



## COUNCIL MEETING

Tuesday 1 December 2020

6:00pm

Community Hub

### AGENDA

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2.	Apologies	
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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.*

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### **SUMMARY/PURPOSE**

To present for confirmation the minutes of the Council Meetings held on 20 October 2020, 27 October 2020, 16 November 2020 and 17 November 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 Meetings held on 20 October 2020, 27 October 2020, 16 November 2020 and 17 November 2020 are presented for confirmation.

## **ATTACHMENTS**

1. Unconfirmed Minutes of Council Meeting held 20 October 2020
2. Unconfirmed Minutes of Council Meeting held 27 October 2020
3. Unconfirmed Minutes of Council Meeting held 16 November 2020
4. Unconfirmed Minutes of Council Meeting held 17 November 2020

## **RECOMMENDATION**

*That Council confirms the Minutes of the Council Meetings held on 20 October 2020, 27 October, 16 November 2020 and 17 November 2020.*



## **MEETING OF COUNCIL MINUTES**

Tuesday 20 October 2020

6:00pm

Via Zoom:

### **MEMBERSHIP**

Administrator Noel Harvey  
Administrator Karen Douglas  
Administrator Hugh Delahunty

To be confirmed at the Council Meeting  
scheduled for 1 December 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 15 September 2020.

### Council Resolution

*That Council confirms the Minutes of the Council Meetings held on 15 September 2020.*

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

**CARRIED**

## 6. REPORTS FROM COMMITTEES

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

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*.

### Council Resolution

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

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

**CARRIED**

# UNCONFIRMED MINUTES

## 7. PETITIONS

Nil

## 8. OFFICER REPORTS

### 8.1 NEIGHBOURHOOD SAFER PLACES PLAN

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.

**(The meeting adjourned for 5 minutes at 6.11 pm when Administrator Delahanty's connection to the meeting was temporarily lost).**

#### Council Resolution

*That Council adopt the 2020 Municipal Neighbourhood Safer Places Plan.*

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

**CARRIED**

### 8.2 TALBOT CARAVAN PARK

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.

#### Council Resolution

*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.*

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

**CARRIED**

### 8.3 HOUSEHOLD RECYCLING REFORMS – DRAFT TRANSITION PLAN

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

## UNCONFIRMED MINUTES

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.

### **Council Resolution**

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

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

**CARRIED**

### **8.4 COMMUNITY ASSET COMMITTEES**

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.

### **Council Resolution.**

*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.*

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

**CARRIED**

### **8.5 CARISBROOK FLOOD AND DRAINAGE MANAGEMENT PLAN IMPLEMENTATION COMMUNITY REFERENCE GROUP**

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

# UNCONFIRMED MINUTES

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.

## Council Resolution

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

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

**CARRIED**

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

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.

## Council Resolution

*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*

## UNCONFIRMED MINUTES

*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*

## UNCONFIRMED MINUTES

*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.*

## UNCONFIRMED MINUTES

*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.*

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

**CARRIED**

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

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.

#### **Council Resolution**

*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.*

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

**CARRIED**

# UNCONFIRMED MINUTES

## 8.8 SEPTEMBER FINANCIAL REPORT

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

### Council Resolution

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

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

**CARRIED**

## 8.9 ENERGY BREAKTHROUGH GOVERNANCE

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.

### Council Resolution

*That Council:*

- 1. Approves the Terms of Reference for the Energy Breakthrough Management Group; and*
- 2. Notes that Jordan Macilwain has been appointed onto the group subject to Council's approval of the Terms of Reference.*

**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 7.05 pm

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To be confirmed at the Council Meeting  
to be held on 1 December 2020.



## **MEETING OF COUNCIL MINUTES**

Tuesday 27 October 2020

6:00pm

Via Zoom:

### **MEMBERSHIP**

Administrator Noel Harvey  
Administrator Karen Douglas  
Administrator Hugh Delahunty

To be confirmed at the Council Meeting  
scheduled for 1 December 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. OFFICER REPORTS

### 5.1 CERTIFICATION OF FINANCIAL AND PERFORMANCE STATEMENTS 2019/2020

The purpose of this report is to present Council with the draft Financial and Performance Statements for 2019-2020, to seek in-principle approval for the Statements and authorise two Administrators on behalf of Council to certify the Statements in their final form.

#### Council Resolution

*That Council:*

- 1. On the recommendation by the Audit and Risk Committee, gives its approval in principle to the Annual Financial Report and Performance Statement for the 2019/2020 financial year;*
- 2. Notes that the Victorian Auditor-General Office (VAGO) Closing Report, VAGO Management Letter, Management Representation Letter and Governance Checklist have yet to be received; and*
- 3. Subject to receipt of the above documentation and there being no material changes to the Statements and no major issues being identified by VAGO, authorises Administrator Harvey and Administrator Douglas to certify the Financial and Performance Statements in their final form on behalf of, and with the full authority of the Council.*

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

**CARRIED**

# UNCONFIRMED MINUTES

## 6 URGENT BUSINESS

Nil

## THANKS

The Chair noted that this would be the final meeting of the Council under the Administrators and invited each Administrator to speak. Administrators Douglas and Delahunty reflected on the previous three years, the support, acceptance and friendship from the community and many achievements.

Administrators Douglas and Delahunty also expressed appreciation to the Audit and Risk Committee, to CEO Lucy Roffey and the Executive team and many staff who contributed to the success of the Council and community.

CEO Lucy Roffey expressed her appreciation on behalf of the organisation for the professionalism, skills and experience that the Administrators brought to the Council.

Administrator Harvey firstly added his congratulations to the Councillors-elect and the responsibility that they have taken on. Administrator Harvey noted the task that the Administrators took on to improve governance of the Council and that he is confident that the Council is in a stronger position now. Administrator Harvey thanked staff in particular and also the many community members on many committees and groups who give their time tirelessly for the benefit of the community.

## 7 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 6.55 pm

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To be confirmed at the Council Meeting  
to be held on 1 December 2020.



## **MEETING OF COUNCIL MINUTES**

Monday 16 November 2020

6:00pm

Via Zoom:

### **MEMBERSHIP**

Administrator Noel Harvey  
Administrator Karen Douglas  
Administrator Hugh Delahunty

To be confirmed at the Council Meeting  
scheduled for 1 December 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 Infrastructure Assets and Planning, Rebecca Stockfeld  
General Manager Martin Collins

Guests:

Martin Thompson, Senior Partner, Crowe representing the Victorian Auditor-General's Office

## 2. APOLOGIES

Nil

## 3. LEAVE OF ABSENCE

Nil

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

## 5. OFFICER REPORTS

### 5.1- CERTIFICATION OF FINANCIAL AND PERFORMANCE STATEMENTS 2019/2020

The purpose of this report is to present Council with final draft Financial and Performance Statements for 2019-2020, to seek approval for the Statements and authorise two Administrators on behalf of Council to certify the Statements in their final form.

The Acting General Manager Corporate Performance David Anderson noted that following completion of the year audit of Council's financial statements a change was required as a result of the interpretation of AASB16 Leases.

Accordingly, a reduction to operating expenditure was made reducing Council's operating surplus to \$486,000. In accordance with resolutions of the Audit and Risk Committee and Council at their respective meetings on 27 October 2020, the amended statements were referred to the Chair of the Committee who indicated that he understood the reason for the change and had no concerns with it.

Mr Anderson indicated that there is no change to Council's cash position and that Council's balance sheet at 30 June 2020 remains strong.

