



## ORDINARY COUNCIL MEETING

Tuesday 22 October 2019

6:00pm

Community Hub

Room 1

48 Burns Street, Maryborough

### AGENDA

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10. Notices of Motion Nil

11. Urgent Business

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13. Meeting Close

## 5 CONFIRMATION OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Chief Executive Officer**

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

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### SUMMARY/PURPOSE

To present for confirmation the minutes of the Ordinary Council Meeting held on 24 September 2019.

### POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making

### BACKGROUND INFORMATION

The minutes of meetings remain unconfirmed until the next meeting of Council.

### REPORT

Section 93 of the *Local Government Act 1989* requires Council to keep minutes of each meeting of the Council and Special Committees, and for minutes to be submitted to the next appropriate meeting for confirmation.

### CONCLUSION

The unconfirmed minutes of the Ordinary Council Meeting held on 24 September 2019 are presented for confirmation.

### ATTACHMENTS

1. Unconfirmed Minutes of Ordinary Council Meeting held 24 September 2019.

### RECOMMENDATION

*That Council confirms the Minutes of the Ordinary Council Meeting held on 24 September 2019.*



## **ORDINARY MEETING OF COUNCIL MINUTES**

Tuesday 24 September 2019  
6:00pm

Council Chamber  
Room 1 Community Hub  
48 Burns Street  
Maryborough

### **MEMBERSHIP**

Administrator Noel Harvey  
Administrator Karen Douglas  
Administrator Hugh Delahunty

To be confirmed at the Ordinary Council Meeting  
scheduled for 22 October 2019

# UNCONFIRMED MINUTES

## 1. COMMENCEMENT OF MEETING AND WELCOME

The meeting commenced at 6.00pm

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

### PRESENT

Administrator Noel Harvey  
Administrator Hugh Delahunty  
Administrator Karen Douglas

### IN ATTENDANCE

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

## 2. APOLOGIES

Nil

## 3. LEAVE OF ABSENCE

Nil

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

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

The purpose of this report was to present for confirmation, the minutes of the Ordinary Council Meeting held on 27 August 2019.

### Council Resolution

*That Council confirms the Minutes of the Ordinary Council Meeting held on 27 August 2019.*

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

**CARRIED**

## 6. REPORTS FROM COMMITTEES

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

To present for noting the confirmed minutes of Council's special committees established under section 86 of the *Local Government Act 1989* and the Audit and Risk Committee established under section 139 of the *Local Government Act 1989* which is an advisory committee.

# UNCONFIRMED MINUTES

## Council Resolution

*That Council notes the confirmed minutes of the Daisy Hill Community Centre Committee Meeting general meeting 16 May 2019.*

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

**CARRIED**

## 7. PETITIONS

Nil

## 8. OFFICER REPORTS

### 8.1 ASSEMBLIES OF COUNCILLORS

The purpose of this report was to provide the record of any assembly of councillors, which has been held since the last council meeting, so that they are recorded in the minutes of the formal council meeting.

## Council Resolution

*That Council note the record of assemblies of councillors for the period 27 August to 17 September 2019.*

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

**CARRIED**

### 8.2 COMMUNITY SUPPORT POLICY

The purpose of this report is to recommend that Council adopt the Community Support Policy.

The purpose of a Community Support Policy is to articulate to the community the variety of support that Council provides to community organisations, and how that support is allocated between competing priorities in a consistent, accountable and transparent manner.

## Council Resolution

*That Council:*

- 1. Adopt the Community Support Policy;*
- 2. Approve the 2019-2020 Community Grants program of \$20,000 be opened for applications;*
- 3. Approve the current recurrent funding of \$13,250 to be paid at 2018-2019 levels to relevant community groups in 2019-2020;*
- 4. Increase the Community Grants program to \$33,250 in the 2020-2021 Annual Budget.*

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

**CARRIED**

# UNCONFIRMED MINUTES

## 8.3 GORDON GARDENS MASTERPLAN FINAL REPORT

The purpose of this report is to present to Council the recommended final draft of the Gordon Gardens Masterplan, and for Council to endorse the Gordon Gardens Masterplan.

The development of the plan has been undertaken by a landscape/heritage consultant (Michael Smith and Associates), along with considerable engagement with the Dunolly community. The engagement process and final plan reflect community aspirations for the Gordon Gardens and balance that with expert landscape advice and practical limitations including the number of buildings/existing functions located within the Gardens area.

Implementation of the plan will commence, if adopted, this year with:

- the removal of three tennis courts and the conversion of one tennis court to an unfenced basketball court;
- installation of the four public arts pieces developed by the community (one in the Gardens and the remainder in public streets)

Further works will be undertaken as funding opportunities become available. Council will need external funding support to realise the full Gordon Gardens Masterplan.

### Council Resolution

*That Council adopt the draft Gordon Gardens Masterplan September 2019.*

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

**CARRIED**

## 8.4 JOINT COUNCIL SUBMISSION TO THE ROYAL COMMISSION INTO AGED CARE

The purpose of this report is to present to Council the proposed submission to the Royal Commission on Aged Care which has been prepared as a joint submission from the 10 Councils across the Loddon Mallee region for endorsement. Central Goldfields Shire is the final council to consider the submission, which has been endorsed by the 9 other councils comprising the Loddon Mallee Group of Councils.

### Council Resolution.

*That Council endorses the proposed submission to the Royal Commission into Aged Care from the Loddon Mallee Councils Group*

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

**CARRIED**

## 8.5 PLANNING APPLICATION 160/17 – TEN LOT SUBDIVISION, REMOVAL OF NATIVE VEGETATION, CONSTRUCT A ROAD AND UNDERTAKE EARTHWORKS, CONSTRUCT A DWELLING AND OUTBUILDING ON EACH LOT, AND CREATION OF RESTRICTION (BUILDING ENVELOPES) AT 73 CHAPLINS ROAD, CARISBROOK

## UNCONFIRMED MINUTES

The purpose of this report is to seek Council determination for a planning permit application for the development of a 10 Lot subdivision, removal of native vegetation, construct a road and undertake earthworks, construct a dwelling and outbuilding on each lot and creation of restriction (building envelopes) at 73 Chaplins Road, Carisbrook.

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

At its 13 August 2019 public hearing, Council deferred consideration of the application until the September Council meeting, with the agreement of the applicant, to provide the applicant time to consider and respond to referral agency concerns.

No further information has been received as a result of the extension of time from the applicant.

The Application has been assessed against the policy and specific controls of the Planning Scheme and it is considered that the proposed use and development is not consistent with the relevant scheme provisions, nor compatible with the adjoining and nearby land uses and would result in an unacceptable planning outcome particularly in relation to environmental issues and design and siting matters that give rise to land use compatibility issues.

This report recommends that a Notice of Refusal to grant a planning permit be issued.

### Council Resolution

*That Council issue a Notice of Decision to refuse planning permit application PA 160/17 for a 10 Lot subdivision, removal of native vegetation, construct a road and undertake earthworks, construct a dwelling and outbuilding on each lot and creation of restriction (building envelopes) at 73 Chaplins Road, Carisbrook based on the following grounds:*

- a) *The application does not adequately address the requirements of Clause 12 of the Central Goldfields Planning Scheme.*
- b) *The application does not adequately address the requirements of Clause 52.17 of the Central Goldfields Planning Scheme.*
- c) *The application is not consistent with State Planning Policy Framework Clause 13.07-1S of the Central Goldfields Planning Scheme.*
- d) *The separation of the site from the nearby industrial land use is insufficient to manage potential noise impacts to the proposed residential uses.*
- e) *Subdivision and subsequent development of the land for residential uses may limit the operation of the nearby industrial operations.*

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

**CARRIED**

### 8.6 OPEN DATA POLICY

The purpose of this report is to recommend that Council adopt the Open Data Policy.

Council as an organisation can benefit from publishing some of its information as Open Data, however in order to do this it needs to have a framework for identifying, managing and publishing this information. This framework is best described in an Open Data Policy. Putting this policy in place allows Council to take advantage of emerging digital innovations.



# UNCONFIRMED MINUTES

## Council Resolution

*That Council adopt the Open Data Policy*

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

**CARRIED**

## 8.7 ENERGY BREAKTHROUGH BUSINESS PLAN

The purpose of this report is for Council to endorse the findings, recommendations and planned next steps of the Energy Breakthrough Business Plan, which was endorsed by the Energy Breakthrough Special Committee on 6 August 2019.

### Council Resolution

*That Council:*

- 1. Endorses the Energy Breakthrough Business Plan*
- 2. Makes Energy Breakthrough Business Plan available to the public on the Council website.*

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

**CARRIED**

## 8.8 PROPERTY OCCUPANCY POLICY

The purpose of this report is to recommend that Council endorse version two of the draft property occupancy policy following the outcome of the community consultation process.

This report details the comprehensive consultation that has been undertaken, the feedback received and the improvements that have been applied to version one of the draft policy through the process. The policy is to ensure that all occupants are treated in a transparent and consistent manner and risks associated with the occupancy are appropriately managed.

### Council Resolution

*That Council:*

- 1. Acknowledges the valuable input of the 18 formal submissions made on version one of the draft Property Occupancy Policy and the contribution of all those people who attended the information session on the draft Property Occupancy Policy held on 17 July 2019.*
- 2. Endorses version two of the draft Property Occupancy Policy.*
- 3. Undertakes a community consultation process on version two of the draft Property Occupancy Policy, including but not limited to; public exhibition, advertisement in the local newspaper, providing a draft for comment to all occupants of Council properties and posting on Council's website (Have your Say).*

## UNCONFIRMED MINUTES

4. *Invites public submissions and feedback on version two of the draft Property Occupancy Policy.*
5. *Receives public submissions on the version two of the draft Property Occupancy Policy during the exhibition period ending 5.00 pm on 31 October 2019 and schedules a Special Hearing Meeting (if required) at 5.30 pm on 13 November 2019 to hear from any person who wishes to speak to their submission.*

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

**CARRIED**

### **8.9 CERTIFICATION OF FINANCIAL AND PERFORMANCE STATEMENTS 2018/2019**

The purpose of this report is to present Council with the draft Financial and Performance Statements and Governance and Management Checklist for 2018-2019, 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. *Gives its approval in principle to the Annual Financial Report, Performance Statement and Governance Checklist for the 2018/2019 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 Douglas  
**Seconded** Administrator Delahunty

**CARRIED**

### **8.10 AUGUST 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 31 August 2019 Financial Report showing progress against the budget.*

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

**CARRIED**

# UNCONFIRMED MINUTES

## 8.11 SECTION 11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION

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

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

### Council Resolution

- 1. That Council adopt the attached s11A Instrument of Appointment and Authorisation for the member of Council staff set out in the Instrument.*
- 2. The attached s11A Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.*
- 3. That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*

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

**CARRIED**

## 9 NOTICES OF MOTION

Nil

## 10 URGENT BUSINESS

Nil

## 11 CONFIDENTIAL BUSINESS

Nil

## 12 MEETING CLOSURE

The Chair, Administrator Noel Harvey declared the meeting closed at 6.31 pm

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To be confirmed at the Ordinary Council Meeting  
to be held on 22 October 2019.

Chair, Administrator Noel Harvey

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

**Author:** **Manager Governance Property and Risk**

**Responsible General Manager:** **Chief Executive Officer**

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

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### SUMMARY/PURPOSE

To present for noting the confirmed minutes of Council's Special Committees established under section 86 of the *Local Government Act 1989*.

### POLICY CONTEXT

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

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

4.3 Objective: Provide leadership in governance and Council decision making

### BACKGROUND INFORMATION

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

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

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

### REPORT

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

- Audit and Risk Advisory Committee Meeting 3 June 2019
- Dunolly Historic Precinct Management Special Committee Meeting 26 August 2019
- Dunolly Historic Precinct Management Special Committee Annual General Meeting 2018
- Talbot Town Hall Special Committee Annual General Meeting 2018
- Talbot Town Hall Special Committee Meeting 22 July 2019

### CONSULTATION/COMMUNICATION

Not applicable.

## **RESOURCE IMPLICATIONS**

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

## **CONCLUSION**

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

## **ATTACHMENTS**

1. Audit and Risk Advisory Committee Meeting 3 June 2019
2. Dunolly Historic Precinct Management Special Committee Meeting 26 August 2019
3. Dunolly Historic Precinct Management Special Committee Annual General Meeting 2018
4. Talbot Town Hall Special Committee Annual General Meeting 2018
5. Talbot Town Hall Special Committee Meeting 22 July 2019

## **RECOMMENDATION**

*That Council notes the confirmed Minutes of the:*

- *Audit and Risk Advisory Committee Meeting 3 June 2019*
- *Dunolly Historic Precinct Management Special Committee Meeting 26 August 2019*
- *Dunolly Historic Precinct Management Special Committee Annual General Meeting 2018*
- *Talbot Town Hall Special Committee Annual General Meeting 2018*
- *Talbot Town Hall Special Committee Meeting 22 July 2019*



## AUDIT AND RISK ADVISORY COMMITTEE MEETING

Monday 3 June 2019  
10:00 am

Community Hub  
Room 1  
48 Burns Street, Maryborough

### MINUTES (DRAFT)

- MEMBERS:** Mr Robert Tommasini (Independent Member/Acting Chair), Ms Cheryl Fitzgerald (Independent Member), Hon Hugh Delahunty (CGSC Administrator), Ms Karen Douglas (CGSC Administrator)
- OFFICERS ATTENDING:** Mr Paul Brumby (CGSC Acting Chief Executive Officer), Mr Martin Collins (CGSC General Manager Community Wellbeing), Ms Rebecca Stockfeld (General Manager Infrastructure Assets and Planning), Ms Anna Bartlett (CGSC Manager Finance), Ms Helen Morrissey (CGSC Governance Officer)
- OBSERVERS ATTENDING:** Noel Harvey (CGSC Administrator).
- VISITORS ATTENDING:** Mr Brad Ead (AFS & Associates Pty Ltd – Internal Auditor)
- MINUTE TAKER:** Ms Helen Morrissey (CGSC Governance Officer)

- | Item | Title  |
|------|--|
| 1    | <b>Welcome and Introduction</b> (10:05 – 10:05am)<br>The Chair welcomed all attendees to the meeting.  |
| 2    | <b>Apologies</b> (10:06 – 10:06am)<br>Ms Lucy Roffey (CGSC Chief Executive Officer)<br>Mr John Watson (Independent Chair)<br>Ms Megan Kruger (CGSC Acting General Manager Corporate Performance) |
| 3    | <b>Declaration of Conflicts of Interest</b> (10:06 – 10:06am)<br>None declared.  |

**4 Consideration of the Agenda** (10:06 – 10:06am)

No issues raised.

**5 Declarations** (10:06 – 10:07am)

5.1 Acting CEO – Any impending legal action or legislation breaches or instances of fraud since the last meeting of the committee.

None other than those to be discussed in Camera at Item 6.

5.2 Internal Auditors – In response to the question ‘Has there been any obstruction to the work of Internal Audit?’ the Internal Auditors responded there has been none.

**STANDING REPORTS****6 In Camera Session** (12.12– 12.26pm)

6.1 Acting CEO – In Camera Report.

This item was deferred until the end of the Meeting.

**Decision:**

The Audit and Risk Committee noted the Acting Chief Executive Officer’s in camera Report.

**7 Adoption of Minutes of the meeting held on 4 March 2019** (10:07am – 10:07am)

It was noted that suggested changes had been made.

**Decision:**

The Minutes of the Audit and Risk Committee Meeting held on 4 March 2019 were confirmed.

**8 Outstanding action items** (10:07 – 10:13am)

The Outstanding Action Items Register was received.

The Draft Audit and Risk Committee Agenda and Minute Guidelines document was circulated. Members were requested to provide any comments on the draft within a week.

**ACTION**

There was discussion in relation to Item 4 and it was agreed it can be marked as completed. Item 17 can also be marked as completed when errors have been corrected.

**ACTION**

There was discussion on the status of Item 10. The Committee was advised that OpenOffice have obtained an extension from the Australian Taxation Office and it is hoped it will be ready for payroll next fortnight.

There was a brief discussion on the status of the aerodrome, and it was reported this matter is going to a July Council briefing.

**Decision:**

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

**9 Progress Report on Prior Audit Recommendations** (10:13am - 10:27am)

The Prior Audit Recommendations Register was received.

There was a significant amount of discussion in relation to available resourcing to implement and complete outstanding recommendations especially in view of the amount of work arising from the most recent internal audit reports. It was noted that timeframes need to be realistic.

The Committee was advised there is renewed focus on finalising many of these items and that in several cases completing one piece of work will finalise multiple outstanding items.

There was some discussion on the status of Business Continuity Management and Grant Acquittal recommendations. The Committee was advised that a third party has been engaged to progress Item 12.

It was noted that the recommendations in relation to Items 107, 111 and 114 are not worded as recommendations. AFS will revisit original audits for recommendations and ensure it is not an issue in future reports. Staff will revisit the original audit report and review the recommendations in order to reword these recommendations to be clear about what action is required.

**ACTION**

**Decision:**

The Audit and Risk Committee noted the status update report on outstanding actions from prior audit recommendations and confirmed that any completed items can be removed from future reporting.

**10 Annual Work Plan –** (10:27 - 10:30am)

Discussion was had in relation to the Annual Work Plan and the meeting allocation of some of the items. It was agreed that there is still a lot of work to do regarding risk management so Items 6.1, 6.2 and 6.3 be rescheduled until December.

It was also agreed to reschedule Item 8.2 to December.

**Decision:**

That the Audit and Risk Committee note the status report on achievement of the 2019 Audit and Risk Committee Annual Work Plan and approve the rescheduling of Item 8.2 from March to December to align with the annual review of the Charter and also approve the rescheduling of Items 6.1, 6.2 and 6.3 to December.

**ACTION**

**11 CEO'S Report** (10:30 – 10:30am)



NIL.

**12 Finance Report April 2019** (10:30 – 10:39am)

Anna Bartlett presented the Finance Report for April 2019 and explained the variance analysis.

**Decision:**

The Audit and Risk Committee noted the Finance Report April 2019.

**13 Internal Audit Update** (10:39 -11:32am)

**13.1 Internal Audit Program Status Update**

The timing of Past Issues Reviews was queried and it was confirmed that quarterly is preferred while issues are still current. It was reported that a funding application for a new Chart of Accounts was not successful, but the roll out of new management reporting software will help negate the impact of the current chart of accounts.

**Decision:**

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

**13.2 Internal Audit Planning Documents – June and July 2019 Audits**

The HR Risk Management scope was discussed and it was agreed that a licences/skills matrix will be included by AFS.

**ACTION**

There was some discussion on the Road Management Plan audit scope and it was clarified that the process for assessing the hierarchy of roads is not included in the scope of this audit.

**Decision:**

The Audit and Risk Committee endorsed the following Internal Audit Planning Documents provided by the internal audit service provider AFS Chartered Accountants:

- HR Risk Management (with the addition of the skills matrix)
- Road Management Plan
- Past Issues Review.

**13.3 Internal Audit Planning Documents Out of Session**

Noted.

**Decision:**

The Audit and Risk Committee noted the endorsement made out of session of the Internal Audit Planning Documents for the Governance, ICT Controls and Governance and Past Issues Reviews.

### **13.4 Internal Audit 2019-05 Past Issues Review and the 2019-01 Past Issues Review**

Noted.

#### **Decision:**

The Audit and Risk Committee noted the Internal Audit reports 2019-05 Past Issues Review and the 2019-01 Past Issues Review.

### **13.5 Internal Audit Report – 2019-06 Audit and Risk Committee Self-Assessment Report**

It was noted that scores across members and management team were similar. Ongoing concerns regarding business continuity and risk management were highlighted.

#### **Decision:**

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

### **13.6 Internal Audit Report – Contract Management**

It was agreed that there are issues in all areas of risk management in contract management. Risk identification processes were not identifiable. 13 recommendations were made in the audit report. The concerning reported lack of requested documents being provided was discussed and the Committee was advised that a new system including a General Manager at the audit initiation and closing sessions has improved communication and reduced the risk of this re-occurring.

The Committee agreed that in addition to the appropriate tools and processes being in place, this issue involves cultural change. It was noted that third party reports such as this are a valuable tool for management in facilitating cultural change.

#### **Decision:**

The Audit and Risk Committee endorsed the Internal Audit Report on Contract Management and management's responses to the audit recommendations and noted management's process improvements.

### **13.7 Internal Audit Report – Governance**

There was discussion in relation to issues raised, including the induction process for staff and Councillors and the lack of documentation of this process. The Committee suggests the process at Recommendation 6 be documented. It was also agreed Recommendation 9 should state that the risk register needs to be re-written and that the risk register should be elevated to the same level as the risk framework.

**ACTION**

**ACTION**

#### **Decision:**

The Audit and Risk Committee noted the Internal Audit Report on Governance and management's responses to the audit recommendations subject to suggestions raised in the discussion.

### **13.8 Internal Audit Report – IT Controls and Governance**

AFS reported significant concerns raised in the IT Governance and Controls audit, especially with regard to business continuity. Significant investment is required to address reported issues. There was some discussion about immediate responses to rectify any reported issues. The Committee was advised that there is work going on in the background such as improved internet access which will facilitate an improved backup service. A third party is working through a list of IT action items and Council is part of a rural councils transformation program bid which if successful would create the potential to move to a shared technology platform.

Concerns were raised about management's responses to some items suggesting stronger responses were required, and it was also noted that the tense of some of management's responses is grammatically incorrect.

#### **Decision:**

The Audit and Risk Committee noted the Internal Audit Report on IT Controls and Governance and management's responses to the audit recommendations.

### **14 Risk Management Update**

Report Noted.

### **15 Defined Benefits Superannuation Update (11:35 – 11:38am)**

#### **Decision:**

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

### **16 Policies for Review (11:38 – 11:38am)**

NIL

### **17 Reports by Sector and Related Agencies (11:38 – 11:45am)**

#### **17.1 Recent Reports and Publications of Interest to Councils**

#### **Decision:**

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

#### **17.2 Protecting integrity: Leading the way**

There was a discussion about the recommendation that the ARC has a role in the policy implementation of the Remuneration Policy. It was noted that the

recommendation refers to the ARC role in approving the process rather than specific outcomes.

Council's CEO Recruitment and Performance Review Advisory Committee's Terms of Reference were noted.

**Decision:**

The Audit and Risk Committee noted the Local Government Inspectorate report Protecting Integrity: Leading the Way – Managing the employment cycle of a council CEO.

## **GENERAL BUSINESS**

### **18 Business Continuity Plan** (11:45am – 11:48am)

The next steps detailed in the report were noted.

There was some discussion about the exposure of local government as a sector to the waste management environment. The Committee was informed that waste management is in the business continuity plan and that group procurement will make the system more resilient.

**Decision:**

The Audit and Risk Committee noted the update of the Business Continuity Plan.

### **19 Audit and Risk Committee Charter Update** (11:48 – 11.48am)

**Decision:**

The Audit and Risk Committee noted that the updated Audit and Risk Committee Charter has been approved by Council at its Meeting on 23 April 2019.

### **20 DHS Centrelink Confirmation eServices Review** (11.48 - 12.49pm)

**Decision:**

The Audit and Risk Committee noted the Centrelink Confirmation eServices Review.

### **21 VAGO Interim Management Letter 2018-2019** (11.49 - 12.07pm)

There was some discussion on the new issue raised: the need to confirm contractor/employee status of family day care operators working from home. It was noted that a review of family day care arrangements is planned. Depending on the outcome, there will additional tasks to ensure future payments are processed correctly.

The Committee noted it is expected three items will be completed by the end of the year, including excess leave management, property valuations and disabling the IT access of former employees.

**Decision:**

The Audit and Risk Committee noted the VAGO Interim Management Letter for 2018-2019.

**22 Monitor Independence of Internal Auditors** (12.07 - 12.11pm)

Discussion was had on the responsibility of the Committee to monitor auditor independence, and it was noted that external internal auditors do not pose the same risks as organisation based auditors. It is important that auditors do not get too close to staff while ensuring auditors are given some time to learn about the organisation. AFS advised they have a checklist they can provide.

**Decision:**

The Audit and Risk Committee discussed how the Committee can monitor processes and practices to ensure the independence of the internal audit function and recommended that Council and AFS work together to produce a checklist of actions required here.

**ACTION****23 Other Business****24 Next Meetings** (12.11 – 12.12pm)

- 24.1 The next meeting of the Audit and Risk Committee is scheduled for Monday 9 September 2019 - 10:00am to 1:00pm
- 24.2 Future meetings of the Audit and Risk Committee for the remainder of 2019 are scheduled as follows:
- Tuesday 3 December 2019 – 10.00am to 1.00pm

## **Minutes of the meeting of the Dunolly Historic Precinct Committee held on Monday, 26 August 2019, in the Town Hall at 1pm**

**Present:** Judy Meldrum, Jenny Scott, Jan Ford, Fiona Lindsay, Marion Da Costa

### **Minutes of the last meeting**

Taken as read. Judy moved that they be accepted. Second Jenny. Carried.

### **Business Arising**

#### *Maintenance*

Court House- paint police station & library door

Fiona has contacted Dennis Hutchins to provide an estimate. Paint has also been purchased.

Notice Board

Fiona has also donated paint for the notice board. The Welcome Record sign for the door has been attached.

Broken glass police station

Darren Ray to provide quote

RTC Display

Has been removed and replaced by interim brochures.

### **Correspondence**

#### *In*

Delegation- CGS has renewed the delegation for 12 months while they review Section 86 committees and wait for the outcome of the new Local Government Act.

#### *Out*

### **Treasurer's Report**

See attached. Jan moved that it be accepted. Second Marion. Carried

### **Agenda**

#### Library

The Shire is planning longer term temporary arrangements for the library. Following a visit to the Town the police station was identified as a possible place. Following discussion it was decided that the Shire would pay for rent which would include power and we would arrange cleaning; the rent would be \$50 per session.

Query having the precinct open when the library was open.

#### AGM

Next month. Marion to invite Karen Douglas. Christie from the property area also to be invited at a later stage.

### **General Business**

Reminder afternoon tea 26 October

### **Next Meeting**

Monday 23 September 2019

1pm in the Town Hall

**Minutes of the Dunolly Historic Precinct Annual General Meeting held on Monday, 24 September 2018 at 1pm in the Dunolly Town Hall**

**Present:** Judy Meldrum, Fiona Lindsay, Brian Phillips, Jenny Scott, Jan Ford, Marion Da Costa

Welcome to Brenton West, CGSC General Manager of Community Wellbeing

**Minutes of the last Annual General Meeting**

Circulated. Taken as read. Moved Marion that the minutes be accepted. Second Judy. Carried.

**Presidents Report**

See attached.

**Treasurer's Report**

See attached. Jan moved that the report be received. Second Judy Carried

**Election of Office Bearers**

Fiona declared all positions vacant and asked Brenton to conduct the elections.

There being no other nominations Brenton declared all positions filled.

President: Fiona Lindsay

Secretary: Marion Da Costa

Treasurer: Brian Phillips

Assistant Treasurer Jan Ford

Committee: Judy Meldrum, Jenny Scott

Fiona took the chair and declared the meeting closed.

### President's Report

The Dunolly Historic Precinct Committee is committed to encouraging as much use of all the Precinct grounds and buildings as possible and we worked hard during the past twelve months to make this happen. Looking at our overall budget, income from facility hire did increase by approximately 8%, which is good news, and the Precinct was once again used for a variety of activities. However, as usage increases, so do costs for cleaning and maintenance and we continue to upgrade or increase our equipment for catering and exhibitions as we can afford to do so. We prefer to consider such expenditure as investing in the quality of the community assets we are responsible for, but such investments will only bring dividends with increasing use, especially from external bodies. Hire fees will continue to be different for community and commercial use. Future hirers need to know that there is now a defibrillator in the Town Hall, to be used if ever it is required and it is stored in the kitchen, along with a basic first aid box.

Arts-based functions accounted for seven different events, from a once-off "block-buster" like the Messiah in October to the Arts Trail that included a very successful sculpture exhibition by Deborah Halpern over two weekends in April. The Queens Birthday Festival involved three productions and there were several other smaller scale performance and visual arts events. Dunolly Primary School held its annual arts workshops in the Town Hall again for all students and their families.

Hosting a large wedding and two DFNC balls were fine celebrations and we had just one funeral in the Town Hall. Once again both the Court House and the Town Hall have been used for training purposes; Parks Victoria gathered its officers from around the State for two court practice training sessions over four days and Andrew Bales has continued his mining and geology workshops for interested prospectors. We really appreciate these recurring bookings. The Committee also makes power available to Market stall holders for a small fee.

