Agencies 11.56am

18.1. Recent Reports and Publications of Interest to Councils

Decision: That the Audit and Risk Committee noted the report from AFS Chartered Accountants on recent reports and publications of specific interest to Councils.

19. Risk Management Update 11.58am

Decision: That the Audit and Risk Committee noted the Risk Management update.

20. Defined Benefits Superannuation Update 12.00pm

Decision: That the Audit and Risk Committee noted the Defined Benefits Superannuation Update Report.

21. Progress Report on Prior Audit Recommendations 12.00pm

The Committee expressed some concern at the large number of outstanding audit recommendations and also noted the work done. Management stated that many items are underway.

ACTION: Report completion date as appropriate, not quarter end.

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

22. Annual Work Plan 12.16pm

The Committee's biannual audit and risk report for Council is incorrectly marked as completed in the June quarter 2020.

ACTION: Chair to discuss the timing of the Committee's biannual audit and risk report for Council with Manager Governance Property and Risk.

Decision: The Audit and Risk Committee noted the status report on achievement of the 2020 Audit and Risk Committee Annual Work Plan.

23. Other Business 12:18pm

None.

24. Next Meetings 12:18

Decision: The Audit and Risk Committee noted the following meeting times and dates for the Audit and Risk Committee for the 2020 year:

- Monday 14 September 2020 – 10:00am to 1:00pm
- Monday 7 December 2020 – 10:00am to 1:00pm

Meeting Closed 12.18pm

8. OFFICER REPORTS

8.1 NEIGHBOURHOOD SAFER PLACES PLAN

Author:	Municipal Fire Prevention Officer
Responsible Officer:	General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is to recommend adoption of the updated 2020 Municipal Neighbourhood Safer Places Plan (MNSPP) following the annual review undertaken by Country Fire Authority (CFA) and Council in accordance with the requirements of the *Emergency Services Legislation Amendment Act 2009* (which amends the *Emergency Management Act 1986*) and the *Country Fire Authority Act 1958*.

The updated MNSPP 2020 outlines the Neighbourhood Safer Places (NSPs) within the townships of Maryborough (Princes Park and Pascoe Reserve), Talbot (Pioneer Reserve), Dunolly (Gordon Garden Reserve) and Carisbrook (Market Reserve) which have been designated within the MNSPP 2020.

LEGISLATION AND POLICY CONTEXT

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

Outcome:	A supported, cohesive community, living full and healthy life.
1.4 Objective:	Provide leadership in municipal emergency and fire prevention planning and strengthen public safety.
Initiative:	Coordinate Municipal Emergency Management Plans and Committee.

The *Emergency Services Legislation Amendment Act 2009* (which amends the *Emergency Management Act 1986*) and the *Country Fire Authority Act 1958* provide the legislative responsibility to Council to recommend and adopt Neighbourhood Safer Places within the municipal district.

BACKGROUND INFORMATION

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

Councils in Victoria are required to identify, certify, designate, establish and maintain NSP within their Municipal district. Section one of the MNSPP (Attachment 1), the flow chart, sets out the process to follow in establishing a NSP.

In short this process includes:

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

Within the Council assessment criteria there is a need to ascertain ownership of the land being considered as a potential NSP. If the land is owned by Council no further action in this regard is required, however if the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), Council can enter into arrangements which allow it to use the land as a potential NSP.

Previous Council Decisions and Date:

At the September 2019 Council meeting, the recommended designation of five Neighbourhood Safer Places was adopted by Council along with the 2019 Municipal Neighbourhood Safer Places Plan.

The 2019 Neighbourhood Safer Places Plan identified that there are five designated NSP within the Central Goldfields Shire Council as follows:

- Talbot - Pioneer Reserve (Grounds Only) - Corner of Fyffe and Scandinavian Crescent (Crown Land) – Council Committee of Management.
- Maryborough, - Princes Park (Oval Only) Precinct/Jubilee Oval Complex - Park Road, Burns Street, Holyrood Street and Earl Street (Crown Land) – Council Committee of Management.
- Maryborough - Jack Pascoe Reserve (Oval Only) - Gillies Street, which is Council owned land.
- Dunolly – Gordon Garden Reserve (Grounds Only) Crown Land – Council Committee of Management.
- Carisbrook – Market Reserve (Grounds Only) – Adjacent to Green, Birch, Powlett, & Urquart Streets, which is Crown Land – Council Committee of Management.

REPORT

As part of the obligation in the *CFA Act 1958* the CFA and Council staff have re-assessed (as per NSP process above) each of the Councils existing NSPs in accordance with the CFA and Council Assessment Guidelines as requested by 31 August each year to produce the 2020 MNSPP (Refer Attachment 1).

Once a NSP is designated and/or reassessed each year as compliant to the CFA and Council assessment guidelines, Council Staff are required to:

1. Maintain the NSP in accordance with the requirements of the MNSPP;
2. Record the designated NSP in the Municipal Fire Management Plan in accordance with section 55A(2)(ca) of the *Country Fire Authority Act 1958* and in the Municipal Emergency Management Plan in accordance with section 20(2)(ba)(i) of the *Emergency Management Act 1986*;
3. The Municipal Emergency Management Coordinator (MEMC) is required to provide to the CFA, by 30 September each year, an up-to-date list of all designated NSPs in the municipality; and
4. Communicate to the public the designation of the NSP as follows:
 - a. That the purpose of the NSP is to provide some protection from the effects of radiant heat during the passage of a bushfire;
 - b. That there is no guarantee of safety or survival at the NSP or travelling to the NSP;
 - c. That NSPs may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets; and
 - d. That the use of a NSP should only be contemplated when all other bushfire plans have failed.

Priority/Importance:

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

Options/Alternatives:

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

Timelines:

Under Section 50J of the *CFA Act 1958* Council must by 31 August each year conduct a review of each designated neighbourhood safer place in its municipal district to determine if it is still suitable to be designated as a NSP and ask the CFA to assess each NSP in its municipal district in accordance with the CFA Assessment Guidelines.

Once the Council assessment and CFA Assessment have been completed and the established NSPs have been assessed by each organisation as compliant, the MFPO under section 50K of the *CFA Act 1958* must provide to the Authority by 30 September in each year an up to date list of all designated NSPs and community fire refuges in the municipal district.

Progress:

In compliance with Section 50J of the *CFA Act 1958*, Council staff requested in July 2020 that the CFA conduct the annual inspection of all current designated NSPs. The Compliant NSP Reassessment results were received from the CFA in July 2020. The council inspections of

the NSPs were conducted on 18 August 2020 by the MFPO to complete the Municipal Neighbourhood Safer Places Plan 2020 (Refer Attachment 1).

CONSULTATION/COMMUNICATION

A consolidated Community Consultation Process was originally undertaken within the development of the Municipal Fire Management Plan (MFMP) process in 2012 which also included an overview of the NSPs located within the municipality and an overall summary of this process is outlined within the final MFMP.

Council staff have continued to communicate to the public via local media outlets and Council website the designation of the NSPs as follows;

- a. That the purpose of the NSPs is to provide some protection from the effects of radiant heat during the passage of a bushfire;
- b. That there is no guarantee of safety or survival at the NSP or travelling to the NSP;
- c. That NSPs may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets; and
- d. That the use of NSPs should only be contemplated when all other bushfire plans have failed.

FINANCIAL & RESOURCE IMPLICATIONS

An allocation for Fire Management planning and the provisions for the establishment and maintenance of NSPs is provided under the Community Emergency Management section of the budget.

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

RISK MANAGEMENT

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements. Endorsement of the recommendations of this report will ensure Council complies with all relevant legislative responsibilities.

The endorsement of the NSPs recommended within the 2020 MNSSP will provide our community with certainty regarding suitable places that provide some protection from the effects of radiant heat during the passage of a bushfire.

CONCLUSION

Council is required to adopt the amended MNSSP September 2020 which identifies and confirms that the following sites have been designated as NSPs within the Central Goldfields Shire Council boundaries;

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

Council staff confirm that the above-mentioned designated NSPs were re-assessed under Section 50J of the *CFA Act 1958* as compliant to CFA and Councils Guidelines and therefore the designation of these sites will remain in place. The MFPO has provided to the Authority by 30 September (as per Section 50J of the *CFA Act 1958*) an up to date list of all designated NSPs within the municipal district.

ATTACHMENTS

1. Municipal Neighbourhood Safer Places Plan 2020

RECOMMENDATION

That Council Adopt the 2020 Municipal Neighbourhood Safer Places Plan.



CENTRAL GOLDFIELDS SHIRE COUNCIL

NEIGHBOURHOOD SAFER PLACES PLAN

PLACES OF LAST RESORT DURING A BUSHFIRE

SEPTEMBER 2020

Covers:

- | | |
|-----------------------------------|------------------------------------------|
| • Princes Park Maryborough | 40 Park Road, MARYBOROUGH VIC 3465 |
| • Jack Pascoe Reserve Maryborough | 40 Gillies Street, MARYBOROUGH VIC 3465 |
| • Pioneer Park Talbot | 34 Scandinavia Crescent, TALBOT VIC 3371 |
| • Gordon Garden Reserve Dunolly | 80 Barkly Street, DUNOLLY VIC 3472 |
| • Market Reserve Carisbrook | 24 Powlett Street, CARISBROOK VIC 3454 |

Version control

Version 1 - Draft	November 2009	Draft template sent to all council & CEOs for comment
Version 2	December 2009	Feedback incorporated. Template issued to councils for use – Adopted December by Council
Version 3	June 2010	Reissued with amendments: <ul style="list-style-type: none"> • Section 1.3 (f) added • Section 1.4 added
Version 4	September 2011	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2011 by Council
Version 5	August 2012	Designation of two new NSP at Dunolly & Carisbrook. Inspection of current NSP's - Dates & Format Amended and Confirmation of Designation of NSP's - August by Council
Version 6	September 2013	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2013 by Council
Version 7	September 2014	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 23 September 2014 by Council
Version 8	September 2016	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 1 September 2016 by Council
Version 9	September 2017	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 15 September 2017 by Council
Version 10	September 2018	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2018 by Council
Version 11	September 2019	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's September 2019 by Council
Version 12	September 2020	Inspection of NSP's - Dates & Format Amended for Re-Designation of NSP's 18 August 2020 by Council

Introduction and Background

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or 'NSPs', be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.¹

In response to this recommendation, the Victorian Government has introduced the *Emergency Services Legislation Amendment Act 2009* (Vic) ('ESLA Act') which amends the *Country Fire Authority Act 1958* (Vic) ('CFA Act') and the *Emergency Management Act 1986* (Vic) ('EM Act'). The effect of these amendments will be to require the Country Fire Authority ('CFA') to certify NSPs against the CFA's Fire Rating Criteria, and Victorian Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP which is used for an operational purpose at many times meets the CFA's criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria ('MAV') to assist the Council in:

- identifying;
- designating;
- establishing;
- maintaining; and
- decommissioning

Places as NSPs within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSPs within the municipality.

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSPs. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council's circumstances, including the resources available to the Council.

Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F (4) (a) of the CFA Act.

¹ Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

Structure of this Plan

This Plan has been divided up into three distinct sections.

Section 1 contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSPs within their municipal district.

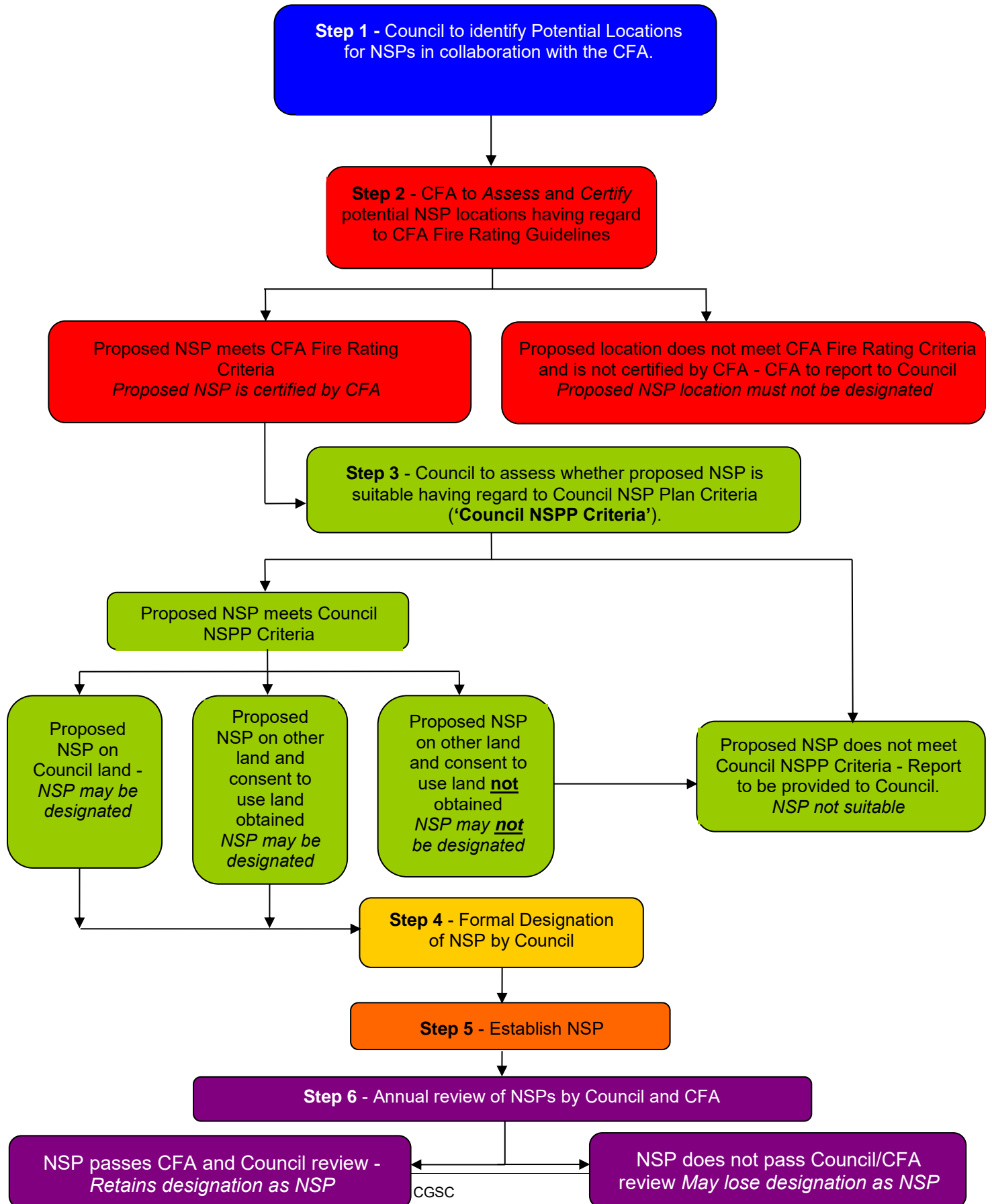
Section 2 contains a more detailed summary of the steps summarised in the flow chart found in Section 1.

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

Section 1

Flow chart Showing Process for Identifying, Designating, Establishing and Maintaining NSPs.

Overview of the process for establishing and maintaining NSPs after adoption of this Plan by Council



Section 2

Detailed summary of steps for establishing NSPs.

OVERVIEW OF THE STEPS ASSOCIATED WITH NSPs

1 Identification of Potential NSP Locations

1.1 Who is responsible for identifying places as potential NSP's?

In the 2009-2010 fire seasons, the CFA had assumed lead responsibility for identifying potential locations for NSP's. This has been done in consultation with Councils. The initial focus was upon the identification of proposed NSP's within those municipalities with CFA Township Protection Plan ('TPP') areas in place. However, identification efforts have now expanded beyond these localities.

From 2010-onwards, Council have been responsible for identifying potential places as NSPs within its municipal district. Section 50G of the CFA Act requires Council to identify potential NSP locations.

1.2 When do potential NSPs need to be identified?

The CFA, in conjunction with Council, will continue (where appropriate) to identify potential NSP's in preparation for the 2020-2021 fire seasons.

Where appropriate Councils should identify potential additional places as NSP's by 31 May in each year. This should allow sufficient time for:

- (a) (CFA Certification) first, assessment and certification of the potential NSP by the CFA;
- (b) (Council Designation) secondly, designation of the potential NSP location by the Council; and
- (c) (Establishment) thirdly, and subject to the outcome of the assessment and designation process, establishing the NSP's, including the erection of signage and other steps by Council.

The process of NSP identification is ongoing. Following each fire season, Council should assess whether any additional potentially suitable NSP locations can be identified within the municipal district.

1.3 What factors should be considered when identifying potential NSP locations?

When identifying potential NSP locations, Council should consider matters such as:

- (a) The environment surrounding the potential NSP;
- (b) What other uses are made of the potential NSP, and whether or not those uses could be inconsistent with its designation as an NSP;
- (c) Whether the land on which the potential NSP is located is Council-owned or non-Council owned land;
- (d) Whether there are clear means of access and egress to and from the potential NSP; and
- (e) Whether the potential NSP is in close proximity to population centres.

Council's identification of potential NSP locations should be undertaken by the Municipal Emergency Resource Officer ('MERO') and the Municipal Fire Prevention Officer ('MFPO'), or the Emergency Management Coordinator ('EMC') with input from other

Council personnel (such as Infrastructure Services Managers, or equivalent) as appropriate.

1.4 Who should undertake the identification of potential NSP's?

Under the CFA Act, all Councils whose municipal district is located wholly or partly in the 'country area' of Victoria are required to identify and designate NSP's.

Council should ensure that the following actions are completed prior to making any determinations regarding the assessment, designation and certification of NSP's:

- (a) A risk assessment considering the matters outlined in section 1.3 (above) must be undertaken by Council's MERO and MFPO (which may be initiated through the Municipal Fire Prevention Committee or the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee ("MEMPC")), using appropriate available information such as Integrated Fire Management Planning data and/or Victorian Fire Risk Register data and any applicable Township Protection Plans;
- (b) The MEMPC must review the results of the risk assessment, as summarised in the MERO's and MFPO's/EMO's report prepared under section 1.4(a) (above), and submit a written report to Council with a recommendation as to whether CFA assessment and Council designation of the potential NSP is warranted in the area under consideration.
- (c) Council should formally review the MEMPC report. Council should only decide that NSP assessment and designation is not warranted in the area under consideration where Council is satisfied that:
 - (i) The risk assessment undertaken by the MERO and MFPO has addressed the matters raised in sections 1.3 of this MNSPP; and
 - (ii) The MEMPC has recommended that assessment and designation of the NSP is not warranted.

2 CFA to Assess and *Certify* Potential NSP Locations

2.1 Who is responsible for assessing potential NSP's against guidelines issued by the CFA ('CFA Fire Rating Guidelines')?

Under section 50G (5) of the CFA Act, the CFA is responsible for assessing potential NSP locations against the CFA Fire Rating Guidelines.² This will be done by appropriately qualified and experienced CFA personnel.

² The CFA Act refers to "Country Fire Authority Assessment Guidelines". For ease of reference in the context of this MNSP Plan, these guidelines are referred to as the CFA Fire Rating Guidelines.

Council is not responsible for the assessment and certification of potential NSPs by the CFA.

2.2 What criteria must the CFA take into account in assessing potential NSP locations?

In assessing potential NSP locations which have been identified by the CFA (for the 2017-2018 fire season), or by Councils (from 2010-onwards), the CFA must consider the criteria and other considerations as set out in the CFA's Fire Rating Guidelines as issued from time to time by the CFA.

The key matters to be considered by the CFA under the current CFA Fire Rating Criteria are:

(a) For Open Spaces:

- (i) The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone')³ should be at least 310 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more than 2 kw/m².

(b) For Buildings:

- (i) The Buffer Zone between the outer edge of the building and the nearest fire hazard should be at least 140 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the building is no more than 10 kw/m².

2.3 When does the CFA assess a potential NSP?

Following identification of a place which may be suitable as an NSP, the potential NSP is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

2.4 When does the CFA certify potential NSP locations?

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

For reasons of community safety, it is a requirement of the CFA Act, and it is also Council policy, that only those places assessed and certified by the CFA may be considered for designation as NSP's by the Council. The Council must not designate a place as an NSP unless it has CFA certification.

³ The CFA Guidelines refer to "separation distances". However, for ease of understanding, the term "Buffer Zone" is used throughout this MNSP Plan.

3 Council Assessment of NSP's Following CFA Certification

3.1 What factors should be applied by Councils in assessing the suitability of a place as a potential NSP location?

Following certification of a place as an NSP by the CFA, and once Council has received the CFA assessment and any criteria and CFA assumptions which underpin the assessment, Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as an NSP. Unless a potential NSP satisfies each of the criteria outlined below, it should not be designated by Council as an NSP.

Council's assessment of CFA-certified potential NSP's may, if reasonably practicable, be conducted by the MEMPC, with a preliminary assessment to be provided to the MEMPC by the MERO and the MFPO.

The factors to determine the suitability of the place as an NSP are as follows: ('Council NSPP Criteria'):

(a) Consents and rights of access

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as an NSP;
- access the site and surrounding areas for maintenance; and
- Erect appropriate signage at the NSP, including the OESC signage and additional NSP information signage.

If the potential NSP is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party; it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

If the potential NSP is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP.

Where it is proposed that a place on privately-owned land is to be used as an NSP, then the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP is required. If the landowner (or occupier) does not consent to the place being designated and used as an NSP on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

Where a potential NSP is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be required to be approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP should not be designated by Council.

(b) Access and Egress

Council must assess whether there is sufficient access to the potential NSP which will allow:

- anticipated potential numbers of people to move to and from the place; and
- The CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSPs are places of last resort.

As people may be seeking access to an NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from an NSP are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- (i) The condition of the road surface;
- (ii) The proximity of the NSP to major roadways and population centres;
- (iii) the type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP;
- (iv) The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs;
- (v) Parking at the place;
- (vi) Any hazards that may exist for persons accessing the place by foot, including in the buffer zone;
- (vii) any relevant matter contained in Council's Road Management Plan prepared pursuant to the *Road Management Act 2004* (Vic); and

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP should not be designated by Council.

(c) Maintenance of potential NSP in accordance with CFA assessment criteria

Council must ensure that the potential NSP can be maintained in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment.

If additional information is required from the CFA to understand the criteria they have considered in arriving at their fire rating assessment, Council should seek this information from the CFA. If necessary, Council may request the CFA to undertake a further assessment to provide Council with additional information.

(d) Opening of the NSP

Council must consider

- (i) Whether it will be possible or practicable to open the potential NSP or otherwise make it available for use on a 24 hour basis during the declared fire danger period;
- (ii) The potential for damage to the place during times that it is open and available for use, but is not being used as an NSP;
- (iii) The potential costs to Council associated with (i) and (ii) above; and
- (iv) The possibility that a potential NSP could be used for unintended purposes, such as an emergency relief centre.

(e) Defendable space and fire suppression activities

CFA have advised that there is no guarantee that fire units will attend an NSP, and that individuals who use NSP's are doing so at their own risk. There should be no expectation that fire units or other emergency services personnel will attend an NSP during a bushfire.

Despite this, the potential NSP should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression operations around the place.

Any open space should be reasonably free of obstacles which could hinder fire suppression activities. Obstacles may include, amongst other things:

- Fences;
- Buildings and sheds;
- Steep inclines in close proximity to the potential NSP;
- Vegetation, particularly large trees;
- Other land formations, including rocks, boulders or knolls which could substantially hinder fire suppression operations.

If necessary, advice should be sought from the CFA about their defensible space and fire vehicle access requirements.

When assessing the defensible space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999* (Cwlth) ('EPBC Act'), *Flora and Fauna Guarantee Act 1988* (Vic) ('FFG Act') or the *Planning and Environment Act 1987* (Vic) ('PE Act'). If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP does not have adequate defensible space around it, or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as an NSP by Council.

(f) Dependability of Buildings

If the potential NSP is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSPs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately-qualified CFA personnel.

If there is an appreciable risk of the proposed NSP being compromised by ember attack which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP and should not be designated by Council.

(g) Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP. Such signage must generally be in accordance with the Signage Template, which is at Section 4 of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required.

(h) Maintenance and maintainability

Council must assess whether ongoing maintenance of the proposed NSP, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP, but also as to the total number of proposed NSPs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP during each fire season.

Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. It is Council policy that if it is not possible to maintain a potential NSP, then it must not be designated as such.

When assessing the maintainability of the potential NSP, both the NSP and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis. The potential introduction of hazards into the Buffer Zone, such as structures, animals and vehicles, should be taken into account.

There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.

When assessing the maintainability of a potential NSP, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the EPBC Act, FFG Act or the PE Act. If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP is not capable of being satisfactorily maintained, then it should not be designated by Council.

(i) Disabled access

Council must consider whether or not there are clear means of access for disabled and mobility-impaired persons to the potential NSP.

In considering this issue, regard should be had to such matters as whether or not it would be necessary for cars or other vehicles to enter the NSP area to allow persons with disabilities to be dropped off within the place.

(j) Alternative Uses of potential NSP

Council must consider what other uses may be made of the potential NSP which could impact upon its ability to properly function as an NSP.

Where a potential NSP which is used for an operational purpose at many times has been assessed by the CFA as meeting the criteria in the CFA Fire Rating Guidelines, and has been certified by the CFA, then the CFA has advised that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

If the place is used for other uses which could compromise its ability to be used as an NSP, then it should not be designated as an NSP by Council.

(k) Communication with the community

Council must be able to communicate the location of the potential NSP to the community. There should be good community awareness of the location of the place, together with the risks that relate to the use of the potential NSP, and the risks associated with travelling to the potential NSP in the event of a bushfire.

(I) Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- (i) any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as an NSP, as well as travel to an NSP; and
- (ii) Any statutory defences to claims.