Council is now able to formally approve the finance and performance statements as amended and presented to the meeting and authorise their certification.

# UNCONFIRMED MINUTES

## Council Resolution

*That Council:*

1. Approves the Annual Financial Report, Performance Statement and Governance Checklist for the 2019/2020 financial year.
2. Authorises Administrator Harvey and Administrator Douglas to certify the Financial and Performance Statements in their final form on behalf of, and with the full authority of the Council.

**Moved Administrator Karen Douglas**  
**Seconded Administrator Hugh Delahunty**

**CARRIED**

Administrator Delahunty acknowledged the efforts of the Finance team for the preparation of the report.

Chief Administrator Harvey endorsed the comments of Administrator Delahunty and thanked Martin Thompson from Crowe representing VAGO who have supported the extension of the deadline for the preparation of the Annual Financial Report, Performance Statement and Governance Checklist which will be presented to Parliament in March 2021.

## 6 URGENT BUSINESS

Nil

## 7 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 6.09 pm

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To be confirmed at the Council Meeting  
to be held on 1 December 2020.



## **MEETING OF COUNCIL MINUTES**

Tuesday 17 November 2020

6:00pm

Community Hub

### **MEMBERSHIP**

Councillors

Liesbeth Long

Gerard Murphy

Wayne Sproull

Geoff Lovett

Grace La Vella

Chris Meddows-Taylor

Anna de Villiers

To be confirmed at the Council Meeting  
scheduled for 1 December 2020

# UNCONFIRMED MINUTES

## 1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

The Chief Executive Officer, Lucy Roffey congratulated the newly elected Councillors to Central Goldfields Shire Council, acknowledged the Administrators and their efforts and commitment to the Shire and read the acknowledgement of country.

## IN ATTENDANCE

### Councillors

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

### Officers

Chief Executive Officer, Lucy Roffey  
General Manager Infrastructure, Assets and Planning, Rebecca Stockfeld  
General Manager Community Wellbeing, Martin Collins  
Manager Community Engagement, Kate Bucknall  
Acting Manager Governance, Property and Risk, Susan Lloyd

## 2. APOLOGIES

Nil

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

## 4. AFFIRMATION OR OATH OF OFFICE BY COUNCILLORS

The Chief Executive Officer will invite each Councillor elect to come forward and take the Oath or Affirmation of Office in accordance with Section 30 of the *Local Government Act 2020*.

The ceremony will be conducted in order of Ward (alphabetically), and then in order of who was elected first (in the ward).

### Oath and Affirmation of Office

(1) A person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations. The Oath and Affirmation of office is in accordance with the requirements of Part 2 of the *Oaths and Affirmations Act 2018*

(2) The oath or affirmation of office must be—  
(a) administered by the Chief Executive Officer; and  
(b) dated and signed before the Chief Executive Officer; and  
(c) recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council meeting.

Councillors are requested to stand and individually read the Oath and Affirmation of Office, and to sign and date a statement before the Chief Executive Officer containing the Affirmation or Oath of Office.

# UNCONFIRMED MINUTES

To undertake an Oath, a person holds the Bible or the New or Old Testament in their uplifted hand and repeats the Oath after the Chief Executive Officer.

## Oath

“I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.”

OR

To undertake an Affirmation, a person repeats the affirmation after the Chief Executive Officer.

## Affirmation

“I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.”

The Chief Executive Officer administered the Oath and Affirmation of Office and Declaration of the Councillor Code of Conduct with each of the seven councillors-elect, making each capable of acting as a Councillor.

Once the Oath or Affirmation of Office is made by each Councillor, they are to sign and date the confirmation of the Oath before the Chief Executive Officer. A copy of which will be recorded in the Council minutes.

The Councillors duly elected have all taken the Oath or Affirmation of Office

### **Flynn Ward**

Councillor Liesbeth Long	Oath of Office
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### **Maryborough Ward**

Councillor Gerard Murphy	Affirmation of Office
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Councillor Wayne Sproull	Affirmation of Office
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Councillor Geoff Lovett	Oath of Office
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Councillor Grace La Vella	Oath of Office
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### **Paddys Ranges Ward**

Councillor Chris Meddows-Taylor	Oath of Office
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# UNCONFIRMED MINUTES

## Tullaroop Ward

Councillor Anna De Villiers

Oath of Office

### 5. ELECTION OF MAYOR

**Recommendation:** That Council determine the length of term of the Mayor.

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

**That Council determine the length of term of the Mayor as being one year.**

**CARRIED**

The Chief Executive Officer formally called for nominations for the position of Mayor.

Cr La Vella nominated Cr Chris Meddows-Taylor for the position of Mayor.

**Moved**      **Cr La Vella**  
**Seconded**   **Cr Long**

Cr Chris Meddows-Taylor accepted the nomination.

The CEO called for other nominations for Mayor but as there were no further nominations. The CEO, Ms Roffey declared Cr Chris Meddows-Taylor as the Mayor of Central Goldfields Shire for the 2020-21 year.

**CARRIED**

The CEO, Ms Roffey, presented the Mayor Chris Meddows-Taylor with the Mayoral medallion.

Mayor Chris Meddows-Taylor assumed the chair for the remainder of the meeting.

The Mayor thanked the Councillors for his election as Mayor and noted that it was a great honour and he is committed to doing his very best for the Council and the community. The Mayor acknowledged those who nominated for Council but were unsuccessful and thanked them for nominating and appreciate the commitment they had taken.

The Mayor congratulated the elected four new Councillors, de Villiers, Long, Sproull and La Vella and congratulated the previous Councillors Murphy and Lovett. The Council wants to focus on the future of Central Goldfields Shire. In the COVID environment, Councillors were unable to invite friends and partners celebrate the Swearing in of Council. The importance of the new Council is something to be celebrated.

The new Council is a mixture of old and new Councillors and there is a strong commitment to "us". Councillors may not always agree but they want the best focus for the future for our community. With the return to a democracy, expectations are high from the community. With the elected Council there is an opportunity to create a clear line of sight for the community to the table of Council and work together to experience local democracy.

The new Local Government Act, there is an increased role by the Mayor to support the newly elected Councillors. There is some great experience from all the Councillors and there are a number of responsibilities under the Act. Council is hoping to set priorities with the community to demonstrate how Council is delivering and achieving outcomes for the community.

## UNCONFIRMED MINUTES

The Mayor is hoping to forge a constructive relationships with the staff of the Council led by CEO Lucy Roffey. Council wants to leave this place a better place for the community and Shire and with the mixture of the new and old Councillors. Thanks go to the staff and to Susan Lloyd for supporting the Councillors in the induction process.

### 6. OFFICE OF DEPUTY MAYOR

The Mayor noted that under the Act a Council may establish an office of Deputy Mayor. The Mayor called for a recommendation regarding establishing the Office of Deputy Mayor.

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

**That Council not support the appointment of a Deputy Mayor for the 2020-21 year.**

**CARRIED**

### 7. URGENT BUSINESS

Nil.

### 8. MEETING CLOSURE

The Chair declared the meeting closed at 6.25 pm

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To be confirmed at the Council Meeting  
to be held on 1 December 2020.

## 8. OFFICER REPORTS

### 8.1 ADVOCACY REGARDING CLOSURE OF TARGET STORE

**Author:** **Manager Strategy and Economic Development**

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

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

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#### SUMMARY/PURPOSE

The purpose of this report is to provide options for Council to consider in response to the proposed closure of the Maryborough Target store by its parent company, Wesfarmers Ltd.