Council, the Maryborough District Health Service and Newstead Primary School have also used the buildings during the year.

Our constant tenant, the *Welcome Record*, makes a valuable contribution to the Committee's budget and assist with paying the power bills – which have escalated in the past year, as we all know.

There have been a number of changes in regulations and procedures to address, some of which have required close attention by the Committee. First, we were relieved to learn that we no longer need to complete and submit the annual Register of Interest forms for Council. Second, a simple Medical Emergency Plan has been prepared and is provided when the Precinct is hired for public events. Third, a new Hire Form has been developed and finally, guidelines have been prepared for festivals and multi-function events that are designed to improve and simplify the hiring process for event organisers. We appreciate that Judy and Brian have agreed to be the contact people for all queries about lighting and staging.

Marion Da Costa, as Secretary of the Dunolly Historic Precinct Committee, manages the website and all online bookings for our buildings. In person bookings continue to be made through the Rural Transaction Centre. Marion has also carried the arrangements for working with Regional Arts Victoria, the Capital Theatre and the Bendigo Writers Festival to bring new events to town. Marion has worked very hard with little reward, and the Committee is keeping the viability of some events, especially externally-driven theatre productions, under review as they have not worked very successfully for our community.

I would like to thank all Historic Precinct Committee members for their voluntary efforts through the year and for everyone's willingness to jump in and help when there are functions. Catering for a few occasions has worked well and has made very helpful additions to our budget. Jenny Scott and Brian Phillips have joined us during the year and we have farewelled Rachel Buckley and Margaret Edgecumb. Rachel is more than busy enough with arts and family commitments and Margaret is moving away from the district after serving the Historic Precinct Committee for more years than any of us can remember, including Margaret! We have also lost Joanne as a volunteer at the Court House and would like to replace her to keep the building open more frequently with a regular contribution from one or more community members. Marion keeps the Committee steady with her Secretarial capabilities and Jan Ford has generously continued to manage the Historic Precinct accounts. Jan would love to handover this responsibility to a fresh volunteer, if at all possible.

The Historic Precinct buildings in Market Street are usually open on Sunday between 11.00am and 3.00pm, with Marion's contribution, and I open the Precinct for visitors at any time, either by chance or by arrangement.

I table my report for 2018  
Fiona Lindsay, President,  
Dunolly Historic Precinct Committee of Management

### Summary of Hire Fees for Dunolly Town Hall 2017-2018

Dunolly Community groups and residents: \$70 for either front or rear hall, plus kitchen.

\$100 for both halls, plus kitchen.

There is a \$10 heating surcharge outside daylight saving time, from April to October.

Fees for commercial use and by organisations and individuals beyond Dunolly will vary, depending on the function. Fees are negotiated with the Secretary.

A summary of hire fees is on the noticeboard outside the Welcome Record office at the Town Hall and hire forms are available from the Rural Transaction Centre. Venue information and contact details are available on the Historic Precinct website: [www.dunollyhistoricprecinct.com.au](http://www.dunollyhistoricprecinct.com.au)



DUNOLLY HISTORIC PRECINCT COMMITTEE  
STATEMENT OF INCOME AND EXPENDITURE 2017-2018

Bendigo Bank Account No.131773095  
Dunolly Historic Precinct Committee

Balance as at 1 July 2017 \$5242.04

<u>INCOME for Period 1 July 2017 to 30 June 2018</u>	<u>2016/17</u>	<u>2017/18</u>
Town Hall – hire and live performances income	4052.00	4683.35
Court House hire (includes catering for Parks Victoria, afternoon teas, and gold coin donations/admissions to various functions)	1058.40	1600.65
Court House donations – included above	389.55	-
Central Goldfields Shire Annual Contribution	4000.00	4000.00
Dunolly Community Garden – hire of projector and screen	-	20.00
Bendigo Writers Festival (not held until August this year)	750.00	-
Rent – Welcome Record rent – see note 1 below	1320.00	990.00
Electricity contribution – Welcome Record – see note 1 below	1427.84	1050.00
Use of Town Hall power points – Market Day	nil	77.00
Creative Arts Grant for Bendigo Writers Festival in August	-	3000.00
Hire of Town Hall chairs	20.00	-
Paypal	72.19	-
Total Income	\$13089.98	\$15421.00
Balance		\$20663.04

Note 1: Due to an oversight by both the Welcome Record Treasurer and myself, a fourth payment for rent and electricity was not received in the reporting period. This has been rectified and five payments will be received next financial year.

EXPENDITURE for Period 1 July 2017 to 30 June 2018:

	<u>2016/17</u>	<u>2017/18</u>
Electricity – Origin Energy	2039.08	2621.04
Cleaning – Town Hall and Court House	3019.91	2733.70
PPCA Licence (Music)	86.44	87.72
Tiny Towns map listing		20.00
B.Saul – Piano tuning and maintenance	165.00	490.00
Royalty payment – Lola Montez		105.60
Preloaded Design (SSL Certificate)		60.50
Elgas (service charge)		39.60
Plumbing maintenance	224.00	1242.10
Big Cat Print – Flyers	100.63	128.70

Andrew Scott – various maintenance at Town Hall and Court House	487.45	994.00	
Catering expenses for various functions at Town Hall and Court House	658.40	1062.90	
Regional Arts Victoria – Lola Montez performance	264.00	1056.00	
	Deposit		
Encore Sound & Lighting - repatch and refocus stage lights, plus sound equipment hire for Lola Montez			
Restorers Barn –purchase of Town Hall light and fittings		445.80	
Purchase of new catering equipment		827.10	
Graeme Day – carpentry work		655.00	
Ian Cain – various		1098.70	
Darron Davies – Responding Lines project at Court House in August – Deposit from Creative Arts Grant – see income above		1200.00	
Art hanging system at Court House		191.58	
	Total Expenditure:	15060.04	
	Balance:		\$5603.00
	Plus unrepresented cheque no 471	170.00	\$5773.00
	Less presented cheques nos 429, 431, 432 and 433	455.62	\$5317.38
	Plus Discrepancy	48.67	\$5366.05
	Balance as at 30 <sup>th</sup> June 2018 as per Bank Statement (attached):		\$5366.05

Attachment: Bank Statement showing balance as at 30<sup>th</sup> June 2018 - \$5366.05.

PETTY CASH (this does not alter as all small amounts are donated by our Committee)

As at 30 June 2017	\$ 6.85
Income:	Nil
Expenditure:	Nil
Petty Cash in Hand as at 30 June 2018:	\$ 6.85

Jan Ford  
Treasurer  
Dunolly Historic Precinct Committee  
August 2018

**Talbot Town Hall Committee**  
**Annual General Meeting**  
**Held on 17<sup>th</sup> September, 2018**  
**Meeting Held At: Town Hall, Talbot**  
**Meeting Started at: 7pm**

**Present:**

Steven Perry, Tina Fowler, Daryl Greenwood, Bev Wells, Ethan Fowler, Leanne Boyle, Chris Meadows-Taylor, Lynda Kent, Alan Knight

**Apologies:**

Nil

**Minutes of Previous Meeting:**

Read

**Business Arising from Previous Meeting:**

No Business arising from the previous annual general meeting.

**\*Moved by:** Steven Perry

**\*Seconded by:** Daryl Greenwood

**Carried:**

Steven Perry gave his presidents report for the previous year.

**Treasurer's Report:** Read

**\*Moved by:** Leanne Boyle

**\*Seconded by:** Steven Perry

**Carried:**

\*Steven handed the chair to Chris Meadows-Taylor

\*All seats are declared vacant.

**President:** Daryl Greenwood

**Secretary:** Tina Fowler

**Treasurer:** Leanne Boyle

**Committee Members:** Lynda Kent  
Steven Perry  
Ethan Fowler

All positions where elected unopposed.

**Meeting Closed:** 7.25pm

**Annual Report For Talbot Town Hall**  
For Period: 1st Jul, 2017 to 30th Jun, 2018

<b>Bank Balance as at 1st July, 2017</b>			<b>\$11,226.27</b>
<b>Income:</b>			
Hall Hire		\$2,760.00	
Hairdresser		\$860.00	
Market		\$13,100.30	
Ritch		\$1,410.00	
Utilities		\$560.00	
Misc		\$3,200.00	
<b>Total Income:</b>			<b>\$21,890.30</b>
<b>Expenses:</b>			
Hall Hire		\$1,343.50	
Cleaning & Materials		\$1,471.60	
Hall Maintenance		\$467.68	
Stationery & Photo Copying		\$35.80	
Advertising		\$46.35	
Utilities		\$2,863.59	
Market		\$2,738.18	
Misc		\$18,985.90	
<b>Total Expenses:</b>			<b>\$27,952.60</b>
<b>Current Cash Book Balance as at 30th June, 2018:</b>			<b>\$5,163.97</b>

<b>Reconciliation of Bank Account:</b>			
<b>Cash Book Balance as at 1st July, 2017:</b>			<b>\$11,226.27</b>
Add Deposits:			\$21,890.30
Less Expenses:			\$27,952.60
<b>Balance:</b>			<b>\$5,163.97</b>
<b>Less Unpresented Deposits:</b>			
No Unpresented Deposits			\$0.00
<b>Add Unpresented Cheques:</b>			
No Unpresented Cheques			\$0.00
<b>Bank Statement Balance as 30th June, 2018</b>			<b>\$5,163.97</b>
<b>Total Investment Balance:</b>			<b>\$48,345.42</b>
<b>Combined Accounts Balance:</b>			<b>\$53,509.39</b>

<b>Petty Cash Holdings:</b> For Period: 1st Jul, 2017 to 30th Jun, 2018			
<b>Petty Cash as at 1st July, 2017</b>			<b>\$108.00</b>
<b>Income:</b>			
Petty Cash from Market		\$1,350.00	
<b>Total Income:</b>			<b>\$1,350.00</b>
<b>Expenses:</b>			
Stationery		\$123.70	
Market		\$334.45	
Grant (Volunteer & Community)		\$651.35	
Cleaning & Materials		\$79.30	
Misc		\$250.00	
<b>Total Expenses</b>			<b>\$1,438.80</b>
<b>Petty Cash in Holdings as at 30th June, 2018</b>			<b>\$19.20</b>
<b>Market Float:</b>		\$250.00	

**Talbot Town Hall General meeting**  
**Held on the 22<sup>nd</sup> July 2019**  
**Meeting held at: Talbot Town Hall**  
**Meeting Started at 7.00pm**

**Present:** Daryl Greenwood, Leanne Boyle, Ethan Fowler, Tina Fowler, Lynda Kent, Chris Kent.

**Apologies:**, Steven Perry, Ralph Durr

**Minutes of the Previous Meeting:**

Read out

**Moved by:** Tina Fowler      **Seconded by:** Ethan Fowler      **Carried**

**Business arising from Previous Meeting**

- **Still no reply from council** in regards to maintenance list that they requested on the hall
- **Still no reply from the administrator** regarding Leanne and Tina talk about the toilet plans or arranging a meeting to discuss the matter. So unable to apply for any grants.
- **Registered kitchen:** still waiting on paper work
- **Meeting with Farmers Market:** moved to general business
- **Heaters in the halls:** move to general business
- **The handy man** chair stoppers are done.

**Treasurer Report**

Tabled

**Moved by:** Leanne Boyle      **Seconded by:** Tina Fowler      **Carried**

**Correspondence be dealt with as read**

**Moved by:** Tina Fowler      **Seconded by:** Ethan Fowler      **Carried**

**Correspondence in**

- Nil

**Correspondence out**

- Jumping castle
- Talbot Primary School
- Glen Decker regarding windows and guttering

**Market Report**

read

**Moved by:** Tina Fowler      **Seconded by:** Leanne Boyle      **Carried**

**General Business**

- **Gas heater:** We got some quotes that were all over \$1200, we also did some research on line and you could not buy the heaters for under \$1100.  
At the last market 2 heaters would not light at all.

**Motion:** to purchase and install 2 wall heaters from Budget Gas. A letter will be sent to Council advising them that we will purchase and install these 2 heaters at our own expense

**Moved by:** Daryl Greenwood      **Seconded by:** Lynda Kent      **Carried**

- **The handy man:** repairs to the wall after the schools booking had been done but he is waiting for the weather to become warmer to paint.
- **Meeting with farmers market** The meeting went well and the 2 markets have come to an agreement to work together.
- **Bookshelves** We need more book shelves up in the office so we can start putting our paperwork into folders.

**Motion** that we get our handy man to build these shelves similar to the ones we already have.

**Moved by:** Leanne Boyle

**Seconded by:** Ethan Fowler

**Carried**

- **Test and tag:** the test and tag man has been done.
- **Cleaner:** What are the drums of chemicals in the cleaner cupboard and store room?
- **Piano:** the piano may need a tune as it is now being used at bookings

**Motion** to get the piano tuned by Brad Saul.

**Moved by:** Tina Fowler

**Seconded by:** Ethan Fowler

**Carried**

- **Key safe:** As the hall has been getting busier, It is becoming a lot of work for someone (Tina) to have to keep changing the keys and the codes over.

**Motion:** to purchase another key safe so one can hold the key to the front rooms and the other to hold the key for bookings as there are different keys and codes. Also to asked council if they would install it for us next to the other one

- **Microwave:** is no longer working

**Motion** to purchase a new microwave.

- **Moved by:** Tina Fowler

**Seconded by:** Leanne Boyle

**Carried**

**Meeting Closed at: 8.00pm**

## 8. OFFICER REPORTS

### 8.1 ASSEMBLIES OF COUNCILLORS

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Chief Executive Officer**

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

#### SUMMARY/PURPOSE

The purpose of this report is to provide the record of any assembly of councillors, which has been held since the last council meeting, so that it can be recorded in the minutes of the formal council meeting.

#### POLICY CONTEXT

Section 80A of the Local Government Act 1989 requires the record of any assembly of councillors to be reported to the next practicable council meeting and recorded in the minutes and to include the names of all administrators and council staff attending, the matters considered and any conflicts of interest recorded.

#### BACKGROUND INFORMATION

The Local Government Act provides a definition of an assembly of councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of councillors if it considers matters that are likely to be the subject of a council decision, or, the exercise of a council delegation and the meeting is:

1. A planned or scheduled meeting that includes at least half the councillors and a member of council staff; or
2. An advisory committee of the council where one or more councillors are present.

The requirement for reporting provides increased transparency and the opportunity for councillors to check the record, particularly the declarations of conflict of interest.

#### REPORT

Outlined below are the details of assemblies of councillors since the last meeting:

<b>Date</b>	8 October 2019	<b>Meeting:</b>	Briefing Meeting
<b>Councillor Attendees</b>	Noel Harvey (Chief Administrator), Hugh Delahunty (Administrator), Karen Douglas (Administrator)		
<b>Council Staff Attendees</b>	Lucy Roffey (CEO); Paul Brumby (GMCP); Rebecca Stockfeld (GMIAP); Martin Collins (GMCW); Megan Kruger, Manager Governance, Property and Risk; Tamara Marwood, Manager Community Engagement; Lynn Waters, Healthy Heart Broker; Belinda McKnight, Emergency Management Coordinator; Ellen Brown, Compliance Coordinator		
<b>Guests</b>	NIL		

<b>Conflict of interest disclosures:</b>		NIL
<b>Matters Considered</b>	<ul style="list-style-type: none"> <li>• Action Plan Progress Report as at 30 September 2019</li> <li>• Central Goldfields Shire Council 2018-2019 Annual Report</li> <li>• Municipal Health &amp; Wellbeing Plan</li> <li>• NVEMC Emergency Animal Welfare Plan</li> <li>• Neighbourhood Safer Places</li> <li>• Fire Preparedness</li> <li>• Sale of Council Land rear 91 Inkerman Street Maryborough</li> <li>• Talbot Recreation Reserve</li> </ul>	

<b>Date</b>	24 September	<b>Meeting:</b>	Briefing Meeting
<b>Councillor Attendees</b>	Noel Harvey (Chief Administrator), Karen Douglas (Administrator), Hugh Delahunty (Administrator)		
<b>Council Staff Attendees</b>	Lucy Roffey (CEO)		
<b>Guests</b>			
<b>Conflict of interest disclosures:</b>		NIL	
<b>Matters Considered</b>	Pre meeting to discuss September Ordinary Council Meeting.		

## RECOMMENDATION

*That Council note the record of assemblies of councillors for the period 18 September to 15 October 2019.*



## 8.2 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017 – 2021

**Author:** Health Broker – Healthy Heart of Victoria

**Responsible Officer:** General Manager Community Wellbeing

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

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### SUMMARY/PURPOSE

The purpose of this report is to present to Council the Municipal Public Health and Wellbeing Plan 2017 – 2021 (2019 refresh) and the progress of actions.

The purpose of the Municipal Public Health and Wellbeing Plan (MPHWP) is to set the Council's agenda for improving health and wellbeing across the Shire over a four year period.

### LEGISLATION AND POLICY CONTEXT

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

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

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

Initiative: Implement Central Goldfields Public Health and Wellbeing Plan

### BACKGROUND INFORMATION

The Public Health and Wellbeing Act 2008 requires all Victorian councils to prepare a Municipal Health and Wellbeing Plan within 12 months of local council elections.

The Central Goldfields Public Health and Wellbeing Plan 2017 – 2021 was adopted by the previous Council on 30 January 2018. The Plan identifies 3 priorities for the Shire, with a range of associated actions. The three priorities are:

1. Healthy eating and active living
2. Mental wellbeing
3. Prevention of violence against women

The Central Goldfields Shire Action Plan 2018 – 19 included an action to review and refresh the Municipal Public Health and Wellbeing Plan (MPHWP).

### REPORT

The majority of the plan remains unchanged between the original and updated versions. The minor updates incorporated into the first 19 pages of the document include:

- Reference to the recently released Victorian Public Health and Wellbeing Plan 2019 – 2023

- Updates in job titles to reflect Councils' organisational structure changes since 2018.
- Minor changes to terminology have been applied for clarity and consistency of language across the document.

The substantive change between the original and refreshed versions of the plan is that the update provides commentary on progress against the plan's 3 'priorities' between 2018 and June 2019. This commentary is presented in table form from page 20 of the draft document and reflects strong progress by Council across the majority of action areas.

## **CONSULTATION/COMMUNICATION**

The refresh of the plan has been informed by discussions with the Primary Care Partnership and Department of Health and Human Services.

It is anticipated that the updated plan, incorporating the 2019 progress update will be made publicly available on the Central Goldfields Shire website following endorsement by Council. The document will be finalised by the original publishers to incorporate the new progress report section.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The cost and resources for the implementation of the action areas of the MPHWP are either covered by current allocated budgets, will be included in yearly budget bids, or will be sourced through external funding sources such as Healthy Heart of Victoria.

## **RISK MANAGEMENT**

There are no identifiable risks. The action areas still to be completed will be researched and implemented based on best practice interventions to mitigate any financial or resourcing risks.

## **CONCLUSION**

The refreshed MPHWP reflects strong progress made by Council in the last 18 months to deliver against its key priorities for improving the health and wellbeing of people living in Central Goldfields Shire.

## **ATTACHMENTS**

1. Municipal Public Health and Wellbeing Plan 2017 – 2021 (2019 Refresh)

### **RECOMMENDATION**

*That Council adopts the Municipal Public Health and Wellbeing Plan 2017 – 2021 (2019 Refresh).*



# Central Goldfields Shire Council

Municipal Public Health  
and Wellbeing Plan  
2017-2021

2019 REFRESH



**CENTRAL  
GOLDFIELDS**  
SHIRE COUNCIL

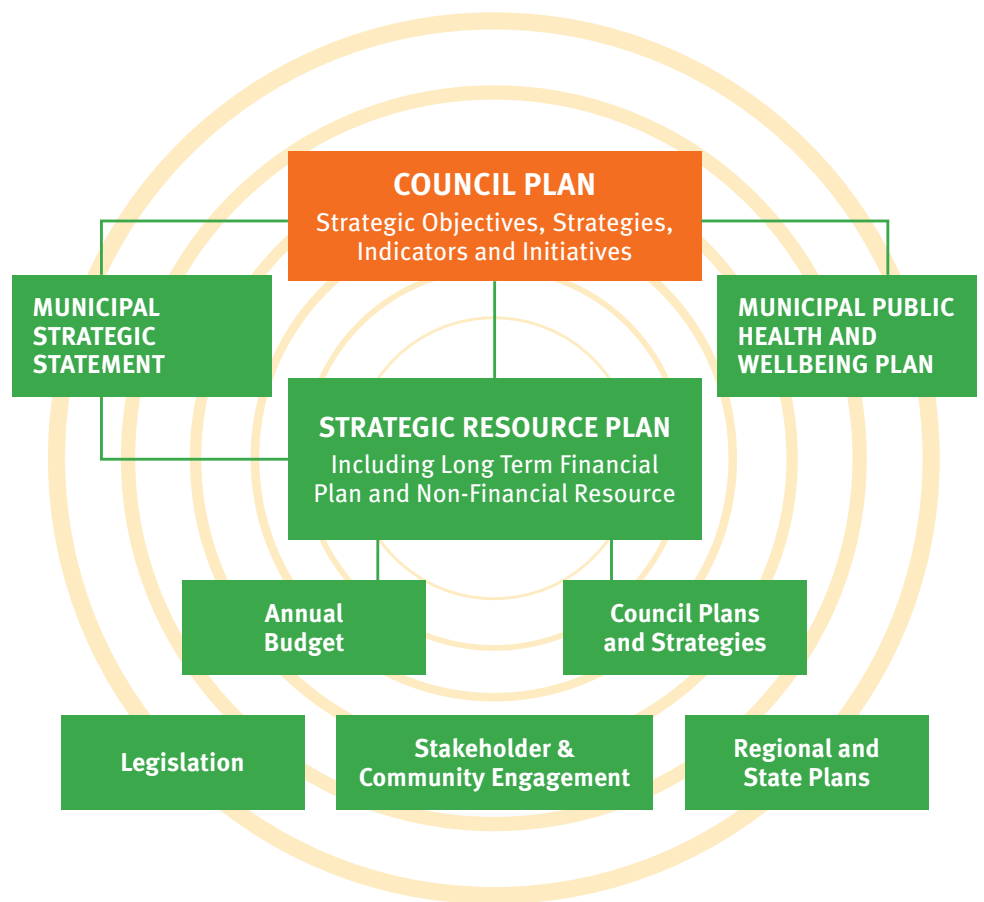


## OUR PLAN

The Municipal Public Health and Wellbeing Plan is developed every four years, setting the priorities and actions towards optimising health and wellbeing within our local community.

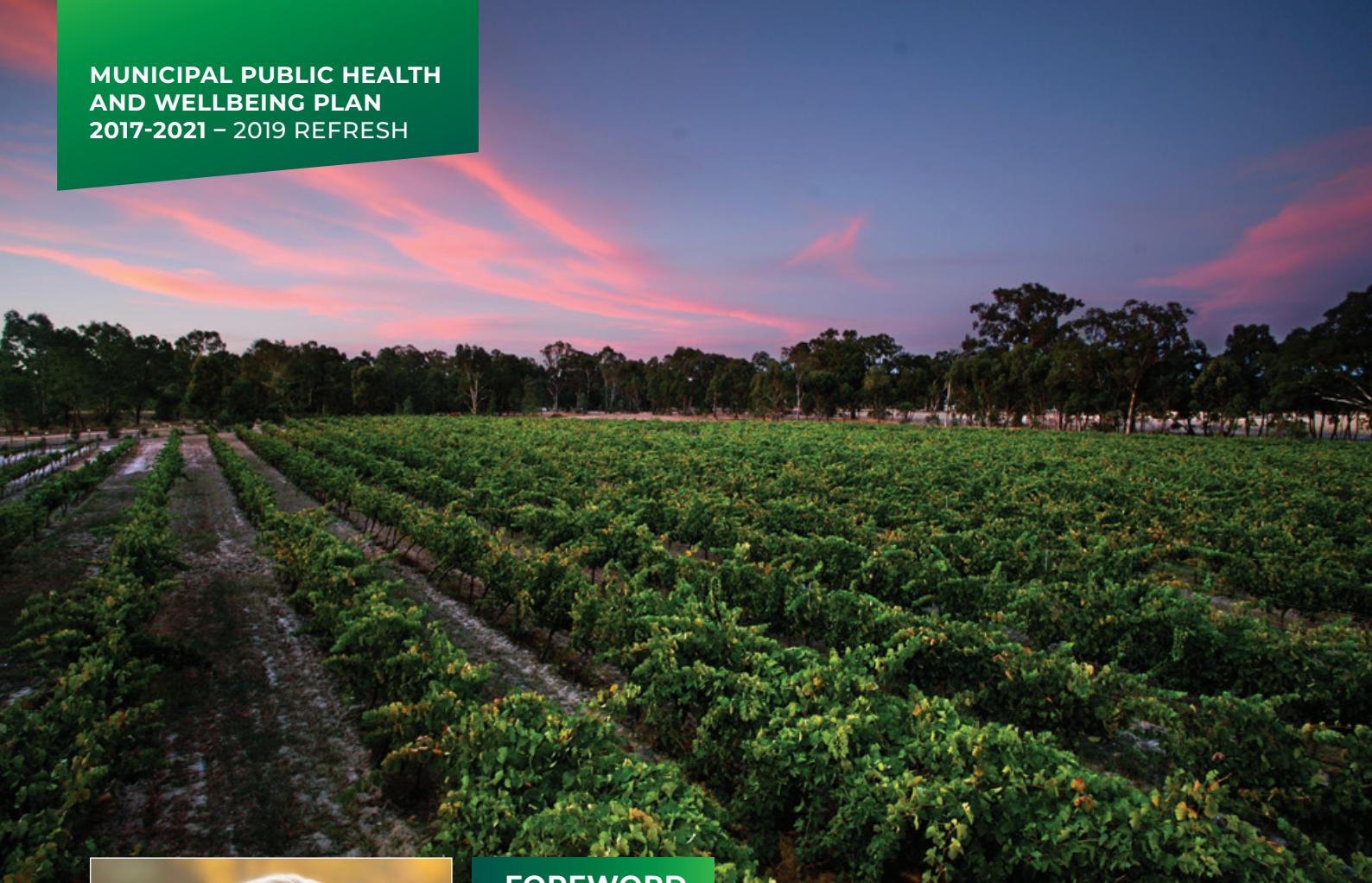
The Municipal Public Health and Wellbeing Plan is informed by community and stakeholder input as part of a community consultation process.

## OUR PLANNING FRAMEWORK



## STATEMENT OF ACKNOWLEDGMENT

The ancestors and descendants of the Dja Dja Wurrung are the traditional custodians of this country. Council respects and acknowledges the unique Aboriginal cultural heritage within.



## **FOREWORD**

### **It is with much pleasure that I present the Central Goldfields Shire Council Municipal Public Health and Wellbeing Plan 2017-2021.**

The Municipal Public Health and Wellbeing Plan sets the Council's agenda for improving health and wellbeing across our Shire over the next four years. This refreshed version guides and builds on the significant achievements of Council in previous years. We value the strong partnerships community health services, primary care partnerships and other local services, as well as the wider community and local businesses have with Council. Strategic alignment of effort across all areas of Council and across all local agencies will be critical to achieving our health and wellbeing objectives in the coming years.

Council is instrumental in leading local policies and developing programs that can influence the health of local community members. This is recognized in Victorian legislation, government policy, as well as globally. The World Health Organisation championed the Healthy Cities movement and from 1997, health improvements have been reinforced through the contribution of Council leadership, underpinned by strong community engagement and partnerships. Council continues with determined, strategic partnerships with local health services to create an effective local delivery system to improve and protect our community health and wellbeing.

Our ongoing challenge is improving population health whilst reducing health disparities amongst an ageing demographic and a rise in chronic and complex conditions. The way we collaborate in a coordinated, responsive and sustainable manner will influence and maximize the potential of preventative health interventions. We are proud to have all children in Central Goldfields aged five years, fully immunised, for the second year running.

We look forward to working closely with you in achieving the objectives of the Central Goldfields Shire Council Municipal Public Health and Wellbeing Plan.

**Lucy Roffey**  
*CEO*



## **WHAT IS HEALTH AND WELLBEING?**

The World Health Organisation defines health in relation to physical, mental and social wellbeing, rather than the absence of disease and illness. Being healthy, and well, means being able to lead a happy, fulfilled and meaningful life. Safety and resilience are equally important: a perception of feeling safe and free from harm or violence.