3.2 Who is responsible for undertaking the Council assessment of potential NSP's?

A report prepared by the MERO and MFPO/EMC detailing whether or not the potential NSP meets the above criteria should be prepared and provided to:

- (a) The MEMPC, where it is practicable for the MEMPC to be involved in the Council assessment process; and
- (b) The Council.

The MEMPC must assess the potential NSP, taking into account the MERO/MFPO report, and make a recommendation to Council as to whether or not to designate the potential NSP.

3.3 When are potential NSP locations required to be assessed by Council?

Any potential NSP's certified by the CFA should be assessed by Council no later than 30 June each year, so as to allow time for the places to be designated and established as NSP's by Council, and for any appropriate amendments to be made to the MEMP and MFPP prior to the commencement of the bushfire season.

This timing is obviously subject to the CFA assessing and certifying the potential NSP location in a timely manner.

4 Council Designation of NSP's

4.1 Who is responsible for Council designation of NSP's?

Council must formally determine whether or not to designate a place as an NSP. Council should not designate a place as an NSP unless it is satisfied that the place is suitable, having regard to the Council NSPP Criteria.

An NSP may only be designated by a resolution of the Council.

4.2 When should Council consider the designation of a potential NSP?

Following preparation of an assessment of a potential NSP by the MEMPC, Council should determine whether or not to designate a potential NSP location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

4.3 What must the MFPO do once a potential NSP is designated by Council?

Once the Council has designated a place as an NSP, the MFPO must provide an updated list of all designated NSP's within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

5 Establishment and Maintenance of NSP's following Designation

5.1 Who is responsible for establishing NSP's?

Following designation, Council will establish all designated NSP's within the municipal district.

5.2 What must be done when establishing NSP's?

To establish a NSP after its designation, Council must:

- erect appropriate signage at and near the NSP;
- undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as an NSP;
- publish the location of the NSP on the Council website; and
- Update Council's Municipal Emergency Management Plan and Municipal Fire Prevention Plan to include the location of the NSP.

The MFPO/EMC must provide an up-to-date list of NSP's to the CFA no later than 30 September each year under section 50K of the CFA Act.

Following designation, all designated NSP's within the municipality must be identified in:

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

5.3 When must NSP's be established?

NSPs should be established no later than 30 October each year.

5.4 Maintenance of NSP's

NSP's within the municipality need to be maintained by Council. Maintenance activities must include vegetation management, hazardous tree removal and the maintenance of infrastructure required for the satisfactory functioning of the place as an NSP. If additional works have been required to establish the NSP, then those works should be subject to periodic review.

The fuel load in the vicinity of the NSP must not increase so as to affect the fire rating of the NSP. Council must ensure that defensible spaces, the Buffer Zone and access and egress routes are appropriately maintained.

Council must inspect the NSP, Buffer Zone and access and egress routes on a periodic basis, and in any event not less than once every month during the declared fire danger period, to ensure that the NSP continues to be capable of functioning as an NSP. If Council identifies issues that may impact upon the functioning of the place as an NSP, then Council must:

- (a) Address the issue;
- (b) take reasonable steps to have the issue addressed, such as requesting the owner of the land on which the NSP or Buffer Zone is located to address the issue; or
- (c) Consider decommissioning the NSP and revoking the designation of the place as an NSP.

6 Annual Inspections of NSPs

6.1 Who is responsible for the annual review of NSP's?

Council must undertake an annual review of all designated NSP's within the municipality.

Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP within the municipality on an annual basis.

These reviews are intended to ensure that each NSP remains suitable for use as an NSP during the up-coming fire season.

6.2 What must be considered when undertaking inspections?

NSP's should be assessed annually against the Council NSPP Criteria. The CFA will assess NSP's against the CFA Fire Rating Criteria.

If an NSP no longer meets:

- (a) The CFA Fire Rating Criteria, then it must be decommissioned; and
- (b) The Council NSPP Criteria, then Council must determine whether or not it wishes to address any of the identified non-compliances. If it does not, then the NSP must be decommissioned.

6.3 When must NSP locations be inspected?

NSP's must be inspected prior to 31 August each year under section 50J of the CFA Act.

Section 3

Summary of factors for Council to consider in assessing potential NSP locations prior to confirming continuance of designation for 2019/2020

Covers:

- | | |
|--------------------------------------|------------------------------------------|
| • Princes Park Maryborough | 40 Park Road, MARYBOROUGH VIC 3465 |
| • Jack Pascoe Reserve
Maryborough | 40 Gillies Street, MARYBOROUGH VIC 3465 |
| • Pioneer Park Talbot | 34 Scandinavia Crescent, TALBOT VIC 3371 |
| • Gordon Garden Reserve
Dunolly | 80 Barkly Street, DUNOLLY VIC 3472 |
| • Market Reserve Carisbrook | 24 Powlett Street, CARISBROOK VIC 3454 |

Princes Park (Oval Only) Maryborough
Council property No.45030.54 - 40 Park Road, MARYBOROUGH VIC 3465

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage has been erected at the following Entrances: <ul style="list-style-type: none"> Wills Street Nightingale Street Entrance Pedestrian Only Napier Street 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Wills Street Nightingale Street Entrance Pedestrian Only Napier Street (Gate) Holyrood Street Fire Access track (Gate) Possible to have up to 10,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on Arterial and local roads, well maintained and signed and will accommodate larger vehicles	YES
Maintenance of NSP in accordance with	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
CFA assessment <i>See section 3.2(c)</i>			
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public Park with 24hr access; Park is continually maintained with minimal potential for Infrastructure damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No extra cost required;	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Possible major event however NSP would have priority over any major event. <ul style="list-style-type: none"> • Possible events would include -Energy Breakthrough (November) & Highland gathering (New Years Day), Highland Society to be advised. • Facility to be made available on CODE RED days; main complex is also a Relief Centre; 	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Dependability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signs have been erected Nightingale Street (Main Gate), Wills Street and Napier Street entrances;	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA as Council Manages the Area as CoM	YES
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential area and park land;	YES
Disabled access <i>See section 3.2(i)</i>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disable;	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising has been undertaken to make the public aware of where the NSP is situated; NSP's are posted on Council's Website	YES

Inspection Carried out by -

Mark Jennings – Coordinator of Compliance/MFPO

Date inspected 18 August 2020, 1:00PM

Princess Park (Oval Only) Maryborough NSP



Pascoe Reserve (Oval Only) Maryborough

Council property No. 62790.54- 40 Gillies Street MARYBOROUGH VIC 3465

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Council Land	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage has been erected at <ul style="list-style-type: none"> Gillies Street Majorca Road in front of Skate Park 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Gillies Street Vehicle & Pedestrian Access Majorca Road - Pedestrian Access Only Cadle St Road - Pedestrian Access Only Possible to have up to 10,000 people within the, has reticulated water supply <ul style="list-style-type: none"> Pedestrian access from Majorca Rd, Cadle St & Gilles S Gillies Street 	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local Roads, well maintained and signed and will accommodate larger vehicles	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public Park with 24hr access; Park is continually maintained with minimal potential for Infrastructure damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No extra cost required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Facility to be made available on CODE RED days; main complex is also a Relief Centre;	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Open Space	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signs have been placed in Gillies Street (Main entrance) Front of Skate Park facing Majorca Road	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	NA – Council Land	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential area and park land;	YES
Disabled access <i>See section 3.2(i)</i>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disable;	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	Facility will have priority over an event as a NSP in an emergency and on CODE RED days; Building is a nominated Relief Centre	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising has been undertaken to make the public aware of where the NSP is situated; NSP's are posted on Council's Website	YES

Inspection Carried out by -

Mark Jennings – Coordinator of Compliance/MFPO

Date inspected 18 August 2020, 1:30PM

Pascoe Reserve (Oval Only) Maryborough NSP



Pioneer Park (Grounds Only) Talbot

Council Property No. 35910.536 - 34 Scandinavia Crescent TALBOT VIC 3371

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage has been erected at the park entrance off Scandinavian Crescent	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and the CFA and other emergency services to attend the place for asset and personnel protection activities? 	Access tracks that allow for emergency access <ul style="list-style-type: none"> Scandinavian Crescent Fyffe Street Camp Street Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate larger vehicles	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and Park are continually maintained with minimal Infrastructure to damage;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No Cost Required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Talbot Farmers Market (3 rd Sunday of every month) however NSP would have priority over any event. Talbot Farmers Market to be advised. Facility to be made available on CODE RED days;	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage has been placed at the park entrance off Scandinavian Crescent	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	NA as Council Manages the Area as CoM	YES
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential/commercial areas and park land;	YES
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disable;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
See section 3.2(i)			
Alternative uses of potential NSP See section 3.2(j)	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Community Communication See section 3.2(k)	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising has been undertaken to make the public aware of where the NSP is situated; NSP's are posted on Council's Website	YES

Inspection Carried out by -

Mark Jennings – Coordinator of compliance/MFPO

Date inspected 18 August 2020, 5:00PM

Pioneer Park (Grounds Only) Talbot NSP



Gordon Garden Reserve (Grounds Only) – Dunolly

Council property No. 24010.041- 80 Barkly Street, DUNOLLY VIC 3472

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage to be erected at the park boundary off <ul style="list-style-type: none"> Barkly Street Thompson Street and Market Street 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 	As there are no fences around the property there is unrestricted emergency access for pedestrians and emergency vehicles from the following streets <ul style="list-style-type: none"> Barkly Street Thompson Street and Market Adequate parking for vehicles along both sides of the above streets as well Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate large amounts of vehicles	YES
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
See section 3.2(c)	<i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		
Opening of the NSP See section 3.2(d)	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and Park are continually maintained with minimal Infrastructure to damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No Cost Required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Defendable space and fire suppression activities See section 3.2(e)	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Dependability of buildings -See section 3.2(f)	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
Signage See section 3.2(g)	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage to be erected at the park boundary off <ul style="list-style-type: none"> • Barkly Street • Thompson Street and • Market Street 	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA as Council Manages the Area as CoM	YES
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential/commercial areas and park land;	YES
Disabled access <i>See section 3.2(i)</i>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disable in adjacent streets;	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	NSP will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP' plan will be posted on Council's Website	YES

Inspection Carried out by -

Mark Jennings – Coordinator of compliance/MFPO

Date inspected 18 August 2020, 2:30PM

Gordon Garden Reserve (Grounds Only) Dunolly NSP



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

Council property NO. 35304.524 - 24 Powlett Street, CARISBROOK VIC 3454

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Department of Environment & Primary Industry Land owned & Vested to Council to Manage	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and erect appropriate signage at the NSP. 	Council Manages and maintains the area, Signage will be erected at corner of; <ul style="list-style-type: none"> Green Street facing East, Birch Street facing South Urquhart Street facing North Powlett Street facing West 	YES
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and the CFA and other emergency services to attend the place for asset and personnel protection activities? 	The area is open with no restrictions for emergency vehicles or personal if required. Carisbrook CFA Station is located adjacent to the NSP. Access to area from Urquhart, Birch, Green & Powlett Streets. Possible to have up to 1,000 people, has reticulated water supply	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate larger vehicles. Adequate parking available on road in local streets	YES
Maintenance of NSP in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Roads and reserve are continually maintained and is well accessed; Fuel load is kept to existing levels;	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	Public has 24hr access to Reserve; Roads in area and the roads are continually maintained with the potential for minimal Infrastructure to damage; when open as a NSP.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No Cost Required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Area will have priority over an event as a NSP in an emergency and on CODE RED days.	YES
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
Defend-ability of buildings <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	N/A - NSP is an Open Space Reserve which is owned by Department of Environment & Primary Industry and vested to Council to manage and maintain.	YES
Signage <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage will be erected at corner of; <ul style="list-style-type: none"> • Green Street facing East, • Birch Street facing South • Urquhart Street facing North • Powlett Street facing West 	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Reserve owned by Department of Environment & Primary Industry and vested to Council to manage and maintain.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability <i>See section 3.2(h)</i>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Continually maintained area; Buffer is provided by residential areas and adjacent roads;	YES
Disabled access <i>See section 3.2(i)</i>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disable on adjacent roads.	YES
Alternative uses of potential NSP <i>See section 3.2(j)</i>	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	NSP will have priority over major events on CODE RED days.	YES
Community Communication <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP' plan will be posted on Council's Website	YES

Inspection Carried out by -

Mark Jennings – Coordinator of compliance/MFPO

Date inspected 18 August 2020, 3:00PM

Market Reserve (Grounds Only) Carisbrook





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8.2 TALBOT CARAVAN PARK

Author: General Manager Community Wellbeing

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 update Council on the progress made at Talbot Caravan Park to ensure conditions are compliant with health and safety guidelines and legislation. The report also identifies next steps to further consolidate and develop the formal relationship between Council and the Caravan Park operators post registration in December 2020.

LEGISLATION AND POLICY CONTEXT

Council is responsible for the registration of caravan parks under the Residential Tenancies Act 1997. Council can delegate the power to register caravan parks within its boundaries to the Chief Executive Officer of the administration.

Council is the Department of Environment, Land, Water and Planning (DELWP) appointed land manager of the Crown Land portion of this facility.

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

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

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

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

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

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

BACKGROUND INFORMATION

Talbot Caravan Park, which is operated by Talbot Football and Netball Club (TFNC), is registered under the Residential Tenancies Act 1997, with the last registration approved by Council on 21 December 2018 for a period of two years (to 31 December 2020).

The Park has a history of non-compliance with health and safety guidelines, most notably in relation to a range of performance measures as set out in "Caravan Park Fire Safety Guideline 2012 CFA MFB". Council issued a formal Schedule of Works to TFNC in May 2020 outlining a series of safety improvements required to be undertaken at the Park.

In particular the Schedule of Works focused on 3 areas of non-compliance identified by the CFA in its fire safety inspection of 13 March – specifically:

Performance Measure 5 - Fire Authority Equipment

Performance Measure 7 – Electrical Safety

Performance Measure 9 – Emergency Management Plan

A report endorsed by Council in June 2020 recommended:

In the event that Talbot Football and Netball Club carries out all of the necessary improvements to the site in line with the Schedule of Works as determined by Council, that Council

1. agrees to the re-registration of Talbot Caravan Park for two years from December 31 2020 to December 31 2022
2. delegates authority to the Chief Executive Officer to formally grant the re-registration of the Talbot Caravan Park

and:

In the event that Talbot Caravan Park is re-registered for a further two years from December 2020, that Council

3. notes the requirement for an independent rental market valuation to be undertaken to inform the Council's market strategy for the future operation of the Park

This report has been prepared following a site visit from a Council Compliance Officer in July and a further a safety inspection of the Park carried out by the CFA on 30 September 2020.

REPORT

The CFA report notes that all of the areas of non-compliance recorded in March 2020 have now been resolved (Attachment 1). Council Compliance Officers are similarly satisfied that the works outlined in the formal Schedule of Works have been completed in line with the requirements and necessary qualifying evidence outlined in the Schedule.

As agreed at the June 2020 Council meeting, these endorsements by Council Officers and the CFA provide the circumstances in which the Chief Executive Officer can formally grant the re-registration of the Talbot Caravan Park, due in December 2020.

As noted in the June report, following registration, it is incumbent on Council to formalise the management of the Park through a contract lease agreement. This lease agreement will provide the means by which Council works with the park operator in improving health and safety conditions and increasing the level of investment in the quality of facilities available to residents and guests at the Park over time.

The development of this formal contract lease agreement will be carried out either through direct negotiation with TFNC as the existing operator of the Park, or with the successful contractor following a public procurement exercise to determine the provider best equipped to operate the Park.

In order for a lease to be negotiated directly with TFNC without recourse to a public procurement exercise, a Ministerial exemption is required. A Ministerial exemption is granted in cases where *'the current market rental value of a property is low relative to the cost of*

conducting a competitive process.' The estimated cost for carrying out a public procurement exercise for operating the site is up to \$30,000.

Following re-registration, Council officers will engage an independent expert to provide a formal market rental valuation. This valuation will provide the necessary information to guide Council's next course of action, either:

1. to seek a ministerial exemption from undertaking a public procurement exercise for the lease of the park; or
2. to undertake a public procurement exercise to identify in the open market the best placed organisation to manager the park

CONSULTATION/COMMUNICATION

Representatives from TFNC have been present at site visits to the park carried out by Council and CFA staff in the last 3 months.

Following the formal noting of this report by Council, individual residents will be contacted directly to confirm the Council's intention to formally re-register the park for another 2 years.

FINANCIAL & RESOURCE IMPLICATIONS

Any future contractual negotiations around procurement and leasing arrangements will require a moderate investment of time from Council officers. A public procurement exercise would cost in the region of \$20,000 -30,000 to undertake.

RISK MANAGEMENT

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

A formal contract lease and inspection schedule will be established for the Park in the event that it is re-registered after December 2020. These measure will ensure that the Park remains compliant with safety guidelines.

CONCLUSION

Council, TFNC and residents of Talbot Caravan Park have worked together over the last year to bring the Caravan Park up to a minimum standard of health and safety, which provides a range of safeguarding and mitigation measures to the threats of fire, flood and other emergency events for residents, their property and the property of TFNC.

ATTACHMENTS

1. Talbot Caravan Park Fire Safety Report

RECOMMENDATION

That Council, following Talbot Caravan Park having met all statutory health and safety requirements, notes:

- 1. the Chief Executive Officer will register Talbot Caravan Park for a further 3 years in December 2020; and that, thereafter,*
- 2. an independent rental market valuation will be undertaken to inform the Council's market strategy for the future operation of the Park.*



CFA Fire Safety

Fire Prevention & Preparedness

Email: firesafetyreferrals@cfa.vic.gov.au

CFA Ref No: 2000-203617-103535

Telephone: 5430 2214

2 October 2020

Mark Jennings
Compliance Coordinator
Central Goldfields Shire
P O Box 194
MARYBOROUGH 3371

Dear Mark,

CARAVAN PARK FIRE SAFETY REPORT

(Pursuant to the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020)

Site: Talbot Caravan Park
Address: 32 Avoca Road, Talbot
Municipality: Central Goldfields Shire

The above caravan park was inspected by CFA on 30 September 2020.

In accordance with Regulation 26 of the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020 ("the Regulations"), council need only have regard to this report in relation to deciding whether or not the caravan park is suitable for registration.

CFA does not determine whether or not the caravan park complies with the Regulations. Compliance with the Regulations is a matter for the relevant Council to determine during the registration process. It is not intended that this report be used to automatically refuse registration, unless warranted, but should be used to enable the park owner an opportunity over time to improve fire safety within the caravan park.

This report is based on applying the Performance Measures contained within the Caravan Park Fire Safety Guideline (the Guideline) to the caravan park. Each of the performance measures has been assessed using the prescriptive measures within the guideline as these provide a minimum level of acceptable safety.

Where CFA is of an opinion that a Performance Measure has not been met to its satisfaction, CFA provides recommendations based on the prescriptive provisions of the Guideline for the caravan park owner to consider when improving the fire safety within the park or use to develop alternative solutions as outlined below.

Clarification on Existing Caravan Parks – Separation

CFA notes that Regulation 20 requires that existing caravan parks only need to maintain the space between existing moveable dwellings and are not required to increase the distance between them or to provide any other fire safety separation to comply with the Regulation. In assessing the separation of existing caravan park against the performance measures such as PM1 and PM3, CFA is providing fire safety advice to the park owner so that they can make an informed decision over time to improve fire safety within the park. Where CFA provides this advice, it should not be used by Councils to refuse registration of existing parks.

Fire Prevention and Safety - Equipment (Regulation 19)

A caravan park owner must provide and maintain firefighting equipment for the caravan park in accordance with Objective O3 and Performance Measures PM4 (Fire Equipment) and PM5 (Fire Authority Equipment) of the Guideline.

Objective O3 within the Guideline **has** been met

Performance Measure PM4 within the Guideline **has** been met

Performance Measure PM5 within the Guideline **has** been met

To ensure that **Performance Measure PM4 (Fire Equipment)** continues to be met, all portable fire extinguishers, fire hose reels, fire blankets and any other fire equipment must be maintained in accordance with AS1851 as published from time to time and be fit for purpose.

- Each site must continue to be provided with full coverage from 36m long fire hose reels when fully extended and laid to avoid any physical barriers.
- Documented evidence of maintenance must be kept on site that to ensure all fire extinguishers, fire hose reels, fire blankets and any other fire equipment has been maintained and in working order and must include:
 - Record reference
 - Name and address of Caravan Park
 - Date of maintenance/inspection
 - Frequency of maintenance activity undertaken.
 - Defects identified.
 - Name of property owner or the agent.
 - Name and signature of the service person.
 - Date the record was completed.

****Note: CFA accepts the installation of the 50 metre Fire Hose Reels installed adjacent to Site 10**

To ensure that **Performance Measure PM5 (Fire Authority Equipment)** continues to be met, all static water supply tanks, signage, hardstands and any other equipment must be maintained to the appropriate standard and be fit for purpose.

Documented evidence of maintenance must be kept on site that to ensure all static water supply tanks, signage and any other equipment has been maintained and in working order and must include:

- Record reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken.
- Defects identified.
- Name of property owner or the agent.
- Name and signature of the service person.
- Date the record was completed.

****Note: CFA accepts that the fire water tanks installed at the western end of the area adjacent to the storage shed are operationally satisfactory (whilst not strictly compliant with AS2419).**

Fire Prevention and Safety - Access and Separation (Regulation 20)

A caravan park owner must ensure that sufficient space for Fire Fighter access and fire separation between and around movable dwellings and adjacent structures is provided and maintained in accordance with Objectives O1 (Provision & Maintenance of Access) and O2 (Prevention of Fire Spread) and Performance Measures PM1 (Fire Fighter Access), PM2 (Fire Vehicle Access) and PM3 (Fire Separation) of the Guideline.

Objective O1 within the Guideline **has** been met

Objective O2 within the Guideline **has** been met

Performance Measure PM1 within the Guideline **has** been met

Performance Measure PM2 within the Guideline **has** been met

Performance Measure PM3 within the Guideline **has** been met

To ensure that **Performance Measure PM1 (Fire Fighter Access)** continues to be met, vegetation (including hedges) and the storage of anything between and around structures must be monitored on an ongoing basis so that fire fighter access is not obstructed.

Fire fighter access must be maintained between and around structures with a minimum width of 1200mm and a vertical clearance of 2100mm, be unobstructed at all times and be provided with a suitably trafficable surface.

Documented evidence of maintenance of fire fighter access must be kept on site that includes:

- Record reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken.
- Defects identified.
- Name of property owner or the agent.
- Name and signature of the service person.
- Date the record was completed.

To ensure that **Performance Measure PM2 (Fire Vehicle Access)** continues to be met, access for fire vehicles must be monitored on an ongoing basis to ensure unobstructed emergency vehicle access at all times.

Roads must be maintained to provide a minimum trafficable road width of 4 metres and be clear of encroachments vertically for 4 metres, allow for a load limit of at least 15 tonnes and allow fire vehicle access during all weather conditions.

Documented evidence of maintenance for fire vehicle access must be kept on site that includes:

- Record reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken.
- Defects identified.
- Name of property owner or the agent.
- Name and signature of the service person.
- Date the record was completed.

To ensure that **Performance Measure PM3 (Fire Separation)** continues to be met, vegetation (including hedges) and the storage of anything between and around structures that may contribute to fire spread, must be reduced and maintained on an ongoing basis.

Fire separation of all new structures or where works are proposed must provide a minimum width of 2000mm when measured between external walls.

Documented evidence of maintenance of fire separation must be kept on site that includes:

- Record reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken.
- Defects identified.
- Name of property owner or the agent.
- Name and signature of the service person.
- Date the record was completed.

****Note: PM3 has generally been met with the exception of:**

- **Site 12 which consists of 3 individual caravans used as separate “rooms” (this site is not shown on the site plan provided but is located between Site 11 and the Fire Water tank at the east end of the caravan park)**

Emergency Management Plan - Preparation (Regulation 21)

A caravan park owner must not operate a caravan park unless the caravan park owner has prepared an Emergency Management Plan (EMP) prepared in consultation with CFA in accordance with PM9

Performance Measure PM9 within the Guideline **has** been met

To ensure that **Performance Measure PM9** continues to be met, Emergency Management Plans must be reviewed annually and updated to ensure risks to occupants are identified, managed or eliminated.

Smoke Alarms (Regulation 36)

Each movable dwelling installed e.g. fixed caravan, UMD (other than a flexible annexe or tent) must have a smoke alarm complying with AS3786 installed in accordance with BCA Vol. 2 part 3.7.2.3 (hard wired)

(Note: in accordance with DPCD Guidelines this regulation does not capture movable dwellings (caravans) that are annuals or short term transient vans)

As there is no performance measure or prescriptive provision ensuring compliance with this regulation it is a matter for Council to determine

CFA notes there are no park owned buildings (buildings on the site are deemed to be owned by the Talbot Football Club).

Should there be any buildings purchased/built/installed on the site that become the property of the designated Caravan Park then smoke alarms are to be installed as required in accordance with AS2441.

To ensure that smoke alarms are maintained in good working order:

- They must be tested at least every 6 months and have their batteries changed (or tested) annually.
- Documented evidence of maintenance of smoke alarms must be kept on site that includes:

- Record reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken.
- Defects identified.
- Name of property owner or the agent.
- Name and signature of the service person.
- Date the record was completed.

****Note: Park Management should advise the owner of each private caravan/cabin in writing that they should have a working smoke alarm and that it should be maintained and inspected.**

LP Gas

LP Gas storage within the caravan parks must be monitored and maintained in accordance with PM6 appropriate to:

- (a) storage size; and
- (b) storage location; and
- (c) storage type; and
- (d) use

Performance Measure PM6 within the Guideline **has** been met.