The Target store is expected to close in March 2021. Council has an opportunity to express to Wesfarmers its disappointment in the decision given the impact on High Street and loss of local employment. Correspondence to Wesfarmers could include requesting that increasing employment opportunities at its Kmart store be considered.

#### 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.

**Objectives:**

- 2.1 Facilitate an environment which is conducive to industry/business growth and employment growth and retention.
- 2.4 Provide a supportive environment for existing businesses to prosper.

**Initiative:** Include support for existing business in the Economic Development and Tourism Strategy.

#### Economic Development Strategy

Strategy 7 Maintain and enhance the vibrancy and primacy of Shire's activity centres

#### Local Government Act 2020 - Sect 8

##### Role of a Council

(1) The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. (The definition of "municipal community" includes residents, ratepayers and "people and bodies who conduct activities in the municipal district of the Council".)

#### BACKGROUND INFORMATION

Council adopted the Economic Development Strategy 2020-25 in March 2020 and is now implementing its recommendations.

A key action in the Strategy is the completion of a retail development strategy, with one of the core objectives to be “nurturing resilience in the retail sector”. The retail strategy is identified as a medium term priority to be completed in years 2 to 3 and as such, it has not commenced yet. The more immediate focus in the months since March has been on actions to support the retail sector in dealing with the economic impacts of the COVID-19 pandemic. These actions have been nurturing the sector’s resilience and building relationships with retail businesses, which will feed into the development of a more comprehensive strategy in the future.

Within the pandemic context, Wesfarmers Ltd has announced that it intends the closure or re-branding of approximately 50 of its Target stores, particularly in regional areas. This includes the closure in the coming months of the Maryborough Target store on the corner of High and Nolan Streets. Closure of this retail anchor has the potential for local job losses as well as flow-on impacts on the Shire’s prime retail strips.

The most recent economic data indicates that during the pandemic, the retail sector has suffered more job losses than any other sector in the Central Goldfields economy, with a reduction of 81 jobs from March to September 2020 (from 630 to 549 total employees including full time, part-time and casual – REMPLAN data). The sector provided almost 15% of all local jobs prior to the pandemic. While Council’s direct influence in this area is limited, effective advocacy and strategic support for the sector may help to maximise local job retention and future job creation.

## **REPORT**

It is understood that the Maryborough Target store is set for closure on 20 March 2021. Whereas some regional Target stores are to be re-branded as ‘K-Hub’ stores within Wesfarmers’ overall retail portfolio, this will not occur in Maryborough as there is an existing Kmart store located in the Goldfields Shopping Centre.

Some staff from the Target store may be redeployed to Kmart but there appear to be limited opportunities of redeployment of all current staff from Target to Kmart. This is likely to result in a net loss of retail jobs and future employment opportunities in the sector.

The closure of a “magnet” store” in the centre of the High & Nolan Streets precinct will potentially have a flow-on negative impact on other retailers, through the loss of foot traffic and the psychological effect of cumulative empty buildings in the precinct (following closures of some banks and small retail businesses in recent times). This may exacerbate the trend towards online retail and the gravitational pull of key retail outlets (supermarkets, Kmart) towards Tuaggra Street at the expense of small retailers in the main strip.

### Advocacy to Wesfarmers

While Wesfarmers is unlikely as a major national corporation to change its decision regarding closure of the Target store, there may be a role for advocacy from Council on this issue. A formal letter from Council to the board of Wesfarmers, expressing concern about anticipated job losses and flow-on impacts on our local retail sector would demonstrate Council’s commitment to our community and the local economy. The letter could also acknowledge Wesfarmers’ commitment to Maryborough via the Kmart store and request that consideration be given to increasing employment opportunities at that store and expanding the retail range on offer.

### Strategic support for the local retail sector

Since the pandemic started impacting on the local economy in March, Council has been active in response measures to support the retail sector. Some of these measures have been specific

to the sector and main street retailers in particular; others have been broader measures to support the local economy as a whole, or the tourism sector which in turn supports local retail. These measures have included:

- Establishment of an Economic Response and Recovery Taskforce, with representation from different business sectors providing timely insights and input into Council's responses;
- Implementation of pandemic relief measures including rent waivers on council-owned properties leased to commercial businesses, rate deferrals, interest waivers and other hardship measures where appropriate;
- Appointment of a "Support Local" Campaigns Officer through the Working for Victoria program – co-ordinating local marketing, events and programs for the retail and tourism sectors;
- 'Go Local First' campaign via local news and social media tying into national media strategy, as well as a tourism campaign via regional TV and social media;
- Appointment of a permanent Economic Development Officer and two other temporary Working for Victoria positions to facilitate broader short-term economic response actions and longer-term recovery projects;
- Implementing the Better Approvals process to facilitate permit approvals for businesses, including fast-tracked process for outdoor dining;
- 'Jumpstart' project – supporting traders in High and Nolan Streets, Maryborough to identify and implement actions to attract people to our main shopping precinct;
- Implementation of the Victorian Government Precinct Activation Package to support the hospitality industry.

It is intended that these actions continue at a high level through the first quarter of 2021 and taper off with the reduction of externally funded staff resources (contracted positions funded through Working for Victoria and the Precinct Activation Package). This period would see a broader transition from 'response' to 'recovery' mode and the delivery of projects such as the Maryborough Railway Station Activation project and other actions from the Economic Development Strategy.

A longer-term retail strategy that builds on pandemic response actions is not in the 2020-21 Council Action Plan. As a medium term (2-3 year) action in the Economic Development Strategy, it would be appropriate to consider it in the development of the next Council Plan as an action for 2021-22 or 2022-23.

## **CONSULTATION / COMMUNICATION**

Council's Economic Development Officer has visited the Maryborough Target Store to make enquiries as to the store's future and the redeployment of staff.

The Economic Response and Recovery Taskforce has representation from different business sectors including main street traders. Council's "Support Local" campaigns officer has frequent direct contact with retail traders. These sources have been a 'finger on the pulse' regarding economic conditions at a local level during the rapidly evolving pandemic period.

Reliable data is provided through Council's REMPLAN subscription. Its sources include ABS 2016 Census, REMPLAN ABEIS Survey, ABS Weekly Payroll Jobs & Wages, O\*NET, U.S Department of Labour and Grattan Institute.

Council could publicise its advocacy on the Target closure issue via local media, social media and Council's website.

## FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications for Council in proposed advocacy such as a letter to Wesfarmers. The small allocation of staff time within the Economic Development Unit that is required is manageable within existing resources.

Development of a longer-term retail strategy may require a budget allocation for specialist consultancy services in addition to internal staff time. If it is identified as an action in the next Council Plan, this could be considered in the 2021-22 or 2022-23 budget years.

## RISK MANAGEMENT

This report addresses Council's strategic risk Community Well-being - Failure to recognise and manage the impact of changing social and economic conditions on the community by responding to the potential job losses and flow-on effects of the foreshadowed closure of a key retail business in the shire's premier retail strip.

The risks can be mitigated by short term advocacy and a longer-term strategic plan for the retail sector.

## CONCLUSION

There is an opportunity, before the Maryborough Target store closes, for Council to express to Wesfarmers Council's disappointment in the decision given the impact on High Street and loss of local employment. Correspondence to Wesfarmers could include requesting that increasing employment opportunities at its Kmart store be considered.

Council can consider longer term strategic support for the retail sector, building on current pandemic response actions, through its Council Plan and Budget processes.