It is often thought that factors such as genetics and access to, and use of, health care services determine a person's health. While these are important factors, the context of a person's life has a greater impact on their health and wellbeing. The environmental or living conditions in which a person is born, grows, lives, works, plays and ages (World Health Organisation, 2017), are important. These are known as the 'social determinants of health' and can be broken down into four domains; built environment, social and cultural environment, economic environment and natural environment. The impact these environments have on one's health and wellbeing is undeniable and have been considered in the planning of our health priorities.



## OUR COUNCIL

Located at the geographic heart of Victoria, Central Goldfields Shire is home to just over 13,000 people. Maryborough is the Shire's major business centre and is a health and retail centre for surrounding towns including Castlemaine, St Arnaud, Avoca, Talbot and Dunolly. The Shire also hosts a number of food manufacturing businesses. The Shire is part of the Goldfields Tourist Region, with many visitors coming to see the historic buildings and townships that date back to the 1850s when the region supported a prosperous gold mining industry, as well as visitors to the annual Energy Breakthrough event and the Highlands Games.

### Population data

Listed below are some important demographic statistics specifically related to the health and wellbeing of the population within the municipality of Central Goldfields. Where appropriate comparisons are made to Victoria (Vic) population.

*(Source: Australia Bureau of Statistics, Census 2016).*

- Median age of people is 50 years (Vic 37 years)
- 34.1% of individuals with income less than \$650 per week. Significantly above Victoria at 20.3%
- SEIFA index of relative socio-economic disadvantage ranks CGS as the most disadvantaged local government area in the state
- The proportion of Indigenous people increased to 1.5% of the population (n=190) since the last census in 2011. This is higher than the Vic proportion (0.8%)
- Almost 20% of families are one parent families, higher than the Vic proportion (15.53%)
- 90.5% of people speak only English at home. Other languages spoken at home include Greek; 0.2%, German; 0.2%, Mandarin; 0.2%, and Filipino; 0.2%





## OUR HEALTH STATUS

Listed below are available statistics comparing CGS and Victoria on the priority issues identified for this plan. They are sourced from the *Victorian Population Health Survey 2014*, unless otherwise stated.

### Healthy Eating and Active Living

- Eat 5 serves of vegetables per day: 9.6% (Vic 6.4%)
- Daily consumer of sugar sweetened soft drink: 16.9% (Vic 11.2%)
- Eat take-away meals and snacks 1–3 times a week: 15.3% (Vic 9.9%)
- Obesity rate: 23.6% (Vic 18.8%), overweight: 25.8% (Vic 31.2%)
- Normal weight range: 41.3% (Vic 36%)
- Infants reportedly fully breastfed at 3 months of age: 39% (Vic 52%)
- Sufficient time of 150 minutes or more doing physical activity per week: 39% (Vic 41.4%)
- Insufficient time participating in physical activity: 49.5% (Vic 50.4%)
- Sedentary: 2.5% (Vic 3.6%)
- The three most popular non-organised physical activities were walking (59.3%), gym or fitness (6.9%), and swimming (5.7%)

*(Central Goldfields LGA Profile VicHealth Indicators Survey 2015)*

### Mental Wellbeing

- Prevalence of depression/anxiety: 33.7% (Vic 24.2%)
- Reported high, or very high, level of psychological distress: 20.3% (Vic 12.6%)
- Over 50% of youth report they are engaged in local clubs, associations or community groups (Youth Survey, Youth Advisory Council, and Central Goldfields Shire, 2016).
- Families experiencing high levels of stress: almost 12% (Department of Education Victorian Child and Adolescent Monitoring System, 2015)
- Loddon Region Area young people bullied most days: 16.4% (Vic 15.3%)

### Social Inclusion

- People feel part of the community: 78.5% (Vic 72%)
- People feel like they live in a close knit neighbourhood: 71% (Vic 61%)
- Reported high or very high levels of social isolation: 25.5% (Vic 17.3%)

### Primary Prevention of Violence against women

- Family Violence rates are 3 times the state average and second highest in Victoria (per 100,000 population Victoria Police 2013/2014)
- 43% of family violence incidents have children present (per 100,000 population Victoria Police 2013/2014)
- 83.0% of lone parent families are headed by a female parent compared to the state average of 81.6% (Census of Population and Housing, ABS, 2011)

## WHAT WE DO TO INFLUENCE HEALTH AND WELLBEING

Central Goldfields Shire Council plays an important role in the community to improve, promote and protect public health and wellbeing for residents. The following table illustrates how Council services can impact the health and wellbeing of those within the municipality.

**Table 1. Council Services and their Health and Wellbeing benefit**

Examples of Council Services & Programs	Influence on Health and Wellbeing
<p><b>Aged and Disability Services</b></p> <ul style="list-style-type: none"> <li>• Home support programs</li> <li>• Senior citizens centres</li> <li>• Meals on wheels</li> <li>• Social support services</li> </ul>	<ul style="list-style-type: none"> <li>• Increased social and community connectedness positively influencing mental health and wellbeing</li> <li>• Enhancing independent living options</li> <li>• Improved nutrition through provision of meals on wheels</li> <li>• Preventing social isolation</li> </ul>
<p><b>Arts, Cultural &amp; Tourism Services</b></p> <ul style="list-style-type: none"> <li>• Tourism development</li> <li>• Arts and cultural opportunities</li> <li>• Community festivals and events</li> <li>• Library services</li> <li>• Aged and disability Library access programs</li> <li>• Author visits</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of positive mental health and wellbeing</li> <li>• Improved cultural appreciation and understanding</li> <li>• Economic benefits</li> <li>• Community cohesion</li> <li>• Reduction in social isolation</li> <li>• Increased social connection and community engagement which positively influences mental health and wellbeing</li> </ul>
<p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Go Goldfields</li> <li>• Community connectedness</li> <li>• Social capital</li> <li>• Volunteer support</li> <li>• Local Laws</li> </ul>	<ul style="list-style-type: none"> <li>• Promote community cohesion</li> <li>• Internal staff policies that promote health and wellbeing</li> <li>• Enhance community safety</li> </ul>
<p><b>Environmental Health Services</b></p> <ul style="list-style-type: none"> <li>• Food and health premises registrations</li> <li>• Compliance with tobacco legislation</li> <li>• Emergency management recovery</li> <li>• Public health and wellbeing planning</li> <li>• Climate change</li> <li>• Wastewater regulation</li> <li>• Monitoring outbreak investigations</li> <li>• Immunisation</li> </ul>	<ul style="list-style-type: none"> <li>• Protection of public health via provision of safe food</li> <li>• Reducing harm from tobacco</li> <li>• Development and management of the Municipal Public Health and Wellbeing Plan</li> <li>• Infectious disease control and prevention</li> <li>• Safe drinking water</li> <li>• Public health protection via natural environments (air/water/land)</li> <li>• Advocating for sewerage of small towns</li> <li>• Immunisation of secondary school students and adults</li> </ul>
<p><b>Goldfields Family Centre</b></p> <ul style="list-style-type: none"> <li>• Maternal and Child Health</li> <li>• Long Day Care</li> <li>• Family Day Care</li> <li>• Kindergarten</li> <li>• Supported Playgroups</li> <li>• Toy Library</li> </ul>	<ul style="list-style-type: none"> <li>• Universal access for all children from birth to school age</li> <li>• Enhanced care for families requiring extra support</li> <li>• Prevention, promotion, early detection and intervention for children where concerns for health and wellbeing or learning exists</li> <li>• Advice on infant feeding and family nutrition, increasing breastfeeding rates</li> <li>• Comprehensive Immunisation Service for infants and young children</li> <li>• Support for sexual and reproductive health</li> <li>• Reducing violence and injury and increasing safety of women and children</li> <li>• Supporting literacy skills</li> <li>• Social connectedness for children supported</li> </ul>

**Examples of Council Services & Programs    Influence on Health and Wellbeing**

**Engineering, Infrastructure Projects and Operations**

- Protect and enhance existing amenities
- Maintenance of roads, bridges, footpaths, kerb & channel, parks & gardens, drainage & buildings
- Traffic management
- Waste management
- Emergency management response
- Enhancing liveability
- Provision and maintenance of facilities which promote physical activity and mental health wellbeing
- Enabling community connectedness
- Positive environmental amenity and healthy natural environments
- Creating environments that support public wellbeing and economic success
- Public safety through safe and effective pedestrian, cycling and road networks

**Procurement**

- Ensure compliance with policy, process and procedure
- Supporting activities that contribute to the municipality's prosperity
- Ensuring provision of healthy choice options are included within Council's Catering Policy

**Recreational Services**

- Recreation and sporting facilities
- Sporting events & programs
- Recreation Strategy Plan
- Major Recreation Reserve Master Plans
- Promotion of physical activity across all lifespan stages
- Enhancing liveability
- Promotion of active transport
- Enhancing social connectedness
- Improved mental health and wellbeing through connection to the natural environment

**Strategic Land Use Planning**

- Building and residential estate planning approvals
- Residential, commercial and community precinct planning
- Open space planning
- Environmentally sustainable development
- Liveable and health-enhancing built and natural environments
- Promotion of physical activity and active transport
- Creating environments that support public wellbeing and economic success
- Walkability and connection throughout residential areas
- Separation of land uses in order to achieve healthy environments

**Youth Support Services**

- FReeZa
- Youth Space
- Youth Advisory Council
- Engage! Youth
- Enhanced community connection and social inclusion
- Supporting positive mental health
- Providing a voice for the youth population

## CONTEXT

### Purpose

All Local Government Areas are required under legislation to protect, improve and promote public health and wellbeing within their municipality.

Council is identified as a decision maker under the Climate Change Act 2010 and therefore has a duty to consider the impact of climate change in the preparation of this Health and Wellbeing Plan. Whilst the direct health impacts of responding to extreme weather events are outlined within the Municipal Emergency Management Plan there are indirect health impacts caused by climate change which also need to be considered.

In addition, recommendation 94 of the Royal Commission into Family violence is that councils “*report on the measures they propose to take to reduce family violence and respond to the needs of victims*” in preparing their municipal public health and wellbeing plans (MPHWPs).

In summary the requirements for a Municipal Public Health and Wellbeing Plan including the *Public Health and Wellbeing Act 2008*, are that:

- all Victorian councils are required to prepare a Municipal Public Health and Wellbeing Plan within 12 months of the local Council general election
- the Plan is consistent with the Council Plan
- covers a four-year period
- has regard for the impact of climate change
- aligns with the Victorian Public Health and Wellbeing Plan
- addresses the prevention of Family Violence

### Our changing climate

The environment is an issue of importance to our community and its sustainability. However according to the CSIRO our climate is changing, “It is often claimed that the observed warming of the climate system results from natural climate processes rather than being human-induced. However, there are no known natural factors that can explain the observed warming.”

Changes to our climate has the potential to impact the water supply, air, soils and in turn the type and amount of crops that are grown.

On average, rainfall has declined since the 1960s, especially in autumn. The harsh Millennium Drought (1996 to 2009) ended with two of the wettest years on record in 2010 – 11.

Bureau of Meteorology data shows a trend within this region of:

- temperatures continuing to increase year round
- less rainfall
- fewer frosts
- more frequent and intense heavy downpours
- more days of extreme heat
- harsher fire weather

The change in climate brings with it an unreliability of the natural forces that potentially impact our health. While these cannot be controlled, they can be anticipated, prepared for, and considered including:

- provision of safe drinking water
- shade in public spaces
- access to cool areas
- sustainable practices
- impact of drought causing or exacerbating anxiety and depression
- impact of heatwaves and bushfires on physical and mental health
- access to fresh food
- risk of disease



## CONTEXT

### Victorian Public Health and Wellbeing Plan

The *Public Health and Wellbeing Act, 2008*, provides the legislative framework for public health and wellbeing while the *Victorian Public Health and Wellbeing Plan 2019 – 2023* outlines the State government's key priorities to improve the health and wellbeing of all Victorians.

The State Plan stipulates the importance of governments working with other organisations in a concerted effort to address ten priority areas:

- Tackling climate change and its impact on health
- Reducing injury
- Preventing all forms of violence
- Increasing healthy eating
- Decreasing the risk of drug-resistant infections in the community
- Increasing active living
- Improving mental wellbeing
- Improving sexual and reproductive health
- Reducing tobacco-related harm
- Reducing harmful alcohol and drug use

### Family Violence

The Victorian Government is committed to working with local government, together with other relevant sectors, to address family violence and build a society based on equality and respect. It established the Royal Commission into Family Violence in February 2015 in acknowledgement of the seriousness of family violence and its consequences for individuals, families and communities. The government has accepted all 227 recommendations and committed to their implementation as outlined in *Ending Family Violence: Victoria's Plan for Change*.

The plan details the outcomes of key family violence reforms including:

- Family violence and gender inequality are not tolerated
- Victim survivors, vulnerable children and families, are safe and supported to recover and thrive
- Perpetrators are held to account, engaged and connected
- Preventing and responding to family violence is systemic and enduring



## COUNCIL PLAN

The 4 outcome areas of the Central Goldfields Shire Council Plan 2017-2021 are:

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

The implementation of this MPHWP is one of the initiatives to be achieved and many of the planned actions outlined in the MPHWP Action Plan attachment relate to a number of initiatives in the four year Council Plan.

A yearly Council Action Plan is developed and one project to be implemented in 2018 - 2019 is to "review and refresh the Central Goldfields Municipal Public Health and Wellbeing Plan in light of the refreshed Council Plan."

## PARTNERSHIPS

Central Goldfields Shire Council is committed to working in partnership with other stakeholders in the community. The Central Goldfields Health and Wellbeing Partnership Plan 2017-2021 has been developed with other organisations and the priorities are aligned with this Municipal Public Health and Wellbeing Plan 2017-2021. By being strategic in our approach we can ensure that health and wellbeing is considered with every decision that we make.

### Central Goldfields Health and Wellbeing Partnership (CGHWP)

The Central Goldfields Shire Council (and Go Goldfields) has partnered with Asteria Services Inc. (disability service providers), Central Victorian Primary Care Partnership, Maryborough District Health Service and Women's Health Loddon Mallee. These partners have come together because of the recognised need to work together in order to maximise the opportunities for all residents to achieve optimal health and wellbeing. Working together at a local level enables a systems approach to place-based prevention.

## **Go Goldfields**

Go Goldfields is our community working together towards a positive future. Go Goldfields is a place based initiative designed to address complex social issues within the Central Goldfields Shire Council. When we talk about Go Goldfields the 'we' refers to everyone who has an opinion, passion, commitment and influence to help us achieve our shared aspiration of 'Our community aspiring, 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 earn, learn, achieve and dream

To achieve our ambitious outcomes we have governance structures and processes in place, and commitments from, community (people who live, work and play in the community), services and Education, Business, Philanthropy and other funders, Government departments and Peak bodies. The Central Goldfields Shire Council holds the backbone role for supporting the implementation of the collective impact approach for this initiative.

Over the decades the Central Goldfields Shire population has been significantly impacted by the closure of manufacturing industries and a lack of transport to major places of employment and learning. However in more recent times there is a real buzz in the community as change becomes evident. Go Goldfields provides a collaborative platform for this change where everyone is working together towards a positive future for all who live, work and play in the community.

We work to support the Central Goldfields Health and Wellbeing Partnership Plan (2017-2021) through the social inclusion lens of our work. We act to ensure sharing power with community in decision making is foundational in developing shared aspirations and mobilising for change.

## **COMMUNITY CONSULTATION**

Extensive community consultations were held to accurately capture community perspectives and viewpoints on what makes a community vibrant and to seek ways to improve health and wellbeing. As a result the voices of our community have informed this Plan.

The community were consulted over a 6 week period including an online survey, focus group discussions, and targeted community activities. We utilised the data that had been collected through recent community consultation with the Central Goldfields community, particularly Go Goldfields and youth.

Data collected from the above consultation activities were collated and used, along with population health data to inform priority selection.

On collation, the most important factors for the health and wellbeing of the community were preventing violence against women, reducing harmful drug and alcohol use and improving mental health.

In regard to their own health and wellbeing, people were least satisfied with how much they exercise, their oral health, their ability to cope with stress and their connection to community. People felt least confident in their ability to make changes in the following areas: oral health, mental health, active living and social connection.



## IDENTIFIED PRIORITIES

As a result of examining the community's data, and feedback from the community consultation, three priority areas were identified for action:

**Priority 1: Healthy Eating and Active Living**

**Priority 2: Mental Wellbeing**

**Priority 3: Primary Prevention of Violence against Women**

Overarching Lens: Social Inclusion

In setting these priorities we acknowledge that we also have a leadership role to play in ensuring all of our community, regardless of diversity, can live a full and healthy life. As such, we have committed to applying a social inclusion lens to all of our work in this plan, which is reflected in our plans overarching vision. This will be enacted by utilising the document *Building a Socially Inclusive Rural Community: A complete resource* during planning, implementation and evaluation.

Council recognises the influence of the organisation on all three identified priority areas, often through direct provision of services. It also acknowledges the key advocacy role it plays to support work within the priorities, in line with the objective listed in the Council Plan, to support community cohesion, health and wellbeing for our community.

### Go Goldfields and Priorities

The priority of this plan for Healthy Eating and Active Living is supported through the work of the shared aspiration in Go Goldfields for 'Children in our community are confident, creative, safe and healthy'. The themes in this work are:

- Services and education providers work in ways that meet individual needs of children and families
- Children have the language and literacy skills to support aspiration and create life opportunities
- All parents nurture their children so they can achieve their aspirations
- All children are active and valued community participants

We work to support the priority of Mental Wellbeing through our work on youth connectivity and the implementation of the Central Goldfields Shire Youth Services Development Plan. This plan addresses the importance of ensuring that there are supportive environments to nurture the health and wellbeing of young people in the shire, and that they have opportunities for clear pathways for the future. Children in our community are 'loved and safe'.

We work to support the priority of 'Primary Prevention of Violence Against Women' through the work of the Go Goldfields Family Violence Action Group and the implementation of the Go Goldfields Family Violence Action Plan in the Shire. The Go Goldfields themes in this work are:

- Women are treated equally and respectfully and their expertise is valued and sought
- The Community is skilled and empowered to take action against family violence
- Family violence offenders are held to account by police, court and community
- A cultural shift in service sector – service providers have the ownership, the skills and resources to meet community need

We learn, monitor and evaluate our impact on outcomes and processes through systems of shared measurement.







## IMPLEMENTATION

Council is responsible for the implementation of Municipal Public Health and Wellbeing Plan 2017-2021 and will work collaboratively with our partners to implement the combined priorities of this, and the Central Goldfields Health and Wellbeing Partnership Plan 2017-2021 for which Central Victorian Primary Care Partnership provides support. The partnership through developing this plan has formed strong relationships and is committed to the sustainability of the objectives. The plan presents the overarching strategic framework to guide the development of an annual implementation plan.

The Partnership will meet on a regular basis to continue to monitor and refine the plan. The plan will be considered a live document as we recognise the need to be flexible and adaptable to the changing health and wellbeing needs of our community.

### **The Central Goldfields Health and Wellbeing Partnership will:**

- Develop an annual implementation plan each year to capture the activities of partnership members to address the objectives of the plan
- Work with the community using a co-design process to ensure our activities work for them, in particular the vulnerable and hard to reach groups
- Continue to actively pursue cross-sector partnerships
- Apply a social inclusion and a gender equity lens to all activities
- Monitor and evaluate the plan to ensure activities leading to change
- Provide yearly reports to DHHS and all partner organisations

## MONITORING AND EVALUATION

Monitoring and evaluation will be central to this plan and to meeting the health and wellbeing needs of the Central Goldfields community. The monitoring and evaluation framework will ensure the plan is focussed on delivering long term outcomes for the community.

To create a culture of action, reflection and experimentation, developmental evaluation alongside a co-design approach will facilitate real-time feedback to inform the ongoing design, development and implementation of local strategies.

The partnership has utilised the *Victorian Public Health and Wellbeing Outcomes Framework* to identify shared indicators for each objective in order to measure longer term impact at a community level. To demonstrate that we are making progress towards achieving these longer term impacts, we will develop shorter term progress measures and also continue to collect process indicators. These are included in the annual implementation plans.

Attached is Central Goldfields Shire Council Municipal Public Health and Wellbeing Action Plan which reports on the progress of actions of the 3 priority areas to the end of June 2019.

Priority 1: Healthy Eating and Active Living						
Area	Action	Time	Responsibility	Progress to June 2019		
<b>1. Support mothers by providing breastfeeding friendly places.</b>	<b>1.1</b>	Educate staff on the existing arrangements with supporting staff with infants.	Ongoing	All Managers	Managers undertake when required.	
	<b>1.2</b>	Consult with staff on any gaps within EBA regarding supporting staff with breastfeeding arrangements.	Jan 2020 – June 2020	Manager People & Culture	A clause exists in the current EBA that supports staff as required. The next EBA is due June 2020.	
	<b>1.3</b>	Consider Breastfeeding Friendly Facilities in the development of future community infrastructure.	Ongoing	All Managers	Currently available at Library and Wellness Centre (MCH facility).	
	<b>1.4</b>	Promote Council facilities which are breastfeeding friendly.	Ongoing	Manager Community Engagement	Published on Council website that MCH facility and the Maryborough Library have breastfeeding chairs available for residents and visitors as safe, clean and Breastfeeding Friendly Facilities.	
	<b>1.5</b>	Prepare an advocacy package to enable MCH Nurses additional time and backfill to attain International Board Certified Lactation Examiners (IBLCE) Lactation Consultant qualification.	June 2018 – Dec 2018	Manager Community Services	MCH nurse completed training and obtained her Lactation Consultant Qualification. Completed 2018.	
<b>2. Promote increase of water intake.</b>	<b>2.1</b>	Consideration of water fountains in developing public infrastructure.	Ongoing	General Manager Infrastructure Assets and Planning	Water fountains are planned for the playground park/BBQ area in Talbot and for Gordon Gardens Dunolly – dependant on funding.	
	<b>2.2</b>	Internal campaign/education of staff on Central Highlands Water Choose Tap campaign.	Mar 2018 – June 2020	Health and Wellbeing Committee	Filtered water taps to be fitted in staff rooms as part of upcoming building renovations. The health and wellbeing committee will continue to promote Choose Tap Water.	
	<b>2.3</b>	Advocate for more water fountains in public places.	Feb 2019 – June 2020	General Manager Infrastructure Assets and Planning	Central Highlands Water supplied 5 water drinking fountains to be installed: <ul style="list-style-type: none"> <li>• Adventure Playground – Lake Rd BBQ shelter</li> <li>• Princes Park grandstand</li> <li>• Lions BBQ shelter – Park Rd</li> <li>• Philips Gardens</li> <li>• Goldfields Reservoir</li> </ul>	

Priority 1: Healthy Eating and Active Living				
Area	Action	Time	Responsibility	Progress to June 2019
<b>3. Support Fresh Food intake.</b>	<b>3.1</b> Promote healthy eating in the workplace.	July 2018 – June 2020	Health and Wellbeing Committee	Discussions and planning are underway to develop a healthy catering policy.
	<b>3.2</b> Conduct an audit within Council owned kitchen facilities.	Ongoing	Manager Statutory Services	Not started as yet.
	<b>3.3</b> Support Street Harvest or any other community groups in establishing or enhancing Community gardens.	Jan 2019 – Dec 2019	General Manager Community Wellbeing	Street Harvest attends the Maryborough Resource Centre once a month by holding a stall with local produce and products for the public to have access to. Street Harvest also has a stand within the Resource Centre where people can donate excess produce for either the public to have free access to or for it to be used by the Street Harvest group. Funding is provided through Healthy Heart of Victoria for a kitchen garden at Maryborough Community House.
<b>4. Support walking, cycling and other physical movement.</b>	<b>4.1</b> Continue to implement footpath links and connections per Walking and Cycling strategies.	Ongoing	Manager Infrastructure	New footpath along Taylor St Maryborough from Golden Wattle Drive to Kennedy St to access Roscholler Park and to service East Maryborough to the CBD of Maryborough. Upgrade of Derby Road Footpath from Napier St to Rinaldi Drive which forms part of the footpath to the Goldfields Reservoir. From September 2018 until end July 2019 pedestrian counters show that Park Road has on average 343 pedestrians per week and Derby Road has 104 pedestrians per week.
	<b>4.2</b> Promote walking and Cycling with the employees of Central Goldfields Shire council (e.g.. walking meetings, discounted gym membership for staff).	July 2020 – June 2021	Health and Wellbeing Committee, Manager People & Culture	Walking meetings are conducted by some people where appropriate. Further work scheduled for 2020 – 21.

Priority 1: Healthy Eating and Active Living				
Area	Action	Time	Responsibility	Progress to June 2019
<b>4. Support walking, cycling and other physical movement.</b>	<b>4.3</b> Work with Maryborough Leisure Centre contractor to increase participation.	July 2019 – June 2020	Manager Community Partnerships	Contract review of Maryborough Leisure Centre.  A report to Council with recommendations to improve participation at the leisure centre for Council consideration.  An all access change room installed.
	<b>4.4</b> Develop a Central Goldfields Shire Recreation Plan.	July 2019 – Ongoing	Manager Community Partnerships	Consultants engaged and steering group formed to develop the Recreation and Open Space Strategy.
	<b>4.5</b> Continue to implement priorities from Major Recreation Reserve Masterplans.	Ongoing	Manager Operations	Community consultations and design completed for Gordon Gardens, Dunolly.  Community consultations and design completed for the recreation reserve in Carisbrook.  Community consultations for design of Skate Park commenced.
	<b>4.6</b> Collaborate with the activities of CHSP or any other seniors funding programs to promote the recreation facilities Council manages.	July 2019 – June 2020	Manager Recreation, Manager Community Services	Federal government Move It funding information received and discussions held across Council departments, with Maryborough District Health Service and with Maryborough Sports and Leisure Centre to prepare an EOI.
	<b>4.7</b> Actively participate in the Healthy Hearts Project.	2018 – September 2020	General Manager Community Wellbeing	Active Living Census was distributed to all households in June 2019.  Infrastructure and Activation funding of \$197,000 was allocated to 3 projects: <ul style="list-style-type: none"> <li>• Kitchen garden and children’s play space at Maryborough Community House.</li> <li>• Upgrade to Goldfields Reservoir track, install a nature play park and introduce parkrun.</li> <li>• Basketball court at Gordon Gardens Dunolly.</li> </ul>

Priority 2: Mental Wellbeing				
Area	Action	Time	Responsibility	Progress to June 2019
<b>5. Training and support to Central Goldfields Shire Council Staff.</b>	<b>5.1</b> Increase awareness on mental health issues with staff working with Health and Wellbeing Committee.	Ongoing	Manager People & Culture, Manager Community Engagement	The health and wellbeing committee provide messaging to staff on maintaining good mental wellbeing through regular communication via the staff newsletters (Inside Word) and at staff meetings. Information is disseminated from organisations such as Beyond Blue and RUOK?  The Employment Assistance Program is available for all staff.  Health Checks are available annually and include information on Mental Health Plans available through GPs.
	<b>5.2</b> Formal training programs delivered to staff such as Mindfulness sessions or other relevant programs identified by the Health and Wellbeing Committee and Mental Health First Aid training for targeted staff members.	July 2017 – Jun 2021	Health and Wellbeing Committee, Manager People & Culture	Mental Health First Aide has been undertaken by staff who provide direct service to residents.  Discussions are underway in Health and Wellbeing Committee meetings for further training requirements.
	<b>5.3</b> Prepare a Reconciliation Action Plan to support Aboriginal and Torres Strait Islander community.	July 2019 – Dec 2019	Executive Management Team/ Executive Leadership Team	Community consultations scheduled for end 2019.

Priority 2: Mental Wellbeing				
Area	Action	Time	Responsibility	Progress to June 2019
<b>6. Promoting programs and events to the community.</b>	<b>6.1</b> Actively promote programs supporting Mental Health and wellbeing using Council's channels of communication.	Ongoing	Manager Community Engagement,	Regularly sharing content promoting wellbeing activities for community participation provided by Council.  Regularly design engagement for active participation of community members in Council consultations for strategy and policy development.
	<b>6.2</b> Assist the MDHS and any other community services agencies to roll out programs to combat mental health issues.	Ongoing	Manager Community Engagement	Regularly sharing content promoting wellbeing activities for community participation provided by community organisations.  Created, published and promoted Free Stuff for Kids Guide, updated each term.
	<b>6.3</b> Prepare an advocacy package for a multi-agency youth hub.	Oct 2019 – March 2020	Manager Go Goldfields	Pop-up youth hub to provide multi-agency integration in the delivery of youth services. Service use and experiences will be used to develop feasibility and business case for the establishment of an ongoing service.