To ensure that **Performance Measure PM6 (LP Gas)** continues to be met the following actions need to be undertaken regularly:

- All LP Gas cylinders with a capacity of 200Lt or less are required to be restrained to prevent them from falling, located on a stable flat base and have the relief valve facing to open air in accordance with AS/NZS1596
- Ignition sources should be removed from around gas bottles

****Note: Park Management should advise the owner of each private caravan/cabin in writing that they must have safety chains around the gas bottles (if applicable).**

Electrical Safety

Electrical safety must be implemented and maintained within the caravan park and each structure within the caravan park in accordance with PM7.

Performance Measure PM7 within the Guideline **has** been met.

To meet **Performance Measure PM7 (Electrical Safety)**, the following actions need to be undertaken:

- Vegetation around power lines should be managed to ensure that power lines are cleared of hazards.
- External power supplies must be insulated and not contain any connections that are exposed to the weather.
- Each site should have its own individual power source.
- The use of multiple power boards and double adapters should be discouraged.
- Extension leads for connection between the external power source and structures should be tested and tagged in accordance with AS/NZS3760

****Note: Park Management should advise the owner of each private caravan/cabin in writing that they should have their external electrical leads tested and tagged and that they must be maintained and inspected in accordance with AS/NZS 3760.**

Flammable Liquids

Flammable liquids the caravan park must be monitored and maintained in accordance with PM8 appropriate to:

- (e) storage size; and
- (f) storage location; and
- (g) storage type; and
- (h) use

Performance Measure PM8 (Flammable Liquids) within the Guideline **has** been met.

To ensure that **Performance Measure PM8 (Flammable Liquids)** continues to be met, the following actions is recommended to be undertaken:

- The quantity of flammable liquids stored on the site is to be reviewed annually to ensure the quantity specified in Schedule 2 of the Dangerous Goods (Storage and Handling) Regulations 2000 and additional fire safety requirements are not breached. Specific advice about the handling of dangerous goods should be sought from CFA's Dangerous Goods Department.

Further Comments

A copy of the Council endorsed site plan, showing the designated Caravan Park area, relevant fire equipment, fire service infrastructure and Emergency Assembly is to be provided to CFA.

CFA understands that, from time to time, people camp along the southern boundary of the property which is outside the designated Caravan Park area and where there is no fire service.

Whilst the existing street fire hydrants may provide fire service coverage to this area, the practice is to be discouraged.

Anyone wishing to camp on the site are to camp within the area designated as the Caravan Park.

Vegetation within the unmade road reserves to the north and west of the site is be maintained by Council in a minimal fuel condition during the Fire Danger period.

This report does not constitute compliance with the Building Act 1993, Dangerous Goods Act 1985, Occupational Health & Safety Act 2004 or any associated regulations, nor does it affect the continuing obligations to ensure safety at the caravan park.

If you have any queries in relation to this report, please do not hesitate to contact me on 5430 2200.

Yours sincerely,



Justin Meli
Fire Safety Coordinator
CFA Fire Prevention & Preparedness

8.3 HOUSEHOLD RECYCLING REFORMS – DRAFT TRANSITION PLAN

Author: Strategic Waste Officer

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is to present the Household Recycling Reforms Draft Transition Plan to Council for endorsement in line with requirements set by the Department of Environment Land Water and Planning on how Council proposes to transition to four streams of waste recycling by 2027/2030. The transition plan was due to Department of Environment Land Water and Planning (DELWP) by September 2020 and has been submitted.

DELWP required councils to register their intent by the end of July to signal their willingness to develop a transition plan and be eligible for funding to implement the plan. Council did this and has now developed a draft transition plan which describes our current service model and the actions needed to implement the four bin or equivalent access service models.

The plans will help DELWP to develop a comprehensive State wide transition plan, and will allow Council to access additional funding.

The transition plan has been developed using the work undertaken in Council's adopted Waste Management Strategy 2020 – 2030.

LEGISLATION AND POLICY CONTEXT

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

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

3.4 Objective: Ensure waste management meets current and future demand and standards.

Initiative: Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group

BACKGROUND INFORMATION

The State Government of Victoria has provided \$129 million dollars to change how Victorians recycle so that materials that are collected from households are of a high quality. The funding available is designed to support Councils throughout Victoria with a four bin waste recycling service or access to service for the following;

- Glass recycling by 2027; and

- Combined food and organics service by 2030; and
- Plastics, paper, cardboard and metals recycling; and
- Household waste.
- Container Deposit Scheme by 2022/23.
- State wide education and behaviour change programs.
- \$14.6 million dollars in grants programs to support Victorian Councils and communities to deliver circular economy initiatives.
- A new \$7 million Business Innovation Centre
- Regulate waste and recycling as an essential service through the new waste and recycling act and new authority.

DELWP has requested that each council within the State of Victoria develop a draft transition plan to assist with State wide planning for the transition. The key objectives behind the development of this transition plan is to identify how Central Goldfields Shire Council is going to transition to glass recycling by 2027, and Food and Organics Service by 2030.

REPORT

Transition Plan

The draft transition plan has been designed to provide DELWP with an outline on how Central Goldfields Shire Council are intending to transition to glass by 2027 and Food Organics Garden Organics recycling by 2030. This draft transition plan was submitted on 30 September 2020 and will remain as a draft until such time as broader education and consultation with the community has been undertaken and collaborative procurement sourced to ensure we meet future infrastructure requirements.

The transition plan has been developed over the past three months in consultation with the Grampians Central West Waste & Resource Recovery Group and includes financial modelling for current service, future new service modelling for Glass and Food Organics Garden Organics and communications plan on how this plan will be presented to the community. The transition plan has encompassed a realistic approach to ensure the plan can be easily adapted to external changes such as Container Deposit Scheme and future collaborative procurement opportunities. In addition to this two key objectives have been a core focus during the development of the transition plan; equitable access to service and ownership over end product for community members.

Funding

Council has received \$10,000 grant funding from DELWP to assist in the development of the transition plan. Further grant funding will be allocated towards the end of January 2021 once a review of all transition plans has been undertaken.

Transition Plan

Council has adopted the Waste Management Strategic Plan which highlights in focus area 4 that Council will continue to proactively engage with regional and state based waste reduction and waste recovery groups for the benefit of the community.

Over the past 8 weeks the Grampians Central West Waste & Resource Recovery Group has provided support and information to Council in regards to the development of the transition plan, and what the timeline of transition will look like over the next 10 years. The transition plan has been developed to enable Council to work collaboratively to achieve feasible solutions for sustainable outcomes and ensure adherence to State Government Household Recycling Reforms.

Container Deposit Scheme

During development of the transition plan, it has been noted that the introduction of the Container Deposit Scheme in 2023 may have impacts on the performance and sustainability of services to be implemented as part of the transition plan. To reduce the impacts of the Container Deposit Scheme, the transition plan has been developed with a risk based approach. The services suggested as part of the transition plan are realistic and achievable, designed specifically to ensure maximum interchangeability.

Current Service Food Organics and Garden Organics

Currently Council provides an opt-in fortnightly collection service to 1500 residents for Food Organics and Garden Organics which meets the transition planning requirements. Through a review of this service it was identified that the waste collected is made up of 80 percent Garden Organics and 20% Food Organics which will be the focus of our transition plan.

Draft Transition Plan for Food Organics and Garden Organics

The transition plan proposes that the opt-in service will continue to be offered to ratepayers across the municipality, with free drop off for green waste available for all community members. In addition to this, the opt-in service will be extended to 33 local food and takeaway businesses to enable an increase in the amount of food collected and reduce the amount of landfill waste generated. It is envisaged that by 2024/2025 the opt-in service will be phased in to be expanded to all community members across the municipality. To further support this expansion of service, the Carisbrook Transfer Station has undertaken a review of the management of green waste to reduce the amount of contaminated green waste being stockpiled at the site, thus enabling the ability to potentially accept green waste and food waste for free at the transfer stations.

Current Glass Collection

Currently, Council collects approximately 300 tonnes of glass per year as part of comingled recycling which is then sent to a recycling centre in Bendigo. Recently there has been a substantial increase of over one hundred dollars per tonne to send comingled recycling to sorting facilities. The glass is then separated out at the Bendigo facility and sold to ASQ in Bendigo. The glass is then crushed at the ASQ facility and sold to Council's preferred supplier of asphalt for roads across the municipality.

Draft Transition Plan for Glass Collection

The transition plan for glass proposes to utilise drop off points for collection of glass and free drop off at transfer stations across the municipality. The drop off points will consist of four collection dumpsters placed at Council buildings and an additional sixty 240 litre purple bins that will be strategically placed within local businesses to enable natural surveillance to deter contamination. In the initial phase of the transition, one collection dumpster and purple bins will be primarily located within the Maryborough Township and collected monthly via Council existing contractor. In the second phase of the transition the purple bins will be rolled out to the surrounding townships of Carisbrook, Talbot and Dunolly.

Through the transition planning process, it was identified that there was an opportunity to separate glass that is collected out of comingled recycling and transport glass directly to ASQ in Bendigo. In the first instance this will secure a reduction in price per tonne to send comingled recycling centre in Bendigo and enable the community to take ownership over the glass waste produced locally.

Draft Transition Plan for Food Organics Garden Organics and Glass Swap In

During the creation of the transition plan, careful consideration has been undertaken to ensure access to service is achieved. The transition plan proposes to utilise an opt-in Food Organics Garden Organics service for the 33 food businesses as an opportunity to enable a “swap in” service. Primarily food businesses who wish to opt-in to the Food Organics Garden Organics service will have the option to reduce the pro-rata opt-in costs by agreeing to become a glass collection point within their business. The swap in has multiple benefits, including;

- Promote links and build relationships between local business and Council
- Accessible collection points (bakery, take away food shops, local milk bar) and;
- Decrease the amount of general waste produced by food businesses and;
- Enable natural surveillance of the glass bins to reduce contamination and dumping
- Increase the amount of food collected in our FOGO collection
- Increase the quality of compost produced at the Carisbrook Transfer Station.

CONSULTATION/COMMUNICATION

Community consultation plan

The transition plan includes a community consultation plan that has been created as an interchangeable document to provide a basic overview of how the community will be consulted and educated during the transition.

Behaviour change campaigns

“Glass for Goldfields” is a targeted behaviour change campaign to promote the circular economy. It is proposed that the “Glass for Goldfields” campaign will engage the local community to support the collection of glass for roads and footpaths across the municipality. Council has successfully implemented the Food Organics Garden Organics compost bags system, which has been successful due to the ownership community members have taken over the food and garden waste that enters the composting facility which has been measurable success due to the low contamination rates.

FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications with regards to this report at this time. Council will seek external funding to implement parts of the plan as opportunities arise.

RISK MANAGEMENT

This report addresses Council’s strategic risk Government policy changes - change in government policy and/or funding resulting in significant impact on the delivery of critical services by undertaking collaboration with the Grampians Central West Waste & Resource

Recovery Group and the Department of Environment Land Water and Planning and developing the transition plan in accordance with the Household Recycling Reforms as discussed throughout the report.

CONCLUSION

In conclusion, this report has provided Council with an overview of the transition plan submitted to the Department of Environment Land Water and Planning. The report provides details of proposed changes to the Food Organics Garden Organics service, and the implementation of a glass drop off service that will increase access to service for all community members whilst taking into consideration a risks associated with the Container Deposit Scheme being introduced in 2023. Further to this, the report highlights the “swap in” project targeting food businesses within the municipality to reduce the amount of general waste and increase the amount of food waste collected for Council’s Food Organics Garden Organics compost process. Lastly, the report details the transition plan being supported by behaviour change campaigns and education for the community to transition to four streams of waste.

ATTACHMENTS

1. Household Recycling Reforms- Draft Transition Plan

RECOMMENDATION.

That Council endorse the draft transition plan in line with the Department of Environment Land Water and Planning requirements.



CENTRAL GOLDFIELDS SHIRE COUNCIL TRANSITION PLAN 2020- 2030

SUMMARY

This report is to be submitted to the Department of Environment Land Water and Planning and will provide a draft for Transition Planning to four streams of waste services in accordance with the State wide Household Recycling Reforms. This report will outline how Central Goldfields Shire Council proposes to transition to four streams of waste recycling by 2030.

BACKGROUND INFORMATION

The State Government of Victoria has provided \$129 million dollars to change how Victorians recycle so that materials that are collected from households are of a high quality. The funding available is designed to support Councils throughout Victoria with a four bin waste recycling service or access to service for the following;

- Glass recycling by 2027; and
- Combined food and organics service by 2030; and
- Plastics, paper, cardboard and metals recycling; and
- Household waste.
- Container Deposit Scheme by 2022/23.
- State wide education and behaviour change programs.
- \$14.6 million dollars in grants programs to support Victorian Councils and communities to deliver circular economy initiatives.
- A new \$7 million Business Innovation Centre
- Regulate waste and recycling as an essential service through the new waste and recycling act and new authority.

The Department of Environment Land Water and Planning has requested that each Council within the State of Victoria develop a Transition Plan to assist with state wide planning for the transition. The key objectives behind the development of this transition plan is to identify how Central Goldfields Shire Council is going to transition to glass recycling by 2027, and Food and Organics Service by 2030.

OVERVIEW OF THE TRANSITION

The State Government of Victoria has recently invested 129 million dollars to change the way Victorians Recycle. The main objective of this change across Victoria to produce higher quality products via the collection of four streams of waste.

This project aims to support the objective of State Government by enabling the collection of glass and Food Organics and Garden Organics via a “swap” system. The project will be designed to attract local food businesses to be actively involved in reducing the amount of waste that goes to landfill, and Council will utilise this connection with waste management as a collection point for glass.



Current Service Food Organics and Garden Organics

Currently Council provides an opt-in fortnightly collection service to 1500 residents for Food Organics and Garden Organics which meets the transition planning requirements for the Department of Environment Land Water and Planning. Through a review of this service it was identified that the waste collected is made up of 80 percent Garden Organics and 20% Food Organics which will be the focus of our transition plan.

Transition Plan for Food Organics and Garden Organics

The transition plan proposes that the opt-in service will continue to be offered to ratepayers across the municipality, with drop off for green waste available for all community members. In addition to this, the opt-in service will be extended to 33 local food and takeaway businesses to enable an increase in the amount of food collected and reduce the amount of landfill waste generated. To further support this expansion of service, the Carisbrook Transfer Station has undertaken a review of the management of green waste to reduce the amount of contaminated green waste being stockpiled at the site, thus enabling the ability to accept green waste and food waste for free at the transfer stations.

It is proposed that by 2024/2025 Central Goldfields Shire Council will transition to a universal collection for Food Organics and Garden Organics to meet the objectives set out in Council's Waste Management Strategy 2020. Central Goldfields Shire Council proposes to transition via the already established opt in service by increasing the target number of residents by 30% each year leading up to 2024.

Current Glass Collection

Currently, Council collects approximately 300 tonnes of glass per year as part of comingled recycling which is then sent to JJ Richards in Bendigo. Recently there has been an increase of over one hundred dollars per tonne to send comingled recycling to this facility. The glass is then separated out at JJ Richards and sold to ASQ in Bendigo. The glass is then crushed at the ASQ facility and sold to Centre State Asphalt in Carisbrook. Centre State Asphalt is currently Council's preferred supplier of asphalt for roads across the municipality.

Transition Plan for Glass Collection

The transition plan for glass proposes to utilise drop off points for collection of glass and free drop off at transfer stations across the municipality. The drop off points will consist of sixty 240 litre purple bins and 4 main dumpster collection points that will be strategically placed within local businesses and Council buildings to provide for natural surveillance to deter contamination. In the initial phase of the transition, purple bins will be primarily located within the Maryborough Township and collected monthly via Council existing contractor. In the second phase of the transition the purple bins will be rolled out to the surrounding townships of Carisbrook, Talbot and Dunolly.

Through the transition planning process, it was identified that there was an opportunity to separate glass that is collected out of comingled recycling and transport glass directly to ASQ in Bendigo. In the first instance this will secure a reduction in price per tonne to send comingled recycling to JJ Richards in Bendigo and enable the community to take ownership over the glass waste produced locally.

Food Organics Garden Organics and Glass Swap In

During the creation of the transition plan, careful consideration has been undertaken to ensure access to service is achieved. The transition plan proposes to utilise an opt-in Food Organics Garden Organics service for the 33 food businesses as an opportunity to enable a “swap in” service. Primarily food businesses who wish to opt-in to the Food Organics Garden Organics service will have the option to reduce the pro-rata opt-in costs by agreeing to become a glass collection point within their business.

Goals of the project

1. Support State Government objectives and enable access to local services to produce higher quality products via waste streams and;
2. Achieve the targets outlined in the Central Goldfields Waste Management Strategy 2020.
3. Reduce the amount of food waste going to landfill via food businesses across the municipality and;
4. Enable accessible collection points for glass across the municipality and;
5. Collect glass locally through accessible collection points to create ownership of waste within the community with the “Glass for Goldfields Campaign”
6. Reduce and control contamination of glass waste via collection across the municipality.
7. Produce higher quality compost via Council’s Food Organics Garden Organics facility by introducing more food to the collection.
8. Increase the number of opt-in residents to enable a transition to universal Food Organics Garden Organics collection by 2024/2025.

Specifications

The draft timeframe for the project will be as follows.

Grant funding	<p>October 2020 to December 2030</p> <p>State Government funding will be released in January 2021 to assist Council’s across Victoria in implementing the transition to four streams of waste.</p> <p>Communications around the transition will be developed based on grant funding available.</p>
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FOGO collection service	<p>October 2020</p> <p>Collections will be in line with the fortnightly collections of FOGO</p> <p>240L Green Lid bins will be available</p> <p>2024/2025</p> <p>Increase residents opted into the FOGO collection by 30% each year with the intention of transitioning to a universal collection of FOGO by 2024/2025.</p>
<p>“Swap Out”</p> <p><i>Costs of FOGO service abolished if business swaps into being a “Glass Collection Point”</i></p>	<p>Estimated to be commenced in mid-2021</p> <p>No costs associated with roll out of purple bin.</p> <p><i>Dependant on glass behaviour change campaign and funding</i></p>

Draft Milestones

Milestone	Dates
<p><u>Stage 1</u></p> <p>Behaviour change and community education</p> <ul style="list-style-type: none"> • Importance of FOGO collection • Leverage off “Go Local First Campaign” • Social media communications <p>Increase residents opted into the FOGO collection by 30%</p> <p>Engage a minimum of 25 local businesses to Opt-in to FOGO collection</p>	<p>Commence in October 2020</p> <p>Established by July 2022</p>

<p><u>Measure results of Stage 1</u></p> <p>Audit FOGO collection to review percentage change in Food and Garden Organics being collected.</p> <p>Review number of residents opted into the FOGO collection.</p>	<p>Review by end of August 2022</p>
<p><u>Stage 2</u></p> <p>Behaviour change and community engagement/ education</p> <ul style="list-style-type: none"> • Glass into asphalt and importance of separating glass • Surveys of local business around “swap out” program • Involve local schools in glass out education <p>Increase number of business involvement with FOGO collection “opt in” service to 40</p> <p>Increase the number of residents opted into the FOGO service by 30%</p> <p>**Container Deposit Scheme Introduced by 2023**</p>	<p>Commence by September 2022</p> <p>Establish by December 2023</p>
<p><u>Measure results of Stage 2</u></p> <p>Audit FOGO collection to review percentage change in Food Organics and Garden Organics being collected.</p> <p>Review “Opt-in” pro rata fees against contamination rates.</p>	<p>Review by end January 2024</p>

<p>Review success of behaviour change education through surveys with local business.</p> <p>Review number of residents opted into the FOGO service</p>	
<p><u>Stage 3</u></p> <p>Further establish behaviour change and community engagement/ education</p> <ul style="list-style-type: none"> • Glass into asphalt and importance of separating glass • Surveys of local business around “swap out” program • Involve local schools in glass out education <p>Increase number of business involvement with FOGO collection “opt in” service to 40</p> <p>Commence universal collection of FOGO with residents</p> <p>Review impacts of Container Deposit Scheme</p> <p><i>**Container Deposit Scheme Introduced by 2023**</i></p>	<p>Commence January 2024</p> <p>Review by end of July 2024</p>
<p><u>Stage 4</u></p> <p><u><i>Behaviour change campaign</i></u></p> <p>Launch “Glass for Goldfields” campaign</p> <p>Target schools for support of campaign</p> <p>Partner with local business</p>	<p>Commence by January 2025</p> <p>Review by December 2027</p>

<p>Target food businesses signed up to the FOGO collection</p> <ul style="list-style-type: none"> • Reduce “opt-in fee” for FOGO collection by becoming a glass collection point (potentially 40+ points). • Target local hospitals and schools to become “drop off points” for glass collection <p>Review contamination rates associated with the universal FOGO collection.</p>	
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BENEFITS OF SWAP IN/ SWAP OUT

The local businesses involved will benefit from the swap in/ swap out service because it reduce the costs associated with having a commercial collection, or additional general waste bin for their businesses- whilst also reducing the incidence of contamination of glass in the collection point bin by providing natural surveillance.

Local food businesses throughout the municipality will be encouraged to swap in a Food Organics and Garden Organics bin to reduce the amount of food waste their business produces going to landfill, and have the “swap in” a glass bin as a collection point for the community to reduce the collection fee.

The swap in has multiple benefits, including;

- Promote links and build relationships between local business and Council
- Accessible collection points (bakery, take away food shops, local milk bar) and;
- Decrease the amount of general waste produced by food businesses and;
- Enable natural surveillance of the glass bins to reduce contamination and dumping
- Increase the amount of food collected in our FOGO collection
- Increase the quality of compost produced at the Carisbrook Transfer Station.



COMMUNICATIONS PLAN

Behaviour change campaigns

“Glass for Goldfields” is a targeted behaviour change campaign to promote the circular economy. It is proposed that the “Glass for Goldfields” campaign will engage the local

community to support the collection of glass for roads and footpaths across the municipality. Council has successfully implemented the Food Organics Garden Organics compost bags system, which has been successful due to the ownership community members have taken over the food and garden waste that enters the composting facility which has been measurable success due to the low contamination rates and community satisfaction of the end use compost product.

How success of behaviour change will be measured?

The success of this campaign will be measured by how many businesses agree to be a collection point and how regularly the collection points are filled. Success will also be measured by how much engagement this campaign receives on social media. Council aims to have at least 25 businesses sign up between October 2020 and July 2022 with an increase of 30% Food Organics Garden Organics volume.

CONCLUSION

In conclusion, this report has provided a draft transition plan to the Department of Environment Land Water and Planning with an overview of how Central Goldfields Shire Council intends to transition to four streams of waste by 2030 noting that the transition plan is a fluid document subject to change in line with DELWP funding and resource allocation. The report provides details of proposed changes to the Food Organics Garden Organics service, and the implementation of a glass drop off service that will increase access to service for all community members whilst taking into consideration a risks associated with the Container Deposit Scheme being introduced in 2023. Further to this, the report highlights the “swap in” project targeting food businesses within the municipality to reduce the amount of general waste and increase the amount of food waste collected for Council’s Food Organics Garden Organics compost process. Lastly, the report details the transition plan being supported by behaviour change campaigns and education for the community to transition to four streams of waste.

8.4 COMMUNITY ASSET COMMITTEES

Author: Acting Manager Governance Property and Risk

Responsible Officer: Acting General Manager Corporate Performance

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

The purpose of this report is to advise Council of the new provisions of the *Local Government Act 2020* relating to Community Asset Committees and to review the future governance arrangements for all previous Section 86 Committees.

This report seeks to establish the committees in accordance with Section 65 of the 2020 Act.

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	Provide leadership in governance and Council decision making
Objective:	

Pursuant to Section 65 Community Asset Committee;

1. A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection

2. A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.

Note: See Section 47 for delegation to members of a Community Asset Committee by the Chief Executive Officer.

Section 47 Delegations by Chief Executive Officer;

1. The Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to—

- a) a member of Council staff; or
- b) the members of a Community Asset Committee.

2. The Chief Executive Officer may by instrument of delegation delegate any power, duty or function conferred by this Act or any other Act on the Chief Executive Officer, other than this power of delegation and the power of delegation under subsection (1), to a member of Council staff.

3. A delegation under this section to a member of Council staff may be made to—

- a) a person named in the delegation; or

b) the holder of an office or position specified in the delegation.

4. A delegation under this section to the members of a Community Asset Committee is to be exercised subject to the terms and conditions specified by the Chief Executive Officer, which must include the following—

a) the specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;

b) compliance with specified governance requirements to ensure appropriate standards of probity are met;

c) specified monitoring and reporting of the activities and performance of the Community Asset Committee.

5. A member of a Community Asset Committee to whom a delegation is given under this section can only exercise the delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee.

6. A Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.

7. A Chief Executive Officer must keep a register of delegations made under this section.

8. Unless sooner revoked, a delegation made by a Chief Executive Officer under the Local Government Act 1989 continues in force until 1 September 2020.

BACKGROUND INFORMATION

With the implementation of the *Local Government Act 2020* and anticipated impacts to the Section 86 Committees had been outlined in a report to Council on 28 May 2019. It was identified that Section 86 committees would likely transition to Community Asset Committees, where applicable, under the *2020 Act*.

Council has previously had Special Committees formed under Section 86 of Local Government 1989. Some of these committees manage community assets on behalf of Council. With the implementation of the Local Government Act 2020 (2020 Act), Council is required to revoke the current Instruments of Delegation under Section 86 of 1989 Act and establish Community Asset Committees under Section 65 of the 2020 Act.

Council may appoint as many members as is considered necessary to enable the Community Asset Committee to achieve its purpose. It is Council's role to approve the Appointment and Delegation for each committee, which includes membership.

This is the extent of Council's role in Community Asset Committees under the 2020 Act. Under Section 47(1)(b) of the 2020 Act, the Chief Executive Officer now has a role in relation to Community Asset Committees.