## ATTACHMENTS

1. Draft letter to Wesfarmers

### RECOMMENDATION

*That Council:*

1. *Write to Wesfarmers Ltd to express its disappointment in the decision to close the Maryborough Target store, given the loss of local employment and potential flow-on impacts on the shire's core retail precinct, and request that increasing employment opportunities at its Kmart be considered; and*
2. *Refer the development of a comprehensive retail strategy to the processes for establishing the next Council Plan and Budget.*

DRAFT LETTER TO WESFARMERS REGARDING TARGET STORE MARYBOROUGH  
CLOSURE

Michael Chaney AO

Non-Executive Chairman

Wesfarmers Limited

Level 14, Brookfield Place Tower 2

123 St Georges Terrace

PERTH 6000

WESTERN AUSTRALIA

Dear Mr. Chaney

It has been brought to the attention of the newly elected Central Goldfields Shire Council that Wesfarmers has announced the imminent closure of the Target store based in Maryborough, Victoria.

The Target store has been an important contributor to the retail experience of residents of this municipality and the region. It has also been an important flagship store in our core retail precinct, strategically located in the centre of High Street and anchoring the surrounding smaller retail businesses.

The impact of the COVID 19 Pandemic has had a significant and negative impact on our region, Victoria, and Australia as a whole. The loss of local employment has been particularly significant in the retail and hospitality sectors. Council and the local community will be disappointed if the Target store's closure results in job losses for existing staff and reduced opportunities for their future employment. We ask that every consideration be given to increasing the employment opportunities at the Kmart store for current Target staff. Council would also be grateful if you were able to provide assurance that the staff not redeployed to Kmart are being supported in finding alternative employment or appropriate redundancy assistance.

Council has been working closely with our local business operators to ensure we can support them during this challenging time. A number of actions have been implemented to attract local shoppers, diners and tourist visitors to the High Street retail precinct during the pandemic and further events are planned in the lead-up to Christmas. This is likely to have brought increased trade to the Target store.

Council is also implementing a range of initiatives to attract further growth in both population and business activity. We trust that this will enhance the contribution of the retail spend by locals and tourists alike and continue to underpin the success of your Kmart store here in Maryborough, thereby creating future local employment opportunities.

We look forward to hearing back from you on this matter of importance to our community. I would respectfully ask that you direct your reply to our Chief Executive Officer, Ms. Lucy Roffey, in the first instance.

Yours faithfully

Cr Chris Meddows-Taylor

MAYOR

## 8.2 S 11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION

**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.*

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### SUMMARY/PURPOSE

The purpose of this report is to recommend Council approve the S11A Instrument of Appointment and Authorisation for a Statutory Planner and a Compliance Officer.

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

### LEGISLATION AND POLICY CONTEXT

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

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

**4.3 Objective:** Central Goldfields Shire is proactive, well governed, professional and financially sustainable.

The S11A Instrument of Appointment and Authorisation is made in accordance with section 147 of the Planning and Environment Act 1987 and section 313 of the Local Government Act 2020.

### BACKGROUND INFORMATION

The S11A Instrument of Appointment and Authorisation is specifically for authorised officers appointed under the Planning and Environment Act 1987.

Jacob Edmondson has been appointed as Statutory Planning Officer, and Sarah Thirkell has been appointed as Compliance Officer.

### REPORT

S11A Instrument of Appointment and Authorisation:

- Appoints the officers to be authorised officers for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act; and
- Authorises the officers generally to institute proceedings for offences against the Planning and Environment Act 1987 and the regulations made under that Act.

Authorisations need to be made for Statutory Planning Officer Jacob Edmondson and Compliance Officer Sarah Thirkell to be authorised officers under the Planning and Environment Act 1987. In particular, this authorisation gives officers the power to access property when required.

As with the delegations under the Planning and Environment Act 1987 these appointments and authorisations must be made by Council and are not delegated to the CEO.

### **CONSULTATION/COMMUNICATION**

There is no requirement for community consultation in relation to the review of the Instruments. Affected staff will be provided with confirmation of the adoption of any Instruments.

### **FINANCIAL & RESOURCE IMPLICATIONS**

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

### **RISK MANAGEMENT**

The use of the Maddocks service alleviates the potential risk of staff not being appropriately authorised in the exercise of various powers and fractions. The updates are done regularly and capture any legislative changes. The service is available to all Victorian Councils which enables consistency.

### **CONCLUSION**

The S11A Instrument of Appointment and Authorisation is required due to staffing changes at Council. The Instrument must be adopted by Council.

### **ATTACHMENTS**

1. S11A Instrument of Appointment and Authorisation.

### **RECOMMENDATION**

1. *That Council adopt the attached S11A Instrument of Appointment and Authorisation for the members of Council staff set out in the Instrument.*
2. *The attached S11A Instrument of Appointment and Authorisation comes into force immediately and remains in force until Council determines to vary or revoke it.*
3. *That the attached S11A Instrument of Appointment and Authorisation be signed.*



Maddocks

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*

**Central Goldfields Shire Council**

**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987* only)**

**Jacob Edmonson  
Sarah Thirkell**

## **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

In this instrument "officer" means -

**Jacob Edmonson  
Sarah Thirkell**

**By this instrument of appointment and authorisation Central Goldfields Shire Council -**

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately this Instrument of Appointment and Authorisation is authorised by a Resolution of Council;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Central Goldfields Shire Council on 1 December 2020.

**GOLDFIELDS SHIRE COUNCIL**

**Signed:**

**Chris Meddows-Taylor, Mayor**

### 8.3 COUNCIL PLAN ACTION PLAN PROGRESS REPORT

**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.*

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#### SUMMARY/PURPOSE

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

#### LEGISLATION AND POLICY CONTEXT

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

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

**4.3 Objective:** Provide leadership in governance and Council decision making

Under Section 90 of the Victorian *Local Government Act 2020* Council must prepare a Council Plan which includes; the strategic direction and objectives for achieving the strategic direction, strategies for achieving the objectives for at least the next four financial years, strategic indicators for monitoring the achievement of the objectives, a description of the Council's initiatives and priorities for services, infrastructure and amenity. Council must develop or review the Council plan in accordance with its deliberative engagement practices and adopt the next Council plan by 31 October 2021 following the recent election. The Council Plan to be adopted in October 2021 has effect from 1 July 2021.

#### BACKGROUND INFORMATION

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

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

#### REPORT

There has been progress against the initiatives and projects outlined in the 2020-21 Action Plan. There are 82 actions identified in the plan, of these eight are complete/ongoing, one is not yet commenced and 59 are underway.

The one item not yet commenced is to "Implement the key recommendations from the 2020 Staff Survey". This has been delayed due to the impact of COVID-19 as many staff are working remotely. It is anticipated this item will progress in early 2021.