Priority 3: Prevention of Violence Against Women				
Area	Action	Time	Responsibility	Progress to June 2019
7. Training and Support to Central Goldfields Shire Council staff.	7.1 Support staff facing family violence issues.	Ongoing	Manager People & Culture, Executive Leadership Team	The current EBA has a clause for Family Violence Leave.
	7.2 Staff training and increased awareness.	July 2018 – June 2020	Manager Social Inclusion, Executive Leadership Team	Free from Violence Officer has been employed from June 2019 until March 2020. Family Violence is a Workplace Issue training undertaken by 3 staff members, 2 males and 1 female, who are champions for the organisation. Disclosure training undertaken by 22 staff. Future training planned includes: gender equity, unconscious bias training, resistance training and bystander training.
	7.3 Have a policy position that prevents discriminatory practices.	July 2018 – June 2020	Manager Social Inclusion, Executive Leadership Team	A Gender Equity baseline survey is underway. Currently undertaking a Gender Equity Audit across all policies and procedures. Currently developing an Equal Opportunity Policy and a Gender Equity Policy.



**Priority 3: Prevention of Violence Against Women**

Area	Action	Time	Responsibility	Progress to June 2019
<b>8. Supporting Female Friendly facilities and improve female participation in community events and recreation activities.</b>	<b>8.1</b> Conduct an audit on public amenities with a female friendly lens and a family friendly lens.	Ongoing	General Manager Infrastructure, Assets and Planning	Raised in community consultations and included in design for the recreation reserve in Carisbrook.
	<b>8.2</b> Actively Promote family friendly and or female friendly facilities through social media.	Ongoing	Manager Community Engagement	As facilities are developed they will be promoted through social media & other communication channels. Still to be completed.
	<b>8.3</b> Advocate for funding to improve female/family friendly facilities as identified in 8.1 above.	July 2020 – June 2021	Manager Community Partnerships	Still to be completed.
	<b>8.2</b> Work with Sport and Recreation Victoria and local sporting clubs of Central Goldfields Shire Council to prepare a Recreation Strategy that supports increased female participation.	Jan 2019 – Dec 2019	Manager Community Partnerships	Consultants engaged and steering group formed to develop the Recreation and Open Space Strategy.
	<b>8.3</b> Support the Go Goldfields Family Violence Action Group in their work with prevention of Violence against women.	Ongoing	Manager Go Goldfields	Legal forum held July 2018. Equity forum held November 2018. Support for 16 Days of Activism during November each year.
<b>9 Support Community run events to prevent family violence.</b>	<b>9.1</b> Support community groups in promoting programs and or events supporting prevention of family violence.	Ongoing	Manager Community Engagement	16 Days of Activism and White Ribbon actively promoted in social media and other communication channels.





### **8.3 NORTHERN VICTORIAN EMERGENCY MANAGEMENT CLUSTER – EMERGENCY ANIMAL WELFARE PLAN**

**Author:** Emergency Management Coordinator

**Responsible Officer:** General Manager Community Wellbeing

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

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#### **SUMMARY/PURPOSE**

The purpose of this report is to recommend Council adopt the Emergency Animal Welfare Plan which complements the Integrated Municipal Emergency Management Plan (IMEMP).

The focus of the Emergency Animal Welfare Plan is to prescribe the municipal coordination arrangements that exist to support agencies which have a responsibility for emergency animal welfare support.

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

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

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

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

The Emergency Animal Welfare Support Plan has been produced pursuant to Section 20(1) of the Emergency Management Act 1986.

#### **BACKGROUND INFORMATION**

The Northern Victorian Emergency Management Cluster (NVEMC) municipalities are vulnerable to a number of hazards that could affect the welfare of domestic animals (pets), livestock and wildlife. The five municipalities which comprise the cluster are home to a large number of domestic animals, livestock and wildlife. The area is also traversed by major highways, which carry livestock in large volumes on a daily basis.

The Integrated Municipal Emergency Management Planning Committee (IMEMPC) provides multi-agency oversight for emergency management planning and operations across the cluster.

The Emergency Animal Welfare Plan was endorsed by the Committee on 1<sup>st</sup> August 2019. Each Council should consider and endorse an animal welfare plan as part of their emergency planning arrangements.

#### **REPORT**

The purpose of the plan is to assist in the coordination of animal welfare support for domestic animals, livestock and wildlife before, during and after an emergency. Its scope entails:

- identification and assessment of affected animals in an emergency event

- management of displaced animals in an emergency event
- veterinary treatment and triage of affected animals
- humane destruction and disposal of animals as a result of an emergency event
- logistical coordination of goods and services for animals affected by an emergency event

The plan identifies key actions and responsibilities for a range of agencies including local government, in respect of the following 5 objectives:

- assess and ensure animal welfare support is considered before, during and after an emergency
- identify resources that are locally available to support the plan
- identify resources available externally that may support the plan
- outline the municipal coordination arrangements for animal welfare support
- provide advice to the community on animal welfare support before, during and after an emergency

## **CONSULTATION/COMMUNICATION**

The Emergency Animal Welfare Plan has been developed by the Integrated Municipal Emergency Management Planning Committee with input from all agencies included on the committee.

## **FINANCIAL & RESOURCE IMPLICATIONS**

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

## **RISK MANAGEMENT**

The plan actively reduces the risk to animals and people in the Shire in the event of an emergency situation.

## **ATTACHMENTS**

1. Northern Victorian Emergency Management Plan – Emergency Animal Welfare Plan

## **RECOMMENDATION**

*That Council endorse the Northern Victorian Emergency Management Cluster – Emergency Animal Welfare Plan.*

# Northern Victorian Emergency Management Cluster



CITY OF GREATER  
**BENDIGO**



**Campaspe**  
Shire Council



**CENTRAL  
GOLDFIELDS**  
SHIRE COUNCIL



**LODDON**  
SHIRE



**MOUNT ALEXANDER**  
SHIRE COUNCIL

## *Emergency Animal Welfare Plan*

Luke Ryan

May 2019



Emergency Animal  
Welfare Plan

Version Number	Date of Issue	Brief Description of Change	Author
0.1	Sept 2018	Draft V0.1 distributed for comment	MASC – EMC
0.2	April 2019	Draft V0.2 distributed for May Workshop	MASC – EMC
0.3	May 2019	Final Draft V0.3 following Workshop conducted in May	MASC - EMC

Minor administrative updates may be made to this plan without the complete plan having to be endorsed again by IMEMPC. The minor updates may be noted by the IMEMPC and recorded in the Version Control Table.

To make comment on this plan, select the relevant section, note the comment and forward to:

Attn: Municipal Emergency Management Officer

Email:

Mount Alexander Shire Council - [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)

Loddon Shire Council – [loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)

Central Goldfields Shire Council – [mail@cgoldshire.vic.gov.au](mailto:mail@cgoldshire.vic.gov.au)

City of Greater Bendigo – [enquiries@bendigo.vic.gov.au](mailto:enquiries@bendigo.vic.gov.au)

Campaspe Shire Council – [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)



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## Certificate of Endorsement

Under the provisions of the *Emergency Management Act 1986*, the Northern Victorian Integrated Municipal Emergency Management Planning Committee (IMEMPC) has facilitated the writing of this Emergency Animal Welfare Plan to complement the Northern Victorian Integrated Municipal Emergency Management Plan (IMEMP).

IMEMPC is a municipal emergency management committee for the shires of Campaspe, Central Goldfields, Loddon, Mount Alexander and City of Greater Bendigo Councils.

This Plan was tabled at a meeting of the IMEMPC and endorsed as a sub-plan of the IMEMP on the following date:

## Distribution

A copy of this plan is provided to IMEMPC members. Distribution of the plan through each IMEMPC agency is the responsibility of the Agencies IMEMPC's representative. The current version of this plan is also maintained on the "Crisisworks" platform maintained by each Council for their emergency management. The full version includes some confidential information not for public distribution.

A public copy that does not have confidential information for public distribution is available from the websites at:

[www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)

[www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)

[www.centralgoldfields.com.au](http://www.centralgoldfields.com.au)

[www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

[www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au)

[www.agriculture.vic.gov.au](http://www.agriculture.vic.gov.au)

[www.epa.vic.gov.au](http://www.epa.vic.gov.au)

## Plan Development

The Emergency Animal Welfare Plan is a sub-plan of the Northern Victorian Integrated Municipal Emergency Management Plan (IMEMP) for each of the Northern Victorian Emergency Management Cluster Councils consisting of Mount Alexander Shire, Central Goldfields Shire, Loddon Shire, Campaspe Shire and City of Greater Bendigo Council (NVEMC). It has been developed in consultation between the NVEMC, the Department of Jobs, Precincts and Regions (DJPR) and other agencies as required. In developing this plan, reference has been made to the *Victorian Emergency Animal Welfare Plan (Revision 1) (VEAWP)*.

## Glossary and Acronyms

This plan may use terminology specific to Animal Emergency Welfare Support. Please refer to the VEAWP for a definition.

The plan will in the first instance fully write the title or phrase followed by the acronym. The acronym will be then used throughout the rest of the plan.

## Introduction

The NVEMC municipalities are vulnerable to a number of hazards that impact their area and may affect the welfare of domestic animals (pets), livestock and wildlife.

The area of the five municipalities is home to a large number of domestic animals, livestock and wildlife. The area is also traversed by major highways, which carry livestock in large volumes on a daily basis.

This Emergency Animal Welfare Plan complements the IMEMP of each Partner Council.

The focus of this plan is to prescribe the municipal coordination arrangements that exist to support agencies which have a responsibility for emergency animal welfare support, this includes:

1. Domestic Animals (including all pets and companion animals) – Local Government
2. Livestock – Dept. of Jobs, Precincts and Regions (DJPR)
3. Wildlife – Dept. of Environment, Land, Water & Planning (DELWP)

## Authority to Plan

The Emergency Animal Welfare Support Plan has been produced pursuant to Section 20(1) of the Emergency Management Act 1986.

## Scope

The Emergency Animal Welfare Plan refers to the municipal area bounded by the five partner councils and their Municipal Emergency Management Plans (MEMP). The plan refers to domestic –animals (pets), livestock and wildlife located within the municipal boundaries and is based on the principle of ‘Shared Responsibility’ where the owners of domestic animals and livestock will have arrangements in place before, during and after an emergency to manage the welfare of their animals.

The focus of this plan is in relation to the:

- Identification and assessment of affected animals in an emergency event
- Management of displaced animals in an emergency event
- Veterinary treatment and triage of affected animals
- Humane destruction and disposal of animals as a result of an emergency event
- Logistical coordination of goods and services for animals affected by an emergency event

## Purpose

The purpose of this animal welfare plan is to assist in the coordination of animal welfare support for domestic animals, livestock and wildlife before, during and after an emergency.

## Objectives

The objectives of this plan are to:

- Assess and ensure animal welfare support is considered before, during and after an emergency
- identify resources that are locally available to support this plan
- identify resources available externally that may support this plan
- outline the municipal coordination arrangements for animal welfare support
- provide advice to the community on animal welfare support before, during and after an emergency

## Related Documents

This plan should be read with reference to the following documents and legislation:

1. Victorian Emergency Animal Welfare Plan (Revision 1)
2. Northern Victorian Integrated Municipal Emergency Management Plan (version available for each municipality in the cluster)
3. Northern Victorian Cluster - Emergency Relief Centre Standard Operating Procedure (ERC:SOP)
4. Emergency Management Act 1986 & 2013
5. Emergency Management Manual Victoria

## Review and Testing

This plan is to be reviewed at every two years or after activation for an emergency event by the Municipal Emergency Management Planning Committee.

The plan is to be tested by an exercise every two years under the arrangement of the IMEMPC unless activated for an emergency event. Evaluation of the exercise is to be tabled with the IMEMPC for their review.

## Information Sharing

At times, animal owner/carer details may need to be provided to animal welfare support agencies to ensure comprehensive assessment of animals impacted by an emergency. This enables the coordinated delivery of services to affected owners/carers and their animals.

Council will coordinate the management of information in accordance with the Information Privacy Act 2000 and relevant policy.

## Organisational Roles and Responsibilities

A number of Government Agencies and Non-Government Organisations have a role or responsibility in providing emergency animal welfare support.

Part 7 of the Emergency Management Manual Victoria (EMMV) lists specific animal welfare emergencies e.g. emergency animal disease events and cetacean emergencies. In these cases, the EMMV assigns responsibility for managing an emergency to a specific agency.

In other emergencies listed under the EMMV e.g. bushfire and flood events, impacts on animal welfare may be identical to the broader emergency. In this case there is a controlling agency that requires the support of those Government Agencies and Non-Government Organisations with the requisite knowledge, skills and resources to manage animal welfare support.

The Victorian Emergency Animal Welfare Plan also lists responsibilities of agencies. Below is a summary of those responsibilities. For a full list of responsibilities please view the Victorian Emergency Animal Welfare Plan available at <http://agriculture.vic.gov.au/>

A summary of agency responsibilities is listed below:

### Primary Agencies

The following agencies have a primary role and responsibility in emergency animal welfare support.

Dept. of Jobs, Precincts and Regions (DJPR) is the primary agency for livestock and companion animal welfare support services in emergencies. Their responsibilities include:

- provide emergency animal welfare management advice to agencies, organisations and the community
- identifying and assessing impacted animals
- provide advice on treatment, humane destruction or emergency salvage slaughter
- assessing fodder and water needs of impacted animals
- provide wildlife welfare advice to the Department of Environment, Land, Water & Planning (DELWP)
- coordinating animal welfare groups and volunteers
- assessing and reporting losses and damage
- investigating animal welfare complaints
- liaise with DELWP, Local Governments and animal welfare support agencies to ensure effective allocation of resources

## Department of Environment, Land, Water and Planning (DELWP)

DELWP is the primary agency for wildlife welfare support services and has the following responsibilities:

- communicating wildlife emergency welfare arrangements to relevant stakeholders
- providing advice to response agencies regarding the impact of an emergency on flora and fauna
- developing information for public and media relating to the management of wildlife impacted by the emergency
- ensuring the treatment and care of wildlife is conducted in accordance with relevant legislation
- providing advice on wildlife carcass disposal

## Local Government

### Prevention and Risk Mitigation

- Ensure emergency animal welfare support arrangements and providers of relevant animal welfare services are detailed within relief and recovery sections of the IMEMP and stored on the Northern Victorian Cluster Contact Database.
- Communicate municipal animal welfare contacts and arrangements to relevant stakeholders

### Response

- Liaise with animal welfare agencies and organisations to enable effective and timely delivery of animal welfare support services
- Provide the Incident Controller with relevant information on the management of animals impacted by the emergency

### Relief

- Provide assistance with urgent animal welfare needs including housing for displaced animals
- Ensure stray and surrendered animals are can be contained within an appropriate facility
- Referral of animal welfare needs to relevant support organisations
- Provide a point of contact for agencies and organisations in relation to emergency animal welfare support issues
- Create provisions to manage animals presenting at emergency relief centres to include registration, treatment and housing requirements or, advise owners of alternative arrangements when animals are unable to be housed on site.

### Recovery

- Work with DJPR to assist in ongoing animal welfare recovery within the municipality
- Coordinate recovery services for animal owners and carers



## Support Agencies/Organisations

There are a number of external agencies and suppliers who may provide emergency animal welfare support services depending on the emergency location and resource capacity. DJPR is responsible for monitoring the emergency event and consulting with the Australian Veterinary Association and RSPCA when local resources are exhausted.

A list of other support agencies can be found at

<http://agriculture.vic.gov.au/agriculture/emergencies/response/victorian-emergency-animal-welfare-plan>

Contact details for emergency animal support agencies can be viewed at

<http://contacts.regional.em.vic.gov.au>

## Preparedness Arrangements

Each of the Partner Councils prepares for emergency animal welfare support services through the development of this plan and the following activities.

### Northern Victorian Integrated Municipal Emergency Management Planning Committee (IMEMPC)

Animal emergency welfare support services will be represented by DJPR, DELWP and Council at IMEMPC meetings as required.

The IMEMPC facilitates the development and review of this Animal Emergency Welfare Support plan that supports their Municipal Emergency Management Plan.

The IMEMPC will ensure that animal emergency welfare support will be included in appropriate exercises to test and train for the activation of this plan.

## Training

The NVEMC facilitate appropriate training for Council Staff who may be involved in animal emergency welfare support activities.

Council Rangers have specific accreditations required to manage animals. These requirements are found under and may include:

- Prevention Of Cruelty To Animals Act 1986 & Regulations 2008 - Authorisation
- Domestic Animals Act 1994 & Regulations 2015 - Authorisation
- First Aid
- Victorian Firearms Long Arm Licence (**Loddon only**)
- Firearms Safety Course (**Loddon only**)
- Bolt gun safety training (**City of Greater Bendigo and Campaspe only**)
- Basic Wildlife Awareness
- Impoundment of Livestock Act 1994 & Regulations 2008 – Authorisation

## Resource sharing

Details on resource sharing arrangements between the NVEMC Councils can be located in Section 5. of the IMEMP.

## Animal Shelters and Pounds

There are a number of animal shelters and pounds across the cluster councils as listed in NVEMC contact database and Crisisworks. Each centre is expected to have an emergency management plan in place for the management of animals. Centres may also require assistance or be able to provide assistance during an emergency.

## Deceased Animal Disposal Sites

The municipality is responsible for the coordination of clean-up activities in an emergency, including the disposal of dead animals.

DJPR provides advice and will liaise with each municipality regarding the disposal of dead animals, including location, type and number of animals to be disposed. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities.

For biosecurity purposes, it is preferable to dispose of diseased animals and contaminated materials on the affected property. Where this is not practically possible, other options should be determined by DJPR, in conjunction with the EPA.

For wildlife, where a response is based on the Bushfire Protocols, it is the responsibility of the triage veterinarian to work with the each municipality to oversee the disposal of carcasses of euthanased wildlife.

DJPR has a list of licensed landfill sites that may take animal carcasses across the State. Other sites may be identified and assessed in consultation between the Environmental Health Officer (EHO) from the municipality where the site is located and the Environmental Protection Agency (EPA) before an emergency and listed in this plan as appropriate. Refer to Appendix D.

## Response Arrangements

In the event of an emergency, respective animal emergency welfare support responsibilities will be activated in accordance with the classification given to the event e.g. Level 1, 2 or 3.

Where an emergency impacts animals, an appointed DJPR Animal Welfare Liaison Officer will interact with the MERO, or their delegate, to ensure animal welfare arrangements are in place that allow effective management and referral of animal welfare needs, as well as distribution of relevant public information.

DJPR will consider the following matters when determining their control arrangements:

- Number of stock and domestic pets likely to be involved;
- Operation of registration and transport systems;
- Operation of destruction and disposal systems;
- Public information and advice;
- Communication with the public, authorities and individuals;
- Any future management issues.

### Activation of the Plan

The plan may be activated:

- At the request of DJPR
- At the request of a Control agency
- At the request of each Council based on information received from the incident controller

The response will be elevated depending on the:

- Impact of the incident
- Information
- Assessments made

## Plan Implementation

Issues for DJPR, MERO and Local Laws Coordinator (or equivalent) to consider when implementing the Plan are:

1. Availability and suitability of facilities for assessment, shelter and feeding of domestic pets.
2. Availability and suitability of facilities for assessment, containment and feeding of livestock.
3. Availability and suitability of facilities for the management and welfare of wildlife.
4. Availability and suitability of carcass disposal methods.
5. Current stock processing rates through local and neighbouring abattoirs, knackeries and rendering plants.
6. Current stock movements into and out of the district (agistment, sale, export).
7. Available feed and water supplies in the district.
8. Available resources for transportation of domestic pets and livestock to other facilities

When the Plan is implemented, Council will be responsible for:

1. Monitoring capacity to house and feed domestic pets.
2. Sourcing in conjunction with DJPR shelter and feed for affected domestic pets.
3. Liaising with the landfill operators in relation to its capacity as a regional disposal site.
4. Sourcing contractors, in conjunction with DJPR, to carry out stock disposal.
5. Ensure all communications regarding relief centres includes information about animal relief

The MERO and Local Laws Coordinator (or equivalent) will liaise with the Council CEO and report on Councils involvement during all stages.

## Stand Still Situation

This situation could occur when movement of livestock is stopped, sometimes with little warning, and it could occur on a day when livestock is already at Livestock Exchanges, or other similar facilities.

A "Standstill" will be triggered by the National Management Group acting on the advice of the Consultative Committee on Emergency Animal Diseases. A decision to ease, lift or extend the standstill will be based on risk assessment and the known epidemiology of the outbreak.

Stock will remain at their current location and will not be moved until the threat has passed. This is determined by DJPR.

For stock on road situations, all current livestock transport journeys must be completed within four hours of the declaration of a standstill. If a current journey cannot be completed within four hours of the declaration, or originated from another state or territory, or the intended destination was interstate, the transporter must pull up when and where safe to do so and contact the Attwood State Biosecurity Operations Centre (03 92174200 or Victorian Emergency Hotline Ph 1800 226 226) and seek instructions to determine a suitable destination to unload the livestock, before any further movement can be undertaken,

Local Saleyards Operational Policy Manuals should be referenced to ensure compliance with the AUSVETPLAN guidelines, which deals with management of exotic diseases and holding livestock in the yards, feed etc.

## Processing Animals

An accurate record of each animal that is presented is extremely important. At least one person should be designated to complete paperwork, photograph and put identification on each animal presented.

This data is to be transferred into a central data base to ensure that animal owners have one reliable source of information when trying to locate an animal. The importance of this system should be communicated to other shelters and animal businesses that may receive animals directly from the public.

[Appendix F: Animal Registration Form Template](#) provides a template of an Animal Registration Form.

## Emergency Animal Accommodation

Accommodating animals in emergency housing is a last resort. The first option should always be with family or friends outside the affected area that can better provide for animals. If there is no feasible pet friendly accommodation, boarding kennels and animal shelters may be available and appropriate.

Wildlife should be transferred to authorised wildlife carers located in a safe area. [Appendix E: Animal Accommodation](#) a list of available short term housing options in each municipality can be found on the NVEMC Contact Database and Crisisworks systems

Ideally, animals should not be kept at the Emergency Relief Centre or in emergency accommodation or shelters for more than three days.

### **Emergency accommodation should provide the following:**

- Animal admission and identification record keeping
- Secure and functional housing
- Food and water
- Identifying and contacting owners (lost and found registers)
- Staff and public health and safety

### **Animals with no identified owners**

Animals with no identified owner will be handled according to legal requirements and the municipality's stray animal's policy or procedure. Animals presenting with an owner can be housed under the following conditions:

- All animals are held at the owners risk
- Owners are required to feed the animal
- Water will be provided for the animals
- Housing is only short term. Animals that remain at the shelter after three days may be processed as unowned animals.
- Animals must be confined or on leash at all times

- Animals with special needs will need to be managed by the owner to ensure they do not cause harm or discomfort to other animals
- Animals must not be moved from their designated crate/pen without notification to the person in charge of the animal emergency housing
- Animals that are not well or have an infectious disease will be managed on a case by case basis. Suitable alternative arrangements for accommodation will be made; this will be done to protect the health of other animals in a facility.

Access for owners/carers of pets in alternative shelter options away from them will be managed according to the incident and resource capacity at the time.

## Humane Destruction

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of impacted animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

DJPR will assist in the humane destruction or salvage slaughter of animals when the person in charge cannot perform the necessary actions to alleviate the suffering of their animals. This assistance may include referral to Veterinarians, DELWP or the RSPCA.

Wherever possible, destruction activities will take place in consultation with the person in charge of affected animals. In situations where owners cannot be found, indemnity for immediate destruction in their absence is provided by Section 24 (1)(b)(i) of POCTA Act 1986.

In case of wildlife, the triage veterinarian is responsible for assessing the need for euthanasia. While it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with POCTA are exempt.

Methods of destruction of animals must be consistent with the relevant Code of Practice, such as the Codes of Accepted Farming Practice for the Welfare of Animals (species specific in the case of livestock), Code of Practice for the Welfare of Horses and Code of Practice for the Welfare of Wildlife during Rehabilitation.

The following municipalities have the training and equipment to assist with animal destruction subject to additional requirements:

<b>Council</b>	<b>Equipment</b>
Mount Alexander Shire Council	N/A
Loddon Shire Council	Council owned .22 calibre rifle
Central Goldfields Shire Council	N/A
Campaspe Shire Council	Bolt gun
City of Greater Bendigo	Bolt gun

## Disposal of Dead Animals

Due to potential health hazards, timely disposal of animal carcasses is critical. A number of on-farm and off-farm options exist for the disposal of dead animals resulting from an emergency, including licensed landfills, knackeries and rendering facilities and high temperature incineration. Disposal on private land and government owned sites, such as unlicensed or decommissioned landfill sites, may be allowed subject to section 30A (Environment Protection Act) approval from EPA and will require the development of a site management plan.

DJPR is the provider of advice and liaise with each municipality regarding the disposal of dead animals, including location, type and number of animals to be disposed. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities. Information on this can be found at

<https://www.epa.vic.gov.au/our-work/publications/publication/2009/june/iwrg641>

For wildlife, where a response is based on the Bushfire Protocols, it is the responsibility of the triage veterinarian to work with each municipality to oversee the disposal of carcasses of euthanised wildlife.

## Briefing and Debriefing

Council will provide regular internal briefings to all staff involved in an emergency; these will be coordinated through the MERO and MRM. Animal welfare issues will be discussed at all briefings.

A debrief will be held at the conclusion of an emergency event. Staff involved in an emergency will be expected to attend the debrief session and provide input as to what worked well and what could be improved.

For detailed information on emergency briefings and debriefing procedures refer to the Integrated Municipal Emergency Management Plan (IMEMP).

## Relief Arrangements

Each NVEMC Council is responsible for coordinating relief arrangements within their municipality. Relief arrangements are detailed in this plan and the Municipal Emergency Relief and Recovery Plan.

### Emergency Relief Centre Arrangements

Evacuated households will bring their animals with them as they are often viewed as a member of their family. History has shown the presence of pets inside the ERC can be disruptive and may present a public health risk. Provision for the welfare of pets outside the ERC is to be managed by the Council Rangers, but responsibility for the control and welfare of the animals rests with the owner.

If there is adequate room animals may remain at the Relief Centre on a temporary basis (where possible, three days maximum) and should be tethered or in a cage. A sheltered site should be designated for animals.

Any animal deemed to be unsafe or a threat to others must be tethered and attended to by the owner as per legal requirements. Council recommends that people who are displaced and attending the Relief Centre with pet's (other than registered assistance animal such as a guide dog) should first approach their friends and family to house their animal.

As a guide ERC Officers should consider:

- Provision of food and water for animals
- Separation of animals.

### Assistance animals

Under Section 9(2) of the Commonwealth Disability Discrimination Act 1992, guide assistance dogs are allowed into and are able to stay in emergency relief centres.



## Recovery Arrangements

Longer term animal welfare will be documented and addressed through the development of the Municipal Recovery Plan for the emergency event.

### Donations

Donations of money, goods and services may be made during an emergency event to assist in emergency animal welfare support. This plan details how these donations may be managed. (Reference is made to the National Guidelines for Managing Donated Goods 2011).

It is the preference that any requests for donations made by a Municipal Recovery Committee is for financial donations only.

### Food Items

The MRM will liaise with local organisations to assist in the coordination of pet food donations.

The Victorian Farmers Federation may be activated to coordinate fodder distribution in large events in consultation with the MRM. Where they are not activated, the MRM will work with relevant agencies to coordinate distribution.

### Non-Food Items

The management of these items will be coordinated by the MRM who may delegate responsibility to an appropriate organisation.

### Volunteers

In the context of this plan, volunteers who assist in emergency animal welfare support activities are members of organisations that are accredited to perform work in this area and have the appropriate management structure and training in place for their personnel.

Spontaneous volunteers are to be acknowledged and referred to appropriate organisations that may be able to incorporate them into their activities.