The Chief Executive Officer may by Instrument of Delegation, delegate to members of a Community Asset Committee any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council.

Section 47(4) of the 2020 Act includes the delegations that can be exercised to Community Asset Committees by the Chief Executive Officer, and they include:

1. the specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;
2. compliance with specified governance requirements to ensure appropriate standards of probity are met;
3. specified monitoring and reporting of the activities and performance of the Community Asset Committee.

Section 47 of the 2020 Act further states:

(6) A Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.

(7) A Chief Executive Officer must keep a register of delegations made under this section.

REPORT

Maddocks released the Instrument of Sub-Delegation by CEO to Community Asset Committee in accordance with Section 47(1)(b) of the *Local Government Act 2020*. As a result, the Instrument of sub-delegation has been updated that allows for the CEO to delegate functions and powers to Community Asset Committees in the management of Council owned facilities.

Council officers have been in direct consultation with the committees regarding the changes and ongoing communication and support will continue as they transition to Section 65 Community Asset Committees or other governance structures. The Section 86 committees impacted by the 2020 Act and the proposed governance structures are provided below (table 1);

Section 86 Committee name	New governance structure
Adelaide Lead Hall Committee	Community Asset Committee to administer, manage and control the facility known as the Adelaide Lead Hall.
Daisy Hill Community Centre Committee	Community Asset Committee to administer, manage and control the facility known as the Daisy Hill Community Centre.
Dunolly Historic Precinct Management Committee	Community Asset Committee to administer, manage and control the facilities known as the Dunolly Town Hall and Dunolly Court House.
Energy Breakthrough Management Committee	Transitioned to a Management Group governed by a Terms of Reference.
Talbot Community Homes Committee	Council officers are working with the committee to determine the appropriate governance structure.
Talbot Town Hall Committee	Community Asset Committee to administer, manage and control the facility known as the Talbot Town Hall.
Tullaroop Leisure Centre Committee	Council officers are working with the committee to determine the appropriate governance structure.

Table 1

The community assets to be managed pursuant to section 65 of the Act are provided in Attachment 1, this details the committee's name, names of its members and the purpose of the committee. It is intended that the former Section 86 committee names will be retained, together with the members appointed by Council under the former Section 86 delegation.

Following the appointment of the committees by Council, the next step is for the committees to receive the final delegation from the Chief Executive Officer. The instrument of sub-delegation template is Attachment 2 to this report. The instrument of delegation attempts to reduce the governance burden on the committees compared with the former Section 86 instrument of delegation.

CONSULTATION/COMMUNICATION

Council officers have been in contact with committees and there will be ongoing communication and support provided to committees as they transition to Section 65 Community Asset Committees or other governance structures if they are not managing assets.

FINANCIAL & RESOURCE IMPLICATIONS

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget. There are no other financial implications.

RISK MANAGEMENT

This report addresses Council's strategic risk Legislative compliance - Failure to manage our compliance with relevant legislative requirements by meeting the requirements of the *Local Government Act 2020*.

CONCLUSION

As Section 86 of the *Local Government Act 1989* has been revoked, it is necessary for the four Committees to be created as Community Asset Committees under the provisions of the *Local Government Act 2020* to allow them to continue to manage the community assets on behalf of the Council.

Council will continue to work with the two remaining committees to determine the appropriate governance structures.

ATTACHMENTS

1. List of Community assets and committee details
2. Draft Community Asset Committee Delegation

RECOMMENDATION

That Council, In exercise of the power conferred by Section 65 of the Local Government Act 2020 (the Act),:

- 1. Notes that In accordance to Section 47 (1)(b) of the Act, the Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to a Community Asset Committee; and*
- 2. establish the Committees listed in Attachment 1 as Community Asset Committees in accordance with Section 65 the Act from the date of this resolution,; and*
- 3. Appoint the existing Committee members to the newly established Community Asset Committees, listed in Attachment 1; and*
- 4. Endorse the Instrument of sub-delegation template (Attachment 2) for the Community Asset Committees, to be executed by the Chief Executive Officer in accordance with the Act.*

Community Asset/s	Committee name	Committees role	Date last appointed by Council	Members Appointed Council Meeting 28 May 2019	Chairperson
Adelaide Lead Hall	Adelaide Lead Hall Special Committee	To administer, manage and control the asset known as Adelaide Lead Hall	28/05/2019	Keith Bartlett (Chairperson) Colin Bartlett Judy Webb (Secretary) John Hummel (Treasurer) Kerrie Jennings Mark Jennings Dennis George Gary Perry Jean Taggart Trish Walsh Noreen Martin	• Keith Bartlett
Dunolly Town hall and Court house	Dunolly Historic Precinct Management Special Committee	To administer, manage and control the assets known as Dunolly Town hall and Court house	28/05/2019	Fiona Lindsay (Chairperson) <i>Vacant</i> (Secretary) Jan Ford (Treasurer) Marion Da Costa Judy Meldrum Jenny Scott Joe Eddy Kath Ryan	• Fiona Lindsay
Daisy Hill Community Centre	Daisy Hill Community Centre Special Committee	To administer, manage and control the asset known as Daisy Hill Community Centre	28/05/2019	Neil Auger (Chairperson) Laurie Nicholls Bill Robinson (Secretary) John Reid Janet Page (Treasurer) Maree Burns Chris Meddows-Taylor Robbie Laurie Lorraine Nicholls Wendy Newitt Gordon Perry Pat Perry Helen Reid Rita Wiseman	• Neil Auger

Community Asset/s	Committee name	Committees role	Date last appointed by Council	Members Appointed Council Meeting 28 May 2019	Chairperson
Talbot Town Hall	Talbot Town Hall Special Committee	To administer, manage and control the asset known as Talbot Town Hall	28/05/2019	Daryl Greenwood (Chairperson) Roger Mann Klaus Rosemeier (Secretary) Shirley Patterson (Treasurer) Tina Fowler	<ul style="list-style-type: none"> • Daryl Greenwood



***Instrument of Sub-Delegation
by CEO to Community Asset Committee***

Central Goldfields Shire Council

Instrument of Sub-Delegation

by the Chief Executive Officer

to the ##Community Asset Committee

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020 (Act)*, I, as Chief Executive Officer of Central Goldfields Shire Council, by this Instrument of Sub-Delegation –

1. delegate to each person who is from time to time appointed as a member of the Community Asset Committee, established by resolution of Council passed on ##insert date and known as “##Community Asset Committee” (**Community Asset Committee**), each power and/or function and/or duty set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Sub-Delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee;
3. declare that this Instrument of Sub-Delegation –
 - 3.1 comes into force immediately upon its execution;
 - 3.2 remains into force until varied or revoked; and
 - 3.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in the Schedule;
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the Community Asset Committee;
5. declare that the delegate must not determine the issue, take action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 47 of the Act or otherwise.

This Instrument of Sub-Delegation is dated ##date and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

SCHEDULE

Powers and functions

To manage the following community asset: **##insert details**. (As shown in Appendix 1)

And for that purpose:

1. To develop and maintain the **Community Asset** for the overall benefit of the community, and advise Council in relation to the development;
2. To preserve the historical integrity of the **Community Asset**;
3. To promote and attract visitors to the **Community Asset**;
4. Arrange and manage opening and closing times;
5. Manage bookings;
6. Financial management;
7. Determine fees and charges;
8. By resolution, reduce or waive fees where appropriate;
9. Undertake cleaning and maintenance (as detailed in the Appendix 2);
10. To enter into contracts, and to incur expenditure, not exceeding the value of **\$4,999** and for the specific purpose of **cleaning, maintenance, hosting events and fundraising**;
11. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Requirements of the Committee

The members of the Community Asset Committee must, when exercising the powers, functions and duties delegated to them:

12. Comply with the following governance requirements:
 - 12.1 Comply with any Council policies and procedures which apply to Community Asset Committees;
 - 12.2 Comply with any requests and directions or financial rules or requirements made by Council.
 - 12.3 Publish a public notice of the Annual General Meeting in a newspaper and/or on Councils webpage not less than seven (7) days prior to the meeting, generally circulating within the district of the facility.
13. Monitor and report on its activities and performance at least in accordance with the following:
 - 13.1 Provide copies to Council of all meeting minutes including office bearers appointed to the Committee, their duties and the length of term of each office bearer;
 - 13.2 Provide an annual report to Council on the activities conducted including a list of groups which have used the premises and the total number of hires that were made during the previous financial year, being community or private hire;

- 13.3 The Committee shall within 60 days of the end of each financial year provide Council an audited financial report, including a statement of assets and liabilities and profit and loss statement for the Committee for that financial year.
14. Membership, office bearers and term of office:
- 14.1 The number of person appointed to a Committee should not be less than four (4);
- 14.2 Permit residents and ratepayers of the municipality to become members of the Committee upon satisfying the Committees reasonable requirements for membership;
- 14.3 All members of the Committee shall hold officer for a period of one (1) year from the date of their appointment by Council unless removed earlier by Council.
- 14.4 The committee shall appoint the following member of the committee as office bearers to hold officer for a period of twelve (12) months;
- (a) Chairperson
 - (b) Treasurer
 - (c) Secretary
- 14.5 Elected councillors are not permitted to take on office bearer positions within a committee. Elected Councillors can be appointed by Council to a Committee as a general committee member. If a Councillor is elected as an officer bearer of the Committee, they must resign from their officer bearer position.

Exceptions, conditions and limitations

This Delegation does not constitute approval for permits that the Committee may from time to time need from Council including but not limited to local laws permits and food registration.

This Delegation does not permit the Committee to undertake alterations, works or improvements that are not considered maintenance obligations without consultation and the written permission of Council prior to obtaining any building or planning permits.

This Delegation does not constitute approval for a special committee to host events, community markets or permit overnight camping which are outside the scope of this delegation. A special committee must request Council's written permission for these events and obtain the appropriate approvals, permits and public liability insurance cover as the organiser.

The Community Asset Committee is not authorised by this Instrument to:

15. Enter into contracts, or incur expenditure, for an amount which exceeds the approved budget.
16. The Committee shall not delegate any of the powers herein delegated to it by the CEO.
17. Enter into a sub-lease or sub-licence with any other group, without the express written permission of Council.

Entry by Council

Council may enter the Premises at any reasonable time after giving the Committee reasonable notice to:

18. Inspect the condition of the Premises;
19. Carry out any inspection, essential safety measures checks, works or alterations in the Premises which Council decides to or is required to carry out by any law or authority.

Support Provided by Council

20. Council will provided financial support to the Committee of \$X per annum.
21. Members of Special Committees are covered by the Council's voluntary workers and fidelity guarantee policy.
22. Any facilities managed by special committees are covered by Council's public liability and building and contents insurance policies.
23. Any third party hire of a facility managed by special committees are covered by Council's community liability policy, subject to the committee adhering to Council's relevant policies and procedures.
24. A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith.
 - a) In the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act; or
 - b) In the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act.

APPENDIX 1- MAP OF LOCATION AND ASSETS

8.5 CARISBROOK FLOOD AND DRAINAGE MANAGEMENT PLAN IMPLEMENTATION COMMUNITY REFERENCE GROUP

Author: General Manager Infrastructure Assets and Planning

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is to recommend that Council approve disbanding of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group.

The Reference Group was established to provide advice on the implementation of the Carisbrook Flood and Drainage Management Plan, and has been instrumental in ensuring the project has moved to the stage where development of the Stage 3 has been awarded to a contractor.

LEGISLATION AND POLICY CONTEXT

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

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

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

BACKGROUND INFORMATION

At the June 2018 Council meeting Council approved:

1. the establishment of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group;
2. the terms of reference for the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group;
3. an expression of interest process to be advertised to the Carisbrook community for membership of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group.

The terms of reference for the group include:

- Attendance at reference group meetings;
- Advice on community understanding of the implementation project and ways in which to ensure a high level of understanding of the project;

- Community feedback on the remaining future project activities (additional creek clearing and Stages 3 & 4 of levy construction);
- Advice on how to implement the remaining future project activities;
- Facilitate interaction and communication regarding the project and progress of the project to the wider community;
- Advice on how the community can continue to interact around future flood management, such as community warning systems.

REPORT

The work of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group (Reference Group) has been of great assistance to the new executive and Administrators of Council. It is time to formally finish the work of the Reference Group, with a new council to be elected this month to represent the community.

The Reference Group was important in establishing a way forward to re-engage with the community through the completion of the flood mitigation and creek management planning. Initially the community members educated new council staff and the administrators through a road trip of Carisbrook and walking through significant flood areas and along Tullaroop Creek. This provided great insight into the extent and impact of the floods and also highlighted the work that needed to be completed.

The Reference Group worked with staff to initiate the process around land acquisition. The Reference Group has also met with the SES to understand the flood planning for a flood event and has requested that the SES update the flood planning work.

At this stage Council has agreed on the purchase of the two parcels of private land needed to complete the levee, has tendered and awarded the development of Stage 3 of the levee, and has advocated for the final funding needed to complete the levee (including setting aside money in the 2020/2121 budget).

Development of the Tullaroop Creek Management Plan is underway. Consultants RMCG have been appointed and are part way through a community engagement exercise, seeking comment on specific parts of the creek and any thoughts, experiences, ideas or concerns.

CONSULTATION/COMMUNICATION

The Reference Group was established to assist with communication and consultation on the various flood mitigation projects undertaken in Carisbrook.

Additional consultation is not needed to close the group and a new Council will have the opportunity to decide how it wants to work with the community on this project.

The Reference Group members have been thanked at the September 2020 Council meeting and have been thanked and acknowledged in writing.

FINANCIAL & RESOURCE IMPLICATIONS

Winding up the Reference Group will have no financial or resource impact 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 by formally closing the Reference Group.

CONCLUSION

The Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group should be formally disbanded now that Council will have elected Councillors. The Reference Group was established to provide advice to staff and the Council Administrators in implementing the Carisbrook Flood and Drainage Management Plan. Considerable work on the levee and creek management plan has been undertaken and will continue to be undertake until complete.

ATTACHMENTS

Nil

RECOMMENDATION

That Council approve the disbanding of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group and note the Reference Groups members have been thanked for their contribution in writing.

8.6 PLANNING APPLICATION 044/20 FOR A 3 LOT SUBDIVISION AT 14 GRICE STREET, CARISBROOK

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 permit application for a 3 lot subdivision at 14 Grice Street, Carisbrook. Officers are recommending that Council issue a Notice of Decision to Grant a Planning Permit, subject to conditions as required by referral authorities. The proposed subdivision is considered appropriate within an existing residential settlement and surrounding area.

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

The Application has been assessed against the Planning Scheme and it is considered that the proposed development is appropriate.

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 044/20 was lodged 11 May 2020 and proposes a 3-lot subdivision of the land.

The proposed lots will range in size from 480m² to 846m². Proposed lots 1 and 2, will be accessed via Grice Street, while proposed lot 3 will be accessed via Cameron Street (see attachment 1: Proposed plan of subdivision).

The subject site is a corner allotment and has frontages to both Grice Street and Cameron Street.

The application does not require the removal of vegetation and reticulated services are available for connection.

The subject site is not within the Cultural Sensitivity Overlay, as such a Cultural Heritage Management Plan is not required.

REPORT

Site and Surrounds

The subject site is a rectangular site of approximately 2,051m² in total area and has a 40.28m frontage to Grice Street and a 50.94m frontage to Cameron Street. The site is within the General Residential Zone and not affected by any overlays. The site currently contains an existing dwelling, outbuildings and a swimming pool (see attachment 2: existing site conditions)

The subject site is within an existing residential settlement on the north-eastern side of the Carisbrook town centre. Residential land uses surround the subject site to the north, east and south. Land to the west/north-west remains largely vacant except for a Telstra exchange building and tower, however this land is also in the General Residential Zone.

Planning Permit Trigger

Under clause 32.08-2 of the General Residential Zone a planning permit is required to subdivide land.

Planning Scheme Provisions

Planning Policy Framework

11.01-1R Settlement - Loddon Mallee South

Strategies

Support Bendigo as the regional city and the major population and economic growth hub for the region, offering a range of employment and services.

Manage and support growth in Castlemaine, Gisborne, Kyneton and Maryborough as employment and service hubs that reinforce the network of communities in the region.

Support sustainable growth and expansion in Inglewood, Bridgewater, Marong and Harcourt to capitalise on their proximity to Bendigo.

Facilitate increased commercial and residential densities, mixed use development and revitalisation projects for underutilised sites and land in Bendigo.

Maintain non-urban breaks between settlements.

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.

13.07-1S 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.

14.02-1S Catchment planning and management

Objective

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

15.01-3S Subdivision design

Objective

To ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.

Zones

32.08 General Residential Zone

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

To encourage development that respects the neighbourhood character of the area.

To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Planners comment

The proposed subdivision accords to the purpose of the General Residential Zone. The subdivision provides for further residential development within an existing residential area. The proposal continues the existing pattern of subdivision and has adequate access to reticulated services.

Overlay(s)

The subject site is not affected by any planning overlays.

Particular Provisions

56 Residential Subdivision

Purpose

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

To create liveable and sustainable neighbourhoods and urban places with character and identity.

To achieve residential subdivision outcomes that appropriately respond to the site and its context for:

- Metropolitan Melbourne growth areas.

- Infill sites within established residential areas.
- Regional cities and towns.

To ensure residential subdivision design appropriately provides for:

- Policy implementation.
- Liveable and sustainable communities.
- Residential lot design.
- Urban landscape.
- Access and mobility management.
- Integrated water management.
- Site management.
- Utilities.

The planner's assessment of the proposal against Clause 56 is as follows:

Clause	Standard	Comment
56.01-1 Subdivision site and context description	<p>– <i>The site and context description may use a site plan, photographs or other techniques and must accurately describe:</i></p> <p><i>In relation to the site:</i></p> <ul style="list-style-type: none"> – <i>Site shape, size, dimensions and orientation.</i> – <i>Levels and contours of the site.</i> – <i>Natural features including trees and other significant vegetation, drainage lines, water courses, wetlands, ridgelines and hill tops.</i> – <i>The siting and use of existing buildings and structures.</i> – <i>Street frontage features such as poles, street trees and kerb crossovers.</i> 	<p>COMPLIES – The application adequately describes the site and context.</p> <p>The site has an overall area of approximately 2,051 m², with frontages to both Grice Street and Cameron Street.</p> <p>The subject site and all surrounding land area included within the General Residential Zone. Land to the south and west are developed and used for residential purposes.</p> <p>Land to the north (other side of Grice Street) and east (other side of Cameron Street) is vacant. The predominant housing type in the surrounding area are single dwellings on a lot.</p> <p>Grice Street contains no footpath along either road</p>

- *Access points.*
- *Location of drainage and other utilities.*
- *Easements.*
- *Any identified natural or cultural features of the site.*
- *Significant views to and from the site.*
- *Noise and odour sources or other external influences.*
- *Soil conditions, including any land affected by contamination, erosion, salinity, acid sulphate soils or fill.*
- *Any other notable features or characteristics of the site.*
- *Adjacent uses.*
- *Any other factor affecting the capacity to develop the site including whether the site is affected by inundation.*
- *An application for subdivision of 3 or more lots must also describe in relation to the surrounding area:*
 - *The pattern of subdivision.*
 - *Existing land uses.*
 - *The location and use of existing buildings on adjacent land.*

adjoining the site. Both roads are constructed with a bitumen seal, grassed verges, and kerb and channel. The Pyrenees Highway is located approximately 200 metres to the south which connects Cameron Street to the Carisbrook town centre to the west (Refer to site context and design plan version 1).

- *Abutting street and path widths, materials and detailing.*
- *The location and type of significant vegetation.*

If the responsible authority decides that the site and context description is not satisfactory, it may require more information from the applicant under Section 54 of the Act.

The responsible authority must not require notice of an application to be given or decide an application until it is satisfied that the site and context description meets the requirements of Clause 56.01-1 and is satisfactory.

This does not apply if the responsible authority refuses an application under Section 52(1A) of the Act.

**56.01-2
Subdivision design
response**

- *The design response must explain how the proposed design:*

- *Derives from and responds to the site and context description.*
- *Responds to any site and context features for the area identified in a local planning policy or a Neighbourhood Character Overlay.*
- *Responds to any relevant objective, policy, strategy or plan set out for the area in this scheme.*
- *Meets the relevant objectives of Clause 56.*

The design response must include a dimensioned plan to scale showing the layout of the subdivision in context with the surrounding area. If in the opinion of the responsible

COMPLIES – The proposed subdivision is into three lots with the existing dwelling on proposed lot 2

- ▪ Lot 1- 480m²
- ▪ Lot 2- 725m²
- ▪ Lot 3- 846m²

Lot 1 will contain a drainage easement along its rear and side south-western boundary.

The size and layout of the lots continues the identified pattern of subdivision in the area.

This area does not have an identified character policy identified in a local policy and is not subject to a

	<p><i>authority this requirement is not relevant to the assessment of an application, it may waive or reduce the requirement.</i></p>	<p>Neighbourhood Character Overlay (NCO).</p> <p>See attachment 1</p>
<p>56.03-5 Neighbourhood character objective</p> <p><i>To design subdivisions that respond to neighbourhood character</i></p>	<p>C6</p>	<p>COMPLIES – The proposed layout of the subdivision is consistent with the established pattern of subdivision in the area.</p> <p>This area does not have an identified character policy identified in a local policy and is not subject to a Neighbourhood Character Overlay (NCO).</p> <p>In context the proposed layout of the subdivision responds to the surrounding area.</p> <p>There is no significant vegetation to be removed.</p>
<p>56.04-1 Lot diversity and distribution objectives</p> <p><i>To achieve housing densities that support compact and walkable neighbourhoods and the efficient provision of public transport services.</i></p> <p><i>To provide higher housing densities within walking distance of activity centres.</i></p> <p><i>To achieve increased housing densities in designated growth areas.</i></p> <p><i>To provide a range of lot sizes to suit a variety of dwelling</i></p>	<p>C7</p>	<p>COMPLIES – The proposed lots range in size from 480m² – 846m². Proposed lot 2 will contain the existing dwelling. Lots 1 and 3 will be of sizes able to accommodate varying dwelling styles.</p> <p>The subject site is less than 1.3km from the Carisbrook commercial centre and has sealed road access to the Pyrenees Highway via the local road network.</p>

and household types.	
<p>56.04-2 Lot area and building envelopes objective</p> <p><i>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</i></p>	<p>C8</p> <p>COMPLIES – All lots exceed 400m² and can accommodate a 10m by 15m envelope, while still providing for adequate setbacks, parking, solar access and open space.</p>
<p>56.04-3 Solar orientation of lots objective</p> <p><i>To provide good solar orientation of lots and solar access for future dwellings</i></p>	<p>C9</p> <p>COMPLIES – Maintaining the pattern of previous subdivisions will facilitate solar access on the proposed lots coupled with setbacks will aid solar access for north facing habitable windows in any future dwellings.</p>
<p>56.04-4 Street orientation objective</p> <p><i>To provide a lot layout that contributes to community social interaction, personal safety and property security.</i></p>	<p>C10</p> <p>COMPLIES – All lots have street frontage access. Lots 1 and 2 will have access from Grice Street, while lot 3 will have access from Cameron Street. All lots have appropriate siting to facilitate passive surveillance.</p> <p>Continuing the pattern of subdivision in the area can maintain a level of personal safety and visibility.</p>
<p>56.04-5 Common area objectives</p> <p><i>To identify common areas and the</i></p>	<p>C11</p> <p>N/A – No common property is proposed as each lot has its own street frontage and access.</p>

purpose for which the area is commonly held.

To ensure the provision of common area is appropriate and that necessary management arrangements are in place.

To maintain direct public access throughout the neighbourhood street network.

A body corporate will be established in response to CHW requirements for the future installation of sewerage infrastructure.

56.05-1 Integrated urban landscape objectives C12

To provide attractive and continuous landscaping in streets and public open spaces that contribute to the character and identity of new neighbourhoods and urban places or to existing or preferred neighbourhood character in existing urban areas.

To incorporate natural and cultural features in the design of streets and public open space where appropriate.

To protect and enhance native habitat and discourage the planting and spread of noxious weeds.

N/A – The subdivision does not create public open space or new streets. The subdivision accesses the existing street network.

Some landscaping will be undertaken and disturbed areas of nature strips will be re-instated as part of the following engineering conditions '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.'

To provide for integrated water management systems and contribute to drinking water conservation.

56.06-2 Walking and cycling network objectives C15

To contribute to community health and well-being by encouraging walking and cycling as part of the daily lives of residents, employees and visitors.

To provide safe and direct movement through and between neighbourhoods by pedestrians and cyclists.

To reduce car use, greenhouse gas emissions and air pollution.

COMPLIES – The proposed subdivision while not creating a walking and cycling network, will be connected to an existing network in an established residential area.

56.06-4 Neighbourhood street network objective C17

To provide for direct, safe and easy movement through and between neighbourhoods for pedestrians, cyclists, public transport and other motor vehicles using the neighbourhood street network.

COMPLIES – The subdivision will connect to the existing street network and not create additional streets.

56.06-5 Walking and cycling network detail objectives C18

To design and construct footpaths, shared path and cycle path networks that are safe, comfortable, well-constructed and accessible for people with disabilities.

To design footpaths to accommodate wheelchairs, prams, scooters and other footpath bound vehicles.

N/A – The subdivision is not required to and will not create footpaths and cycling paths.

56.06-7 Neighbourhood street network detail objective C20

To design and construct street carriageways and verges so that the street geometry and traffic speeds provide an accessible and safe neighbourhood street system for all users.

COMPLIES – No new roads are proposed. The proposed subdivision connects to the existing network.

56.06-8 Lot access objective C21

To provide for safe vehicle access between roads and lots.

COMPLIES – Lot access will be provided to each individual lot from the existing street frontages.