**CONSULTATION / COMMUNICATION**

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

**FINANCIAL & RESOURCE IMPLICATIONS**

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

**RISK MANAGEMENT**

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

**CONCLUSION**

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

**ATTACHMENTS**

1. 2020-21 Action Plan Progress Report Quarter 1

**RECOMMENDATION**

*That Council note the status of the projects identified in the 2020-21 Action Plan.*

# **Quarterly Progress Report 2020/2021, Q1**

## Our Community

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

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.1	Conduct a building review of existing Kindergarten buildings to inform Council's early years improvement planning	Manager Community Services	In Progress	75%	Contractor has been engaged and is in the process of conducting the review.	31/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.2	Develop and implement School Readiness Funding plan for Goldfields Family Centre based on local data of needs for Central Goldfields Shire.	Manager Community Services	In Progress	50%	School readiness planning has commenced and relevant DET training has been attended. Funding advice is due to be released late October and plans will be due late November to early December - official dates TBC.	30/06/2021	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.3	Establish and coordinate a single registration system for all state funded 3-yo and 4-yo kindergarten places in 2021.	Manager Community Services	In Progress	90%	Central registration system has been established and is in progress of taking registrations for the 3 and 4 year old kindergarten registrations for the 7 kindergartens in the Central Goldfields Shire.	31/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.4	Implement State government funded 15 hour per week - 3 year old Kindergarten program in Goldfields Family Centre Kindergarten service.	Manager Community Services	In Progress	50%	Session modelling has been completed with DET to include the provision of 15 hours of funded 3 year old kindergarten at Goldfields Family Centre in 2021. Approx. 30 three year old children are enrolled to attend kindergarten for 2021.	30/06/2021	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.5	Complete implementation of future of Library Services Report and seek funding to support the expansion and refurbishment of the Maryborough Library as a social hub. This will include the completion of the Dunolly Library and the investigations for expanding the outreach services to Bealiba and other small towns.	General Manager Community Wellbeing	In Progress	50%	Dunolly Library Project underway, scheduled for December completion. 12 month trial for removal of library fines underway. Scoping for service extensions / reform to be undertaken in second half of 20/21	30/06/2021	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.6	Evaluate the pop-up Youth Hub and develop an advocacy Business Case.	Manager Community Partnerships	Completed	100%	Completed	31/12/2020	
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.7	Align Family Violence Action Plan with the Municipal Health and Wellbeing Plan	General Manager Community Wellbeing	Not Due To Start	0%	Process for developing the Municipal Health and Wellbeing Plan to commence in Q2	30/06/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.1.2	Advancement of projects in areas of Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	1.1.2.8	Develop a Youth Strategy for the Shire	Manager Community Partnerships	Not Due To Start	0%	To be developed in Q3 & 4	30/06/2021	
1.1.3	Develop a 10 year Community Plan	1.1.3.1	Plan, design and construct shade sail structures as identified in the community plans in Bealiba, Bet Bet, Dunolly, Majorca, Talbot and Timor.	Manager Infrastructure	In Progress	10%	Planning has commenced for each shade sail, including site location	30/06/2021	
1.1.3	Develop a 10 year Community Plan	1.1.3.2	Develop a Community Vision which describes the municipal community's aspirations for the future of the municipality.	Manager Community Engagement	Not Due To Start	0%	To be developed in partnership with new Council.	30/06/2021	
1.1.4	Develop a Gender Equity Policy for the organisation	1.1.4.1	Develop a Gender Equity Strategy for completion October 28 as per funding agreement.	General Manager Community Wellbeing	In Progress	70%	On track - gender equity group and appointed consultant continue to develop the policy	31/12/2020	

#### Support and encourage volunteerism in the community

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.2.1	Provide a safe, fun, encouraging and welcoming environment for volunteers and promote the benefits of a volunteer organisation	1.2.1.1	Develop a Volunteering Strategy	Manager Tourism Events and Culture	In Progress	35%	A volunteering working group comprising both internal and external stakeholders has been established and is actively seeking funding to develop a Volunteer Strategy. The Strategy is aimed at developing social capital by building a Volunteering Program that will provide opportunities to those seeking more connection with their community and assist to reduce isolation. The program will increase volunteer capacity and better connect program participants with other individuals and organisations in the community. In addition to seeking funding for this program, a Volunteer Development Officer has been appointed internally to promote, facilitate, support, and celebrate volunteering across the Central Goldfields Shire Council and surrounding areas.	30/09/2020	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.3.1	Implement Central Goldfields Public Health and Wellbeing Plan	1.3.1.1	Develop Council's Municipal Health & Wellbeing Plan 2021-2025	Manager Community Partnerships	In Progress	10%	Initial planning underway - final plan to be completed by Sep 2021	31/12/2021	
1.3.1	Implement Central Goldfields Public Health and Wellbeing Plan	1.3.1.2	Immunisation Service review of immunisations that are provided separately by Maternal and Child Health and Compliance Services.	Manager Community Services	In Progress	80%	Immunisation review is in progress with contracted consultant due to present final review in November 2020.	31/12/2020	
1.3.2	Actively participate in The Healthy Hearts Project	1.3.2.1	Implement projects identified in the Healthy Hearts Project for our Shire, including infrastructure upgrades and activity planning.	Manager Community Partnerships	Completed	0%		30/06/2021	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.4.1	Coordinate Municipal Emergency Management Plans and Committee	1.4.1.1	Adopt the Municipal Fire Management Plan 2018 2021	Manager Community Partnerships	In Progress	50%	Plan and scrutiny committee in place, review and updates to be carried out in Q3	30/06/2021	
1.4.2	Implement recommendations from flood management plans including flood mitigation works	1.4.2.1	Implement the Carisbrook Flood and Drainage Management Plan, specifically the completion of the western levy and additional creek clearing	Manager Infrastructure	In Progress	30%	Stage 3 of the levee is under construction. Stage 4 requires additional funding, however has a planning permit for development. The Creek Management Plan is under development, with additional community consultation to take place after the caretaker period.	30/06/2021	
1.4.3	Extend and upgrade township CCTV systems	1.4.3.1	Seeking funding to develop a CCTV plan.	Manager Infrastructure	In Progress	10%	There have been no suitable grant programs for CCTV planning.	30/06/2021	

**Facilitate an active and inclusive arts community**

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.5.1	Develop a Community Arts Strategy	1.5.1.1	Develop a Community Arts Strategy	Manager Tourism Events and Culture	In Progress	0%	Workshop scheduled for 12 November 2020. To be hosted by Creative Arts Facilitator, Malcolm Sanders from Regional Arts Victoria	31/12/2020	

Promote and enhance passive and active recreation

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.1	Implement recommendations and actions from the Active Central Goldfields: Recreation and Open Space Strategy 2020-2029	Manager Community Partnerships	In Progress	20%	Funding obtained and designs in place for a number of key infrastructure projects - skatepark, Carisbrook pavilion and Maryborough outdoor pool projects all progressing according to funding timelines	30/06/2021	
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.2	Finalise the Active Central Goldfields: Recreation and Open Space Strategy 2020-2029.	Manager Community Partnerships	Completed	100%		31/08/2020	
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.3	Undertake playground improvement identified in the Community Plans for Bet Bet, Dunolly, Majorca, and Timor.	General Manager Infrastructure Assets and Planning	In Progress	5%	This project being developed along with the hall upgrades and shade sails.	19/03/2021	
1.6.1	Develop a Central Goldfields Shire Recreation Plan	1.6.1.4	Undertake tree planting identified in the community plans in Bet Bet, Dunolly, Majorca, Timor.	General Manager Infrastructure Assets and Planning	In Progress	5%	This project being developed along with the hall upgrades and shade sails.	30/06/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.1	Construct the all-access changing places change room at the Maryborough Sports and Leisure Centre	Manager Community Partnerships	Completed	100%		30/06/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.2	Construct the new Carisbrook Recreation Reserve pavilion.	Manager Community Partnerships	In Progress	15%	Design and planning underway; 2 year funding agreement in place to carry out full project	30/06/2022	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.3	Finalise concept designs for the Deledio Reserve upgrade in Dunolly and seek funding to support the upgrade.	Manager Community Partnerships	In Progress	50%	Work continuing with community group leading the project	30/06/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.4	Construct the Maryborough Skate and Scooter Park.	Manager Community Partnerships	In Progress	20%	Detailed design brief in preparation	31/12/2021	
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.5	Develop a masterplan/landscape plan for Phillips Gardens, Maryborough	General Manager Infrastructure Assets and Planning	In Progress	5%	A project brief is being developed.	31/03/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.6.2	Continue to implement priorities from Major Recreation Reserves Master Plans	1.6.2.6	Work with the community to identify the most suitable site for a splash park and to develop concept plans.	Manager Community Partnerships	Not Due To Start	0%	To commence in Q3	30/06/2021	