There may be no opportunity to utilise the services of a spontaneous volunteer due to:

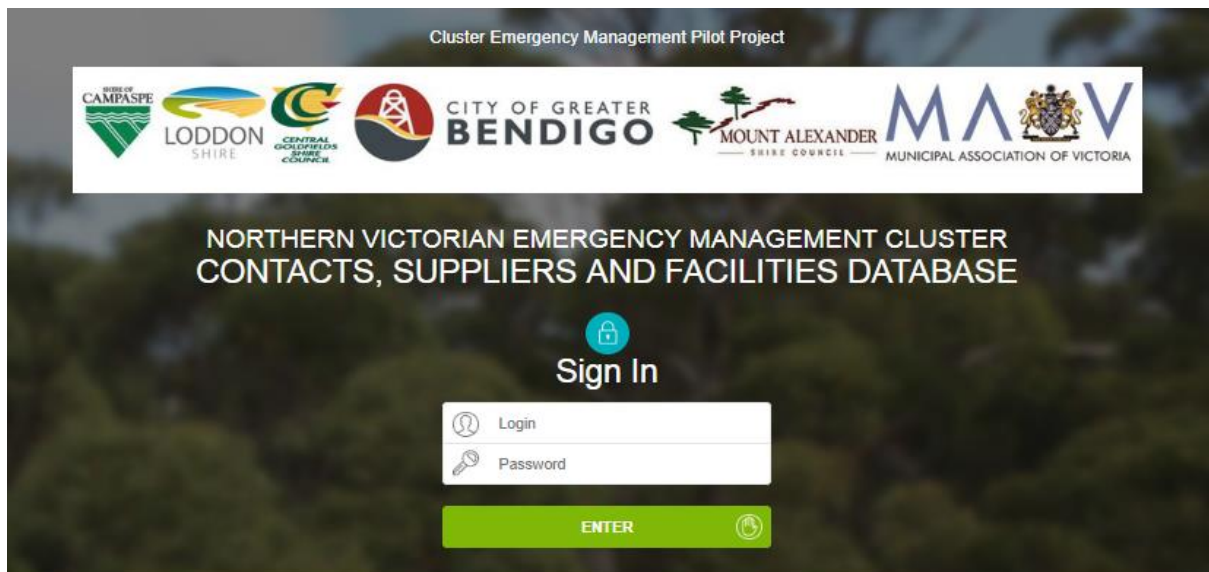
- The specialised nature of the work
- Limited resources to equip a spontaneous volunteer e.g. safety equipment
- Limited management structures to supervise spontaneous volunteers
- Sufficient resources are already employed to manage the work load

The MRM will coordinate acknowledgement of the offer of service from spontaneous volunteers in an appropriate manner.

## Appendix A: Local Contact Information for Emergency Animal Welfare Support

### Information stored in the Northern Victorian Contact Database

<http://contacts.regional.em.vic.gov.au>



## Appendix B: State-Wide Contact Information for Emergency Animal Welfare Support

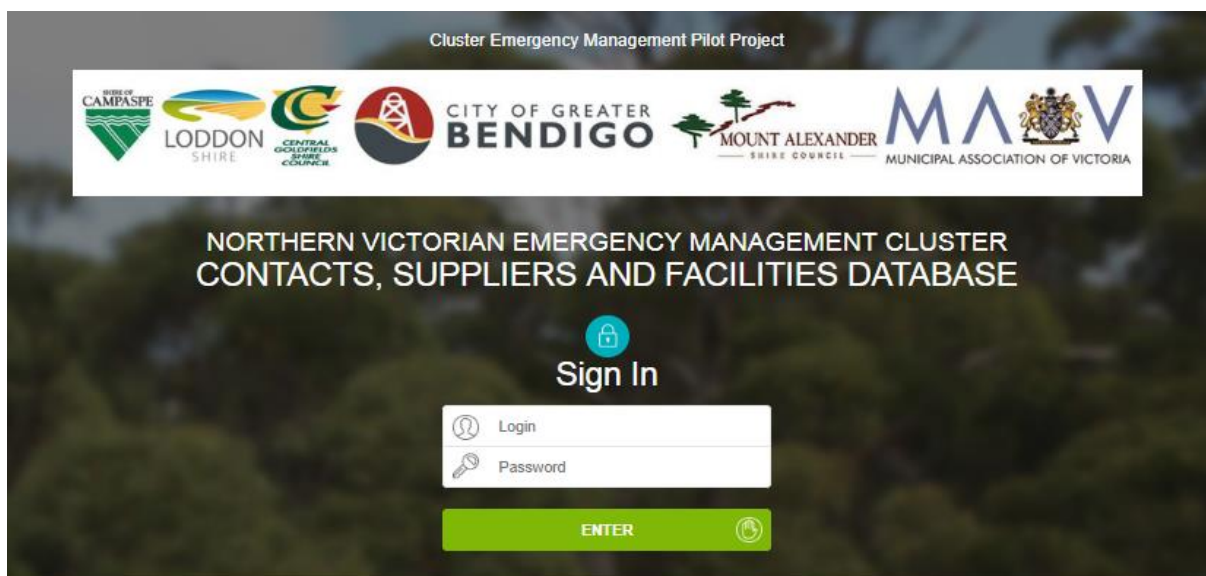
Consult DEJTR for advice where appropriate on who to contact in the emergency event.

ORGANISATION	WEBSITE
Australasian Animal Record (microchips)	<a href="http://www.aar.org.au">www.aar.org.au</a>
Australian Veterinary Association	<a href="http://www.ava.org.au">www.ava.org.au</a>
Cat Protection Society of Victoria	<a href="http://www.catprotection.com.au">www.catprotection.com.au</a>
Central Animal Records (microchips) (Requires Ranger to access)	<a href="http://www.car.com.au">www.car.com.au</a>
Dept. of Health & Human Services (DHHS)	<a href="http://www.dhhs.vic.gov.au">www.dhhs.vic.gov.au</a>
Dept. Economic Development, Jobs, Transport & Resources (DEDJTR)	<a href="http://www.agriculture.vic.gov.au">www.agriculture.vic.gov.au</a>
Dept. of Environment, Land, Water & Planning (DELWP)	<a href="http://www.delwp.vic.gov.au">www.delwp.vic.gov.au</a>
Dogs Victoria	<a href="http://www.dogsvictoria.org.au">www.dogsvictoria.org.au</a>
Feline Control Council	<a href="http://www.hotkey.net.au/~fccvic">www.hotkey.net.au/~fccvic</a>
Ferret Rescue	<a href="http://www.vicferrets.org.au">www.vicferrets.org.au</a>
Governing Council of Cat Fancy	<a href="http://www.cats.org.au">www.cats.org.au</a>
Help for Wildlife	<a href="http://www.helpforwildlife.org.au">www.helpforwildlife.org.au</a>
National Pet Register (microchips) Requires Ranger to access	<a href="http://www.petregister.com.au">www.petregister.com.au</a>
Petcare Information and Advisory Service	<a href="http://www.petnet.com.au">www.petnet.com.au</a>
Petsafe	<a href="http://www.petsafe.com.au">www.petsafe.com.au</a>
Project Hope Horse Welfare Australia Inc.	<a href="http://www.phhvw.org.au">www.phhvw.org.au</a>
Red Cross	<a href="http://www.redcross.org.au">www.redcross.org.au</a>
RSPCA	<a href="http://www.rspcavic.org">www.rspcavic.org</a>
The Lost Dogs Home	<a href="http://www.dogshome.com">www.dogshome.com</a>
VicRoads	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
Victorian Animal Aid Trust	<a href="http://www.vaat.org.au">www.vaat.org.au</a>
Victorian Bushfire Information Line	<a href="http://www.emergency.vic.gov.au">www.emergency.vic.gov.au</a>
Victorian Farmers Federation	<a href="http://www.vff.org.au">www.vff.org.au</a>
Wildlife Victoria	<a href="http://www.wildlifevictoria.org.au">www.wildlifevictoria.org.au</a>
Zoos Victoria	<a href="http://www.zoo.org.au">www.zoo.org.au</a>

## Appendix C: Animal Pounds and Shelters

# Information stored in the Northern Victorian Contact Database

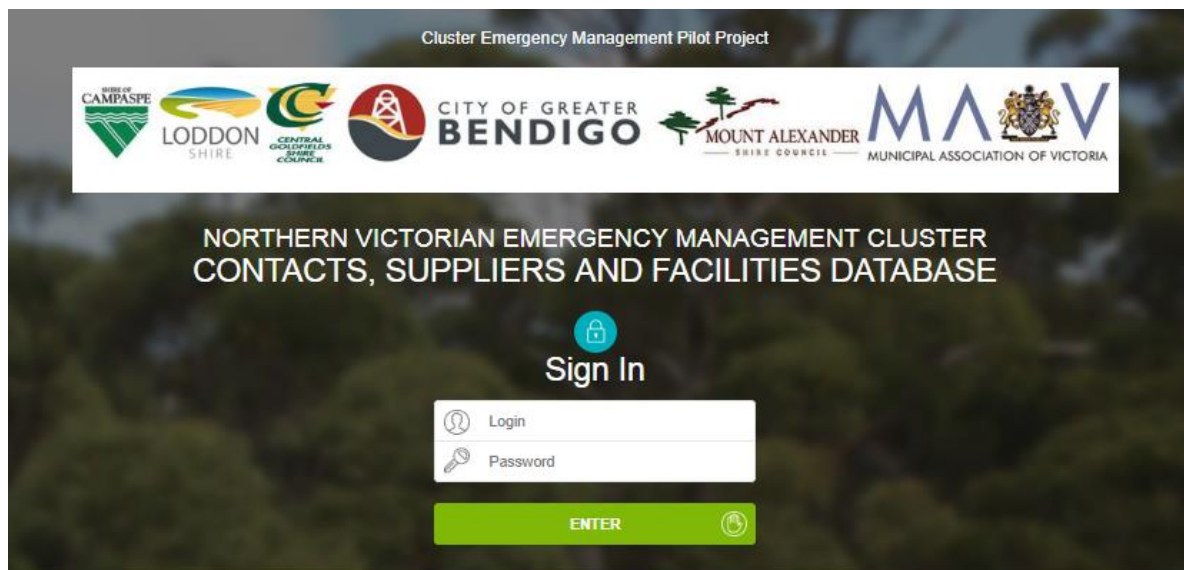
<http://contacts.regional.em.vic.gov.au>



## Appendix D: Stock Disposal Sites

# Information stored in the Northern Victorian Contact Database

<http://contacts.regional.em.vic.gov.au>



## Appendix E: Animal Accommodation Requirements

Due to the increased stress levels amongst animals during an emergency, all possible effort must be undertaken to minimise its effects.

- Predator and prey species should be kept as separate as possible
- Animals should be inspected ideally every four hours to ensure their environment is adequate to maintain their health
- If any animal appears sick, injured or its behaviour has changed it has to be reported to the manager as soon as possible
- Animals in the relief centre should be provided with food in sufficient quantity and nutritional quality to meet the daily requirements for the condition and size of the animals
- Food and water containers should be of a suitable type for the animal and should not easily spill
- Animals should have access to water at all times

### Dogs

- Dogs should be walked daily
- Poo bags and garbage bins should be readily available
- If dogs that have been declared menacing, dangerous or of a restricted breed are presented at the relief centre, they must wear a muzzle and their specified collar and be restrained on a secure leash until alternate suitable housing can be arranged
- Further information on the care of dogs can be found in the “Code of practice for the private keeping of dogs” and “Code of practice for the management of dogs and cats in shelters and pounds”

### Cats

- Cages need to be large enough to allow for a sleeping area, water container and a litter tray
- Cats should be provided with clean litter every day and litter trays should be disinfected between each use
- Further information on the care of cats can be found in the “Code of practice for the private keeping of cats” and “Code of practice for the management of dogs and cats in shelters and pounds”

### Small Pets

A variety of small pets such as rabbits, guinea pigs, rats, mice or reptiles are likely to arrive at relief centres. These will hopefully arrive in cages suitable for housing and confinement.

Further information on the care of small pets can be found in Codes of Practice or DJPR information sheets.

## **Birds**

- Birds are particularly susceptible to stress
- Perches must be provided for birds that rest by perching. The perches must be of sufficient diameter to allow the bird to maintain a firm grip. There must be sufficient perch space for all birds in a container to perch comfortably at the same time
- Bird cages must be covered or kept in a darkened room at night to enable them to get appropriate rest
- Further information on the care of birds can be found in the “Code of practice for the housing of caged birds”

## **Livestock**

In most large emergency situations DJPR will establish its own Incident Management Team to coordinate field operations relating to fire affected agricultural properties.

People transporting large livestock to an ERC or an emergency shelter should be directed to the nearest large, safe venue for holding them. Possible sites may include show grounds, saleyards, empty feedlots and confinement buildings with adequate ventilation, airports, airplane hangars, livestock auction markets and fenced pasture.

Further information on the care of livestock can be found in the “Codes of accepted farming practice”.

## **Wildlife**

Wildlife requires special housing and care. DELWP is the primary support agency for the welfare of wildlife. If wildlife is presented at the relief centre advice should be sought from DELWP on the appropriate course of action regardless of whether it is owned or wild.

Information on the care of wildlife can be found in the “Code of practice for the welfare of wildlife during rehabilitation”.

## **Horses**

Horses can be adequately housed for a short time on an oval or in a paddock as long as there is adequate fencing, water and food and any pasture is fit for horse consumption.

Horses that are unfamiliar to each other should not be housed adjacent to each other as they may bite or kick each other through fencing. Stallions will require specialist fencing and should be housed separately from other animals.

Further information on the care of horses can be found in the “Code of practice for the welfare of horses”.





## Appendix F: Animal Registration Form

Part A: OWNER DETAILS								
Name:			Telephone:					
Address:			Mobile:					
Alternative contact:								
Current Veterinarian:								
Part B: ANIMAL DETAILS								
No.	Name	Type	Breed	Description (colour / sex)	Collar (Y/N)	Identification (tag / microchip)	Identification Number	Special needs/comments (diet/medication/history/ temperament/ obvious pre-existing condition)
1								
2								
3								
4								
Animals received from:			Date:			Signature:		



**Part C: EMERGENCY HOUSING CONTACT DETAILS**

Name:		Telephone:	
Address animals located:		Mobile:	

**Part D: ANIMAL RELOCATIONS DETAILS**

Relocated to:		Telephone:	
Address:		Mobile:	
Received by:		Date:	
		Signature:	

**Part E: RETURN OR COLLECTION DETAILS**

Name:		Telephone:	
Address:		Mobile:	
Received by:		Date:	
		Signature:	

### **Animal Admission Owner Information Sheet (template)**

Welcome to the Emergency Relief Centre. We hope your stay here will be as short and as comfortable as possible. The (ENTER your council name) has arranged emergency shelter and welfare for pets and companion animals evacuated as part of this emergency.

#### **What you may be required to do**

- Feed and exercise your animal.
- Keep your animal confined, tethered or on a leash at all times.
- Do not let your animal cause harm or discomfort to people or other animals.
- Ask the person in charge of the animal area before you move your animal from their crate/pen.
- Understand that housing animals at the Emergency Relief Centre is only short term and you should discuss other options with the Animal Team Leader in charge.
- Understand that animals are held at the ERC at your risk.
- Discuss with our staff if you have any concerns about your animal.
- We are here to help and assist; however, there are many demands on our staff so please be a little patient. We will do our very best to help.

#### **What we may do**

- Feed and exercise your animal if you are unable to do so.
- Provide fresh water for your animal.
- Secure your animal and provide the best care we can.

- End of Document -

### **Local Laws Team**

The Local Laws Team will assist in implementing the Emergency Animal Welfare plan. Their role may include the following:

1. Receiving, recording and distributing information on emergency animal welfare support issues
2. Identify and assess emergency animal welfare risks
3. Advise and consult with the MERO and MRM on emergency animal welfare support
4. Liaise with and coordinate the distribution of additional resources from animal welfare support agencies
5. Prioritise animal welfare operational activities
6. Attend community recovery meetings as required

## 8.4 MUNICIPAL NEIGHBOURHOOD SAFER PLACES PLAN 2019

**Author:** **Manager Statutory Services**

**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 recommend Council adopt the Municipal Neighbourhood Safer Places Plan 2019 (MNSPP).

The 2018 Plan recently underwent annual review by the 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.

Adoption of the 2019 plan will see Neighbourhood Safer Places re-nominated in the townships of Maryborough (Princes Park & Pascoe Reserve), Talbot (Pioneer Reserve), Dunolly (Gordon Garden Reserve) and Carisbrook (Market Reserve).

### LEGISLATION AND POLICY CONTEXT

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

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

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

Initiative: Coordinate Municipal Emergency Management Plans and Committee.

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

### BACKGROUND INFORMATION

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

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

In short this process includes:

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

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

#### Previous Council Decisions and Date:

At the September 2018 council meeting, the recommended designation of five Neighbourhood Safer Places were adopted by Council along with the 2018 Municipal Neighbourhood Safer Places Plan.

The 2018 Neighbourhood Safer Places Plan identifies that there are five designated Neighbourhood Safer Places (Places of Last Resort) in Central Goldfields Shire Council municipality as follows:

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

## REPORT

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

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

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

### Priority/Importance:

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

### Options/Alternatives:

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

### Timelines:

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

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

### Progress:

In compliance with Section 50J of the CFA Act 1958, Council staff requested in July 2019 that the CFA conduct the annual inspection of the current designated NSPs (five sites). The Compliant NSP Reassessment results were received from the CFA in August 2019. The inspections of the NSPs were conducted on 29 August 2019 by the MFPO to complete the Municipal Neighbourhood Safer Places Plan 2019 (Refer Attachment 1).

## **CONSULTATION/COMMUNICATION**

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

Council staff have continued to communicate to the public via local media outlets and Council web-site the designation of the Neighbourhood Safer Places - Places of Last Resort as follows;

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

## **FINANCIAL & RESOURCE IMPLICATIONS**

### Budget Allocation in the Current Financial Year

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



### Previous Council Support and External Funding Sources

An allocation for Fire Management planning and the provisions for the establishment and maintenance of NSPs was provided under the Community Emergency Management section of previous council budgets.

### Projected costs for future financial years: and any ongoing recurrent expenditure required

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

## **RISK MANAGEMENT**

The endorsement of the Neighbourhood Safer Places recommended within the 2019 MNSSP will provide our community with certainty regarding suitable places that provide some protection from the effects of radiant heat during the passage of a bushfire.

## **CONCLUSION**

Council is required to adopt the amended MNSSP September 2019 which identifies and confirms that the following sites have been designated as NSPs within the Central Goldfields Shire Council boundaries:

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

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

## **ATTACHMENTS**

1. Municipal Neighbourhood Safer Places Plan 2019

### **RECOMMENDATION**

*That Council adopt the Municipal Neighbourhood Safer Places Plan 2019.*



## **CENTRAL GOLDFIELDS SHIRE COUNCIL**

# **NEIGHBOURHOOD SAFER PLACES PLAN**

## **PLACES OF LAST RESORT DURING A BUSHFIRE**

# **SEPTEMBER 2019**

Covers:

- **Princes Park Maryborough – 40 Park road  
MARYBOROUGH VIC 3465**
- **Jacks Pascoe Reserve Maryborough- 40 Gillies  
Street MARYBOROUGH VIC 3465**
- **Pioneer Park Talbot- 34 Scandinavia Crescent  
TALBOT VIC 3371**
- **Gordon Garden Reserve Dunolly – 80 Barkly  
Street DUNOLLY VIC 3472**
- **Market Reserve Carisbrook- 24 Powlett Street  
CRARISBROOK VIC 3454**

## Version control

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

## Introduction and Background

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

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

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

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

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

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

Places as NSPs within its municipal district.

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

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

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

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<sup>1</sup> Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

## Structure of this Plan

This Plan has been divided up into three distinct sections.

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

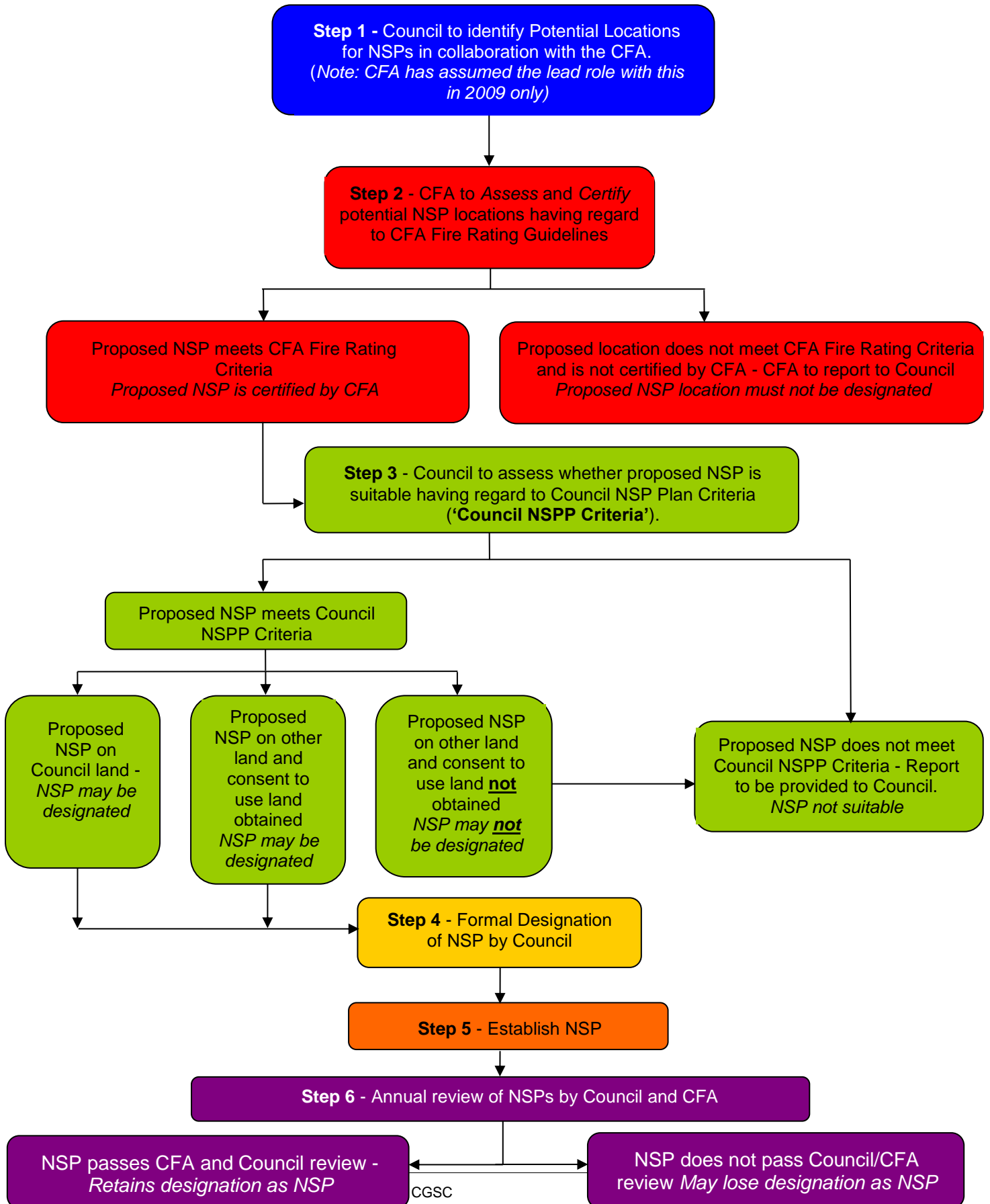
**Section 2** contains a more detailed summary of the steps summarised in the flow chart found in Section 1.

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

# Section 1

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

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



# Section 2

*Detailed summary of steps for establishing NSPs.*



## OVERVIEW OF THE STEPS ASSOCIATED WITH NSPs

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### 1 Identification of Potential NSP Locations

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

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

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

#### 1.2 When do potential NSPs need to be identified?

The CFA, in conjunction with Council, will continue (where appropriate) to identify potential NSP's in preparation for the 2017-2018 fire seasons.

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

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

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

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

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

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

Council's identification of potential NSP locations should be undertaken by the Municipal Emergency Resource Officer ('MERO') and the Municipal Fire Prevention Officer

(‘**MFPO**’), or the Emergency Management Coordinator with input from other Council personnel (such as Infrastructure Services Managers, or equivalent) as appropriate.

For those Councils whose municipal district falls within both a CFA region and the Metropolitan Fire District (“**MFD**”), or borders the MFD but is within the CFA region:

- (a) The risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area; and
- (b) the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor roadway, type and amount of vegetation along key egress routes; capacity of egress routes to accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns).

#### **1.4 Who should undertake the identification of potential NSP’s?**

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

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

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

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## **2 CFA to Assess and *Certify* Potential NSP Locations**

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

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

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

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

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

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

(a) For Open Spaces:

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

(b) For Buildings:

- (i) The Buffer Zone between the outer edge of the building and the nearest fire hazard should be at least 140 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the building is no more than 10 kw/m<sup>2</sup>.

### **2.3 When does the CFA assess a potential NSP?**

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

### **2.4 When does the CFA certify potential NSP locations?**

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

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

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

of certification, and a summary of the criteria and assumptions upon which the assessment is based.

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

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

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### **3 Council Assessment of NSP's Following CFA Certification**

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

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

Council's assessment of CFA-certified potential NSP's may, if reasonably practicable, be conducted by the Municipal Emergency Management Planning Committee ('**MEMPC**'), with a preliminary assessment to be provided to the MEMPC by the MERO and the MFPO.