Access requirements will be subject to conditions from the CGS Engineering department, the application has been referred to engineering for comment and conditions.

56.07-1 Drinking water objectives	C22	<p>COMPLIES – Reticulated water is available and will be connected to each individual lot in accordance with CHW requirements for supply. The application has been referred to CHW for comments and conditions. CHW have consented to a permit being issued under s.56 of the Act.</p>
<p><i>To reduce the use of drinking water.</i></p>		
<p><i>To provide an adequate, cost-effective supply of drinking water.</i></p>		
56.07-2 Reused and recycled water objective	C23	<p>N/A – Recycled water is not proposed as part of this subdivision. There is no specific requirement to provide recycled water in this instance.</p>
<p><i>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</i></p>		
56.07-3 Waste water management objective	C24	<p>COMPLIES - Reticulated sewer is available and will be connected to each individual lot in accordance with CHW requirements for supply. The application has been referred to CHW for comments and conditions. CHW have consented to a permit being issued under s.56 of the Act.</p> <p>An unlimited owners corporation will be created to distribute cost of sewer infrastructure between all lots in the subdivision.</p>
<p><i>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</i></p>		
56.07-4 Stormwater management objectives	C25	<p>COMPLIES – The application has been referred to Council's Engineer. A design for stormwater runoff must be completed, approved and implemented prior to the issue of a statement of compliance. The design will be in accordance with the Infrastructure Design Manual (IDM).</p>
<p><i>To minimise damage to properties and inconvenience to residents from stormwater.</i></p>		

To ensure that the street operates adequately during major storm events and provides for public safety.

To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater.

To encourage stormwater management that maximises the retention and reuse of stormwater.

To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.

56.08-1 Site C26 management objectives

To protect drainage infrastructure and receiving waters from sedimentation and contamination.

To protect the site and surrounding area from environmental degradation or nuisance prior to and during

COMPLIES – Standard conditions will be included on any permit that may be issued regarding management of the site. Engineering conditions will also address site management, sediment control and asset protection.

construction of subdivision works.

To encourage the re-use of materials from the site and recycled materials in the construction of subdivisions where practicable.

**56.09-1 Shared C27
trenching objectives**

To maximise the opportunities for shared trenching.

To minimise constraints on landscaping within street reserves.

COMPLIES – Each individual lot will have its own connection to the available services. Shared trenching where required can be implemented in accordance with supply authority standards.

Undergrounding of services within the street reserve will be at the direction of supply authorities and relevant standards.

**56.02-1 Electricity, C28
telecommunications
and gas objectives**

To provide public utilities to each lot in a timely, efficient and cost effective manner.

To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.

COMPLIES – Electricity and telecommunications will be provided to each lot in accordance with the Victorian Service and Installation Rules 2014 (VSIR) and Telecommunication supply standards.

Powercor as a referral authority have consented to a permit being issued and the applicant will enter into an agreement with the relevant telecommunications provider to provide connections to each lot. The requirement for an agreement will be a standard condition on any permit that may issue.

Downer Utilities as a referral authority have consented to a permit being issued,

		however gas it is not confirmed as available to the site.
56.09-3 Fire C29 hydrants objective		COMPLIES – A fire plug exists at the front of the lot on Grice Street.
<i>To provide fire hydrants and fire plugs in positions that enable fire fighters to access water safely, effectively and efficiently.</i>		The subdivision does not create a new road and does not require referral to the CFA under cl.66.01.
56.09-4 Public C30 lighting objective		N/A – The subdivision does not propose public lighting. A street lamp exists on the corner of Grice and Cameron Streets. Further no common areas are proposed.
<i>To provide public lighting to ensure the safety of pedestrians, cyclists and vehicles.</i>		
<i>To provide pedestrians with a sense of personal safety at night.</i>		
<i>To contribute to reducing greenhouse gas emissions and to saving energy.</i>		

Planners Comment

Based on the detailed assessment above the proposed subdivision is considered to comply with the standards and meet the objectives set out in clause 56.

General Provisions

65.02 Approval of an application to subdivide land

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The availability of subdivided land in the locality, and the need for the creation of further lots.

- The effect of development on the use or development of other land which has a common means of drainage.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The layout of roads having regard to their function and relationship to existing roads.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The provision and location of reserves for public open space and other community facilities.
- The staging of the subdivision.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The provision and location of common property.
- The functions of any body corporate.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.
- If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.
- Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.

Planners Comment

Based on the detailed assessment above the proposed subdivision is considered to address the decision guidelines set out in clause 65.02.

ASSESSMENT OF APPLICATION

Referrals

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

Department	Response
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Central Highlands Water (CHW) (S.55)	<p>We refer to your letter received 18th May 2020 and advise that in accordance with Section 56(1)(b) of the Planning and Environment Act, this Authority has no objection to the issue of a planning permit if the following conditions are included on any permit issued: -</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. 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. 5. If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.
Planner Comment	Nil

Department	Response
AusNet Gas Services (Downer Utilities) (s.55)	AusNet Gas Services pursuant to Section 56 (1) of the Planning and Environment Act 1987 has no objection to the granting of a permit and consents to the Council issuing a Statement of Compliance at the appropriate time.
Planners Comment	No conditions to be placed on a permit. Downer Utilities does not confirm that gas is available to the site.

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.</p> <p>Additionally, in accordance with Section 9 (1) (a) of the Subdivisions Act 1988, Goulburn-Murray Water consents to the Certification and Statement of Compliance for Plan of Subdivision PS836378L Version 01.</p>
Planners Comment	No conditions to be placed on a permit.

Department	Response
Powercor (s.55)	<p>Subject to the conditions set out in this letter, the Distributor does not object to the issue of a planning permit for the abovementioned application</p> <p>Pursuant to Sections 9(1) and 44(3E) of the Subdivision Act 1988, the Distributor consents to the certification of the abovementioned Plan of Subdivision.</p> <p>CONDITIONS REQUIRED BY THE DISTRIBUTOR</p> <ol style="list-style-type: none"> 1. This letter shall be supplied to the applicant in its entirety. 2. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards. Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant. 3. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR). Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.
Planners Comment	Powercor further notes that the applicant will need to negotiate for supply to the new lots and the existing service will need to be re-directed to new pit.

Department	Response
<p>Central Goldfields Engineer (s.52)</p>	<p>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:</p> <p>Access:</p> <ol style="list-style-type: none"> 1. Vehicular access to all lots must be provided from the road frontage of the lots. 2. Vehicular crossovers must be constructed between each of the lots and the respective road frontage (Grice Street or Cameron Street). Such crossovers must be of concrete construction and be from kerb to property boundary in accordance with IDM Standard Drawing SD 240. Once constructed the crossover(s) must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority. 3. Any works to crossovers/driveways will require the owner/applicant to apply and have approved driveway crossing and/or consent for works permit/s for crossover/driveway/access works. All works constructed or carried out must be in accordance with the approved plans/permit(s). 4. Once constructed the crossover/driveway/access must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority. <p>Drainage:</p> <ol style="list-style-type: none"> 5. All stormwater must be accommodated and treated within the subject land. 6. The owner/applicant must design a drainage system to drain the development to the legal point of discharge. 7. A legal point of stormwater discharge (LPD) must be provided for each of the lots to the kerb and channel in Grice Street to the satisfaction of the Responsible Authority (refer Infrastructure Design Manual Standard Drawing SD 505). <p>Landscaping:</p> <ol style="list-style-type: none"> 8. Upon completion of all off site works all nature strips must be levelled, topsoiled and seeded. Alternate landscaping methods may be undertaken, but must

	<p>be approved, in writing, by the Responsible Authority prior to any works being undertaken.</p> <p>Asset Protection</p> <p>9. At any time the permit holder must ensure that the operation and condition of Council assets are not damaged by the 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.</p> <p>Sediment Control</p> <p>10. The applicant / owner shall restrict sediment discharges from the construction site in accordance with Construction Techniques for Sediment Pollution Control (EPA1991) and Environmental Guidelines for Major Construction Sites (EPA 1995).</p>
Planners Comment	Nil

CONSULTATION/COMMUNICATION

The application was advertised to adjoining land owners and has received one objection. The issues raised in the objection are as follows:

- Set a precedent for further subdivision in the area.
- Loss of a rural outlook.
- Should retain large rural blocks

It is considered that the objectors concerns will be managed with via the implementation of the proposed planning permit conditions (included within this report) which will require various works to be undertaken prior to the subdivision being finalised.

The propose subdivision is consistent with the purpose of the General Residential Zone and accords to state and local policies regarding residential development.

The majority of lots surrounding the subject site have been subdivided and have created similar sized lots within the General Residential Zone.

It is noted that vacant land to the north-west is also within the General Residential Zone, which does not prohibit further residential development. Whilst land surrounding land appears to offer a rural outlook due to its vacant nature, the land to the north and east of the subject site currently exists in a number of titles that have the potential to be sold off individually and developed in a residential manner without the need for a planning permit (see attachment 3: site and surrounding area). The proposed subdivision is considered to be consistent with the existing development pattern.

AMENDMENT C031

Council is working with the North Central Catchment Management Authority (NCCMA) to update existing planning controls for land in Central Goldfields Shire (Carisbrook area) that is liable to flooding, to ensure they are accurate and up-to-date and identify the risk of flooding and flood damage to properties.

The subject site discussed within this report is not impacted by amendment C031 (see attachment 4)

ASSESSMENT OF THE APPLICATION

The planning application is proposing a 3 lot subdivision within the General Residential Zone.

The proposal is considered to be consistent with the intent and purpose of the General Residential Zone and the state and local policies regarding residential development.

The proposal is consistent with clause 56 of the planning scheme and is able to be connected to the appropriate services.

The proposed subdivision is considered appropriate within an existing residential settlement and surrounding area.

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 Legislative compliance - Failure to manage our compliance with relevant legislative requirements. The risk management issues in relation to this planning permit application have been discussed in the Report and Assessment of Application sections above.

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

Should the proposal be approved by Council and VCAT (upon appeal) there is a risk 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 a three-lot subdivision at 14 Grice Street, Carisbrook.

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

- I. Issue a Refusal to Grant a Planning Permit for the proposal, or;

- II. Approve a planning permit, and issue a Notice of Decision to approve a three lot subdivision at 14 Grice Street, Carisbrook.

ATTACHMENTS

1. Proposed Plan of Subdivision
2. Existing Conditions Plan
3. Site and surrounding area
4. C031 Amendment mapping

RECOMMENDATION

That Council or a delegate of Council, having caused notice of Planning Application No. 044/20 to be given under Section 52 of the Planning and Environment Act 1987 and the Central Goldfields Planning Scheme and having considered all the matters generally required, determines to issue a notice of decision to issue planning permit 044/20 in respect of the land known as 14 Grice Street, Carisbrook, for a three lot subdivision, subject to the following conditions:

No Layout Alteration

1. The development and/or use(s) 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.

Outbuilding Removal

2. Prior to the issue of a Statement of Compliance the existing carport, swimming pool and outbuildings on proposed lots 1 and 3 must be removed.

Mandatory conditions

3. 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.
4. 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.

Construction Phase

5. All activities associated with the construction works for the subdivision 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.

Public Open Space Contribution

6. Prior to issue of the Statement of Compliance, the owner/developer must pay to the Responsible Authority 5% of the site value of all the land in the subdivision, pursuant to Section 18 of the Subdivision Act 1988.

Engineering

7. 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

8. Vehicular access to all lots must be provided from the road frontage of the lots.
9. Vehicular crossovers must be constructed between each of the lots and the respective road frontage (Grice Street or Cameron Street). Such crossovers must be of concrete construction and be from kerb to property boundary in accordance with IDM Standard Drawing SD 240. Once constructed the crossover(s) must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.
10. Any works to crossovers/driveways will require the owner/applicant to apply and have approved driveway crossing and/or consent for works permit/s for crossover/driveway/access works. All works constructed or carried out must be in accordance with the approved plans/permit(s).
11. Once constructed the crossover/driveway/access must be thereafter maintained by the landowner to the satisfaction of the Responsible Authority.

Drainage

12. All stormwater must be accommodated and treated within the subject land.
13. The owner/applicant must design a drainage system to drain the development to the legal point of discharge.
14. A legal point of stormwater discharge (LPD) must be provided for each of the lots to the kerb and channel in Grice Street to the satisfaction of the Responsible Authority (refer Infrastructure Design Manual Standard Drawing SD 505).

Landscaping

15. 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

16. At any time the permit holder must ensure that the operation and condition of Council assets are not damaged by the 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

17. The applicant / owner shall restrict sediment discharges from the construction site in accordance with Construction Techniques for Sediment Pollution Control (EPA1991) and Environmental Guidelines for Major Construction Sites (EPA 1995).

Central Highlands Water

18. 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.
19. 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.
20. 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.
21. 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.
22. If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

Powercor

23. This letter shall be supplied to the applicant in its entirety.
24. 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.

25. 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.


Permit Expiry

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

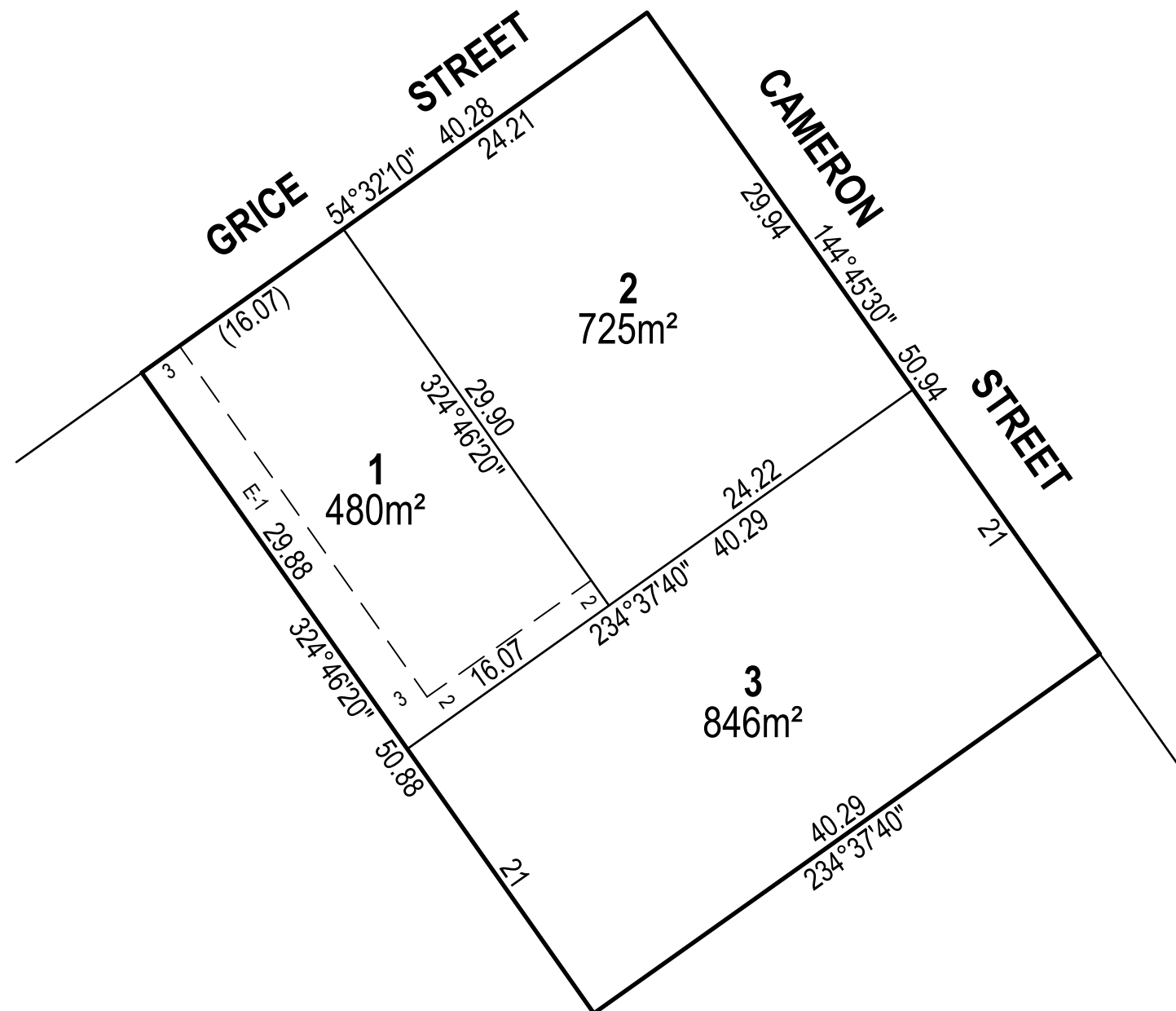
- a) The plan of subdivision is not certified under the Subdivision Act 1988 within two years of the date of this permit; or
- b) Registration of the plan of subdivision is not completed within five years of the certification of the plan of subdivision under the Subdivision Act 1988.

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

Where the development started lawfully before the permit expired, the Responsible Authority may extend the period in which the development must be completed if a request is made in writing before the permit expires or within twelve months afterwards.

PLAN OF SUBDIVISION				EDITION 1		PS 836378 L	
LOCATION OF LAND PARISH : CARISBROOK TOWNSHIP : CARISBROOK SECTION : 10 CROWN ALLOTMENT : 1 CROWN PORTION : ---- TITLE REFERENCE : VOL. 9386 FOL. 938 LAST PLAN REFERENCE : TP 277085D POSTAL ADDRESS : 14 GRICE STREET (At time of subdivision) CARISBROOK 3464 MGA Co-ordinates (of approx centre of land in plan) E 750 753 ZONE: 54 N 5 896 521 GDA 2020				Council Name: Central Goldfields Shire Council SPEAR Reference Number: S157892S			
VESTING OF ROADS AND/OR RESERVES				NOTATIONS			
IDENTIFIER		COUNCIL/BODY/PERSON		<div>LOTS IN THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS. FOR DETAILS OF ANY OWNERS CORPORATIONS INCLUDING PURPOSE, RESPONSIBILITY, ENTITLEMENT & LIABILITY SEE OWNERS CORPORATION SEARCH REPORTS, OWNERS CORPORATION ADDITIONAL INFORMATION AND IF APPLICABLE, OWNERS CORPORATION RULES.</div>			
NIL		NIL					
NOTATIONS							
DEPTH LIMITATION does not apply to the land in this plan SURVEY: This plan is based on survey. STAGING: This is not a staged subdivision. Planning Permit No. 44/20 This survey has been connected to permanent marks No(s). 54, 62 In Proclaimed Survey Area No.							
EASEMENT INFORMATION							
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)							
SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLIES TO THE LAND IN THIS PLAN							
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of			
E-1	DRAINAGE	SEE DIAG	THIS PLAN	LOTS 2 & 3 ON THIS PLAN			
 ABN 11 125 568 461 1315 Sturt Street, Ballarat, VIC Australia (PO Box 563W, Ballarat West) 3350 Phone +61 3 5330 8888 Fax +61 3 5333 3815 Email: victoria@cardno.com.au Web: www.cardno.com		FILE REF: 20781-01-PS836378L-03.dwg DATE: 31/08/2020		ORIGINAL SHEET SIZE: A3		SHEET 1 OF 2	
		SURVEYOR: MICHAEL CRAIG WILSON VERSION: 3					

M.G.A. 2020
ZONE 54

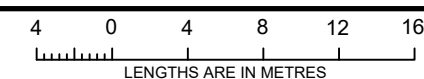


FILE REF: 20781-01-PS836378L-03.dwg



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Email: victoria@cardno.com.au Web: www.cardno.com

SCALE
1:400



SURVEYOR: MICHAEL CRAIG WILSON
VERSION: 3

ORIGINAL SHEET
SIZE: A3

SHEET 2

OWNERS CORPORATION SCHEDULE

PS836378L

Owners Corporation No. 1	Plan No. PS836378L
--------------------------	--------------------

Plan No. PS836378L

Land affected by Owners Corporation:	1, 2, 3
--------------------------------------	---------

Limitations of Owners Corporation:	Unlimited
------------------------------------	-----------

Notations		
	Totals	
	Entitlement	Liability
This schedule	100	100
Balance of existing OC	0	0
Overall Total	100	100

Totals		
	Entitlement	Liability
This schedule	100	100
Balance of existing OC	0	0
Overall Total	100	100

Lot Entitlement and Lot Liability

	Lot	Entitlement	Liability		Lot	Entitlement	Liability		Lot	Entitlement	Liability
	1	25	25								
	2	35	35								
	3	40	40								

TGM Group Pty Ltd - Ballarat
1315 Sturt Street Ballarat VIC 3350

SURVEYORS FILE REFERENCE: 20781-01-PS836378L-03-OC
20781-01-PS836378L-OC.xlsx

SHEET 1

ORIGINAL SHEET
SIZE: A3

Surveyor: Michael Wilson (Ballarat)
Surveyor's Version: 03

LAND DESCRIPTION

TP 277085D
VOL. 9386 FOL. 938

CROWN DESCRIPTION

TOWNSHIP of

CARISBROOK

PARISH of

CARISBROOK

SECTION

10

CROWN ALLOTMENT

1

DATUM INFORMATION

LEVEL DATUM:
LEVELS SHOWN ARE TO: ARBITRARY DATUM

CO-ORDINATE DATUM:
THE CO-ORDINATE DATUM IN THIS DRAWING IS: ARBITRARY

THIS PLAN USES GROUND DISTANCES.

LEGEND

TREES

HOUSES

SHEDS / VERANDAHS

CONCRETE

BITUMEN

ELECTRICITY POLE & LINE

WATER - UNDER GROUND

SEWER - UNDER GROUND

STRUCTURES TO BE REMOVED

EXPLANATORY NOTES

1. DATA ON THIS PLAN MAY ONLY BE MANIPULATED WITH THE PERMISSION OF TGM GROUP.

2. ACCURACY OF DETAIL LOCATION ±0.05m.

3. ACCURACY OF REDUCED LEVELS ±0.02m

4. THIS HARDCOPY PLAN IS A VERIFICATION PLOT OF COMPUTER FILE : 20781-01-FS01-01.dwg DATE : 20/04/2020.

5. ONLY VISIBLE SERVICES ARE SHOWN ON THIS PLAN.

6. BOUNDARY REESTABLISHMENT BASED ON PS347839B AND ARE SUBJECT TO COUNCIL APPROVAL AND LAND REGISTRY EXAMINATION.

7. BOUNDARIES ARE NOT PEGGED.

Original Sheet Size A3

SCALE 4 0 4 8 12 16

1:400

LENGTHS ARE IN METRES

The main site plan illustrates the layout of three adjacent lots along Grice Street and Cameron Street. Lot 1 (818m²) contains a brick house, a pool, and a shed. Lot 2 (725m²) features a brick house and a shed. Lot 3 (509m²) includes a shed and a pool. The plan shows various structures, including a brick house, a shed, a pool, and a shed. It also depicts underground utilities such as water and sewer lines, and overhead power lines. A typical kerb profile is shown, indicating a height of 0.10m at the curb, 0.11m at the gutter, and 0.08m at the road surface. The plan includes a north arrow pointing towards the top left and a scale bar indicating 1:400. The streets are labeled as Grice Street and Cameron Street, with their respective kerbings and entry points marked. The plan also shows a top sewer pit at [99.95] and an approx sewer pit. The lot areas are clearly marked: LOT 1 818m², LOT 2 725m², and LOT 3 509m². Various structures are labeled, including a brick house, a shed, a pool, and a shed. The plan also shows a clothesline, a container, and a gate. The kerb profile is shown with a height of 0.10m at the curb, 0.11m at the gutter, and 0.08m at the road surface. The plan includes a north arrow pointing towards the top left and a scale bar indicating 1:400. The streets are labeled as Grice Street and Cameron Street, with their respective kerbings and entry points marked. The plan also shows a top sewer pit at [99.95] and an approx sewer pit.

REV	DATE	AMENDMENTS	DRAWN	Surveyors	MCW	I, Michael Craig Wilson of CARDNO TGM Group 1315 Sturt Street, BALLARAT 3350, certify that this plan is accurate in all respects & represents the existing site conditions on the 20/03/2020.	Client : B. & J. RINDALDI Municipality : Central Goldfields Shire Council
				Drawn	TZ		
				Checked	MCW		
				Job Ref.	20781-01-FS01-01.dwg		
01	10/04/2020	ORIGINAL RELEASE	TZ				
SHEET 1 OF 1				Licensed Surveyor			

Cardno

TGM

ABN 11 125 568 461
1315 Sturt Street, Ballarat, VIC Australia (PO Box 563W, Ballarat West) 3350
Phone +61 3 5330 8888 Fax +61 3 5333 3815
Email: victoria@cardno.com.au Web: www.cardno.com

PLAN OF BOUNDARY, FEATURE & LEVEL SURVEY
14 GRICE STREET
CARISBROOK



Tower

3~12
PP5154

4~12
PP5154

5~12
PP5154

6~12
PP5154

7~12
PP5154

8~12
PP5154

10~12
PP5154

2~12
PP5154

1~11
PP5154

9~12
PP5154

3~11
PP5154

2~11
PP5154

4~11
PP5154

5~11
PP5154

6~11
PP5154

7~11
PP5154

10~11
PP5154

8~11
PP5154

7A~12A
PP5154

9~11
PP5154

Tower



2
PS836378

1
PS836378

3
PS836378

3~10
PP5154

2~10
PP5154

4~10
PP5154

3
PS600826

4
PS600826

PC350380

Cameron



8.7 PLANNING APPLICATION 050/20 AND 051/20b- USE AND DEVELOPMENT OF THE LAND FOR BROILER FARM(S)

Author: Coordinator Statutory Planning

Responsible Officer: General Manager Infrastructure Assets and Planning

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

SUMMARY/PURPOSE

The purpose of this report is for Council to note that Council has received and officers are assessing two planning applications for the use and development of a broiler farm on each site.