**Support positive development for residents of all ages and abilities.**

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.7.1	Develop a Municipal Early Years Plan	1.7.1.1	Include recommendations from the Regional Early Years and Literature Strategy into the Municipal Early Years Plan.	Manager Community Services	Not Due To Start	0%	Actions associated with this have not commenced.	30/06/2021	
1.7.3	Implement priorities from the Positive Ageing Strategy	1.7.3.1	Develop a Positive Ageing Strategy for the community and council to adequately prepare and respond to the needs and ambitions of our older residents.	Manager Community Services	In Progress	50%	Consultant has been engaged to develop the Positive ageing strategy and has commenced collecting data.	30/06/2021	

**Maximise all forms of connectivity for the community**

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
1.8.1	Advocate for enhanced passenger rail services	1.8.1.1	Continue to advocate for enhanced passenger rail services.	General Manager Community Wellbeing	In Progress	80%	The Community Transport Strategy - the primary advocacy document for enhanced rail services for CGS endorsed by Council in August 2020	30/06/2021	
1.8.3	Deliver local Community Transport Plan	1.8.3.1	Develop and implement a Transport Strategy including public and community transport options.	General Manager Infrastructure Assets and Planning	Completed	100%	Council adopted the Integrated Transport Strategy at the September 2020 meeting	30/06/2021	
1.8.4	Implement priorities from the Walking and Cycling Strategy	1.8.4.1	Build footpaths identified in Walking and Cycling Strategy in Carisbrook, Dunolly, Bealiba.	Manager Infrastructure	In Progress	10%	Plans for the Dunolly footpath are finalised and ready to build. The Carisbrook footpath is dependant on the final creek management plan, and the Beabila location needs additional consultation.	30/06/2021	

## Our Economy

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

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.1.1	Develop an Economic Development and Tourism Strategy	2.1.1.1	Maryborough Railway Station Activation Project - master plan and Stage 1 implementation including upgrades funded through the Regional Jobs & Infrastructure Fund	Manager Strategy and Economic Development	In Progress	10%	Initial scoping study has been completed and funding secured from RDV to implement Stage 1. Economic Development Officer has been appointed to lead this project, with works on Stage 1 to be undertaken in early 2021.	31/03/2021	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.3.4	Advocate for a wastewater scheme for Talbot township	2.3.4.1	Advocate for a wastewater scheme for the Talbot Township.	Manager Statutory Services	Not Due To Start	0%	This project will commence in 2021, after the development of the wastewater plan.	30/06/2021	
2.3.4	Advocate for a wastewater scheme for Talbot township	2.3.4.2	Implementation of a Domestic Wastewater Management Plan to address existing and future domestic wastewater issues within unsewered townships.	Manager Statutory Services	In Progress	0%	Draft tender brief prepared and will be advertised with a view to appointing a consultant in January-February 2021.	30/11/2020	

#### Provide a supportive environment for existing business to prosper

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.4.2	Support Committee for Maryborough and other business groups in the Central Goldfields Shire	2.4.2.1	Support retail recovery from the economic impacts of the COVID-19 pandemic	Manager Strategy and Economic Development	In Progress	70%	A Working for Victoria position has been appointed to undertake this work. Key projects underway: 'Go Local First' campaign (ongoing) and 'Jumpstart High Street Maryborough' project (which has expanded into facilitating outdoor dining for food businesses via footpath dining, 'parklets' and events planned for the pre-Christmas period.	31/12/2020	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.5.1	Update and renew the Food Cluster Strategy	2.5.1.1	Develop an investment attraction strategy with a cluster approach to food production and manufacturing	Manager Strategy and Economic Development	In Progress	30%	Training has been completed in a Rural Councils Vic course for developing investment attraction strategies. Strategy development has commenced; Economic Development Officer has been appointed and will progress this work later in Q2 and into Q3.	31/03/2021	

### Grow the digital capability of the Shire

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.6.2	Continue to advocate to minimise mobile phone black spots	2.6.2.1	Continue to advocate for mobile towers in blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report	General Manager Infrastructure Assets and Planning	In Progress	25%	This is an on going action. Discussions have been held with NBN regarding possible upgrades to the southern part of the Shire.	30/06/2021	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
2.7.1	Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing	2.7.1.1	Implement Regional Tourism projects through partnerships including Accessible Tourism, Goldfields Villages Destination Management Plan and Regional Itineraries projects.	Manager Tourism Events and Culture	In Progress	20%	The Cities of Ballarat and Greater Bendigo are leading a campaign on behalf of thirteen Victorian Councils to secure a World Heritage listing for the Central Victorian Goldfields to gain international recognition of the region and its outstanding heritage. The process of building the case has begun with a view to submit a bid by the Victorian Government to the Australian Government for consideration in 2022. Two projects have been commissioned to maximise the reward from this bid and support the region's reemergence into the international tourism market. Funded by VGTE, the first builds the region's World Heritage profile by delivering a public relations strategy, branding, website, stories and promotion for the bid. Funded by Regional Development Victoria, the VGTE, the City of Ballarat and the City of Greater Bendigo, the second delivers tools for local government, industry and community to help build the capacity	30/06/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
							of the region to deliver world-class visitor offerings and experiences and identified product, infrastructure and investment gaps to make it a reality.		
2.7.2	Review and update the business and marketing plan for Energy Breakthrough	2.7.2.1	Develop and implement an Energy Breakthrough infrastructure improvement and marketing plan in consultation with local businesses and the community	Manager Tourism Events and Culture	In Progress	25%	COVID-19 cancellation of the 2020 event has provided unprecedented opportunity to engage with the community on the future of the event. A Stakeholder Engagement Plan has been developed and endorsed by the S86 Committee, with implementation well underway. This plan has been framed up through the lens of the Energy Breakthrough Strategic Plan, which is underpinned by the Energy Breakthrough Business Plan.	30/06/2021	
2.7.2	Review and update the business and marketing plan for Energy Breakthrough	2.7.2.2	Upgrade Princes Park Precinct to improve the Energy Breakthrough visitor experience	Manager Tourism Events and Culture	In Progress	15%	Briefing of required site improvement completed, with tender for communications upgrade to be advertised w/b 26 October 2020. Event Partner, Latrobe University are engaging with their Masters of Planning students to develop a site master plan - informing other upgrades. Milestone 1 reporting requirements will be met and reported by 31 October 2020 deadline.	30/06/2021	

## Our Built & Natural Environment

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

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.1.1	Undertake service planning to establish asset requirements to deliver services	3.1.1.1	Design and cost new public toilets for the Rene Fox Gardens Dunolly	Manager Infrastructure	Not Due To Start	0%	This project will commence in February 2021.	31/05/2021	
3.1.2	Review and update Asset Management Plans and prepare a 10 year capital works program	3.1.2.1	Develop and implement a program for the review and adoption of individual asset management plans by Council	Manager Infrastructure	Not Due To Start	0%	The Asset Management Steering Group will meet in January 2021 to determine the priorities for asset management plans.	30/06/2021	
3.1.2	Review and update Asset Management Plans and prepare a 10 year capital works program	3.1.2.2	Review and update Council's Assets Management Framework and Asset Plants	Coordinator Design and Projects	Not Due To Start	0%	The Asset Management Steering Group will meet in January 2021 to determine the priorities for asset management,	30/06/2021	