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

##### **(a) Consents and rights of access**

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

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

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

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

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

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

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

### **(b) Access and Egress**

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

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

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

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

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

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

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

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

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

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

**(d) Opening of the NSP**

Council must consider

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

**(e) Defendable space and fire suppression activities**

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

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

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

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

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

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

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

#### **(f) Defend-Ability of Buildings**

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

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

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

#### **(g) Signage**

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

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

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

#### **(h) Maintenance and maintainability**

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



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

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

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

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

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

**(i) Disabled access**

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

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

**(j) Alternative Uses of potential NSP**

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

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

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

**(k) Communication with the community**

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

### **(I) Public liability insurance**

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

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

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

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

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

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

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

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

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

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## **4 Council Designation of NSP's**

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

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

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

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

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

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

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

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## **5 Establishment and Maintenance of NSP's following Designation**

### **5.1 Who is responsible for establishing NSP's?**

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

### **5.2 What must be done when establishing NSP's?**

To establish a NSP after its designation, Council must:

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

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

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

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

### **5.3 When must NSP's be established?**

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

### **5.4 Maintenance of NSP's**

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

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

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

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

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## **6 Annual Inspections of NSPs**

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

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

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

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

### **6.2 What must be considered when undertaking inspections?**

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

If an NSP no longer meets:

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

### **6.3 When must NSP locations be inspected?**

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

## Section 3

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

Covers:

- **Princes Park Maryborough – 40 Park road  
MARYBOROUGH VIC 3465**
- **Jacks Pascoe Reserve Maryborough- 40  
Gillies Street MARYBOROUGH VIC 3465**
- **Pioneer Park Talbot- 34 Scandinavia Crescent  
TALBOT VIC 3371**
- **Gordon Garden Reserve Dunolly – 80  
Barkly Street DUNOLLY VIC 3472**
- **Market Reserve Carisbrook- 24 Powlett  
Street CRARISBROOK VIC 3454**

**Princes Park (Oval Only) Maryborough**  
**Council property No.45030.54 - 40 Park road MARYBOROUGH VIC 3465**  
**Factors to Consider in Assessing Potential NSP's –**  
**Inspection Conducted August 2019/2018 and**  
**No Change to RESULTS FROM Inspection Carried out in August 2018**

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

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



Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Dependability of buildings</b> <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES

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

### Inspection Carried out by -

Ellen Brown – Coordinator of Compliance/MFPO

Date inspected 29th August 2019, 12:45pm

Princess Park (Oval Only) Maryborough NSP



**Pascoe Reserve (Oval Only) Maryborough**  
**Council property No. 62790.54- 40 Gillies Street MARYBOROUGH VIC 3465**  
**Factors to Consider in Assessing Potential NSP's**  
**Inspection Conducted September 2018 and**  
**No Change to RESULTS FROM Inspection Carried out in August 2017**

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

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

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

**Inspection Carried out by -**

Ellen Brown – Coordinator of Compliance/MFPO

Date inspected 29th August 2019, 12:05pm

## Pascoe Reserve (Oval Only) Maryborough NSP



**Pioneer Park (Grounds Only) Talbot**  
**Council Property No. 35910.536 - 34 Scandinavia Crescent TALBOT VIC 3371**  
**Factors to Consider in Assessing Potential NSPs**

**Inspection Conducted September 2018 and**  
**No Change to RESULTS FROM Inspection Carried out in August 2017**

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



<b>Council NSPP Criteria</b>	<b>Issues to consider</b>	<b>Council comments</b>	<b>Satisfied? Yes/No</b>
<b>Opening of the NSP</b> <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and Park are continually maintained with minimal Infrastructure to damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No Cost Required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Talbot Farmers Market (3 <sup>rd</sup> Sunday of every month) however NSP would have priority over any event. Talbot Farmers Market to be advised. Facility to be made available on CODE RED days;	YES
<b>Defendable space and fire suppression activities</b> <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
<b>Defend-ability of buildings</b> <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES
<b>Signage</b> <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage has been placed at the park entrance off Scandinavian Crescent	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA as Council Manages the Area as CoM	YES

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

**Inspection Carried out by -**

Ellen Brown – Coordinator of compliance/MFPO

Date inspected 29<sup>th</sup> August 2019, 1:44pm



**Pioneer Park (Grounds Only) Talbot NSP**

**CENTRAL  
GOLDFIELDS**  
SHIRE COUNCIL



## Gordon Garden Reserve (Grounds Only) – Dunolly

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

### Factors to Consider in Assessing Potential NSPs

Inspection Conducted September 2018 and

No Change to RESULTS FROM Inspection Carried out in August 2017

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Consents and rights of access</b> <i>See section 3.2(a)</i>	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	DSE land – Council is the committee of Management	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>• access the site and surrounding areas for maintenance; and</li> <li>• Erect appropriate signage at the NSP.</li> </ul>	Council Manages and maintains the area, Signage to be erected at the park boundary off <ul style="list-style-type: none"> <li>• Barkly Street</li> <li>• Thompson Street and</li> <li>• Market Street</li> </ul>	YES
<b>Access and egress</b> <i>See section 3.2(b)</i>	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>• the anticipated potential number of people to move to and from the place; and</li> <li>• The CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	As there are no fences around the property there is unrestricted emergency access for pedestrians and emergency vehicles from the following streets <ul style="list-style-type: none"> <li>• Barkly Street</li> <li>• Thompson Street and</li> <li>• Market</li> </ul> Adequate parking for vehicles along both sides of the above streets as well Possible to have up to 1,000 people, has reticulated water supply	YES

<b>Council NSPP Criteria</b>	<b>Issues to consider</b>	<b>Council comments</b>	<b>Satisfied? Yes/No</b>
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Access points are located on local roads, well maintained and signed and will accommodate large amounts of vehicles	YES
<b>Maintenance of NSP in accordance with CFA assessment</b> <i>See section 3.2(c)</i>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Public Park which is continually maintained and is well accessed; Fuel load is kept to existing levels;	YES
<b>Opening of the NSP</b> <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	CBD has 24hr access; CBD and Park are continually maintained with minimal Infrastructure to damage;	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	No Cost Required	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?	Facility will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
<b>Defendable space and fire suppression activities</b> <i>See section 3.2(e)</i>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defend-ability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	Defendable space with adequate water supply and free of all obstacles; Vegetation is not Native; Buffer zone of 310m;	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	No approval required; No vegetation is to be removed;	YES
<b>Dependability of buildings</b> - <i>See section 3.2(f)</i>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	Open space - No buildings included in NSP	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Signage</b> <i>See section 3.2(g)</i>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Signage to be erected at the park boundary off <ul style="list-style-type: none"> <li>• Barkly Street</li> <li>• Thompson Street and</li> <li>• Market Street</li> </ul>	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA as Council Manages the Area as CoM	YES
<b>Maintenance and maintainability</b> <i>See section 3.2(h)</i>	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	Continually maintained area; Buffer is provided by residential/commercial areas and park land;	YES
<b>Disabled access</b> <i>See section 3.2(i)</i>	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Plenty of space provided for drop off and parking for the disabled in adjacent streets;	YES
<b>Alternative uses of potential NSP</b> <i>See section 3.2(j)</i>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	NSP will have priority over an event as a NSP in an emergency and on CODE RED days;	YES
<b>Community Communication</b> <i>See section 3.2(k)</i>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Local advertising will be undertaken to make the public aware of where the NSP is situated; NSP' plan will be posted on Council's Website	YES

### Inspection Carried out by -

Ellen Brown – Coordinator of compliance/MFPO

Date inspected 29<sup>th</sup> August 2019, 12:44pm

**Gordon Garden Reserve (Grounds Only) Dunolly NSP**



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

Council property NO. 35304.524 - 24 Powlett Street CRARISBROOK VIC 3454

### Factors to Consider in Assessing Potential NSPs

Inspection Conducted September 2018 and

No Change to RESULTS FROM Inspection Carried out in August 2017

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



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

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

## **Inspection Carried out by -**

Ellen Brown – Coordinator of compliance/MFPO

Date inspected 29th August 2019, 1pm

**Market Reserve (Grounds Only) Carisbrook**





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## 8.5 FIRE PREVENTION ACTIVITIES

<b>Author:</b>	<b>Manager Statutory Services</b>
<b>Responsible Officer:</b>	<b>General Manager Infrastructure Assets and Planning</b>

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

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### **SUMMARY/PURPOSE:**

The purpose of this report is to update Council on the fire prevention activities undertaken prior to the annual fire danger period commencing.

Councils fire prevention activities are broad and include activities such as the issuing of Permits to Burn, monitoring of potential fire hazards and serving of Fire Prevention Notices, fire prevention planning including establishment of Councils Municipal Fire Prevention Plan and Municipal Neighbourhood Safer Places Plan, investigation of complaints, administration of the CFAs Fire Access Road Subsidy Scheme and broader community education activities.

### **LEGISLATION AND POLICY CONTEXT**

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

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

The Emergency Services Legislation Amendment Act 2009 (which amends the Emergency Management Act 1986) and the Country Fire Authority Act 1958 provide the legislative responsibility to Council to conduct fire prevention activities within the municipality.

### **BACKGROUND INFORMATION**

Municipal Fire Prevention is a statutory responsibility of all Victorian Councils. Section 43 of the CFA Act states 'it is the duty of every municipal council and public authority to take all practical steps (including burning) to prevent the occurrence of fires on, and minimise the danger of the spread of fires on and from – any land vested in it or under its control or management: and any road under its care and management'.

Council is required to appoint a Municipal Fire Prevention Officer (MFPO) to act as the executive officer of the Municipal Fire Prevention Committee (MFPC). The MFPO is responsible for issuing permits to burn during the fire danger period and issuing fire prevention notices for hazard removal to private landowners in their municipality.

Municipalities have prosecution powers under the CFA Act, relating specifically to failure to comply with Fire Prevention Notices and breaching conditions of Permits to Burn issued during the Fire Danger Period (FDP). Councils may enter private lands to remove fire hazards if fire prevention notices are not complied with.

## REPORT

The fire season and associated fire restriction dates will soon be announced for Central Goldfields Shire. Prior to this Council is educating property owners about their role and responsibilities for land management prior to the commencement of the season. Community education is preferred over the issuing of fines for not undertaking land management activities. Fines are punitive, do not result in the outcome sought and are difficult to recover in instances where the fine is not paid.

### Fire Prevention Notices

In preparation for the commencement of the fire season, Council's MFPO has sent out notices to approximately 800 owners of vacant parcels of land or properties with known bush fire risks to remind them to eliminate bush fire risks. Fire hazards on private property can include any of the following:

- Dead or long dry grass;
- Fuel such as dead branches, piles of cuttings etc.;
- Wood piles placed too close to house or fence lines;
- Other combustible material.

The notice contains information about the legal responsibilities to eliminate bush fire risks and also has details of local contractors who can undertake that work.

When the fire restriction dates commence, MFPOs have the power to enter properties to undertake inspections and to issue directional Fire Prevention Notices requiring fire hazards to be removed with specified periods. If the property owner/occupier doesn't undertake the required works on time, Council also has the legal right to carry out the works on private land and recoup the costs and does so frequently during the FDP.

During the 2018 FDP the MFPO issued 278 Fire Prevention Notices against property owners who had not maintained fire risks.

### Permits to Burn

Council are required to assess Permits to Burn (Schedule 13 Permits) for open air burning during the Declared Fire Danger Period each year. In rural areas a permit (permit to burn) pursuant to section 38(1) of the CFA Act 1958 must be obtained prior to burning off during the FDP. The MFPO will only issue permits that are in accordance with the delegated responsibility of the position.

Permits to burn may be issued by the MFPO at any time throughout the FDP. The MFPO will determine if a permit to burn will be issued based on the seasonal fire conditions, the potential for the planned burn to become uncontrolled and the impact if that burn was to become uncontrolled. Based on the risk factors above, permits to burn generally will not be issued from 1 December to 1 March.

During the 2018 Fire Danger Period, Council issued 159 Permits to Burn.

### Planning (Municipal Fire Prevention Plan/Neighbourhood Safer Places Plan)

Municipal Fire Prevention Plans (MFPP) should chart the planned and co-ordinated implementation of measures that will minimise the occurrence, and mitigate the effect, of bushfire, grassfires, residential and industrial fires on the community over a 4-year planning cycle.

This plan seeks to reflect the direction emanating from the State sponsored Integrated Fire Management Planning (IFMP) project to deliver an increased integrated approach to all fire issues between agencies and the community. Through a continuous improvement philosophy of agencies and enhanced community feedback, the plan aims to progressively close the gap between identified risks and on ground treatments over the next planning cycle of four years.

Council's MFPP is currently outdated but we are working with other agencies under the Northern Victorian Integrated Emergency Management Cluster to prepare a MFPP for future strategic fire prevention planning.

Councils in Victoria, are required to identify, certify, designate, establish and maintain Neighbourhood Safer Places (Places of Last resort) within their Municipal district on an annual basis. The designation of Neighbourhood Safer Places (Places of Last Resort) (NSPs) and the development of the Municipal Neighbourhood Safer Places Plan (MNSPP) are direct consequences of the Black Saturday fires and the interim recommendations from the Bushfires Royal Commission. NSPs are legislated under the *Emergency Services Legislation Amendment Act 2009* (which amends the *Emergency Management Act 1986*) and the *Country Fire Authority Act 1958*.

Councils 2019 MNSPP has been prepared and NSPs have been identified.

#### Fire Access Road Subsidy Scheme

Under the Fire Access Road Subsidy Scheme (FARSS) Council maintains approximately 8 fire access tracks throughout the municipality (this number may increase/decrease subject to demand). The FARSS is administered by CFA and is a State Government funded subsidy scheme. Subsidies are available for Municipalities for the construction and maintenance of fire access roads or construction of static water supplies. Funding is provided annually.

Fire access roads should be planned to overcome deficiencies in the permanent road network. They should facilitate a rapid and concentrated response to areas where the application of these two principles will be critical to early containment of an outbreak of fire, and where road access is limited and off road operation of two wheel drive firefighting vehicles would be difficult.

#### Education

Community education is a core component of the successful prevention of fire each year. Council typically have performed poorly in relation to community education campaigns in the past. The formation of Councils MFPP will set the future strategic direction relating to community education relating to fire prevention. However, in the interim, Councils MFPP is planning a number of education initiatives in 2019 including educational material on Council's websites, regular social media posts throughout the FDP and drop in sessions for farmers prior to the Permit to Burn periods.

### **CONSULTATION/COMMUNICATION**

Many aspects of the broader fire prevention activities involve consultation and communication with the broader community and relevant stakeholders. A detailed community consultation process was originally undertaken within the development of the Municipal Fire Management

Plan (MFMP) process in 2012 which also included an overview of the NSPs located within the municipality and an overall summary of this process is outlined within the final MFMP.

Council staff have continued to communicate to the public via local media outlets and Council website and social media platforms the designation of the Neighbourhood Safer Places - Places of Last Resort as well as timely information regarding permits to burn, reminders regarding Designated Fire Danger Periods and Fire Restrictions.

### **FINANCIAL & RESOURCE IMPLICATIONS**

This report does not propose any changes to the current annual fire prevention operational processes. Rather, this report provides an outline of the activities undertaken in preparation to manage the declared fire risk season.

Councils fire prevention activities are partly funded via State Government grants, Council fees and charges, penalty infringement notices, and landowner charges for various services.

### **RISK MANAGEMENT**

We live in a fire prone natural environment dictated by our climate of wet winters (which creates fuel) and hot dry summers. Fire management needs to be conducted with an understanding of both the role fire plays with the threats it can pose to life and property, in biodiversity maintenance and the management of our parks and forests.

Bushfires are a vital part of our natural environment, driving regeneration and maintaining the health of species and ecosystems. The combination of drought, climate change and unnaturally high fuel loads have created an unprecedented bushfire risk. The last two decades have seen a dramatic increase in the number, size and severity of bushfires in Victoria, evidenced by the 2003 Alpine, 2006 Grampians, 2006/07 Great Divide fires, 2009 Black Saturday fires and the 2018 Gippsland fires.

Council's fire prevention activities will not completely eliminate bush fire risks to the community. However, fire prevention and preparedness are a vital component in the protection of life and property against loss caused by fire. No matter how well trained and equipped Fire Brigades are, the greatest factor in limiting fire damage is the extent to which fire prevention measures have been carried out before the event of fire.

### **CONCLUSION**

Municipal fire prevention is a statutory responsibility of all Victorian Councils. Fire prevention and preparedness are both a vital component in the protection of life and property against loss caused by fire and form part of Councils broader emergency management responsibilities.

### **ATTACHMENTS**

Nil.

### **RECOMMENDATION**

*That Council note that the fire prevention activities undertaken prior to the annual fire danger period commencing.*



## 8.6 SALE OF COUNCIL LAND 91 INKERMAN STREET MARYBOROUGH

**Author:** Property and Risk Officer

**Responsible Officer:** General Manager Corporate Performance

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

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### SUMMARY/PURPOSE

The purpose of this report is to advise Council on the outcome of the public notice process on the proposed sale land located at the rear of 91 Inkerman Street, Maryborough and recommend the sale of the land by private treaty.

This report provides information on the next steps required to finalise the sale of land at the rear of 91 Inkerman Street, Maryborough.

### LEGISLATION AND POLICY CONTEXT

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

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

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

Any sale of Council land must be in accordance with Section 189 and Section 223 of the Local Government Act 1989 (the Act) and in accordance with Council's Disposal or Sale of Council Assets and Land Policy.

### BACKGROUND INFORMATION

Council received an expression of interest from the owner of 91 Inkerman Street, Maryborough to purchase a parcel of Council owned land identified as Lot 1 on Title Plan 559585L (Attachment 1) contained in Certificate of Title Volume 02479 Folio 671. .

The subject land is approximately 80m<sup>2</sup>, appears to be fenced within the property boundary of 91 Inkerman Street, Maryborough and has been maintained by the current and previous owners for many years (Attachment 2). In addition, Council's rating system dating back to 2002, confirms that the owners of 91 Inkerman St have paid municipal rates on the land.

The subject land is not suitable for any Council purpose or community use and is considered to be surplus to Council's requirements.

### REPORT

Council's Disposal or Sale of Council Assets and Land Policy states that all sales, exchanges and transfer of land are required to comply with the provisions (Section 189) of the Act. In addition, all sale and exchanges of land should occur for not less than the market value assessed by a certified practicing valuer.

Council at its meeting on 25 June 2019 resolved:

That Council:

- 1- Gives public notice under Sections 189, 82A and 223 of the Local Government Act 1989 of the proposed sale of land in the appropriate newspapers and on Council's website, and state in the notice that Council proposes to sell the land adjoining the rear of 91 Inkerman Street, Maryborough by private treaty;
- 2- Receives public submissions during the 28 day notice period ending 5.00pm on Monday 29 July 2019;
- 3- Obtains a current market valuation undertaken by a certified practicing valuer for the land adjoining the rear of 91 Inkerman Street, Maryborough in accordance with Section 189 of the Local Government Act 1989 ("the Act"); and
- 4- Commences the statutory process under Section 189 of the Act to sell the land adjoining the rear of 91 Inkerman Street, Maryborough, known as Lot 1 on Title Plan 559585L contained in Certificate of Title Volume 02479 Folio 671 In accordance with Council Policy.

### Public Notice

In accordance with section 223 of the Act, Council notified the community of its proposed intention to sell the land adjoining 91 Inkerman Street Maryborough by private treaty by placing a public notice on Council's website, social media and in the Maryborough Advertiser on 28 June 2019 (Attachment 2) for a period of 28 days.

The submission period ended at 5.00pm on 29 July 2019 and Council had not received any submissions. As no submissions were received the hearing meeting scheduled for 5.30pm on Tuesday 13 August 2019 to consider submissions was cancelled.

### Valuation

In accordance with the Council resolution on 25 June 2019, officers engaged VRC property to undertake a market valuation assessment of the land. On 17 September 2019, Council received the valuation report which valued the subject land at \$2,000.00 (exclusive of GST).

### Drainage easement

A Council drainage asset is located within the land, therefore to ensure Council retains right of access to the asset for ease of maintenance/ repair a creation of easement is required.

### Consolidation of titles

As part of the sale of land, the purchaser will be required to consolidate the title for this land with the title for the existing property at 91 Inkerman Street within two years from the date of sale.

## **CONSULTATION/COMMUNICATION**

Public notice of the proposal was given in the Maryborough Advertiser newspaper on 28 June 2019. Notification was also given on Council's website and social media. The notice period ended on 29 July 2019. No submissions were received.

## FINANCIAL & RESOURCE IMPLICATIONS

If Council resolve to sell the land, it would receive an income of \$2,000.00 (exclusive of GST).

In accordance with Council's Disposal or Sale of Council Assets and Land Policy, the direct costs associated with sale of the land would be recovered from the purchaser, should the sale proceed. The direct costs associated with the valuation, transfer of land and creation of easement including legal fees and disbursements (land registry fees and stamp duty, if applicable) are estimated at \$3,250.00.

## RISK MANAGEMENT

For Council, the benefits of selling the land would include revenue from the sale of the land which is no longer required for Council purposes, and the reduction of Council's stock of freehold land that is surplus to Council's operating requirements. The owner of 91 Inkerman Street would benefit from the purchase of land by formalising their current occupation.

If Council's decision is to abandon the sale of land, Council would retain ownership and the land would continue to be occupied by the owner of 91 Inkerman Street. As Council is the registered proprietor of the Land, it is protected from adverse possession, so taking no action to formalise the occupation (e.g. through sale to the occupier) would not present a risk of losing the land.

## CONCLUSION

The parcel of land has been fenced, occupied and maintained by the property owners of 91 Inkerman Street, Maryborough for many years.

It is a small parcel of land that could not be utilised by Council or the community for any other purpose other than its current use and is considered to be surplus to Councils requirements.

## ATTACHMENTS

1. Copy of Title Plan 559585L
2. Aerial Photo of subject land
3. Copy of Public Notice of 28 June 2019

## RECOMMENDATION

*That Council having given public notice under section 189 of the Local Government Act 1989 (the Act) to Sell the Land by Private Treaty to the adjoining owner of 91 Inkerman Street, Maryborough, contained within Certificate of Title Volume 2479 Folio 671 and shown as Lot 1 on Title Plan 559585L:*

1. *Proceeds with the sale of land by private treaty for \$2,000 plus costs to the owners of 91 Inkerman Street, Maryborough; and*
2. *Authorises the Chief Executive Officer to sign all documents relating to the sale and transfer of the land.*



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<b>TITLE PLAN</b>		<b>EDITION 1</b>	<b>TP 559585L</b>						
<b>Location of Land</b> Parish: MARYBOROUGH Township: MARYBOROUGH Section: 47 Crown Allotment: 1 (PT) Crown Portion:  Last Plan Reference: Derived From: VOL 2479 FOL 671 Depth Limitation: NIL		<b>Notations</b>  ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
<b>Description of Land / Easement Information</b>		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 10/07/2000 VERIFIED: AC							
<table border="1"> <thead> <tr> <th colspan="2">TABLE OF PARCEL IDENTIFIERS</th> </tr> </thead> <tbody> <tr> <td colspan="2">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962.</td> </tr> <tr> <td colspan="2">PARCEL 1 = CA 1 (PT)</td> </tr> </tbody> </table>				TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962.		PARCEL 1 = CA 1 (PT)	
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WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962.									
PARCEL 1 = CA 1 (PT)									
LENGTHS ARE IN LINKS	Metres = 0.2048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 sheets							

## Attachment 2





## CENTRAL GOLDFIELDS SHIRE COUNCIL WEEKLY UPDATE

### 2019-2020 Budget adopted

The 2019-2020 Budget was adopted at Tuesday night's Ordinary Council Meeting.

The Budget is financially responsible and includes an infrastructure and capital works program of \$9.88 million, the largest in the municipality's history.

This has been made possible through the successful application of multiple state and federal government grants.

To view the budget, visit [www.centralgoldfields.vic.gov.au/budget](http://www.centralgoldfields.vic.gov.au/budget)

### Council returns great results in 2019 community survey

Council has performed strongly in the state-wide 2019 Community Satisfaction Survey, which gathers data from residents about their local council, returning an index score of 57 out of 100, a 14-point increase from the 2018 results.

The annual Community Satisfaction Survey asks the community to rate a number of Council services in terms of importance and performance. Four hundred community members took part in the survey between 1 February 2019 and 30 March 2019. The data gathered is collated by JWS Research.

The pleasing survey results, were presented at Tuesday night's Ordinary Council Meeting, are similar to average scores for small rural councils (58) and state-wide (60).

Council increased its index score in several other areas including community consultation and engagement (55 up from 45 in 2018), advocacy (53 up from 44), making community decisions (52 up from 42) and overall council direction (57 up from 47).

Satisfaction with Customer Service at 73 points is another significant improvement from 2018 and a higher result than the State wide and Small Rural averages. Overall Council Direction at 57 points is also higher than the State wide and Small Rural averages.

Improvements by 10 points for Community Consultation and Making Community Decisions and by nine points for Advocacy was also very pleasing, and a reflection of the work undertaken during the year to improve community and stakeholder engagement.

It was also positive that Council did not experience any significant declines in performance index scores.

### Notice of proposed intention to sell

Central Goldfields Shire Council gives notice of its proposed intention to sell by private treaty the Council owned land adjoining 91 Inkerman Street, Maryborough and being part of the land comprised in certificate of title volume 02479 folio 671.

This proposal is made under section 189 of the Local Government Act 1989 (Act).

A plan identifying the land proposed to be sold can be viewed on Council's website [www.centralgoldfields.vic.gov.au](http://www.centralgoldfields.vic.gov.au) or during normal business hours at Central Goldfields Shire Council office located at 22 Nolan Street, Maryborough.

A person has a right to make a submission to Council on the proposed sale of the land in accordance with section 223 of the Act.

Written submissions to Council under section 223 of the Act must be received by 5:00 pm on 29 July 2019 and should be addressed to the Chief Executive Officer, Central Goldfields Shire Council and delivered or posted to 22 Nolan Street, Maryborough Vic 3465.

If you wish to be heard at the Council meeting in person, or to be represented by a person specified in the submission, you must state this in your written submission.

Submissions will be considered at the Hearing Meeting of Council on Tuesday, 13 August 2019 beginning at 5:30pm at 22 Nolan Street, Maryborough. Council will consider whether or not to sell the Land at a subsequent Council meeting.

Please note that copies of submissions (including submitters' names and addresses) will be made available at the Council meeting at which the above proposal will be considered. Council is also required to make any written submissions available for public inspection for a period of twelve months.

Further enquiries please contact Kristie Berry, Property and Risk Officer on 5461 0636.

### A new plan

From 1 July, 2019 residents can charge, with the local transfer Dunolly and B...

Smaller e-waste sorting storage Centre at 22 Nolan Street, Maryborough Office.

E-waste is any plug or a batt...

This initiative in landfill and environment.

To have your management [www.centralgoldfields.vic.gov.au](http://www.centralgoldfields.vic.gov.au)

### Draft Pro

The Draft Prop endorsed at 1...

The draft poli months and n invited to pro...

In addition, e building will t provide comm...

Written submi Occupancy Pe submitted to on Thursday 1...

Written submi to-mail@cgob Maryborough,

There is an op heard at a sp 13 August 2019 Street, Marybo...

For more info visit [www.centralgoldfields.vic.gov.au](http://www.centralgoldfields.vic.gov.au) or contact Kri...

## **8.7 COUNCIL ACTION PLAN PROGRESS REPORT – AS AT 30 SEPTEMBER 2019**

**Author:** **Manager Governance Property and Risk**

**Responsible Officer:** **Chief Executive Officer**

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

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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 2018-19 Action Plan to 30 September 2019.

### **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 125 of the Victorian Local Government Act 1989 Council must prepare a Council Plan, which identifies the strategic objectives of the Council and strategies for achieving the objectives for at least the next four years. The Council Plan must also be reviewed annually. An annual plan is not required to be prepared under the Local Government Act, however it is best practice and provides Council and the community with a regular progress report against the objectives in the Council Plan.

### **BACKGROUND INFORMATION**

The 2017-2021 Refreshed Council Plan was adopted by Council at the Ordinary Meeting of Council in August 2018. The 2019-20 Action Plan was developed to support the achievement of the strategic objectives identified in the Refreshed Council Plan and to provide a reporting framework to measure progress against the Council Plan. The 2019-20 Action Plan was adopted by Council at the Ordinary Meeting of Council 25 June 2019.

This is the first progress report against the Action Plan and is for the period to 30 September 2019.

### **REPORT**

There has been progress against the initiatives and projects outlined in the 2019-20 Action Plan. There are 93 actions identified in the plan, of these 25 are complete, 2 are not yet started and 66 are underway.

## **CONSULTATION/COMMUNICATION**

Council has developed the Action Plan through consultation with the community during the development of the 2017-2021 Refreshed Council Plan, through Listening Posts held quarterly across the Shire, and the development of the 2019-20 Budget.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The 2019-20 Budget and the four year Strategic Resource Plan were prepared in line with the initiatives identified in the Action Plan subject to grants from State and Federal Government being received in some cases.

## **RISK MANAGEMENT**

Development of an annual plan allows Council to plan the use of its resources throughout the financial year and ensure that it is achieving its Council Plan objectives by detailed the actions that will be achieved on an annual basis.

## **CONCLUSION**

The 2019-20 Action Plan outlines the projects and programs being undertaken during the 2019-20 financial year to meet the objectives of the Council Plan. This report shows progress for the period to 30 September 2019.

## **ATTACHMENTS**

1. 2019-20 Action Plan Progress Report.