The broiler farms will have 6 sheds each and are classified as Class A broiler farms and each will have up to 400,000 birds.

The applications are exempt from the public notice requirements of Section 52 of the Planning and Environment Act and the review rights of Section 82 of the Planning and Environment Act (objector appeals), as they are classified as Class A farms under the Victorian Code for Broiler Farms. Final assessment of the application is being undertaken and Statutory Planning Officers are awaiting final determining referral authority responses. The applications will be decided under delegation.

Application 050/20 is proposing the use and development of the land for a broiler farm at 396 Bald Hill Road, Carisbrook.

Application 051/20 is also proposing the use and development of a broiler farm at 3080 Pyrenees Highway, Carisbrook.

BACKGROUND INFORMATION

Planning applications 050/20 and 051/20 were lodged on the 21 May 2020. The applications underwent a preliminary assessment and a request for further information was required for both applications. The applicant has since provided all the required information and the required referrals have been undertaken.

Planning application 050/20 is proposing the use and development of the land for a broiler farm at 396 Bald Hill Road, Carisbrook (farming zone, no overlays). The development will include six sheds to house 400,000 birds, associated infrastructure and caretakers' residence. The application is proposing to access the site via Bald Hill Road (Council road) and a two lot subdivision to allow for additional access (see attachment 1: 050/20 proposed plans).

Planning application 051/20 is also proposing the use and development of a broiler farm at 3080 Pyrenees Highway, Carisbrook (farming zone, no overlays). The development will include the construction of 6 sheds to house 400,000 birds, associated infrastructure and caretakers' residence. The site will be accessed via the Pyrenees Highway (see attachment 2: 051/20 proposed plans).

Both broiler farms are considered to be class A broiler farms. In order to be classified as such under the Victorian Code of Practice for Broiler Farms (amendments 2018) the farm must:

- Have a capacity of between 10,000 and 400,000 birds;

- The minimum separation distance (as calculated under the code) is fully contained within the broiler farm boundary.

The required minimum separation distance for both farms is 686 metres.

Under clause 53.09 of the Planning Scheme a class A broiler farm is exempt from the notice requirements of section 52 (1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Planning and Environment Act.

REPORT

Planning Permit Trigger

Under clause 35.07 a planning permit is required for the use and development of a broiler farm within the Farming Zone.

Under particular provision 53.09-3 an application for a broiler farm is required to meet the Victorian Code for Broiler Farms 2009 (plus 2018 amendments).

Zones

35.07 Farming Zone

Purpose

- 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.

Particular Provisions

53.09 Poultry Farms

Purpose

- To facilitate the establishment and expansion of poultry farms, including broiler farms, in a manner that is consistent with orderly and proper planning and the protection of the environment.

Referrals

Planning application 050/20 has been referred to the following authorities

Department	Response
Environmental Protection Agency S.52	Conditional consent
Goulburn Murray Water S.55	Conditional consent
Environmental Health Officer S.52	Response pending (LCA was submitted only a short time ago)
Engineering Department S.52	Conditional Response

Planning application 051/20 has been referred to the following authorities:

Department	Response
Environmental Protection Agency S.52	Conditional consent
Goulburn Murray Water S.55	Conditional consent
VicRoads	Response pending
Environmental Health S.52	Response pending (LCA was submitted only a short time ago)

ASSESSMENT OF APPLICATION

At this stage of the assessment process the applications are both considered to be appropriate and consistent with the purpose and decision guidelines of the Farming Zone. The applications have both demonstrated compliance under the code and can achieve the required buffer zone of 686 metres, which is wholly contained within the broiler farm boundary.

Prior to formally determining these applications, Councils Statutory Planning Officers are awaiting final determining referral authority responses. Upon receipt, and subject to referral authority consent, these applications will be approved subject to conditions.

CONSULTATION/COMMUNICATION

There has been no public consultation for these applications as they are exempt under Clause 53.09 of the Planning Scheme from this process.

The applications are exempt from the notice requirements of Section 52 of the Planning and Environment Act and the review rights of Section 82 of the Planning and Environment Act (objector appeals), as they are classified as Class A farms under the Victorian Code for Broiler Farms. In September 2018 Planning Scheme Amendment 150 introduced a streamlined process for poultry farms and piggery farms that met specified criteria, changing notification to broiler farm applications.

FINANCIAL & RESOURCE IMPLICATIONS

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

Should the applicant appeal the 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 Legislative compliance - Failure to manage our compliance with relevant legislative requirements.

CONCLUSION

Council has received and officers are assessing two planning applications for the use and development of a broiler farm on each site.

The applications are exempt from the notice requirements of Section 52 of the Planning and Environment Act and the review rights of Section 82 of the Planning and Environment Act (objector appeals), as they are classified as Class A farms under the Victorian Code for Broiler Farms.

Final assessment of the application is being undertaken and Statutory Planning Officers are awaiting final determining referral authority responses. The applications will be decided under delegation.

It is recommended that Council note the applications, that they are exempt from public notification and that they will be determined under delegation.

ATTACHMENTS

1. Proposed plans 050/20
2. Proposed Plans 051/20

RECOMMENDATION

That Council note:

1. Council has received two planning permit applications for the use and development of a Class A broiler farm on each site:
 - Application 050/20 is proposing the use and development of the land for a broiler farm at 396 Bald Hill Road, Carisbrook.
 - Application 051/20 is also proposing the use and development of a broiler farm at 3080 Pyrenees Highway, Carisbrook
 - The Class A broiler farm application are exempt from the notice requirements of Section 52 of the Planning and Environment Act and the review rights of Section 82 of the Planning and Environment Act, as they are classified as Class A farms under the Victorian Code for Broiler Farms.
 - The Class A broiler farm applications as listed above will be decided under delegation.



A	PRELIMINARY ISSUE	NM	24-04-2020	
B	HOUSE LOCATION	NM	25-06-2020	
REV	REVISION	BY	DATE	SHEET No.

NOTES

- AERIAL PHOTOGRAPH TAKEN FROM GOOGLE MAPS
- CULTURAL HERITAGE SENSITIVITY DATA HAS BEEN GENERATED FROM THE STATE OF VICTORIA DEPARTMENT OF PRIMARY INDUSTRIES.

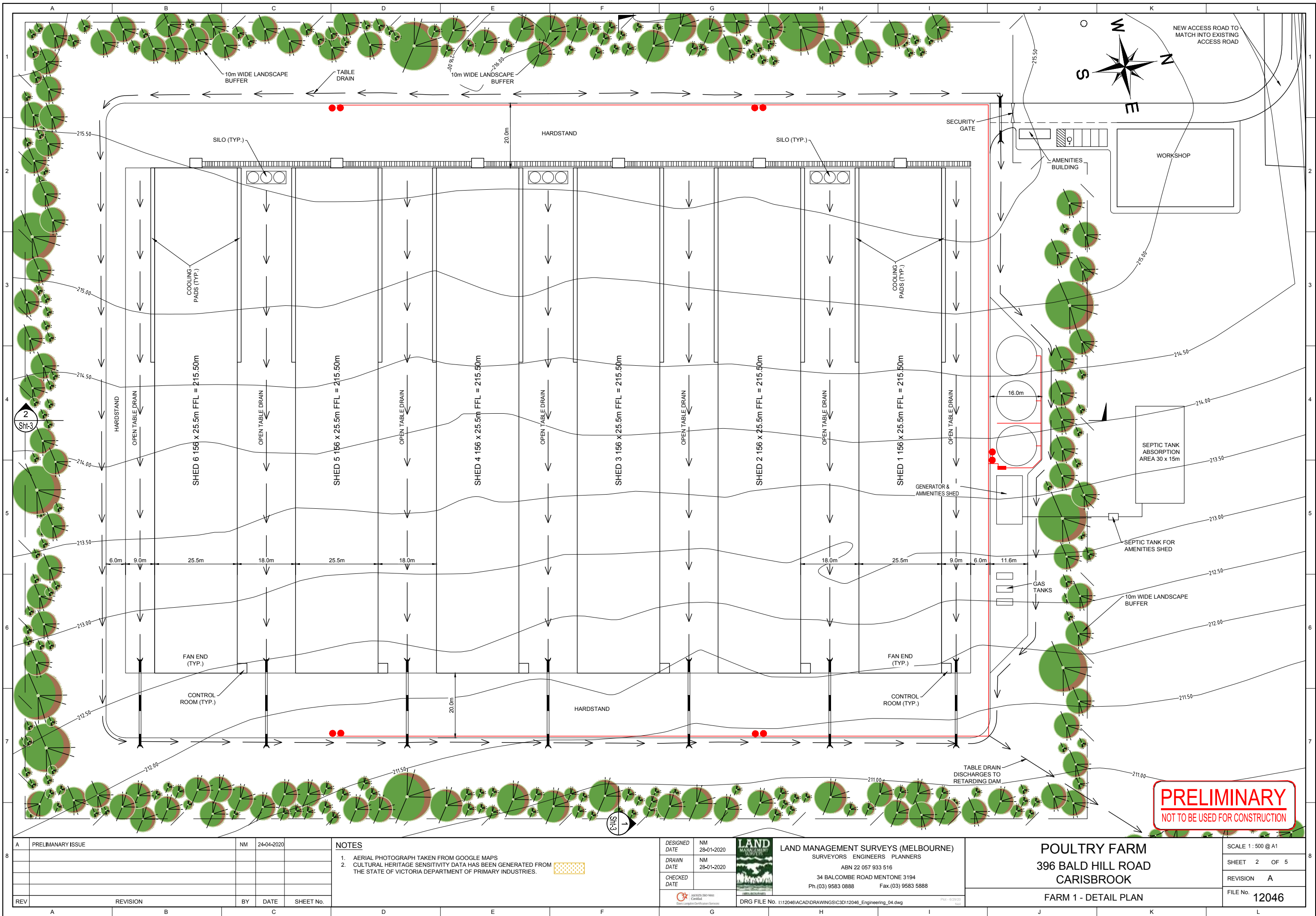
DESIGNED DATE	NM	28-01-2020
DRAWN DATE	NM	28-01-2020
CHECKED DATE		



LAND MANAGEMENT SURVEYS (MELBOURNE)
SURVEYORS ENGINEERS PLANNERS
ABN 22 057 933 516
34 BALCOMBE ROAD MENTONE 3194
Ph.(03) 9583 0888 Fax.(03) 9583 5888

POULTRY FARM
396 BALD HILL ROAD
CARISBROOK
FARM 1 - LOCALITY PLAN

SCALE 1 : 5,000 @ A1
SHEET 1 OF 5
REVISION B
FILE No. 12046



A	PRELIMINARY ISSUE	NM	24-04-2020	
REV	REVISION	BY	DATE	SHEET No.

- NOTES
1. AERIAL PHOTOGRAPH TAKEN FROM GOOGLE MAPS
 2. CULTURAL HERITAGE SENSITIVITY DATA HAS BEEN GENERATED FROM THE STATE OF VICTORIA DEPARTMENT OF PRIMARY INDUSTRIES.

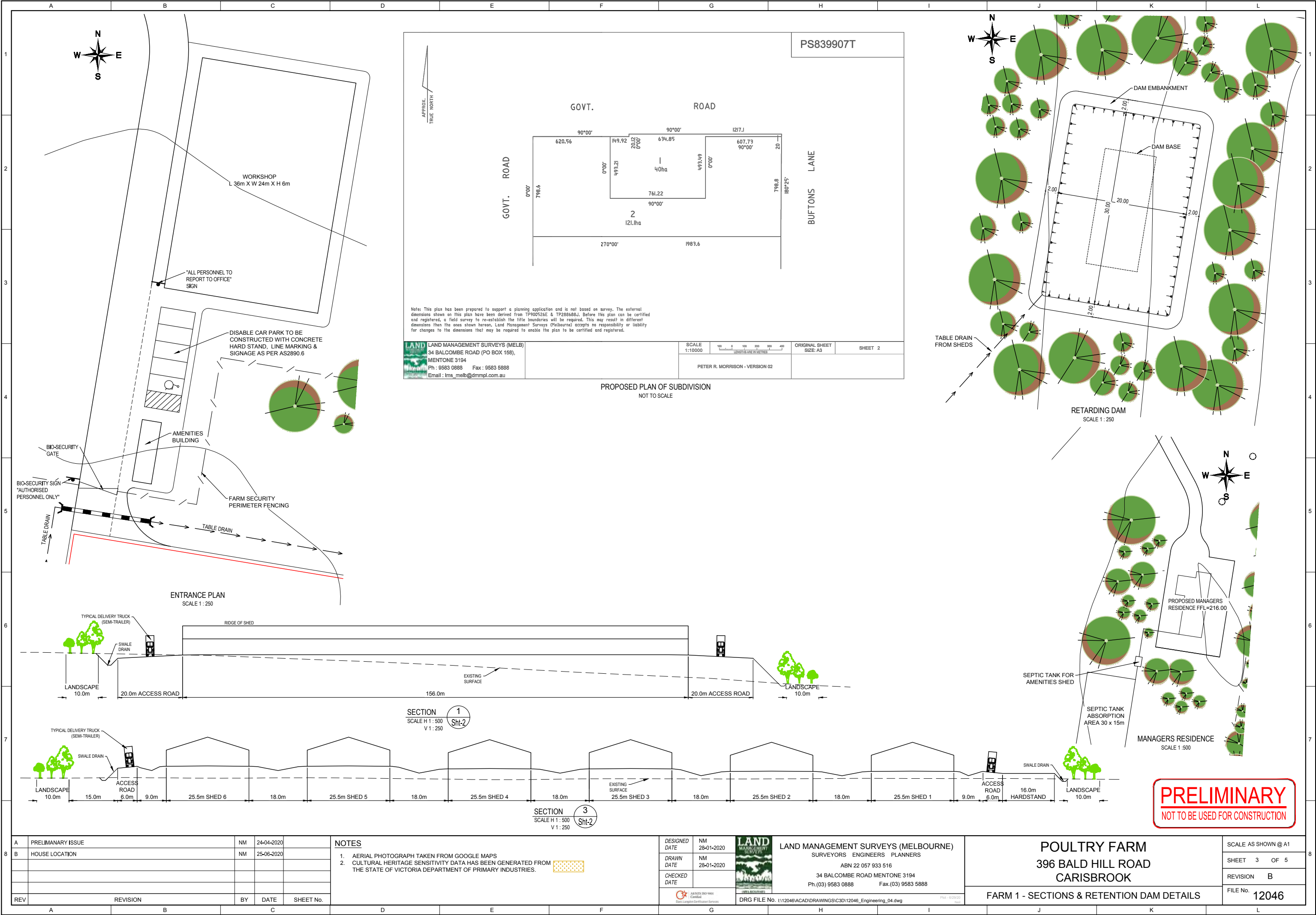
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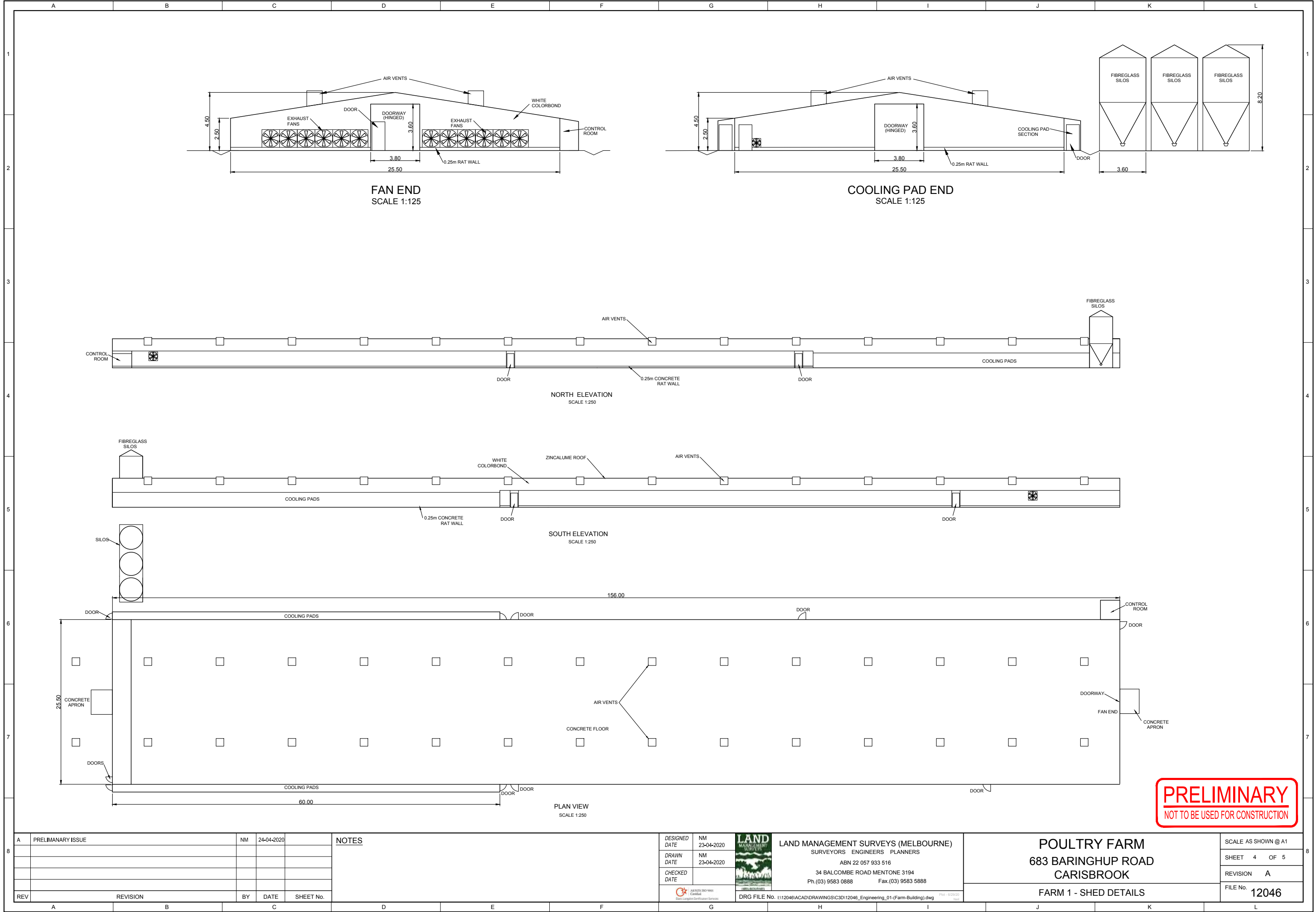


LAND MANAGEMENT SURVEYS (MELBOURNE)
SURVEYORS ENGINEERS PLANNERS
ABN 22 057 933 516
34 BALCOMBE ROAD MENTONE 3194
Ph.(03) 9583 0888 Fax.(03) 9583 5888

POULTRY FARM
396 BALD HILL ROAD
CARISBROOK
FARM 1 - DETAIL PLAN

SCALE 1 : 500 @ A1
SHEET 2 OF 5
REVISION A
FILE No. 12046





A	PRELIMINARY ISSUE	NM	24-04-2020	
8				
REV	REVISION	BY	DATE	SHEET No.

NOTES

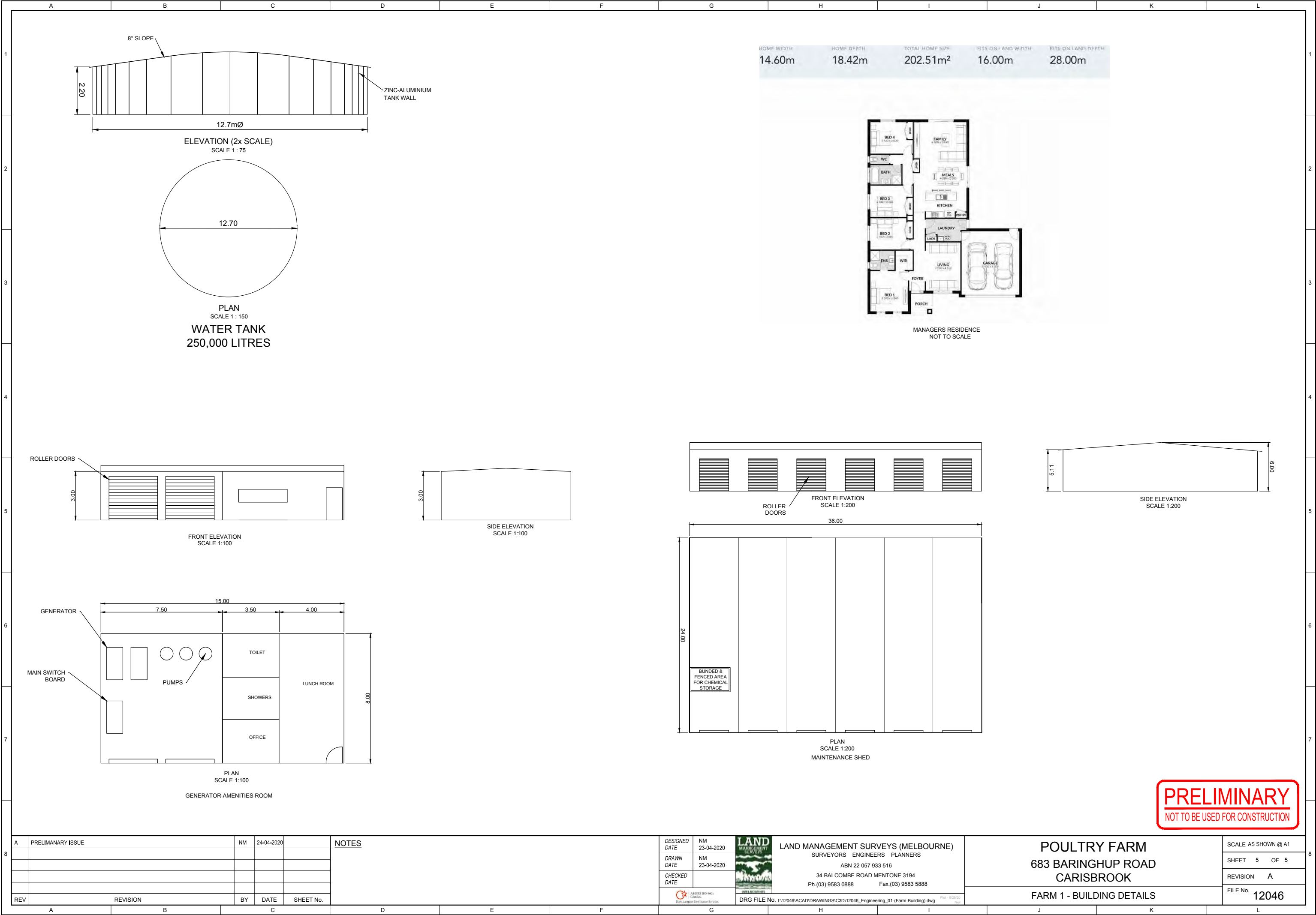
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	23-04-2020
DRAWN DATE	NM
	23-04-2020
CHECKED DATE	



LAND MANAGEMENT SURVEYS (MELBOURNE)
SURVEYORS ENGINEERS PLANNERS
ABN 22 057 933 516
34 BALCOMBE ROAD MENTONE 3194
Ph.(03) 9583 0888 Fax.(03) 9583 5888

POULTRY FARM
683 BARINGHUP ROAD
CARISBROOK
FARM 1 - SHED DETAILS

SCALE AS SHOWN @ A1
SHEET 4 OF 5
REVISION A
FILE No. 12046





A	PRELIMINARY ISSUE	NM	24-04-2020	
B	MANAGERS HOUSE, CAR PARK, AMENITIES BUILDING AND ENTRANCE	NM	14-07-2020	
REV	REVISION	BY	DATE	SHEET No.