### Improve the appearance of township entrances and streetscapes

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.2.1	Renew and update urban design frameworks in the Shire	3.2.1.1	Build entrance signs for Bet Bet.	Manager Infrastructure	In Progress	5%	Discussions are underway with the community about the style and location of entrance signs.	30/06/2021	
3.2.2	Collaborate with township tree committees on tree plantings and maintenance	3.2.2.1	Implement Cool It project	General Manager Infrastructure Assets and Planning	Completed	100%	Street trees have been planted in Burns Street, Nolan Street and Victoria Street, Maryborough.	30/06/2021	
3.2.2	Collaborate with township tree committees on tree plantings and maintenance	3.2.2.2	Adopt and implement a Tree Management Strategy.	General Manager Infrastructure Assets and Planning	In Progress	50%	Council has adopted a Tree Management Strategy.	31/12/2020	

### Protect and enhance the environment while planning for growth

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.1	Draft and prepare a Planning Scheme Amendment to implement key strategic directions developed	Manager Strategy and	In Progress	30%	Drafting has been completed and Council has resolved to request authorisation to exhibit the amendment. Exhibition anticipated for Feb-Mar	31/03/2021	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
			in the planning scheme review, population and housing strategy and the economic development and tourism strategy	Economic Development			2021. Will next come to Council to consider submissions, anticipated for April 2021.		
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.2	Complete Amendment C031cgol implementing flood studies for Carisbrook and Dunolly	Manager Strategy and Economic Development	In Progress	50%	Report on submissions has been considered by Council. Unresolved submissions referred to Planning Panel, hearing scheduled for 23 November 2020. The Panel will report back to Council in early 2021, enabling Council to make a final decision on the amendment.	31/12/2020	
3.3.1	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	3.3.1.3	Expansion of Councils Better Approvals Program to support not only small businesses in navigating permit approval requirements but also the broader community.	Manager Statutory Services	In Progress	10%	The Better Approvals Program for businesses is currently being reviewed prior to expanding the program to community members.	31/12/2020	
3.3.2	Develop a Strategic Planning program	3.3.2.1	Review local heritage controls in the Planning Scheme	Manager Strategy and Economic Development	Not Due To Start	0%	Due to start Q3.	30/06/2021	
3.3.2	Develop a Strategic Planning program	3.3.2.2	Prepare the Maryborough Flood Study	Manager Infrastructure	In Progress	50%	A draft plan is being prepared by consultants, after community consultation took place in early 2021.	31/01/2021	
3.3.3	Participate in regional environmental projects through the Central Victorian Greenhouse Alliance	3.3.4.1	Participate in the MASH program, facilitating home solar energy installation	Manager Strategy and Economic Development	In Progress	50%	The MASH program has commenced in the Shire with the launch on 13 November 2021.	30/06/2021	
3.3.4	Implement the actions from Councils Sustainability Plan	3.3.4.2	Undertake Station Domain Stormwater Harvesting and Irrigation Design Project	Manager Infrastructure	In Progress	40%	Consultants are preparing a design for the Station Domain Stormwater Harvesting and Irrigation Design Project	30/06/2021	
3.3.4	Implement the actions from Councils Sustainability Plan	3.3.4.3	Commence development of a Climate Adaptation Plan.	Manager Strategy and Economic Development	Not Due To Start	0%	Due to start Q3 following appointment of new Sustainability Officer - recruitment for this position is underway.	30/06/2021	

### Ensure waste management meets current and future demand and standards

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.4.2	Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	3.4.2.1	Develop a plan to transition to a circular economy.	Manager Infrastructure	In Progress	70%	Council has completed a transition plan to the circular economy, as per state government guidelines and templates.	30/06/2021	

### Protect and preserve our heritage assets

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
3.5.1	Implement recommendations from Cultural Heritage Plans for heritage listed buildings	3.5.1.1	Commence the Maryborough Outdoor Pool Complex Renewal Project	Manager Infrastructure	In Progress	10%	Initial planning for this project has commenced.	30/06/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.1	Repair Worsley Cottage - internal and external wall repairs	General Manager Infrastructure Assets and Planning	In Progress	10%	A consultant has been contracted to prepare a schedule of works.	31/03/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.2	Design and install new toilets at the Talbot Town Hall.	Manager Infrastructure	In Progress	20%	A designer has been engaged to prepare a compliance design.	30/06/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.3	Develop a Cultural Heritage Management Plan for Princes' Park Grandstand Maryborough.	Strategic Planner	In Progress	45%	A brief has been prepared and the tender for the project is being advertised.  Tender has been advertised, closing on the 25 November 2020	30/06/2021	
3.5.2	Seek funding assistance to maintain and preserve heritage assets	3.5.2.4	Implement Stage 1 of the Central Goldfields Art Gallery redevelopment	Manager Tourism Events and Culture	In Progress	20%	A refined project schedule, project scope, budget and items requiring further investigation are currently being developed in consultation with Council's new Project Management team and the Project Architect. Turning of the sod is proposed for June 2021, with the delivery of the project on target to be within the originally agreed 2 year grant period. Funding for Stage 2 has also been sought through Creative Victoria - announcement for which is currently pending.	31/12/2020	

## Our Organisation

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

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.1.1	Undertake service planning across the organisation to set sustainable service levels that meet community needs	4.1.1.1	Adopt 10 year financial plan based on information from the service plans.	General Manager Corporate Performance	Not Due To Start	0%	Will be developed in conjunction with CT Management in early 2021	30/09/2020	
4.1.4	Develop a fees and charges policy	4.1.4.1	Develop a Revenue and Rating Plan by 30 June 2021 in accordance with section 93 of the Local Government Act 2020.	General Manager Corporate Performance	Not Due To Start	0%	Development to start in early 2021	30/06/2021	

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

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.2.1	Implement the Community Engagement Framework	4.2.1.1	Develop the Community Engagement Policy by 1 March 2021 in accordance with section 55 of the Local Government Act 2020.	Manager Community Engagement	In Progress	80%	Draft Policy developed to be presented to new Council for consideration in December, 2020	30/06/2021	
4.2.1	Implement the Community Engagement Framework	4.2.1.2	Investigate Customer Relationship Management (CRM) tools to assist in the management and monitoring of customer interactions and complaint handling	Manager Business Transformation	In Progress	10%	Budget for 20/21 has been allocated. Review of new CRMS has been undertaken by key stakeholders and feedback/review is currently underway.	30/06/2021	
4.2.1	Implement the Community Engagement Framework	4.2.1.3	Develop a Strategic Communications Plan	Manager Community Engagement	In Progress	20%	Currently in development with a Draft to be ready in December to present to new Council for consideration.	30/10/2020	
4.2.1	Implement the Community Engagement Framework	4.2.1.4	Roll out and embed Customer Service Charter across Council	Manager Business Transformation	In Progress	10%	Current Customer Service Charter under review. Revised version and publishing out to community to occur in Q1 2021.	30/06/2021	
4.2.2	Develop a website that is accessible, easy to use and allows all transactions to be conducted online	4.2.2.1	Redesign Council's public website including enhancing the content and accessibility of the platform	Manager Business Transformation	In Progress	10%	Budget for 20/21 has been approved and available. MBT to work with Community Engagement on revised brief for website vendor to provide scope of work and costings.	30/06/2021	