### **RECOMMENDATION:**

*That Council notes the 2019-20 Action Plan Progress Report to 30 September 2019.*



OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
<b>OUR COMMUNITY OUTCOME: A SUPPORTED, COHESIVE COMMUNITY, LIVING A FULL AND HEALTHY LIFE.</b>							
1.1	Build an aspiring community, achieving and living a full life where:  Family violence is unacceptable in our community  Children are loved and safe  Everyone has the language and literacy skills needed  Young people are celebrated a they strive to reach their full potential  Everyone can learn, earn, achieve and dream	Continue delivery of the Go Goldfields program, and work towards program sustainability.	Implement future of Library Services Report and seek funding to support.	Living Libraries	Manager Social Inclusion and Go-Goldfields	2018-19 Review of Libraries. 2019-20 apply for grant.	Funding application for a library site in Dunolly submitted to Living Libraries Fund.
		Advancement of projects in areas of: Early Years Literacy Engagement of Young People Addressing Family Violence Work Readiness	Teddy Bears Picnic (activity)	Council/Go Goldfields partnerships	Manager Social Inclusion and Go-Goldfields	Ongoing	This project is planned for re-delivery in October/November 2019.
		Develop a 10 year Community Plan	Library, Laptime Toddler time	Council	Manager Social Inclusion and Go-Goldfields	Ongoing	This is an ongoing service delivered by Council each year.
		Develop a Gender Equity Policy for the organisation	Supported Playgroup Small talk	DELWP	Manager Community Services	Ongoing	This is an ongoing service delivered by Council each year.
			Implementation of enhanced MCH Services	DET	Manager Community Services	Ongoing	The implementation of enhanced MCH services is an ongoing project throughout the 2019-2020 financial year.
			Explore opportunity to fund a biannual Short Flix Festival		Manager Social Inclusion and Go-Goldfields	Mar-20	Exploring of funding opportunities has commenced and is on track.
			Develop community plans for the townships of Bealiba, Bet Bet, Carisbrook, Dunolly, Majorca, Maryborough, Talbot and Timor	Building Better Regions Fund	General Manager Community Wellbeing	May-20	The Community Planning project has commenced and consultation will begin in October 2019.
			Develop Business Case for Youth Hub	PHN, Council, Go Goldfields	Manager Social Inclusion and Go-Goldfields	Dec-19	Development of operating plan for pop-up hub contracted and a launch is set for Thursday 24th October 2019. This will be a co-launch with the KIT (Keep in Touch) van.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
		Implementation of Family Violence Action Plan	RDV- Go Goldfields partnerships	Manager Social Inclusion and Go-Goldfields	Ongoing	This project has commenced and is on track.	
		16 days of Activism – Marigolds Project	Family Violence Victoria	Manager Social Inclusion and Go-Goldfields	Ongoing (Annually Nov/Dec)	A Shire-wide program of activities is being co-ordinated including an opening event to be hosted by Go Goldfields and closing event hosted by GG/Council.	
		Free from Family Violence – Priority: Change the Story - Gender equity statement and action plan	Grant	Manager Social Inclusion and Go-Goldfields	Commence February 2019 - Jan 30 2020	Change the Story is underway according to the project plan. The Commitment Statement is due to be launched on the closing day of 16 Days of Activism, Tuesday 10th December 2019.	
		Collaborate with Regional Partnership group on Loddon Campaspe Early Years Childhood Strategy		Manager Social Inclusion and Go-Goldfields	Jun-20	This project has commenced and is on track.	
		Youth Engage Program	Youth Central	Manager Social Inclusion and Go-Goldfields		This is an ongoing service delivered by Council each year.	
		FreeZa Program	Youth Central	Manager Social Inclusion and Go-Goldfields	Current – December 2021	This is an ongoing service delivered by Council each year.	
		L2P	VicRoads	Manager Social Inclusion and Go-Goldfields	Current - 30 June 2023	This is an ongoing service delivered by Council each year.	
		TAC Road Trip	TAC	Manager Social Inclusion and Go-Goldfields	Current - June 2021	This is an ongoing service delivered by Council each year.	
		Develop a Youth Strategy for the Shire	Council	Manager Social Inclusion and Go-Goldfields	Jun-20	This strategy will be informed by the pop up youth hub program.	
1.2	Support and encourage volunteerism in the community	Provide a safe, fun, encouraging and welcoming environment for Volunteers and promote the benefits of a volunteer organisation.	Implement recommendations from the Energy Breakthrough Business Plan to support volunteers	Council, CEP, sponsorships, community groups	Manager Tourism Events and Culture	May 2019 - November 2019	Business Plan complete. Endorsed at September Ordinary Council meeting. First draft of overarching strategic plan developed. Implementation plan in development.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Continue to engage and train volunteers to support council operations in services such as the Visitor Information Centre and L2P	Council	General Manager Community Wellbeing	Ongoing	This is an ongoing service delivered by Council each year.
	Develop a Community Support Policy (including Grants Program) to assist the work of community groups	Implement the Community Support Policy and updated Community Grants Program	Council	General Manager Community Wellbeing	Ongoing	The Community Support Policy was adopted at the Council Meeting on 24 September 2019. The Community Grants Program is open and applications close on 25 October 2019.
1.3	Ensure that all of our community, regardless of diversity, can live a full and healthy life.	Implement Central Goldfields Public Health and Wellbeing Plan.	Council	Manager Community Services	Aug-19	Draft prepared for consideration October Strategy and Briefing.
		Actively participate in The Healthy Hearts Project	DHHS/RDV	General Manager Community Wellbeing	Jun-20	1st round projects approved and underway. 2nd round to be launched in October, closing end November 2019.
		Continue participation with Loddon Campaspe Regional Partnership	DHHS / RDV	Manager Social Inclusion and Go-Goldfields	Jun-20	Key priorities for the Shire identified from the regional strategy to support RDV implementation plan.
			DHHS / RDV	Manager Social Inclusion and Go-Goldfields	Ongoing	The project re-named as Keep in Touch to be launched in Maryborough 24 October 2019.
			RDV	Manager Strategy and Economic Development	Ongoing	Yet to reach implementation stage.
1.4	Provide leadership in municipal emergency and fire prevention planning and strengthen public safety	Coordinate Municipal Emergency Management Plans and Committee	Council	Manager Community Engagement	Ongoing	The participation in the Northern Victorian Emergency Management Cluster is ongoing throughout the 2019-2020 financial year.
		Adopt the Cluster Influenza Pandemic Plan	Council	Manager Community Engagement	Nov-19	This plan is current being developed and will be submitted to Council for adoption at its November 2019 Council Meeting.
		Adopt the Municipal Fire Management Plan 2018 – 2021	Council	Manager Community Engagement	Feb-20	This project has commenced and is on track.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
		Implement recommendations from flood management plans including flood mitigation works	Implement the Carisbrook Flood and Drainage Management Plan, specifically the completion of the western levy and additional creek clearing	Natural Disaster Resilience Grant Scheme	Manager Infrastructure	Jun-20	Final design alignment has been confirmed. Awaiting valuations of land to be acquired before negotiating voluntary acquisition of required land for the levee construction. Planning consultant appointed to prepare and submit planning permit for western levee. Tullaroop Creek trimming of reeds and tree regrowth completed. Awaiting approval from DELWP for sand relocation.
		Extend and upgrade township CCTV systems.	Complete installation of CCTV and apply for further funding	Australian Government Safer Communities Fund	Manager Infrastructure	Ongoing	Awaiting funding for community safety projects.
1.5	Facilitate an active and inclusive arts community	Develop a Community Arts Strategy	Prepare a background discussion paper to assist the direction and development of a Community Arts Strategy		Manager Tourism Events and Culture	Mar-20	To be informed by Economic Development and Tourism Strategy and Community Plans.
		Participate in regional cultural programs including the Regional Centre for Culture.	Regional Centre for Culture program finished in 2018.				The participation in regional cultural programs is ongoing throughout the 2019-2020 financial year.
1.6	Promote and enhance passive and active recreation	Develop a Central Goldfields Shire Recreation Plan	Implement recommendations from the Recreation and Open Space Strategy	Sport and Recreation Victoria /Council	Manager Strategy and Economic Development	Ongoing	Recreation and Open Space Strategy is under development. Consultants have been appointed and are in the early stages of background research and community engagement.
		Continue to implement priorities from Major Recreation Reserves Master Plans	Construct the all-access changing places change room at the Maryborough Sports and Leisure Centre	Sport and Recreation Victoria /Council	Manager Strategy and Economic Development	Jun-20	Design brief for this project has been completed and is being audited. Next stage is tendering for the work. Anticipated construction - 1st half of 2020.
		Implement priorities from the Walking and Cycling Strategy	Finalise detail design for upgrade to Carisbrook Recreation Reserve and commence construction.	Sport and Recreation Victoria /Council	Manager Strategy and Economic Development	2019-2020	Yet to reach implementation stage.
			Seek funding to support the upgrade to the Deledio Reserve in Dunolly and undertake concept design.	Council	Manager Strategy and Economic Development	On going	Business Case provided by community group being reviewed.
			Complete design for a Skate Park in Maryborough and seek funding for construction.	Council	Manager Strategy and Economic Development	Subject to funding	Concept design complete. Site testing occurring prior to detailed design work. Funding from state and federal bodies to be sought.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
1.7	Support positive development for residents of all ages and abilities.	Develop a Municipal Early Years Plan	Include recommendations from the Regional Early Years and Literature Strategy into the Municipal Early Years Plan.	DHHS/RDV	Manager Community Services	Jun-20	This project has not commenced.
		Facilitate the transition of service delivery models for HACC and NDIS					
		Implement priorities from the Positive Ageing Strategy	Identify and support clients with their transition to the NDIS	DHHS	Manager Community Services	Ongoing	This project is ongoing throughout the 2019-2020 financial year.
		Support positive life opportunities for people living with a disability.	Implement Commonwealth Wellness and Reablement Model through Home Support Services and Social Support groups	DHHS	Manager Community Services	On going	This project is ongoing throughout the 2019-2020 financial year.
			Implement actions in the Disability Action Plan	DHHS/Council	Manager Community Services	Ongoing	This project is ongoing throughout the 2019-2020 financial year.
			Continue to participate in the Loddon Campaspe Councils review of models of service delivery and viability of aged services	Council	Manager Community Services	Ongoing	The participation in the Loddon Campaspe Councils review of models of service delivery and viability of aged services is ongoing throughout the 2019-2020 financial year.
1.8	Maximise all forms of connectivity for the community	Advocate for enhanced passenger rail services.	Continue to advocate for enhanced passenger rail services.	Council	General Manager Community Wellbeing	Ongoing	Ongoing through the Transport Strategy, Bendigo Region DMP and the to be completed Central Goldfields Economic Development and Tourism Strategy.
		Advocate for improved digital connectivity.	Participate in the Mildura Passenger Rail project	Council	General Manager Community Wellbeing	Ongoing	The participation in the Mildura Passenger Rail project is ongoing throughout the 2019-2020 financial year.
		Deliver local Community Transport Plan	Develop a Transport Strategy including public and community transport options.	Council / Department of Transport	General Manager Infrastructure, Assets and Planning	Oct-19	Tender is currently out for a Transport Strategy.
		Implement priorities from the Walking and Cycling Strategy	Build four footpaths identified in Walking and Cycling Strategy in Maryborough, Carisbrook, Dunolly, Bealiba.	Council	Manager Operations	Dec-19	The Goldfields Res Pathway upgrade is nearing completion which has seen a major improvement to drainage and path width around the Res. There has also been major upgrade works on Derby Rd that has seen the old damaged asphalt path replaced with a new concrete footpath. Outstanding work include Carisbrook, Dunolly and Bealiba.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
<b>OUR ECONOMY OUTCOME: A VIBRANT LOCAL ECONOMY WHICH CONTRIBUTES TO THE MUNICIPALITY'S ECONOMIC PROSPERITY.</b>							
2.1	Facilitate an environment which is conducive to industry/business Growth and employment growth and retention.	Develop an Economic Development and Tourism Strategy  Develop Job creation/retention initiatives  Participate in the development and implementation of Regional Economic Development Strategies.	Complete the Economic Development and Tourism Strategy for Central Goldfields Shire and commence implementation of identified actions	RDV	Manager Strategy and Economic Development	2019-2025	Strategy is currently at issues and options paper stage - second draft being prepared prior to being presented to the Administrators' at a strategy and briefing session and Phase 2 of community engagement.
2.2	Develop a skilled workforce to support economic growth	Support work readiness initiatives, specifically within the Go Goldfields program.	Implement the Go Goldfields Work Readiness Action Plan 2018 – 2020	RDV / Go Goldfields	Manager Social Inclusion and Go-Goldfields	2018-2020	Work Readiness Coordinator has been appointed and commenced on 4 October 2019.
2.3	Promote Central Goldfields as a place of choice to live, work and play.	Review Council's Population Growth Strategy	Implement recommendations from Councils Economic Development and Tourism Strategy	RDV / Loddon Campaspe Regional Partnership	Manager Strategy and Economic Development	2019-2025	Population Growth Strategy being reviewed as part of new Population, housing and Residential Settlement Strategy. Economic Development Strategy will help inform this.
		Participate in Regional Economic Development Strategies	Implement recommendations from the Regional Economic Statement	RDV / Loddon Campaspe Regional Partnership	Manager Strategy and Economic Development	2019-2025	Yet to reach implementation stage.
		Advocate for the development of the Maryborough Ballarat (Rail) Growth Corridor.	Continue to advocate for enhanced passenger rail services.	Council / CHCV Councils	General Manager Community Wellbeing	Ongoing	This advocacy is ongoing throughout the 2019-2020 financial year.
		Advocate for a wastewater scheme for Talbot township	Identify funding opportunities to undertake a social and economic business case to support a wastewater scheme for Talbot	Council	General Manager Infrastructure, Assets and Planning	On-going	Population and housing strategy will include a section about Talbot focussed on population should a wastewater scheme be implemented.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
2.4	Provide a supportive environment for existing business to prosper	Include support for existing business in the Economic Development and Tourism Strategy	Complete and commence implementation of the Economic Development and Tourism Strategy for Central Goldfields Shire	RDV	Manager Strategy and Economic Development	See above	Strategy is underway - consultants have included the potential for growing food processing cluster in the draft issues & options paper.
		Support Committee for Maryborough and other business groups in the Central Goldfields Shire	Continue to support Committee for Maryborough activities.	RDV	Manager Strategy and Economic Development	Ongoing	Ongoing. Anticipate more active partnership in 2020 through implementation of the Economic Development Strategy.
			Continued ongoing representation on Bendigo Regional Tourism Board.	Council	Manager Tourism Events and Culture	Ongoing	This representation is ongoing. The Manager Community Wellbeing and Manager Tourism, Events and Culture are on the Board.
2.5	Strengthen and facilitate diversification for the Agri-business and food processing sectors	Update and renew the Food Cluster Strategy  Seek direct and value-adding opportunities in the sector.	Review Food Cluster Strategy when developing the Economic Development Strategy	Council	Manager Strategy and Economic Development	Dec-19	Strategy is underway - consultants have included the potential for growing food processing cluster in the draft issues & options paper.
2.6	Grow the digital capability of the Shire	Encourage NBN connections and advocate for improved NBN services.  Continue to advocate to minimise mobile phone black spots.  Encourage growth of digital platforms.	Continue to advocate for mobile towers in blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report	Federal and State governments	General Manager Infrastructure, Assets and Planning	Ongoing	Looking for opportunities to advocate for mobile towers in blacks spots identified in the Regional Development Australia - Loddon Mallee Mobile Coverage Report.
2.7	Capitalise on tourism and the visitor economy through growth of events and promotion of unique local experiences	Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing.	Participate in State Government review of Regional Tourism Boards	Council	General Manager Community Wellbeing	2019-2020	The participation in State Government review of Regional Tourism Boards is ongoing throughout the 2019-2020 financial year.
		Review and update the business and marketing plan for Energy Breakthrough	Implement recommendations from the Energy Breakthrough Business Plan	RDV	Manager Tourism Events and Culture	2019-2020	The Energy Breakthrough Business Plan was endorsed by Council at its meeting on 24 September 2019.

OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
	Identify opportunities for new events in the Central Goldfields Shire	Implement Regional Tourism projects through partnerships including Accessible Tourism, Goldfields Villages Destination Management Plan and Regional Itineraries projects.	BRT/VGTE/VV	Manager Tourism Events and Culture	May-19	Completed.	
		Advance and advocate for Goldfields Heritage Project for World Heritage Listing	Council	Manager Tourism Events and Culture	Ongoing	Meeting held with lead project managers from Bendigo and Ballarat in August 2019. Further details to come when all 13 councils have been consulted with.	
<b>3. OUR BUILT AND NATURAL ENVIRONMENT OUTCOME: OUR SHIRE CELEBRATES THE RICH BUILT AND NATURAL HERITAGE AND A SUSTAINABLE ENVIRONMENT.</b>							
3.1	Ensure investment in roads, footpaths and buildings meet community needs now and in the future	Undertake service planning to establish asset requirements to deliver services	Build an all access change room at the Maryborough Leisure Centre – Indoor Pool	Grant and council funding (SRV or Fed. Community Sport Infra.)	Manager Strategy and Economic Development	Jun-20	Funding secured for all access change room and other upgrades to MSLC. Design brief almost complete; tender process to follow. Works expected to occur 1st half 2020.
		Review and update Asset Management Plans and prepare a 10 year capital works program					
		Develop a plan to divest from assets that are surplus to community needs	Roll out E-Waste Program, Community Education. Install collection points in Towns	Grant and council funding (Sustainability Victoria)	Manager Infrastructure	Ongoing	E-waste collection points at 4 transfer stations and collection points in Dunolly, Talbot and Maryborough (Shire Office, Resource Centre & MEC).
		Undertake service planning across the organisation to set sustainable service levels that meet community needs	Develop a 10 year capital works program to inform the 10 year financial plan.	Council/Local Government Victoria	General Manager Infrastructure, Assets and Planning	Dec-19	Work has commenced on a 10 year capital works plan.
		Undertake service planning across the organisation to set sustainable service levels that meet community needs	Review and update Council's Assets Management Framework and Asset Plants	Council	General Manager Infrastructure, Assets and Planning	Feb-20	Asset Management, Asset Recognition and Asset Valuation and Revaluation Policies updated. Asset Management Steering Committee has been reconvened.
3.2	Improve the appearance of township entrances and streetscapes	Renew and update urban design frameworks in the Shire	Implement Cool It project through consultation with Public Places Tree Advisory Committee	Council	Manager Operations	Ongoing	Unfortunately a Public Places Tree Advisory Committee did not form due to lack of nominees. A Grant for tree planting was applied for in alignment with the Cool it project which we are still waiting for a response.



OBJECTIVES	INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS	
		Monitor the plantings and improvements to the landscaping associated with the Town Entry signs	Council	Manager Operations	Ongoing	Improvements and extra planting have been completed on all town entry signs marking the success of this initiative.	
	Collaborate with township tree committees on tree plantings and maintenance	Implement the Gordons Gardens Masterplan	Council and other	Manager Operations	Stage 1 - April 2020	The Gordon Gardens Masterplan was adopted by Council at its meeting on 24 September 2019. Planning work is currently underway for the initiation of stage 1 to commence in December 2019.	
3.3	Protect and enhance the environment while planning for growth	Review and update the Central Goldfields Planning Scheme and Municipal Strategic Statement	Undertake Energy upgrades in priority buildings.	Sustainability Victoria	Manager Infrastructure	Mar-20	LED light upgrades have occurred in priority buildings. Contractors appointed for airconditioner upgrades and solar panels on council office complex to occur in October/November.
		Develop a Strategic Planning program	Develop a Population, Housing and Residential Development Strategy	Council	Manager Strategy and Economic Development	Jun-20	Strategy is underway - consultants have been appointed and are completing initial research and background issues paper.
		Participate in regional environmental projects through the Central Victorian Greenhouse Alliance	Complete Planning Scheme review and commence implementation via Planning Scheme Amendment	Council	Manager Strategy and Economic Development	July 2019- June 2020	The issues paper for the review has been completed and Administrators have been had a briefing on this. Engagement with key stakeholders, agencies and general community is underway.
		Implement the actions from Council's Sustainability Plan	Prepare the Maryborough Flood Study and implement recommendations in partnership with NCMA	NCMA funding	Manager Infrastructure	Nov-19	Maryborough Flood Study about to be tendered.
			Undertake Station Domain Stormwater Harvesting and Irrigation Design Project	Council / Central Highlands Water	Manager Infrastructure	Apr-20	Stormwater Harvesting project funding secured. Draft Specification prepared.
			Participate in the development of the Loddon Mallee Regional Renewable Energy Roadmap	DELWP	Manager Infrastructure	Dec-19	Planning underway for the Major Road Lighting upgrade project. Participation in the Local Government Power Purchase Agreement Project.
3.4	Ensure waste management meets current and future demand and standards	Review and update Council's Waste Management plan	Implement actions from Waste Management Strategy	Council	Manager Infrastructure	Ongoing	Waste Management Strategy 2019-24 in draft form. Strategy to be finalised using a specialist consultant.
		Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	Participate in regional waste projects through the Grampians Central West Waste and Resource Recovery Group	Council / Sustainability Victoria	Manager Infrastructure	Ongoing	Collaborative procurement project for the tending of recycling and green waste processing has been put on hold by the state government. Council currently participating in a region wide collaborative waste, recycling, green waste and transfer station audit of materials.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
3.5	Protect and preserve our heritage assets	Implement recommendations from Cultural Heritage Plans for heritage listed buildings  Seek funding assistance to maintain and preserve heritage assets	Seek external heritage funding to undertake repairs to the Maryborough Outdoor pool	Council /Heritage Victoria	Manager Strategy and Economic Development	Ongoing	Funding opportunities for this project are being continually sought by Council.
<b>4. OUR ORGANISATION OUTCOME - CENTRAL GOLDFIELDS SHIRE IS A PROACTIVE, WELL GOVERNED, PROFESSIONAL AND FINANCIALLY SUSTAINABLE ORGANISATION.</b>							
4.1	Ensure the financial sustainability of Council through efficient and effective delivery of services	Develop a 10 year financial plan	Develop 10 year financial plan from service plans, continue to review and update as new strategies are adopted.	Council /Local Government Victoria	General Manager Corporate Performance	Jun-Dec 2019	Software purchased. Model will be populated with current Council data in September-October 2019, and presented to Council in December 2019.
		Review budget and financial reporting processes to improve monitoring of financial performance	New budget and financial system implemented in 2018/19, undertake review in 2019/20	Council / Local Government Victoria	Manager Finance	Dec-19	A review of the new software will be undertaken in December 2019.
		Develop a fees and charges policy	Completed in 2018				Completed.
4.2	Provide effective and accessible community information and opportunities community contributions to policy and program development	Implement the Community Engagement Framework	Review and update Community Engagement Framework	Council	Manager Community Engagement	Jun-20	The review and update of the Community Engagement Framework is on track.
		Develop a website that is accessible, easy to use and allows all transactions to be conducted online	Investigate Customer Relationship Management (CRM) tools to assist in the management and monitoring of customer interactions and complaint handling	Council	Manager Community Engagement	Mar-20	This project is on hold for the rural digital transformation project commences.
			Develop a Strategic Communications Plan	Council	Manager Community Engagement	Dec-19	The development of a Strategic Communications Plan is on track.
			Roll out and embed Customer Service Charter across Council	Council	Manager Community Engagement	Ongoing	Customer Service Charter Presented to Managers and General Managers October 2019.

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
4.3	Provide leadership in governance and Council decision making	Develop and implement a cultural change program to develop a high performing, customer focused organisation	Implement the Culture Change program	Council	Manager People and Culture	Commenced – Ongoing	Manager People and Culture appointed in August 2019. A review of people management systems has commenced which when completed will ensure a consistent approach across the organisation. Consistency in human resources practises supports a fair and open culture. Training has commence to ensure Managers and Coordinators understand theses systems. Compliance training via e-learning has been implemented and due for completion at the end of October 2019. This training will aid the understanding of staff about such topics as bullying, sexual harassment, Occupational Health and Safety which support a positive organisational culture.
			Develop a Corporate Governance Framework incorporating changes to the Local Government Act	Council	Manager Governance Property and Risk	Dec-19	The development of a Corporate Governance Framework has commenced. This Framework will require significant updating if the new Local Government Act is enacted.
			Develop a Risk Management framework including improved practices and reporting systems	Council	Manager Governance Property and Risk	Dec-19	The development of a Risk Management Framework including the development of a Strategic Risk Register and the updating of the Risk Register and Risk Management Plan is currently underway.
		Implement recommendations from the Local Government Inspectorate report	Complete 2018				Completed.
		Implement recommendations from Internal Audits completed as part of the four year Internal Audit Program	Complete Internal Audit program	Council	All managers and general managers(1)	Commenced (4 year program)	The implementation of the Internal Audit recommendations is ongoing and a key part of staffs 2019-20 work plans. Updates on the progress of these recommendations is reported to the Audit and Risk Committee.
4.4	Ensure the health and wellbeing of our staff	Review and update Occupational Health and Safety policies and practices	Implement recommendations from the OH&S Internal Audit	Council	Manager Governance Property and Risk	Dec-19	The OHS Internal Audit Report was adopted at Council's Audit and Risk Committee at its September 2019 meeting. These Audit Actions will implemented now that the Report has been endorsed by the Committee.
		Re-establish and support a Health and Wellbeing Committee	Support activities of the Health and Wellbeing Committee	Council	Manager People and Culture	Ongoing	The Health and Wellbeing Committee is reactivated and meeting bi-monthly.
		Implement health and wellbeing initiatives in the Enterprise Agreement	Update HR Policies incorporating Health and Wellbeing initiatives in Enterprise Agreement	Council	Manager People and Culture	Completed 2018-2019	The Enterprise Agreement has 3 wellbeing initiatives: 1. Stress in the workplace - Council has an ongoing Employee Assistance Program in place 2. OH&S commitment to consultation - management consults with the OH&S committee which is very active 3. Working in Inclement Weather Policy has been updated

OBJECTIVES		INITIATIVES	PROJECTS	FUNDING SOURCE	RESPONSIBLE MANAGER	TIMING	PROGRESS
			Reactivate implementing the Workplace Achievement Program	Council	Manager People and Culture	Dec-19	This is on the Health and Wellbeing Committee's workplan for 2019.

## 8.8 CENTRAL GOLDFIELDS SHIRE COUNCIL 2018-2019 ANNUAL REPORT

**Author:** Manager Community Engagement

**Responsible Officer:** General Manager Community Wellbeing

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

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### SUMMARY/PURPOSE

The purpose of this report is to present Council with the 2018-2019 Annual Report for consideration.

### 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.

The Annual Report has been prepared in accordance with sections 131-132 of the Local Government Act 1989 (the Act) and the regulations. The Annual Report was submitted to the Minister in accordance with section 133 of the Act. Section 134 of the Act requires that Council consider the Annual Report at a meeting of Council within one month of submitting the Annual Report to the Minister.

### BACKGROUND INFORMATION

The Local Government Act provides that Council must:

- Prepare an annual report in respect of each financial year (containing specific information)
- Submit the annual report to the Minister within 3 months after the end of the financial year
- Consider the annual report at a meeting of Council held as soon as practicable after the Council has sent the report to the Minister.

### REPORT

The report provides an overview of Council's operations and achievements for 2018-2019, including a summary of activity for each of the four Council Plan themes – Our Community, Our Economy, Our Built and Natural Environment and Our Organisation. A comprehensive review of the 2018-2019 highlights and challenges is included on pages 7-8 of the report.

The report also contains the audited financial statements, the audited performance statement and the Victorian Auditor-General's opinion on the financial and performances statements.

A copy of the annual report was forwarded to the Minister on 30 September 2019.

## **CONSULTATION/COMMUNICATION**

Public notice of a meeting to consider the annual report has been given on 4 October 2019, as required by Section 134 of the Act.

The Annual Report is an important communication tool and reference source for Council stakeholders. In accordance with Section 133 of the Act the Annual Report has been placed on Council's website and is available for viewing at Council's customer service centre.

## **FINANCIAL & RESOURCE IMPLICATIONS**

The cost of producing the Annual Report is provided for in the budget.

## **RISK MANAGEMENT**

The Act and Regulations are very detailed in relation to the preparation, submission and public availability of the Annual Report. This detail provides councils with clear guidance and ensures consistency in the production of annual reports in Victoria.

## **CONCLUSION**

The Central Goldfields 2018-2019 Annual Report has been prepared and submitted to the Minister in accordance with the requirements of the Local Government Act 1989.

## **ATTACHMENTS**

1. 2018-2019 Central Goldfields Shire Council Annual Report.

## **RECOMMENDATION**

*That Council considers the 2018-2019 Central Goldfields Shire Council Annual Report.*



# Central Goldfields Shire Council

Annual Report  
2018 – 2019



**CENTRAL  
GOLDFIELDS**  
SHIRE COUNCIL

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# About Council



## STATEMENT OF ACKNOWLEDGEMENT

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

## WELCOME

The Central Goldfields Shire Council 2018–2019 Annual Report has been prepared in accordance with the requirements and guidelines of the Local Government Act 1989 and the Local Government Performance Reporting Framework.

It provides our community with a comprehensive report of our operations, achievements and challenges throughout the year.

It also provides in detail our performance during the 2018–2019 financial year against the Council Plan and the Budget.

### Copies

The 2018–2019 Central Goldfields Shire Council Annual Report is available online at [www.centralgoldfields.vic.gov.au](http://www.centralgoldfields.vic.gov.au)

### Feedback

For more information on the Annual Report contact us on 5461 0610 or email [mail@cgoldshire.vic.gov.au](mailto:mail@cgoldshire.vic.gov.au)



## VISION, PURPOSE, VALUES

### OUR VISION

To be a vibrant, thriving, inclusive community

### OUR PURPOSE

To achieve the best outcomes for the local community and having regards to the long term and cumulative effects of decisions

### OUR VALUES

#### **Be Innovative**

Find new and creative ways; focus on the future

#### **Work Together**

Recognise collaboration and partnerships in meeting our challenges and opportunities

#### **Be Respective, Inclusive and Caring**

Listen, consider all viewpoints and embrace and respect diversity and inclusion, that is, bring everyone along for the journey

#### **Value Knowledge**

As a way of realising our potential and encouraging lifelong learning

#### **Be Accountable**

By being responsible for our actions and always acting with integrity

## OUR MUNICIPALITY

Located at the geographic heart of Victoria, Central Goldfields Shire is home to just over 13,000 people. Maryborough is the Shire's major business centre and is a health and retail centre for surrounding towns including Castlemaine, St Arnaud, Avoca, Talbot, Carisbrook, and Dunolly.

The Shire is part of the Goldfields Tourism Region, with many visitors coming to see the historic buildings and townships that date back to the 1850s when the region supported a prosperous gold mining industry, as well as visitors to the annual Energy Breakthrough event and the Highland Gathering.