NOTES

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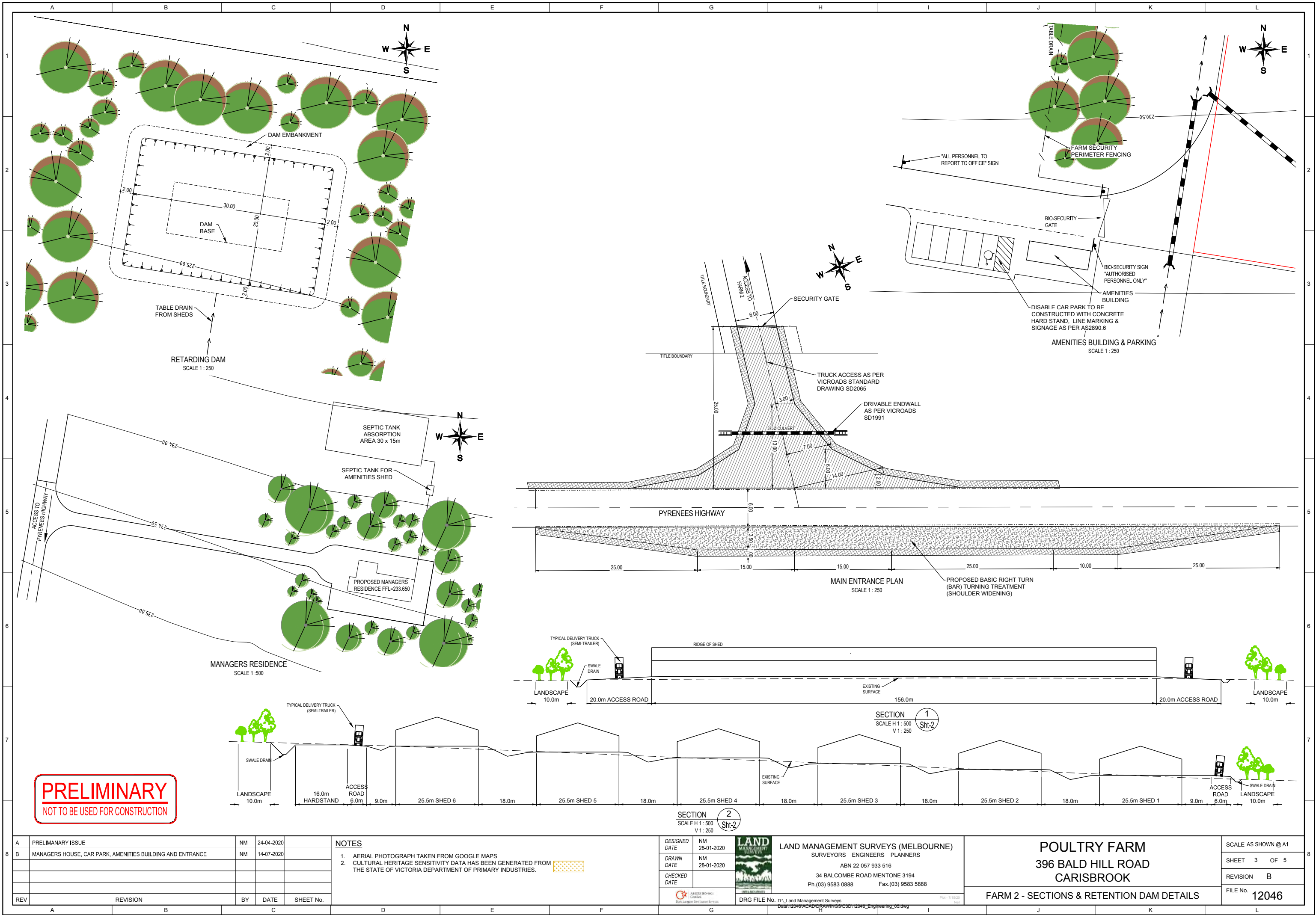
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DRAWN DATE	NM
CHECKED DATE	

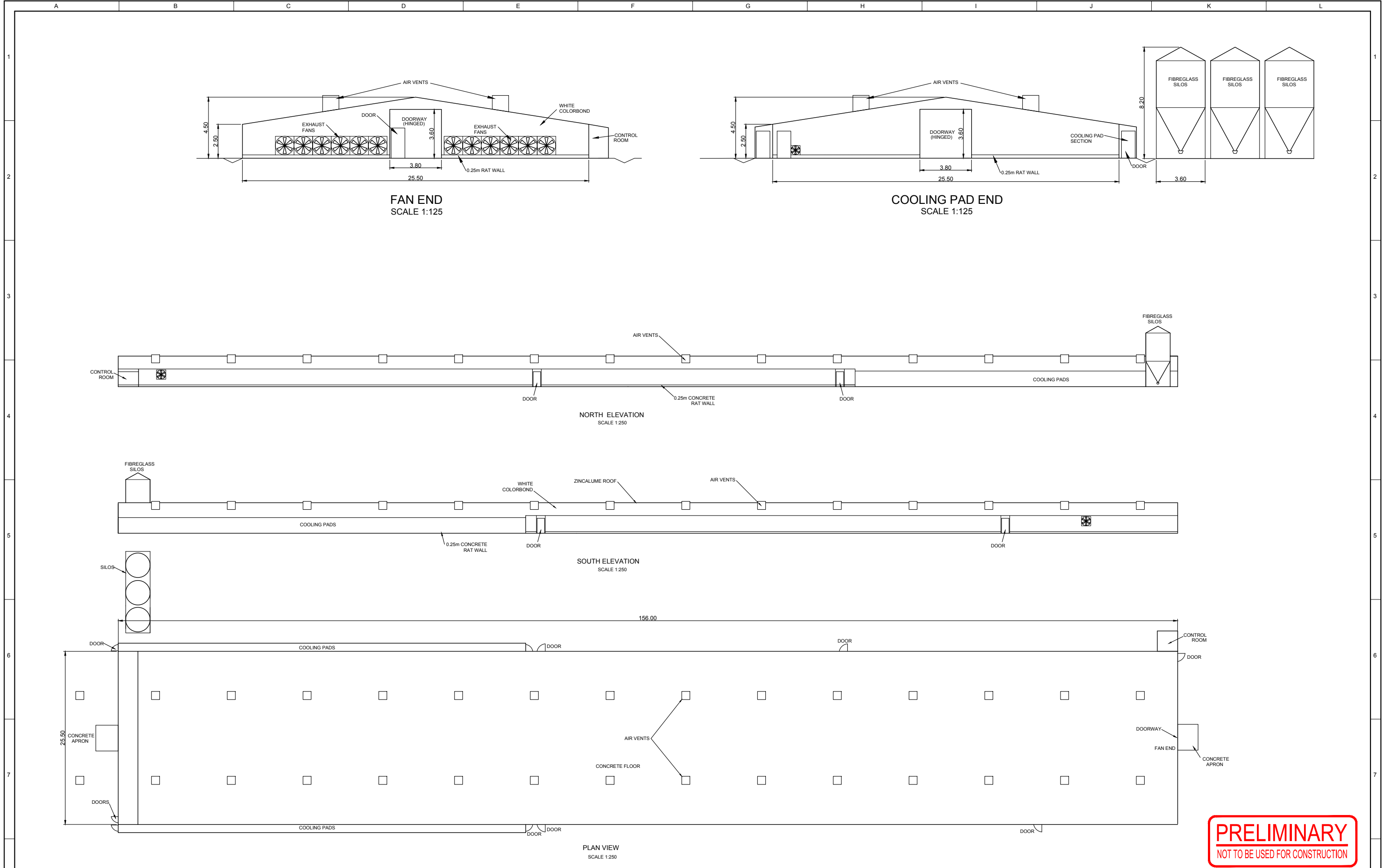


LAND MANAGEMENT SURVEYS (MELBOURNE)
SURVEYORS ENGINEERS PLANNERS
ABN 22 057 933 516
34 BALCOMBE ROAD MENTONE 3194
Ph.(03) 9583 0888 Fax.(03) 9583 5888

POULTRY FARM
396 BALD HILL ROAD
CARISBROOK
FARM 2 - DETAIL PLAN

SCALE 1 : 500 @ A1
SHEET 2 OF 5
REVISION B
FILE No. 12046





PRELIMINARY
NOT TO BE USED FOR CONSTRUCTION

A	PRELIMINARY ISSUE	NM	24-04-2020	
8				
REV	REVISION	BY	DATE	SHEET No.

NOTES

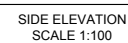
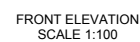
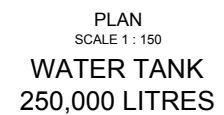
DESIGNED DATE	NM
	23-04-2020
DRAWN DATE	NM
	23-04-2020
CHECKED DATE	



LAND MANAGEMENT SURVEYS (MELBOURNE)
SURVEYORS ENGINEERS PLANNERS
ABN 22 057 933 516
34 BALCOMBE ROAD MENTONE 3194
Ph.(03) 9583 0888 Fax.(03) 9583 5888

POULTRY FARM
396 BALD HILL ROAD
CARISBROOK
FARM 2 - SHED DETAILS

SCALE AS SHOWN @ A1
SHEET 4 OF 5
REVISION A
FILE No. 12046





GENERATOR AMENITIES ROOM



MANAGERS RESIDENCE
NOT TO SCALE

HOME WIDTH	HOME DEPTH	TOTAL HOME SIZE	FITS ON LAND WIDTH	FITS ON LAND DEPTH
14.60m	18.42m	202.51m ²	16.00m	28.00m

PRELIMINARY
NOT TO BE USED FOR CONSTRUCTION

8	A	PRELIMINARY ISSUE	NM	24-04-2020	NOTES	DESIGNED DATE	NM 23-04-2020	 LAND MANAGEMENT SURVEYS (MELBOURNE) SURVEYORS ENGINEERS PLANNERS ABN 22 057 933 516 34 BALCOMBE ROAD MENTONE 3194 Ph.(03) 9583 0888 Fax.(03) 9583 5888	POULTRY FARM 396 BALD HILL ROAD CARISBROOK	SCALE AS SHOWN @ A1
						DRAWN DATE	NM 23-04-2020			SHEET 5 OF 5
						CHECKED DATE				REVISION A
	REV	REVISION	BY	DATE		SHEET No.	 AS/NZS 3845:2010 Certified Surveying & Mapping Services	DRG FILE No. D:\ Land Management Surveys <small>Plot - 7/1/2020</small>	FARM 2 - BUILDING DETAILS	FILE No. 12046

8.8 SEPTEMBER FINANCIAL REPORT

Author: General Manager Corporate Performance

Responsible Officer: General Manager Corporate Performance

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

SUMMARY/PURPOSE

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

LEGISLATION AND POLICY CONTEXT

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

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

4.1 Objective: Ensure the financial sustainability of Council through efficient and effective delivery of services.

Initiative: Review budget and financial reporting processes to improve monitoring of financial performance

BACKGROUND INFORMATION

This finance report is provided for the period to 30 September 2020 and does not include results for Council's Section 86 Committees such as the Tullaroop Leisure Centre which are consolidated within the annual financial report at year end.

REPORT

The monthly financial report comprises the following:

- Income Statement;
- Balance Sheet;
- Statement of Capital Works
- Rate and General Debtor Information;
- Investment Schedule.

Income Statement

The operating result for the period to 30 September is a surplus of \$12.36 million reflecting that rates and charges were levied in total in this quarter.

Income from all sources is generally close to budget except for operating grants and user charges. Grants are \$532k more than budget and include the following that were not budgeted:

- COVID-19 Kindergarten Support Fund \$88k
- Working for Victoria Grant \$362k
- Rural Council ICT Support \$100k

This income will be offset over the course of the financial year as Council meets its funding obligations.

User charges are \$91k less than budget, impacted by Council decisions offering hardship support including waivers of various fees. Council's income for the full year will be adversely affected by the effects of COVID-19 as the year progresses and will be reported in more detail in future finance reports.

Expenditure for the year to date is marginally less than budget but will be impacted during the year as unbudgeted grant income is spent.

Balance Sheet

Council's equity has increased from 30 June 2020, due to the levying of rates and charges during August. Receivables have increased to \$16.55 million, reflecting rates and charges levied and that fall due for payment throughout the year, and cash and investments have reduced as Council meets its cash flow requirements.

Cash flow is monitored to enable completion of scheduled works and meet recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue.

Council liabilities at the reporting date include the Fire Services Property Levy (FSPL) totalling \$1.6 million. This balance (including arrears) is progressively paid to the State Revenue Office as it is collected.

Capital Works Statement

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

At 30 September, Council had expended \$1.33 million on capital works, \$702k greater than budgeted expenditure, however this also includes expenditure on projects carried over from 2019/20 and which were not budgeted, notably:

- 62121.09 Maryborough Sports & Leisure Centre Upgrade Project \$163k
- 62121.11 Community Sports Infrastructure Grant \$46k
- 62316.14 Maryborough Outdoor Pool - Living Heritage \$141k
- 63210.822 Avoca Rd Upgrade Works - Design of Stage 2 \$290k

Future Council reports will account for carried forward projects in full year forecast results.

Receivables Summary

The Rate Debtor balance at 30 September is \$13.99 million (excluding FSPL), which is \$644k or 4.8% higher than this time last year. There is an increase of rates in arrears of \$291k which can be attributed to the effects of COVID-19, while the balance of the increase is due to the 2% increase in rates and garbage service charges.

Council as part of its Hardship Policy is currently not taking active debt recovery action against ratepayers with arrears so collections for the 2020/21 year are likely to remain behind previous years.

The Other Debtors balance totals \$359k, which is \$81k or 18% lower than this time last year due to a reduction in various sundry debtors.

Operating and Capital Budget Amounts

Council's budgets for 2020-2021 have been developed including phasing based on information available. Budgets will vary from actuals for various reasons and future finance reports will also include forecasts for the full financial year.

CONSULTATION/COMMUNICATION

Internal only required for this report.

FINANCIAL & RESOURCE IMPLICATIONS

The financial statements were prepared internally by Council officers.

RISK MANAGEMENT

Any risks in relation to this report have been discussed in the report above.

CONCLUSION

Council's financial position at the end of September 2020 is sound with cash and cash equivalents totalling \$11.26 million and no major issues of concern in either the operating or capital budgets.

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

ATTACHMENTS

1. 30 September 2020 Financial Report

RECOMMENDATION

That Council receives and notes the attached Financial Report for the period to 30 September 2020.

Income Statement Period to 30 September 2020

	2019/20 Actuals	2020/21 Total Budget	2020/21 YTD Budgets September	2020/21 YTD Actuals September	2020/21 YTD Variance +ve (-ve)
Income					
Rates and service charges	(15,177,814)	(15,803,333)	(15,696,834)	(15,715,813)	18,979
Contributions - monetary	(113,327)	(154,000)	(11,751)	(45,053)	33,302
Grants - capital	(2,279,413)	(9,499,546)	(1,519,773)	(1,482,933)	(36,840)
Grants - Operating	(8,588,123)	(9,561,585)	(1,277,348)	(1,809,648)	532,300
Other Income	(961,190)	(992,481)	(66,621)	(10,419)	(56,202)
Statutory fees and fines	(455,507)	(523,900)	(106,334)	(97,357)	(8,977)
User Charges	(1,579,742)	(1,950,840)	(560,661)	(469,175)	(91,486)
Total Income	(29,155,115)	(38,485,685)	(19,239,322)	(19,630,398)	391,076
Expenses					
Bad and doubtful debts	17,802	20,000	4,998	401	4,597
Borrowing costs	175,465	52,920	14,113	9,375	4,738
Depreciation	6,672,398	6,156,919	1,539,204	1,539,230	(26)
Employee costs	12,061,846	14,163,296	3,727,233	3,706,449	20,784
Materials and services	8,139,693	8,590,495	2,068,071	2,025,278	42,793
Net loss disposal property, infrastructure, plant, equipment	14,017	135,000	22,501	(95,656)	118,157
Other Expenses	478,939	394,209	99,822	86,988	12,834
Total Expenses	27,560,161	29,512,839	7,475,942	7,272,065	203,877
(Surplus) Deficit	(1,594,955)	(8,972,846)	(11,763,380)	(12,358,333)	594,953

Balance Sheet as at 30 September 2020

	2019/20 Actuals	2020/21 YTD Actual
	\$	\$
Assets		
Current Assets		
Cash and cash equivalents	13,248,513	11,261,955
Inventories	16,487	14,768
Non-current assets classified as held for sale	245,223	245,223
Other financial assets	859,114	731,722
Trade and other receivables	2,558,202	16,553,038
Total Current Assets	16,927,538	28,806,706
Non-current assets		
Property, infrastructure, plant and equipment	309,935,246	309,723,058
Total Non-Current Assets	309,935,246	309,723,058
Total Assets	326,862,784	338,529,764
Liabilities		
Current Liabilities		
Interest-bearing loans and borrowings	(3,321,271)	(3,308,618)
Provisions	(2,238,021)	(3,760,631)
Trade & other payables	(4,530,095)	(2,544,967)
Trust funds & deposits	(564,776)	(1,871,205)
Total Current Liabilities	(10,654,163)	(11,485,421)
Non Current Liabilities		
Other NC Liabilities	(559,512)	(559,512)
Prepaid Revenue	(124,564)	(124,564)
Provisions	0	0
Total Non-Current Liabilities	(684,075)	(684,075)
Total Liabilities	(11,338,239)	(12,169,497)
Net Assets	315,524,545	326,360,268
Equity		
Accumulated Surplus	(127,710,038)	(126,187,428)
Year to Date Surplus (Deficit)		(12,358,333)
Total Accumulated Surplus	(127,710,038)	(138,545,761)
Reserves		
Asset Revaluation Reserve	(187,342,157)	(187,342,157)
Open Space Reserve	(22,350)	(22,350)
Other Reserves	(450,000)	(450,000)
Total Reserves	(187,814,507)	(187,814,507)
Total Equity	(315,524,545)	(326,360,268)



Capital Works Period to 30 September 2020

Project	2020/21 Total Budget	2020/21 YTD Budget September	2020/21 YTD Actuals September	Variance	2020/21 YTD +ve (- ve)
Infrastructure					
Bridges and major culverts					
63241.01. Minor Culverts Renewal	15,000	3,750	6,493		(2,743)
63330.622. Major Culvert Renewal Program	70,000	17,502	39		17,463
63340.01. Minor Culverts New	15,000	3,750	115		3,635
	100,000	25,002	6,647		18,355
Drainage					
63271.01. Kerb & Channel Renewal	50,000	12,501	81		12,420
63271.52. Kerb & Chanel Nightingale Street (Park to Clarendon)	8,000	2,001	0		2,001
63271.53. Kerb & Chanel Broadway (8 Orme Street to Orme Street)	12,000	3,000	337		2,663
64306.21. Drainage Renewal	174,000	43,500	2,527		40,973
64306.25. Tabledrain Renewals	0	0	26,214		(26,214)
64306.252. Drainage New (Aerodrome Silt Control EPA)	0	0	6,197		(6,197)
64306.27. Main Drain Maryborough Renewal	0	0	10,923		(10,923)
64306.341. Carisbrook Drainage Mitigation-Creek Clearing	0	0	10,978		(10,978)
64306.342. Carisbrook Drainage Mitigation-Construction	1,830,000	0	0		0
64306.344. Carisbrook Drainage Mitigation - Stg 3 North Pyrenees Hwy	652,000	0	16,667		(16,667)
64306.345. Carisbrook Drainage Mitigation - Stg 4 South Pyrenees Hwy	0	0	9,193		(9,193)
64306.346. Carisbrook Creek Additional Clearing	75,000	18,750	0		18,750
	2,801,000	79,752	83,117		(3,365)
Other Infrastructure					
63251.01. Street Furniture Renewal	15,000	3,750	0		3,750
63251.03. Furniture Renewal Urban	0	0	2,806		(2,806)
63261.01. Signs Renewal	15,000	3,750	9,621		(5,871)
63281.01. Traffic Control Facilities Renewal	10,000	2,499	13,412		(10,913)
63360.01. Signs New	10,000	2,499	4,458		(1,959)
63380.01. Traffic Control Facilities New	0	0	35,273		(35,273)
63510.02. Aerodrome Fence Renewal	0	0	7,018		(7,018)
63820. Asset Clearing Account	0	0	(2,161)		2,161
64110.131. E Waste Shed Extension	26,000	6,501	0		6,501
64110.31. Carisbrook Transfer Station - Bin Roofs	0	0	878		(878)
64110.32. Carisbrook Transfer Station - Compost Roof	150,000	0	0		0
64110.41. Dunolly Rehabilitate Landfill	100,000	0	0		0
64110.76. Bealiba Landfill Rehabilitation	15,000	0	0		0
64110.77. Dunolly Landfill Rehabilitation	15,000	0	0		0
64110.78. Work Safe Upgrades All Towns	12,000	0	0		0
64150.02. Recycled Watermain Replacement	15,000	3,750	0		3,750
	383,000	22,749	71,307		(48,558)
Parks, Open Space & Streetscapes					
63352.01. Streetscape Renewal	15,000	3,750	0		3,750
64225.02. Rene Fox Gardens Dunolly - Design Public Toilets	15,000	0	0		0
	30,000	3,750	0		3,750
Pathways					
63291.01. Pathways Renewal	100,000	25,002	9,986		15,016
63390.01. Pathways New/Upgrade	81,000	0	0		0
63390.1. Pathways New/Upgrade Maryborough	0	0	7,986		(7,986)
63390.35. Pathways New/Upgrade Bealiba	0	0	129		(129)
63390.36. Pathways New/Upgrade Dunolly	0	0	337		(337)
	181,000	25,002	18,439		6,563
Roads					
63200.02. Design Main Street Bealiba (Davies to Grant)	18,000	0	0		0
63200.03. Design Pascoe Avenue (Park Road to End of Court)	18,000	0	0		0
63200.04. Design Florence Lane (Nightingale to End of Lane)	18,000	0	0		0
63200.05. Design Nightingale Street (Park to Clarendon)	19,000	0	0		0
63210.111. Gillies Street (Rogers Street to Majorca Road)	600,000	0	0		0
63210.112. Goldsmith Street (Newton to Wills)	280,000	0	0		0
63210.113. Gillies Street (Fraser St to Sutton Lane)	185,000	0	0		0
63210.114. Gillies Street (Sutton Lane to Sutton Road)	100,000	0	0		0
63210.115. Rogers Street (Railway Street to Gillies Street)	180,000	0	0		0
63210.117. Dunolly Avoca Road (Racecourse Track to Shaw Track)	357,000	0	0		0
63210.118. Middle road (Wild Dog Lane to Stiegmeiers Road)	19,000	0	0		0

Project

	2020/21 Total Budget	2020/21 YTD Budget September	2020/21 YTD Actuals September	Variance	2020/21 YTD +ve (- ve)
63210.119. Rowe Street (Prince Alfred Street to Barkly Street)	124,000	0	0		0
63210.120. Middle Road (Freemantles Rd to Bendigo Maryborough Rd)	26,000	0	0		0
63210.121. King Street, Talbot (Ballarat Street North to Chapman Lane)	59,000	0	0		0
63210.122. Bell Street, Talbot (Whittakers Lane to Scandinavian Crescent)	23,000	0	0		0
63210.123. Star Street, Talbot (Scandinavian Lane to Barkly Street)	29,000	0	0		0
63210.124. Prince Alfred Street, Talbot (Chapman Street to Rowe Street)	35,000	0	0		0
63210.125. Picnic Point Road (Joyces Creek Baringhup to Picnic Point Reserve)	114,000	0	0		0
63210.31. Baringhup Road Reconstruction (west of Hurses Road)	0	0	932		(932)
63210.4. Major Patches RG	90,000	22,500	126,173		(103,673)
63210.822. Avoca Rd Upgrade Works - Design of Stage 2	0	0	290,117		(290,117)
63210.96. Rodborough Rd Stabilisation B197 to End of Seal	0	0	945		(945)
63212.01. Sealed Road Shoulders Renewal	60,000	15,000	0		15,000
63215.01. Unsealed Roads Renewal	356,000	89,001	2,160		86,841
63220.01. Seals Renewal Reseals	564,000	0	637		(637)
63220.011. Seals Renewal Asphalt	66,000	0	0		0
63221.01. Seals Renewal Final Seals	50,000	0	0		0
	3,390,000	126,501	420,963		(294,462)
Plant and equipment					
Fixtures, fittings and furniture					
64751.04. PC Network/Hardware	41,000	10,251	391		9,860
64751.29. Server Upgrades	19,500	4,875	4,621		254
64751.36. IT Strategy Initiatives	0	0	77,374		(77,374)
64751.37. Customer Service and Mobility Module	69,500	0	0		0
64751.38. Backup Power Generator	55,000	0	0		0
64751.39. SharePoint Setup	30,000	0	0		0
64751.4. Integrations Across Multiple Platforms	55,000	0	0		0
64751.41. Council Website Redevelopment	35,000	0	0		0
64751.42. New Agenda Software	40,000	0	0		0
64751.43. Office 365/SharePoint Training	25,000	0	0		0
64751.44. Rural Council ICT Technology Support Package	0	0	12,356		(12,356)
64774.35. Coronavirus COVID-19 Business Continuity Plan Implementation	0	0	21,278		(21,278)
	370,000	15,126	116,020		(100,894)
Plant, machinery and equipment					
63820.91. Operating Plant WIP	420,000	0	0		0
63820.93. Vehicles Cars WIP	230,000	57,501	75,937		(18,436)
63820.94. Vehicles Utes WIP	120,000	30,000	44,730		(14,730)
	770,000	87,501	120,667		(33,166)
Property					
Buildings					
60180.053. Healthy Hearts Infrastructure - Maryborough Community House	0	0	1,088		(1,088)
60180.054. Healthy Hearts Infrastructure - Playground Maryborough Community House	0	0	15,791		(15,791)
60180.055. Healthy Hearts Infrastructure - Gordon Gardens Pump Track	0	0	37,146		(37,146)
60217.23. Carisbrook Scout Hall & Lions Club - Roof	10,000	0	0		0
60217.24. Worsley Cottage - Internal and external wall repairs	150,000	0	0		0
60217.25. Building Renewal - Unallocated	20,000	0	0		0
60745.01. HACC Capital Expenditure WIP	50,000	0	0		0
60800.03. Youth Hub Planning	40,000	0	0		0
61511.18. Hall Improvements - Timor	20,000	0	0		0
61511.19. Hall Improvements - Bealiba	50,000	0	0		0
61511.2. Hall Improvements - Talbot	250,000	0	0		0
61511.21. Hall Improvements - Bet Bet	15,000	0	0		0
61511.22. Hall Improvements - Dunolly	10,000	0	0		0
61511.23. Hall Improvements - Majorca	20,000	0	0		0
61511.24. Hall Improvements - Carisbrook	115,000	0	0		0
61565.01. Essential Safety Measures Buildings Upgrade	5,000	1,251	2,018		(767)
61565.12. Building Insurance Risk Reduction Upgrades	21,000	5,250	13,007		(7,757)
61565.13. Building Structural Condition Assessments & Management Plan	0	0	9,950		(9,950)
61575.02. Living Libraries - Capital Expenditure	0	0	5,089		(5,089)
61575.05. Dunolly Library Works	0	0	3,360		(3,360)
61611.17. Art Gallery Expansion	675,000	0	4,327		(4,327)
62121.09. Maryborough Sports & Leisure Centre Upgrade Project	0	0	162,840		(162,840)
62121.11. Community Sports Infrastructure Grant	0	0	46,480		(46,480)