**Provide leadership in governance and Council decision making**

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.1	Develop Reconciliation Action Plan.	Manager Community Partnerships	In Progress	10%	Reconciliation Officer appointed to Council, community building outreach activities underway, launch of RAP process during NAIDOC week 2020	31/12/2021	
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.2	Implement the key recommendations from the 2020 Staff Survey	General Manager Corporate Performance	Not Progressing	0%	Actions held due to impact of COVID-19 as many staff worked remotely. Will progress in early 2021	30/06/2021	
4.3.1	Develop and implement a cultural change program to develop a high performing, customer focused organisation	4.3.1.3	Implement the new HRIS / Payroll system for Council to ensure efficiency and compliance with legislative requirements.	Manager People and Culture	In Progress	20%	Tender evaluation completed. Preferred vendor has been determined. Contract expected to be signed by end December 2020. Expected commencement of implementation late January 2021	31/12/2020	
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.1	Develop a Corporate Governance Framework	Manager Governance Property and Risk	Completed	70%	The Governance Framework is complete and adopted by Council in September 2020. Internal Audits have been conducted and presented to the Audit and Risk Committee with some internal audit actions yet to be completed	31/03/2021	
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.2	Develop a Risk Management framework including improved practices and reporting systems	Manager Governance Property and Risk	In Progress	70%	A draft Risk Appetite Statement has considered by the Audit and Risk Committee in September and will be considered by Council after the elections. The Risk Management Policy and the Strategic Risk Register has been adopted by Council.	31/12/2020	
4.3.3	Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	4.3.3.3	Update Council's Business Continuity Plan to include learnings from the COVID-19 Pandemic	Manager Governance Property and Risk	In Progress	20%	Business Continuity Plan has not progressed due to limited resources, COVID-19 Pandemic is being considered weekly with a COVID return to work actions being considered. COVID Guidance from DHHS has been amended to Council requirements	31/12/2020	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.1	Develop the Council Plan by 31 October 2021 in accordance with section 55 of the Local Government Act 2020.	Manager Community Engagement	Not Due To Start	0%	To be developed in partnership with new Council.	31/10/2021	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.2	Assist the Victorian Electoral Commission with the delivery of the 2020 local government elections, including coordinating Candidate Information Sessions	Manager Governance Property and Risk	In Progress	70%	VEC has established an office and vote counting site. Candidate information sessions have been completed.	31/12/2020	

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.3	Coordinate and deliver a comprehensive Councillor Induction training program.	Manager Governance Property and Risk	In Progress	60%	A draft Councillor Induction training program has been completed with finalisation required from Council Management	30/06/2021	
4.3.4	Prepare for 2020 General Election and implement the Local Government Act 2020	4.3.4.4	Develop the Governance Rules, Public Transparency Policy and Council Expenses Policy by 1 September 2020 in accordance with sections 60, 57 and 41 of the Local Government Act 2020.	Manager Governance Property and Risk	Completed	100%	Action completed by 1 September 2020 and adopted by Council	30/09/2020	

#### Ensure the health and wellbeing of our staff

Initiative Code	Initiative	Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Due Date	Traffic Lights
4.4.1	Review and update Occupational Health and Safety policies and practices	4.4.1.1	Implement recommendations from the OH&S Internal Audit	Manager Governance Property and Risk	In Progress	20%	Due to change over of staff and impact of COVID, OH&S Internal Audit has only commenced and requires further overiewing	31/12/2020	
4.4.2	Re-establish and support a Health and Wellbeing Committee	4.4.2.2	Reactivate implementing the Workplace Achievement Program	Manager People and Culture	In Progress	90%	Service Awards (years of service) reintroduced awards to be made November 2020. "Living our Values" staff recognition program introduced. First awards to be awarded in November 2020.	27/11/2020	



**CENTRAL  
GOLDFIELDS**  
SHIRE COUNCIL

## 8.4 APPOINTMENT OF REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**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.*

### SUMMARY/PURPOSE

Councillors have the option to be appointed to various committees and statutory or regional bodies. The purpose of this report is to provide information to Council regarding current Committees of Council, Council representation committees and to seek appointments to these bodies.

### LEGISLATION AND POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making

### BACKGROUND INFORMATION

There are various organisations and committees which Central Goldfield Shire Council may wish to have representation on. Council previously adopted the Organisation and Governance Reform Program Action Plan requiring a review of all Committees of Council to ensure that they are correctly established and comply with the relevant legislation.

### REPORT

It is appropriate for Council to have representation on various committees, especially where significant policy and strategy matters are being considered.

The following lists the committees that Councillors have historically been delegated to. Current committees include Associations and Regional Alliances which have a board position available for a member of Central Goldfields Shire Council.

Committee/Statutory Body	Type of Committee
Municipal Association of Victoria	Association
Audit and Risk Committee	Statutory
Australia Day Committee	Advisory
Rural Councils Victoria	Association
Grampians Central Waste and Resource Recovery Group	Regional Alliance
Rail Freight Alliance	Regional Alliance
Economic Development Taskforce	Regional Alliance.
Central Victoria Greenhouse Alliance	Association
Municipal Emergency Management Committee	Statutory
Municipal Fire Management Committee	Statutory

Adelaide Lead Hall Committee	Community Asset
Daisy Hill Community Centre Committee	Community Asset
Dunolly Historic Precinct Management Committee	Community Asset
Talbot Town Hall Committee	Community Asset
Energy Breakthrough Committee	Management

**CONSULTATION / COMMUNICATION:**

There is no consultation for this process required.

**FINANCIAL & RESOURCE IMPLICATIONS:**

There are no financial implications outside of the standard Councillor allowance for travel and expenses.

**RISK MANAGEMENT**

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

**CONCLUSION:**

Council has a number of committees and is associated with or represented on various organisations that require nomination of either Councillors or officers.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

*That Council nominate its representatives to the committees and organisations as detailed in the table below.*

<b>Committee/Statutory Body</b>	<b>Representative</b>
<i>Municipal Association of Victoria</i>	<i>Cr La Vella* (Primary nominee) and Cr De Villiers</i>
<i>Audit and Risk Committee</i>	<i>Cr Murphy and Cr Lovett</i>
<i>Australia Day Committee</i>	<i>All Councillors</i>
<i>Rural Councils Victoria</i>	<i>Cr Lovett</i>
<i>Grampians Central Waste and Resource Recovery Group</i>	<i>Cr Sproull</i>
<i>Rail Freight Alliance</i>	<i>Cr Meddows-Taylor</i>
<i>Economic Development Taskforce</i>	<i>Cr La Vella and Cr Sproull</i>
<i>Central Victoria Greenhouse Alliance</i>	<i>Cr Long</i>
<i>Municipal Emergency Management Committee</i>	<i>Cr De Villiers</i>
<i>Municipal Fire Management Committee</i>	<i>Cr Murphy</i>
<i>Adelaide Lead Hall Committee</i>	<i>Cr Meddows-Taylor</i>
<i>Daisy Hill Community Centre Committee</i>	<i>Cr Meddows-Taylor</i>
<i>Dunolly Historic Precinct Management Committee</i>	<i>Cr Long</i>
<i>Talbot Town Hall Committee</i>	<i>Cr Meddows-Taylor</i>
<i>Energy Breakthrough Committee</i>	<i>Cr Long</i>