Project

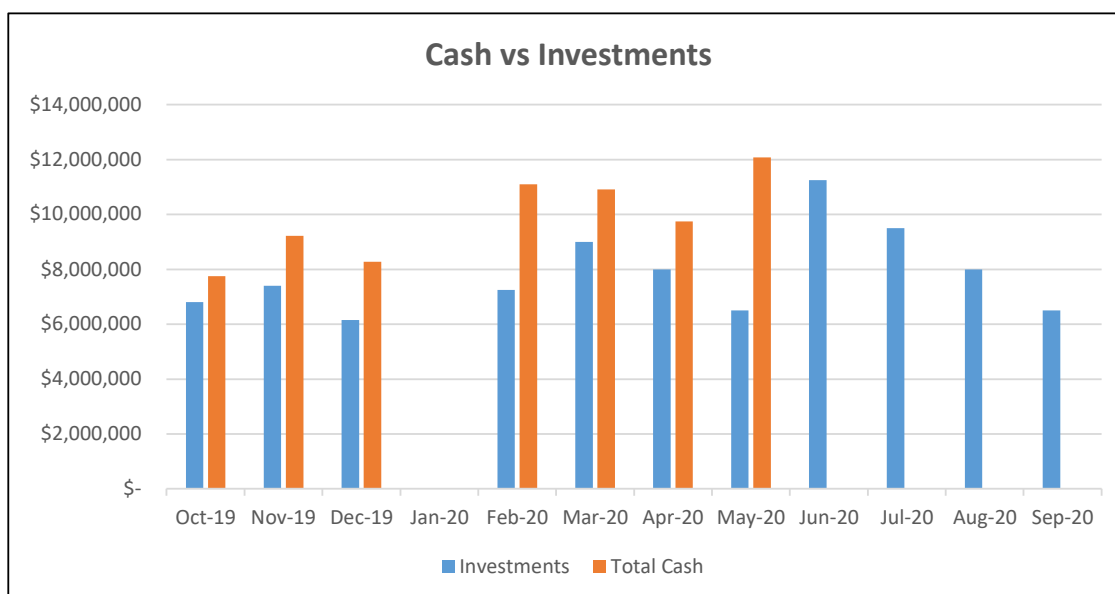
	2020/21 Total Budget	2020/21 YTD Budget September	2020/21 YTD Actuals September	Variance	2020/21 YTD +ve (- ve)
62470.28. Carisbrook Recreation Reserve Upgrades Stage 1 Project	2,000,000	0	6,372		(6,372)
62470.29. Carisbrook Recreation Reserve Building Project Management	110,000	27,501	3,496		24,005
64751.014. Building Upgrades Civic Centre	500,000	0	5,780		(5,780)
	4,061,000	34,002	316,744		(282,742)
Land Improvements					
60181.01. Energy Breakthrough (EBT) Land Improvements	500,000	0	0		0
60216.21. Bike Racks New - Maryborough	15,000	0	0		0
60217.22. Maryborough Community House - Carpark Lighting and Disability Access	10,000	0	0		0
60360.07. Shade Structures Towns by 6 (LRCI)	150,000	0	0		0
60411.03. Upgrade Bealiba & Dunolly Standpipes	45,000	0	0		0
60616.06. CCC - Shade Sails	65,000	0	0		0
62121.69. Recreation Open Space Strategy Implementation	50,000	0	0		0
62121.7. Recreation Planning - Splash Park	30,000	0	0		0
62121.71. Recreation Planning - Unallocated	20,000	5,001	0		5,001
62316.03. Maryborough Outdoor Pool Capital Works	2,000,000	0	3,067		(3,067)
62316.14. Maryborough Outdoor Pool - Living Heritage	0	0	140,727		(140,727)
62316.15. Swimming Pool Renewal	15,000	0	0		0
62400.01. Renewal Ovals	30,000	7,500	0		7,500
62400.16. Parks - Renewal	52,000	12,999	0		12,999
62410.01. Renewal Surrounds	40,000	9,999	36		9,963
62410.08. Growing Victoria Botanic Gardens Phillips Gardens Round one	0	0	12,907		(12,907)
62411.03. Gordon Gardens Master Plan Works	82,000	0	0		0
62421.01. Princes Park Improvements	0	0	218		(218)
62421.21. Rubbish Bins Renewal General	10,000	2,502	0		2,502
62430.01. Renewal Playgrounds	15,000	3,750	1,348		2,402
62430.05. Market Reserve Carisbrook Playground Equipment	10,000	2,499	0		2,499
62450.1. Cool It Phase 2 - Street Tree Project	0	0	9,766		(9,766)
62470.3. Maryborough Skate and Scooter Park	645,000	161,250	5,070		156,180
62495.25. Princes Park Grandstand - Cultural Heritage Plan	35,000	0	0		0
	3,819,000	205,500	173,139		32,361
Total	15,905,000	624,885	1,327,043		(702,158)

CENTRAL GOLDFIELDS SHIRE

Investment Register as at 30/9/2020

Financial Institution	Term	Maturity Date	Rating	Amount \$	Interest Rate
NAB	111 days	12/10/2020	0.83%	500,000.00	
ME Bank	160 days	14/10/2020	1.15%	500,000.00	
Bank of Queensland	120 days	22/10/2020	0.90%	500,000.00	
ME Bank	151 days	26/10/2020	1.20%	500,000.00	
ME Bank	134 days	9/11/2020	1.15%	500,000.00	
Bank of Queensland	179 days	23/11/2020	1.15%	500,000.00	
AMP Bank	179 days	23/11/2020	1.60%	500,000.00	
AMP Bank	181 days	30/11/2020	1.60%	500,000.00	
AMP Bank	181 days	8/12/2020	1.55%	750,000.00	
AMP Bank	188 days	21/12/2020	1.35%	250,000.00	
NAB	182 days	21/12/2020	0.83%	500,000.00	
AMP Bank	181 days	22/12/2020	1.35%	500,000.00	
ME Bank	97 days	4/01/2021	0.60%	500,000.00	
Bank of Queensland	110 days	18/01/2021	0.55%	500,000.00	
Total				\$ 6,500,000	

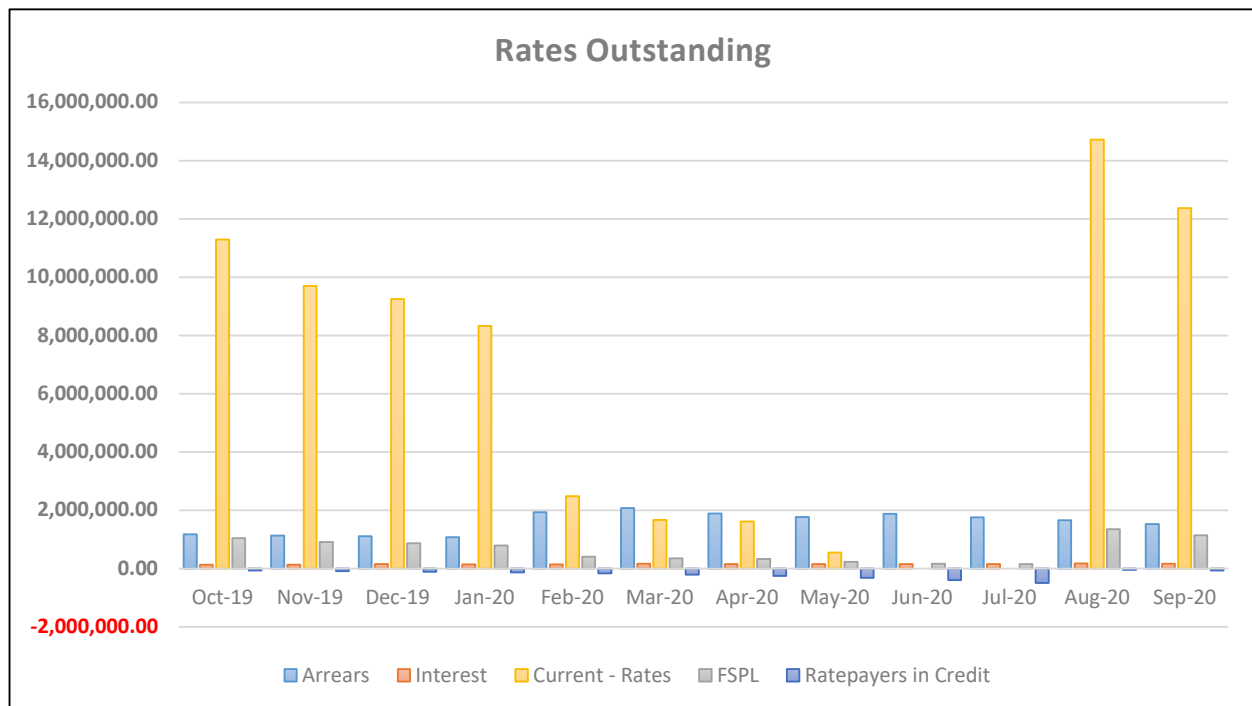
NB: The balance of cash is held within Cheque Accounts and At Call Accounts.



CENTRAL GOLDFIELDS SHIRE

Receivables - Rates

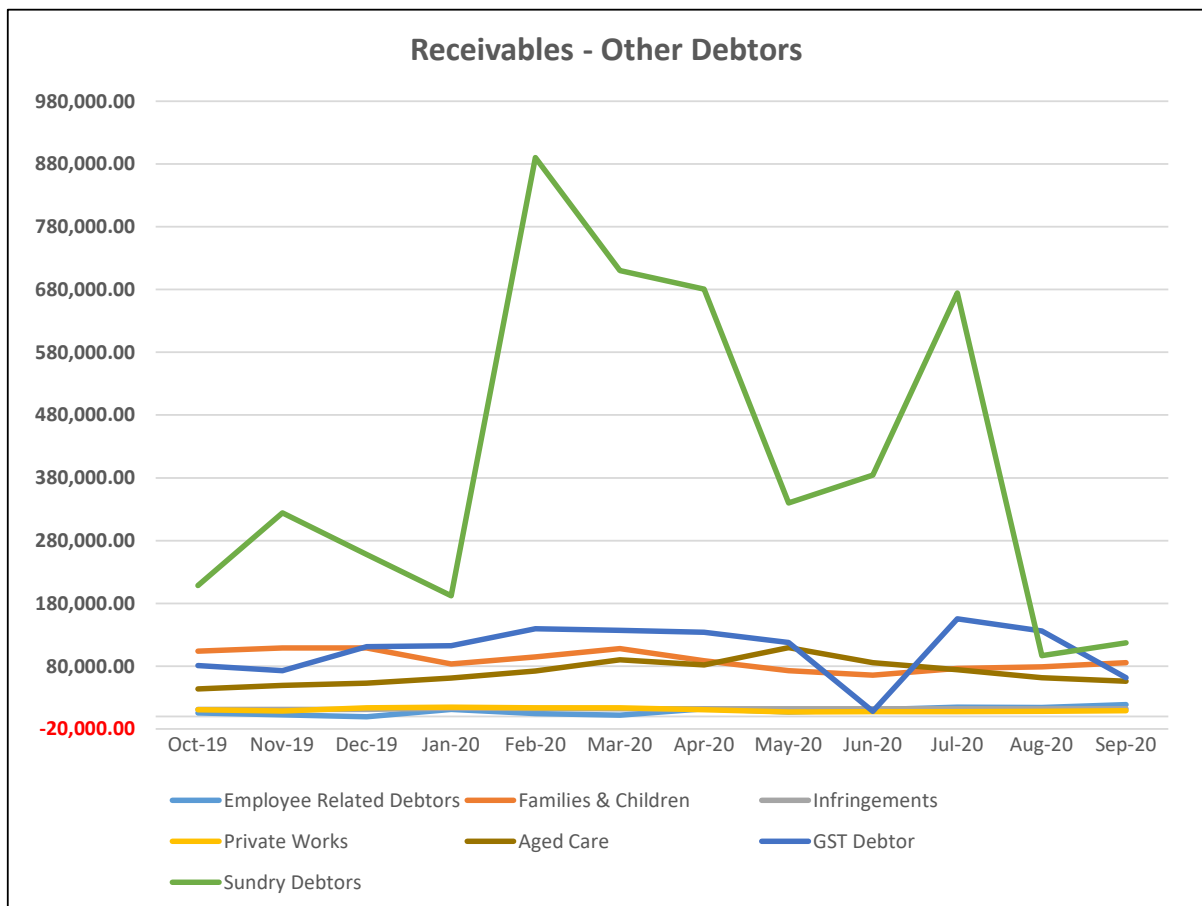
	30 September 2019		30 September 2020	
	Amount \$	% (Rate Income)	Amount \$	% (Rate Income)
Arrears	1,229,796.61	8.2%	1,520,857.19	9.8%
Interest	129,253.20	0.9%	163,969.95	1.1%
Current - Rates	11,986,439.86	79.7%	12,304,734.76	79.2%
Total (excluding FSPL)	<u>13,345,489.67</u>	<u>88.8%</u>	<u>13,989,561.90</u>	<u>90.1%</u>
Annual Rate Movement			644,072.23	5%
<i>Rates & Charges Declared</i>	2019/2020		2020/2021	
Rates & Municipal Charge	11,958,810.00		12,432,112.00	
Garbage Charge	<u>3,085,355.00</u>		<u>3,099,074.00</u>	
	<u>15,044,165.00</u>		<u>15,531,186.00</u>	
Fire Services Property Levy (FSPL)	1,105,327.11		1,136,755.68	
Total Rates (including FSPL)	<u>14,450,816.78</u>		<u>15,126,317.58</u>	



CENTRAL GOLDFIELDS SHIRE

Receivables - Other Debtors

	30 September 2019	30 September 2020
	Amount	Amount
	\$	\$
Employee Related Debtors	(553.05)	18,630.00
Families & Children	105,622.80	85,295.37
Infringements	11,104.98	12,089.36
Private Works	8,119.10	9,011.91
Aged Care	44,350.67	55,992.98
GST Debtor	80,726.03	61,226.07
Sundry Debtors	191,101.81	116,973.55
	<u>440,472.34</u>	<u>359,219.24</u>



8.9 ENERGY BREAKTHROUGH GOVERNANCE

Author: General Manager Community Wellbeing

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 a recommendation for the future governance arrangements of the Energy Breakthrough Section 86 Committee following the introduction of the Local Government Act 2020

LEGISLATION AND POLICY CONTEXT

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

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

Objective 2.7: Capitalise on tourism and the visitor economy through growth of events

Local Government Act 2020 – Section 63

Local Government Act 1989 – Section 86

BACKGROUND INFORMATION

Central Goldfields Shire Council passed a resolution to delegate a series of responsibilities to the Energy Breakthrough Special Committee in May 2019. The resolution conferred the following authorities to the EB Committee:

- a. To exercise Council's functions and powers to perform Council's duties in relation to the management of the Energy Breakthrough Event and for those purposes:*
- b. In conjunction with the EBOG (Energy Breakthrough Operations Group), to plan, prepare, organize, manage and promote an annual event called Energy Breakthrough (the Event);*
- c. To preserve the integrity and significance of the Event;*
- d. To generally promote the ideals of the Event;*
- e. To operate a petty cash float not exceeding \$1,000.00;*
- f. To determine Event fees, including, but not limited to:*
 - i. Team entries;*
 - ii. Vendor site fees;*

- iii. *Car parking;*
- iv. *Programme advertising; and*
- v. *Hay bales sales (post Event)*

The delegation of powers from Council to the Committee was enabled through Section 86 of the Local Government Act (1989).

A new Local Government Act was passed by the Victorian Parliament in March 2020. The Act which came into full operation on 1 September 2020 varies the scope and processes by which Councils can delegate powers to committees. Changes relevant to the EB Committee are:

- Special Committees (performing many of the same functions as Section 86 committees) are now split into two groups – Delegated Committees and Community Asset Committees;
- Membership of Delegated Committees must include at least 2 Councillors;
- A Councillor must chair meetings of the Delegated Committees;
- Delegated Committee Meetings must be run the same as Council Meetings including:
 - Only committee members are entitled to vote;
 - A decision to do an act, matter or thing is made by a resolution of the Committee;
 - Voting is not secret and the chair has a casting vote;
 - Abstaining from voting counts as a vote against;
 - A quorum is an absolute majority.
- The CEO must submit an annual report to Council in relation to the activities and performance of a Community Asset Committee in relation to any delegations given to the committee.

REPORT

The Local Government Act 2020 creates more formal structures for the governance of Delegated Committees than were required for Special (Section 86) Committees. Principally for the EB Committee to operate within this new committee structure it would be required to operate with almost the same rules around formal voting, public observance and passing resolutions as full Council.

The EB Committee has a broad range of responsibilities as outlined in the 'Background' section of this report. Of the responsibilities listed, **a** through to **e** do not require any formal delegation of powers from Council to enable the Committee to carry out its duties. Only action **f** which relates to setting fees for the event requires a formal 'instrument of delegation' from Council to the Committee.

The Committee, over the last year, has instigated and overseen the development of a comprehensive business plan to support the long term sustainability and growth of EB. While a separate – subordinate - Operations Group has traditionally taken the lead role in operational

planning for the EB festival, the Committee aims to provide strategic leadership. The creation of the Business Plan is a key example of the strategic role which the Committee plays. The implementation of the Business Plan will shape the work of the Committee in the future. The Committee does not require delegated authority from Council to fulfil this role.

Given the new governance requirements for participating in and overseeing a Delegated Committee combined with the limited work carried out by the EB Committee which requires a Council delegation of power it is more appropriate for the Committee to operate without a formal delegation of power, operating instead as a Strategic Management Group with a newly defined terms of reference.

New Terms of Reference have been developed and agreed by the group. The proposed governance arrangements as outlined in the Terms will retain all of the responsibilities outlined in the Section 86 instrument of delegation with the Management Group from **a** to **e**. Rather than having full autonomy to set fees for the festival however, the group will instead have to provide a recommendation and justification to Council for any proposed changes to the existing fee structure.

The group will develop a formal framework to guide fee setting for future events to be presented to Council for endorsement at later date. Endorsement of the framework by Council will increase transparency and consistency in how the group arrives at its costing strategy into the future.

New Membership

As part of the new Terms of Reference submitted to Council for endorsement, the rules for community membership are set out clearly:

f) one local community member over 24 years of age who has been or is an Energy Breakthrough volunteer;

g) one local community member under 25 years of age (at the time of appointment) who has been a participant in Energy Breakthrough;

h) one local business owner.

i.) one, or more, additional members from categories f, g and h where the Group agrees that the additional representation will add value to the overall governance and decision making structures guiding the Energy Breakthrough event.

The group has substantive community representation in place for categories (f) - (h). At the October Meeting of the EB Committee, the group discussed an application from a further prospective community representative – Jordan Macilwain.

Jordan has a long history of affiliation with Energy Breakthrough as both a volunteer and as a teacher leading teams from Maryborough Education Centre taking part in the program.

The group agreed – in accordance with point (i) above – that Jordan provides a new set of expert skills and a different perspective to the group as an education professional and mentor of local young people taking part in the program and festival. The group also noted that Jordan's appointment further supports its commitment towards a gender balanced membership.

As such the group, under point (i) of its Terms of Reference will appoint Jordan Macilwain as a member subject to Council's endorsement of the Terms of Reference.

CONSULTATION/COMMUNICATION

The Section 86 Committee, including community members have been involved in all stages of the development of the proposed new governance arrangements. Planning for the new Terms of Reference has been taking place since March 2020.

FINANCIAL & RESOURCE IMPLICATIONS

There are no resource implications in relation to this report

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 Energy Breakthrough Management Group has substantive community representation.

The new management arrangements for Energy Breakthrough provide greater clarity for the group in its purpose and will ensure that decision making on fee setting for participants is set in a transparent and fully considered way.

CONCLUSION

The oversight and management of Energy Breakthrough will in future be overseen by a strategic management group rather than a Council committee with delegated powers, subject to Council approval of the new Terms of Reference for the group.

ATTACHMENTS

1. Energy Breakthrough Management Group Terms of Reference

RECOMMENDATION

That Council:

1. Approves the Terms of Reference for the Energy Breakthrough Management Group; and
2. Notes that Jordan Macilwain will be appointed onto the group subject to Council's approval of the Terms of Reference

1. Purpose

The specific role of the Energy Breakthrough Management Group (the Group) will provide governance oversight and strategic leadership to drive the growth, sustainability, integrity and significance of the annual Energy Breakthrough Festival.

The Group will operate within a partnership arrangement with Country Education Partnership, and other identified stakeholders, to ensure that Energy Breakthrough event reflects, and links with, the Energy Breakthrough Education Program intent and philosophy.

2. Term

This Terms of Reference is effective from 20 October 2020 and continues for a period of 12 months unless Council resolves to vary or revoke it.

3. Membership

The Group will comprise:

Partner organisations:

- a) an Administrator or Councillor of the Council (Chairperson);
- b) one representative of the Country Education Partnership;
- c) one representative of the Energy Breakthrough Operations Group (Event Director);
- d) one representative from the Executive of the Council;
- e) one representative from the Committee for Maryborough;

Community representatives:

- f) one local community member over 24 years of age who has been or is an Energy Breakthrough volunteer;
- g) one local community member under 25 years of age (at the time of appointment) who has been a participant in Energy Breakthrough;
- h) one local business owner.
- i.) one, or more, additional members from categories f, g and h where the Group agrees that the additional representation will add value to the overall governance and decision making structures guiding the Energy Breakthrough event.

SELECTION OF MEMBERS

Council and Country Education Partnership will nominate the representatives from the Partner Organisations (a-d) and the Committee for Maryborough will nominate a representative for position e. The remaining members will be selected by calling for nominations. An advertisement may be placed in the local media and on Council's website. Specific representatives may be invited to nominate at the agreement of the Group.

The selection process for f - i will be overseen by the Group.

Interested representatives must submit an Expression of Interest. All appointments must fall into one of the categories, a-i, as outlined above. Assessment of nominations will be undertaken by at least two current members (who represent the key partner organisations) of the Group with recommendations made to the full Group for endorsement.

Appointment will be for a period of 3 years with a maximum of 2 terms, with the exception of representatives of the Council and CEP.

A reappointment process will be undertaken for all members with exception of Council and CEP members in accordance with the selection process outlined in these terms of reference.

If inadequate nominations are received during the re-appointment process, members whose term has expired (i.e. served for the max 6 years) are eligible to re-nominate.

4. Roles and Responsibilities

The Group does not operate with any delegated powers conferred by Council, Country Education Partnership or any other democratic institution. The Group provides guidance and recommendations to Council for decisions relating to the event which require Council endorsement.

Roles:

1. to provide strategic oversight for all elements of the Energy Breakthrough event including, but not limited to:
 - a. establishing and maintaining effective and efficient governance and decision making processes to support the future success and sustainability of the event
 - b. all aspects of sustainability and growth planning
 - c. financial oversight and integrity
 - d. scrutiny and oversight of public safety and emergency management planning
 - e. enhancing the significance and national reach of the event

2. to provide recommendations to Council determining event fees, including, but not limited to:
 - a. team entries;
 - b. vendor site fees;
 - c. car parking;
 - d. programme advertising; and
 - e. hay bale sales (post event)
3. to work in partnership with Country Education Partnership, and other key partners to ensure that the event fulfils all requirements of all partner organisations, (eg OH&S, security, health and safety, etc) and that the event reflects the overall aims and objectives of the Energy Breakthrough program.

Duties:

1. oversee the implementation and delivery of the event in partnership with Country Education Partnership, other partners and in conjunction with any Council appointed advisory committee(s);
2. provide strategic guidance to the Operations Group on matters relating to the scope, scale, safety and success of the event
3. in partnership with the Country Education Partnership, consult with relevant stakeholders to evaluate the event annually and report to Council and Country Education Partnership by 31 January each year with options and recommendations for the future management of the event,
4. prepare, review, and update a strategic action plan to implement agreed actions identified in the EB Business Plan (2019)
5. regularly monitor performance against the strategic action plan;
6. establish KPIs for each of the event objectives;
7. in relation to risk management
 - a. establish a Risk Appetite Statement
 - b. regularly undertake a risk identification and evaluation process;
 - c. monitor implementation of risk management strategies
 - d. monitor significant changes in risk;
8. report to Council and Country Education Partnership in relation to performance against KPIs - annually within three months of the Event.

Key responsibilities

In partnership with key partners:

1. Ensure that a strong partnership is maintained between key partners who form the Energy Breakthrough
2. Approval of Job descriptions for all key roles specifically engaged to support the event from a Council perspective
3. Approve the Event Management Plan
4. Develop, Endorse and manage the Event Budget
5. Development, approval and monitoring of the Strategic Action Plan
6. Governance and Management Group policies and procedures

7. Provide guidance and recommendations to Council on the legal obligations of the event
8. Provide guidance and recommendations to Council on its legal obligations in respect of the Event
9. Oversight and scrutiny of all relevant insurances (volunteer, professional indemnity, inclement weather, public liability, etc)
10. Ensures that the security, and health and safety of the Energy Breakthrough event fulfils Council, Country Education Partnership, and other key stakeholder requirements and standards.
11. Oversee the engagement and management of sponsors of the Energy Breakthrough event.

5. Meetings

Meetings of the Group will be held on the first Tuesday of the month, unless the Group agrees on alternative arrangements.

Meeting agendas and minutes will be provided by Council's Executive Assistant, this includes:

- Preparing agendas and supporting papers and distribute the Friday before the Group meeting
- Recording the Minutes of the Group Meetings and distributing them to the members within 10 days of the meeting.

6. Quorum and Attendance

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

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

Partner organisation representatives may nominate a proxy to attend Group meetings if the nominated member is unable to attend

7. Indemnity

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

8. Insurance

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

9. Misuse of position

A person who is, or has been, a member of the Group or the previous Section 86 Committee must not misuse his or her position:

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

10. Confidential information

A person who is, or has been, a member of the Group or the previous Section 86 Committee, must not disclose information that the person knows, or should reasonably know, as confidential information

11. Conflict of Interest

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

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

12. Review

The Terms of Reference will be reviewed by the Group annually at the last meeting of the year.

Stakeholders will be invited to contribute to the review process as agreed by the Group.