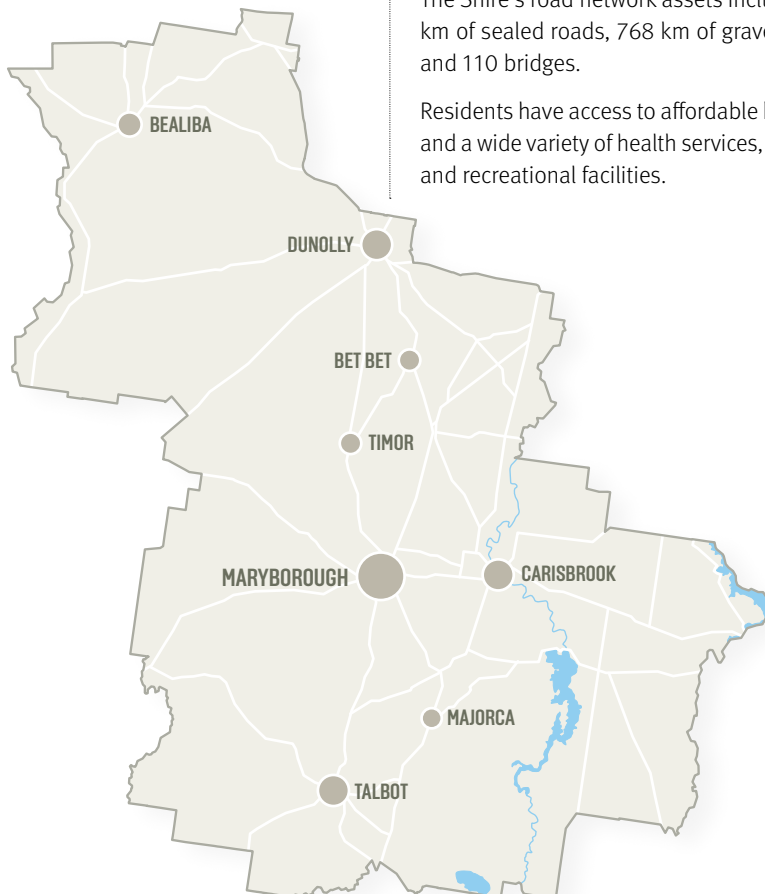
Central Goldfields Shire is bounded by Northern Grampians Shire in the north-west, Pyrenees Shire in the west, Hepburn Shire in the south, Mount Alexander Shire in the east and Loddon Shire in the north-east.

Maryborough is the Shire's major business centre with a population of around 8,000. Other townships include Bealiba, Carisbrook, Dunolly, Majorca, Talbot, Bowenvale-Timor, Daisy Hill – all of which feature iconic heritage architecture.

Agricultural industries are spread across the municipality and include grain, sheep grazing and broiler farming. The Shire is also home to a number of major manufacturing, infrastructure, agricultural, freight, printing and food production companies.

The Shire's road network assets include 512 km of sealed roads, 768 km of gravel roads and 110 bridges.

Residents have access to affordable housing and a wide variety of health services, schools and recreational facilities.



## OUR PEOPLE

### Population:

Central Goldfields Shire – **13,073**

Town	Population
Bealiba	206
Carisbrook	1,115
Dunolly	893
Maryborough	7,921
Talbot	442
Majorca	211

**Area:** 1,532 square kilometres

### Demographics:

- **50 years** – median age
- **61%** of the population live in Maryborough
- **15.5%** of the population are aged between 0 and 14 years of age
- **28.2%** of the population are aged 65 and over

Source: [https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/SSC21607](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC21607)

## QUICK STATISTICS 2018 – 2019



### Central Goldfields Tourism

- **21,558** visitor enquiries at the Visitor Information Centre
- Approximately **345,000** visitors to Central Goldfields
- **72%** were day trips, **27%** were overnight trips and **1%** were international visitors.



### Local Laws

- Total cats registered = **1,113**
- Total dogs registered = **3,566**
- Rehomed animals = **100**
- Returned to owners = **322**



### Central Goldfields Art Gallery

- **9** exhibitions
- **5,790** visitors
- **9** school holiday workshops
- **132** children attending school holidays workshops
- Special children's exhibition – *Oceanarium – Deep Sea Other World* and *It Takes a Child To Grow a Village*
- **30** school and kinder sessions
- **772** children attended



### Community Health

- **2,440** vaccinations provided by Council



### Community Care

- Home care **9,194** hrs
- Personal Care **5,560** hrs
- Respite care **1,176** hrs
- Delivered **4,413** meals
- Property Maintenance **1,971** hrs
- Social Support **5,959** hrs
- Direct care workers and property maintenance workers have travelled approx. 53,992 kms delivering services to 672 clients

## QUICK STATISTICS 2018 – 2019



### Waste Management Transfer Stations

- Waste: **1,394** tonnes down from 1579 tonnes
- Recycling **231** tonnes up from 150 tonnes
- Recycled materials recovered **14%** up from 9%



### Building

- Council issued Permits – Total of **128** at a value of building work being \$8,201,123
- Private Surveyor Permits – Total of **68** at a value of building work being \$11,204,471
- Total Permits **196** at a total of building work being \$19,405,594



### Roads

- **2.56** kms of sealed road rehabilitation
- **437** metres of footpath replacement/installation
- **19.78** kms of sealed road resealing
- **522** kms of roads graded



### Municipal Emergency Management

- **3** Crisisworks training sessions facilitated
- **2** Municipal Emergency Resource Officers and 2 Municipal Recovery Managers recruited
- Heatwave plan endorsed in February



### Youth programs

- 6 Teenage Holiday Programs – **86** young people attended
- Engage! Youth Space: After school program open all year averaging **6–9** young people daily
- Goldfields Junior Leadership Engage! Group: **9** Committee members
- **9** young people attended the first Maryborough Skate Park Predesign meeting and workshop
- Engage! in Volunteering: **8** young people
- **2** FReeZA Victorian
- **2** National Volunteers Week presentations
- FReeZA: Events **5**

### Social Media

- Central Goldfields Shire Facebook – **2,109** likes
- Central Goldfields Shire Twitter – **432** followers
- Central Goldfields Shire LinkedIn – **291** followers
- Visit Maryborough & Surrounds Facebook – **972** likes
- Maryborough Regional Library – **504** likes
- Central Goldfields Art Gallery – **305** likes
- Central Goldfields Rehoming – **3,410** likes

## 2018 – 2019 HIGHLIGHTS AND CHALLENGES



### September 2018

- New program, Road Trip, to help teach young people to understand basic driving behaviours and increase their hazard awareness commences
- Book Homecoming: Second World War Soldiers of Victoria's Central Goldfields is launched
- Go Goldfields hosts the Teddy Bears' Picnic held as part of National Child Protection Week

### July 2018

- Endorsement of Story Seat locations at Bealiba Post Office, Dunolly Arts Hub Garden, Maryborough's Tren du Bourg Hall, Maryborough Resource Centre, Phillips Gardens, Maryborough Community House
- Short Flix Film Festival participants receive the green light to film their productions
- Eight residents become new citizens
- Thirty local education and service providers have participated in four days of intensive Berry Street Education Model training



### August 2018

- Community Safety Forum, On the Upside, is held to highlight community safety. This is run through partnerships.
- Council celebrates 50 years of delivered meals
- The Carisbrook Flood and Drainage Plan Implementation Community Reference Group members endorsed

### October 2018

- Council celebrates the Victorian Seniors Festival with a program of local events
- CircusOz visits Maryborough
- Short Flix Festival is held at Maryborough Paramount Theatre
- The State Government announces \$430,000 to redevelop facilities at the Maryborough Sports & Leisure Centre

## 2018 – 2019 HIGHLIGHTS AND CHALLENGES



### November 2018

- Blue Green Algae detected in Lake Victoria ahead of the upcoming Energy Breakthrough
- Maryborough Regional Library commences its support for the Library Changes Lives campaign
- Council throws its support behind White Ribbon Day with a floral tribute in Phillips Gardens
- Another successful Energy Breakthrough is held

### December 2018

- Advocated to the Australian Electoral Commission and Victorian Electoral Commission for early voting centres in Maryborough
- Community Voice Panel is endorsed
- Council's new website is officially launched



### January 2019

- National Gallery of Victoria Kids visits Central Goldfields Art Gallery to run youth programs
- Launch of the official Maryborough & Surrounds Visitor Guide and Central Goldfields Art Gallery 2019 exhibition program

### February 2019

- Go Goldfields launches its Year in Review

### March 2019

- Designs for the Carisbrook Recreation Reserve get underway
- Community Voice Panel membership is appointed
- Council is successful in the Building Better Regions Fund, receiving \$90,000 to undertake Community Plans across the Shire
- Work begins on the Gordon Gardens Masterplan

### April 2019

- Council joins other local governments in the Loddon Campaspe region to launch the Active Living Census, run by Healthy Heart of Victoria
- 2019–2020 proposed Budget is endorsed. This budget features the largest capital works program in the Shire's history with \$9.88 million to go towards local infrastructure projects



### June 2019

- All transfer stations in the Shire are upgraded in preparation of the state-wide e-waste to landfill ban
- Council returns improved in the latest Community Satisfaction Survey results
- Community engagement for the 2019–2024 Waste Management Strategy is launched
- Welcomed four new citizens





## Community Grants

Organisation	Project Information	Amount of Community Grant
Bowenvale–Timor Hall Committee	Bowenvale–Timor Public Hall Facelift	\$3,000.00
Dunolly & District Inc	All Roads Lead to Dunolly (Sign replacement)	\$1,689.00
Dunolly Football Netball Club Inc	Re-skilling Dunolly Football Netball Club (Purchase Equipment)	\$1,276.00
Carisbrook Football Netball Club	Shelter for Netballers	\$1,900.00
Central Goldfields Historic Machinery Society Inc	Undercover Storage Shed	\$3,000.00
Talbot Golf Club Inc	Staging 2018 Victorian Veterans State Sandgreen Championships	\$900.00
Bealiba Progress Ass. Inc – Bealiba Historical Society	Bealiba Historical Railway Station's 140th Anniversary Celebration for the Community	\$896.00
Carisbrook Senior Citizens Centre Inc	Maintenance and Safety (Carisbrook Senior Citizens Club)	\$1,850.00
Bealiba Hall Indoor Carpet Bowls	Upgrade/Replace Indoor Carpet Bowl Equipment	\$980.00
Adelaide Lead Hall Committee	Window Restoration Project	\$1,540.00
Maryborough Toy Library	Increasing Toy Library Accessibility	\$969.00
Maryborough Little Athletics	Equipment Upgrade – Hurdles	\$1,000.00
Betley Mechanics Institute Hall	Installation of Reverse Cycle Air Conditioning	\$1,000.00
<b>Sub Total</b>		<b>\$20,000.00</b>

## CHAIRPERSON OF ADMINISTRATORS MESSAGE

Creating stability and rebuilding the community's confidence in the Central Goldfields Shire to deliver good governance and outstanding services has been the Administrator's focus over the last year.

Embedding an ongoing culture of change, which continues the important work delivered by the extensive organisational reform program is key to rebuilding community confidence. Also, our focus has included planning for financial sustainability and investing into the young people of our community.

### Leadership and Accountability

We recognise the work we are doing as leaders of change isn't going to be completed during our term and we are seeking to create a legacy of continual organisational improvement. This foundation is important for your Council to continue to be transparent, responsive and financially sound.

This year we have sought to play a greater role as an organisation which leads and collaborates within our broader region. Making a deliberate decision to be more outward looking and to be known and seen to actively contribute to the region's economic, social and cultural growth.

As a local council and community, we can be more than what we are through working in partnership with other organisations, governments and our neighbours. We recognise that we have talents, resources and strengths to offer and will continue to strategically grow these relationships and opportunities.

### Financial Sustainability

Over this financial year, we have successfully increased the grant income received. We are determined to meet the needs of the community and work with external partners to fund aspirational projects. We have also deliberately considered ways the council can reduce costs and will continue to review service levels and performance.

### Young People

This year we have given greater concentration on young people, to celebrate them as they strive to reach their full potential.

Partnerships with government and the creative industry enabled the successful delivery of the ambitious project Short Flix, a local short film festival. The impact of this creative project was not only a night of great films - but provided young creatives with the skills and networks to pursue a career within the creative industry and inspire our community to see themselves in a different light.

Lastly, I'd like to take this opportunity to commend council staff and community members who have contributed to making the Central Goldfields Shire a great place to live.

I am excited for the year ahead, as we establish a stronger position to advocate for the community and our region's economic, social and cultural development and growth.

### Noel Harvey OAM

*Chairperson of Administrators*

## CHIEF EXECUTIVE OFFICE MESSAGE

On behalf of Central Goldfields Shire, it gives me great pleasure to present the Annual Report 2018-2019. It has been another year of significant achievement for the organisation. Continuing to build a stable foundation which enables the organisation to progress forward.

### Highlights

The governance reform program is finalised and we have transitioned our organisation's operations into a continuous improvement program that integrates the future capacity building with normal management work planning and reporting processes.

In October 2018 we implemented a new organisational structure, in consultation with staff. The new structure better reflects the direction of Council, particularly around governance, risk, and people and culture. With a stronger emphasis on strategy development, greater delegation of responsibility to third-level managers and a greater priority of service planning and delivery.

The Community Satisfaction Survey, which is undertaken annually to measure Council's performance, demonstrated an increase in community consultation and engagement, advocacy, making community decisions and overall Council direction.

The survey asks the community to rate several Council services in terms of importance and performance. A total of 400 Central Goldfields Shire residents completed interviews, during the period of 1 February, 2019 to 30 March, 2019. The overall performance index score of 57 for Council, represented a 14 point increase on our 2018 result.

The improved results are due to a range of community engagement and governance initiatives implemented by Council in 2018, including community planning, economic development and tourism, waste and recreation.

This level of involvement in setting the future direction of the Shire should result in further improvements to these community satisfaction measures. Consultation and completion of these strategies will be undertaken in 2019-2020.

Also pleasing are our community satisfaction results for Customer Service, which continue to increase and are higher than the state-wide and Small Rural Customer Service satisfaction averages.

Council closed the financial year in a strong financial position with its operating surplus in line with the previous financial years. The year ended with a cash balance of \$12.12 million. In addition during the year \$4.49 million worth of capital works projects were undertaken.

I'd like to congratulate all members of our staff for the outstanding work in 2018-2019 and their commitment to delivering services, achieving against Council's annual plan. I'm looking forward to the year ahead and to delivering great outcomes for our municipality.

### Lucy Roffey

*Chief Executive Officer*

## ORGANISATION AND GOVERNANCE REFORM PROGRAM

On Friday 18 August, 2017, the Local Government Investigations and Compliance Inspectorate published a comprehensive report on Central Goldfields Shire Council following an extensive investigation

The report, Protecting integrity: Central Goldfields Shire Council investigation, identified inadequate governance and mismanagement of key areas of responsibility within the organisation.

In response to this Report and an earlier Municipal Monitor's Report, released in December 2016, a comprehensive action plan was adopted at a Special Meeting of Council on Wednesday 6 September, 2017.

Council accepted the findings of the Inspectorate's report in August. In November 2017, Central Goldfields Shire Council finalised a comprehensive action plan to respond to the shortcomings identified in both that report and the Municipal Monitor's report.

Dedicated Council resources were allocated to this project over 2018 to ensure that all of the matters identified in the Inspectorate and Monitor's reports were resolved in accordance with the timeframes identified in the Action Plan.

With the completion of all recommendations in the original Organisational and Governance Reform Program, the Business Transformation Team was wound down prior to the program Director position ceasing October 2018.

The transition from dedicated resources and a high profile program into a continuous improvement program will be achieved by integrating future capacity building with normal management work planning and reporting processes.

There are two key drivers underpinning future organisation improvement; continuing to strengthen organisational capability and implementing a broader range of internal systems and processes which will be sustainable into the future and which allocate and monitor individual accountability while not being dependent on individual officers.

Organisational capability has been strengthened within the restructure of the organisation which took place in October 2018.

### Continuous Improvement Program

Independent audits were conducted of Council grants acquittal processes and Council's accountabilities for the Energy Breakthrough event. Grants processes including acquittal obligations are now actively managed by the Executive team on a fortnightly basis.

Reviews were completed of Council meeting procedure local law, occupational health and safety management system, budgeting processes, Governance records systems and Council's delegation suites. Each of these resulted in actions which have changed processes and practices, with new delegation software and subscription services and governance registers in place and a new budgeting software implemented with support from Local Government Victoria's Finance Accounting and Support Team program.

A review of special committees constituted under section 86 of the Local Government Act resulted in the dissolution of a number of inactive committees, conversion of others to the status of advisory committees with no delegated powers or responsibilities and a new set of Instruments of Delegation to those committees which continued.

Council's capacity to effectively manage the occupancy of its land and building assets has been bolstered through the appointment of a dedicated Property and Risk Officer and the adoption of a Disposal of Council Assets and Land Policy provides the framework for ensuring future land disposals meet legislative and best value obligations.

A Property Occupancy Policy to guide the occupancy agreements for Council properties is nearing completion, and this policy will ensure occupiers have security of tenure, clarity of their role and the role of Council in maintaining the property, consistency of agreements with tenants in similar situations and full transparency of the whole process.

An emphasis was placed on training for staff, particularly in matters of good governance, conflicts of interest, protected disclosures and the role and functions of local government probity bodies in Victoria. All staff participated in an extensive program of organisational culture development to support this training and encourage staff to be actively engaged with their teams and Council's goals.

Significant policy and procedure development was completed in the human resources and governance functions, with an entire set of new policies in each area.

Eleven policies were reviewed in governance covering fraud and corruption, privacy, delegations, protected disclosures, managing conflicts of interest councillor support and expenses and managing gifts, benefits and hospitality.

The human resource policy suite was streamlined and consolidated to nineteen policies and all created or re-written.

Nine corporate policies were adopted by Council including, online and media communications, complaints and community engagement, information technology related policies, and procurement.



## COMMUNITY SATISFACTION

### 2019 Community Satisfaction Survey

Central Goldfields Shire Council performed strongly in the state-wide 2019 Community Satisfaction Survey returning an index score of 57 out of 100, a 14-point increase from the 2018 results.

The annual Community Satisfaction Survey asks the community to rate a number of Council services in terms of importance and performance. Four hundred community members took part in the survey between 1 February 2019 and 30 March 2019. The data gathered is collated by JWS Research.

The pleasing survey results are similar to average scores for small rural councils (58) and state-wide (60).

Council increased its index score in several other areas including community consultation and engagement (55 up from 45 in 2018), advocacy (53 up from 44), making community decisions (52 up from 42) and overall council direction (57 up from 47).

Satisfaction with Customer Service at 73 points is another significant improvement from 2018 and a higher result than the State wide and Small Rural averages. Overall Council Direction at 57 points is also higher than the State-wide and Small averages.

Improvements by 10 points for Community Consultation and Making Community Decisions and by nine points for Advocacy was also very pleasing, and a reflection of the work undertaken during the year to improve community and stakeholder engagement.

Council did not experience any significant declines in performance index scores.

## FINANCIAL SNAPSHOT

Council recorded an operating surplus of \$3.60 million for the 2018–2019 financial year, which was \$4.18 million greater than budget.

This larger surplus was mainly due to \$3.04 million of income from assets (mostly Crown land and buildings) added to Council’s books during the revaluation process, and depreciation of assets being \$1.45 million greater than budget.

Council ended the year with a cash balance of \$12.12 million and borrowings of \$3.89 million.

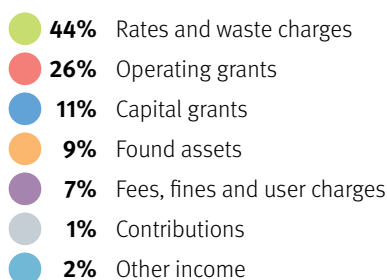
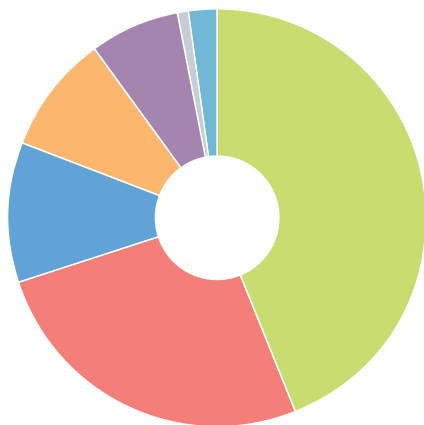
The value of property, infrastructure, plant and equipment decreased from \$318.03 million to \$314.62 million as a result of capital expenditure of \$4.94 million and depreciation of \$8.23 million.



### REVENUE

Council’s total revenue for the 2018–2019 year was \$33.51 million compared to \$33.68 million in 2017–2018. The chart below shows the different sources of revenue for Council, with rates, waste charges and grants contributing 81% of total revenue.

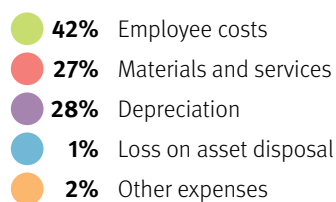
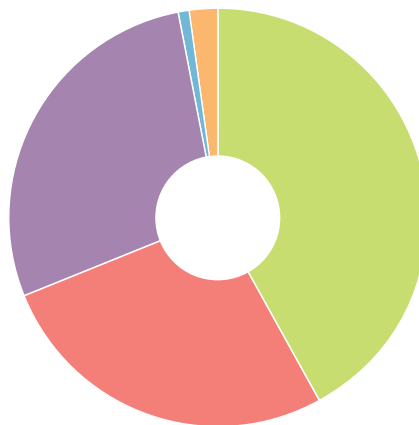
#### Revenue



### EXPENDITURE

Council’s total expenditure for the 2018–2019 year was \$29.91 million compared to \$29.99 million in 2017–2018. The chart below shows the different categories of expenditure for Council with employee costs being the largest expense type.

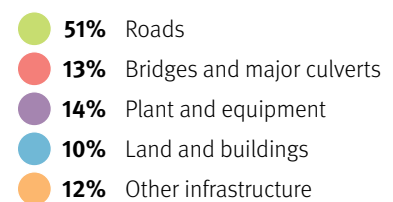
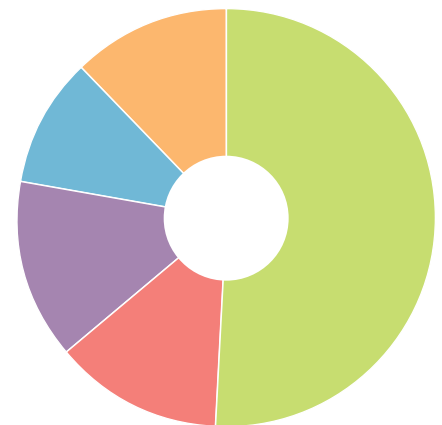
#### Expenditure



### CAPITAL WORKS

During the year Council completed \$4.94 million of capital works projects. In 2017–2018 Council completed \$12.50 million of capital works projects (of which \$6.29 million was externally funded flood restoration works). Road infrastructure related projects accounted for 76% of the capital spend.

#### Capital Works



## MAJOR CAPITAL WORKS

### July 2018

- Completion of Dunolly Senior Citizens, kitchen upgrade
  - A co-contributed project that led to the full refurbish of the kitchen, this included new appliances
- Completed new footpath in Taylor St Maryborough
  - A continuation of the previous financial years program to link community facilities with a new footpath from Kennedy St to Golden Wattle Drive
- Completed upgrades to compost facilities at Carisbrook
  - Included construction of a 296 metre squared open-sided shed, significant extensions of the compost processing area and underground drainage which has eliminated previous drainage issues.
  - Other upgrades have also included placing the existing curing bay and composting area under cover which will allow for a more consistent product and will improve the health and safety of employees and community members.

### August 2018

- Bet Bet Creek Major Culvert replacement Timor
  - The replacement and upgrade of a major culvert

### October 2018

- Planting, landscaping and irrigation installation on Majorca Rd Streetscape upgrade project Maryborough
  - The final stage of the upgrade works which saw the reconstruction of drainage and new islands, this included tree planting, water efficient irrigation and turf
- Removed the Gordon Road Y intersection to provide a safer road intersection at Bung Bung

### January 2019

- Removed the Railway Street Maryborough Y intersection and altered the road to remove a dangerous urban intersection
- Installed irrigation system Station Domain Common Maryborough
- Renewed a pathway around Phillips Gardens
  - A new consolidated granite sand path has been completed around the Gardens
- Joint project with VicRoads replacing kerb and channel Park Rd Maryborough
  - The section of kerb and channel between Griffith St and North St Maryborough was in very poor condition, Council completed the replacement which was jointly funded with VicRoads

### February 2019

- Completed Rodborough Rd Culvert replacement over Joyces Creek so farmers can continue to use the road safely.

### March 2019

- Replaced failing Kerb and Channel throughout townships
  - Sealed various gravel Bell-mouths where gravel roads meet main roads, increasing safety at these intersections

### April 2019

- Stabilised and re-sealed Drive In Ct, Wilson St and Barr St, Maryborough
- Commenced reconstruction of Avoca Rd Stage 1 Talbot
  - Major upgrade works and widening of Stage 1 of this project, this included pavement reconstruction, stabilisation and re-sealing

### May 2019

- Replaced the poor condition footpath in Derby Rd, Maryborough
  - This project saw the failing asphalt path replaced with a new concrete path.
- Market Reserve Playground Carisbrook
  - The playground was funded through a \$56,000 minor facilities grant from Victoria Sports and Recreation Grant. The playground provides a much needed protected and active play space in Carisbrook for children in a fenced area for parents and children.

### June 2019

- Built a fence along the main drain in Phillips Gardens to improve user safety in the gardens.
- E-Waste Shed Carisbrook Transfer Station
  - The e-waste shed at the Carisbrook Transfer Station provides a primary hub for the collection and storage of e-waste from surrounding transfer stations and collection points in townships across the shire, for transfer to materials recovery processors. The state government imposed a ban on all e-waste to landfill from 1 July 2019 necessitating the development of facilities for the effective removal of e-waste from the waste stream. The facility, including surrounding access pavement, was part funded through Sustainability Victoria through a grant for \$100,000.



## MAJOR CAPITAL WORKS

### Roads Program

A number of urban and rural roads and footpaths have been renewed and upgraded during the year. Highlights of capital roads works are as follows:

- Gordon Road Pyrenees Highway Intersection Bung Bong Safety Realignment – \$97,000
  - A dangerous Y-intersection realigned to a T-intersection to improve safety for heavy vehicles.
- Completed Taylor Street New Footpath from Golden Wattle Drive Kennedy Street Maryborough – \$120,000
  - The Taylor Street footpath provides a vital pedestrian link for Maryborough east residents to the central business district.
- Avoca Rd Reconstruction Stage 1 Amherst – \$252,000
  - The Avoca Road reconstruction project has been fully funded through the Regional Roads Victoria Fixing Country Roads Program and provides significant safety improvements to the road environment.
- Railway Street Gillies Street Intersection Safety Treatment Maryborough – \$108,000
  - Safety improvements and traffic control facilities installed to make the intersection safer for motorists and residents.
- Barr Street Stabilisation Gearing Street to Gillies Street Maryborough – \$83,000.
  - Barr Street renewal of kerb and road pavement and seal was part funded through the Federal Governments Roads To Recovery Program (\$50,000).
- Drive In Court and Wilson Street Industrial Estate Road Stabilisation Maryborough – \$280,000.
  - Drive In Court and Wilson street services a number of light industrial business'. Road pavement and asphalt surface renewal was funded \$155,000 through the Federal Governments Roads to Recovery Program, the remainder from the Council budget.
- Rodborough Road Major Culvert Renewal Moolort – \$90,000
- Bet Bet Creek Road New Major Culvert Timor – \$ 89,000
  - Rodborough Road and Bet Bet Creek Road major culverts renewals were funded through the Council major culverts renewal and replacement program.
- Derby Road Footpath renewal from Napier Street to Rinaldi Drive Maryborough – \$82,000
  - Provides a vital link to the Goldfields Reservoir walking track for many recreational walkers. The project forms part of the Shire's Walking and Cycling Strategy action plan.
- Locks Lane Moolort Road reconstruction – \$ 201,000
  - Locks Lane provides Link Road access to the Moolort Chicken farms and was part funded through the Federal Governments Roads To Recovery Program (\$150,000)



## EVENTS

Central Goldfields Shire Council delivered/partnered with the community to deliver the following events:



### July 2018

- Citizenship ceremony
- National Schools Tree Day tree planting



### September 2018

- Teddy Bears Picnic at Station Domain
- Jeff Makin exhibition at Central Goldfields Art Gallery



### November 2018

- Energy Breakthrough



### October 2018

- Short Flix Film Festival
- Spring Fling
- The Marigold Project Story Seat unveiled in Phillips Gardens
- Circus Oz visits Maryborough
- Mass band performance at Maryborough Railway Station
- Get Up & Go Family Fun Day
- Hunt for the Golden Shoe



### December 2018

- The first of many community feedback sessions are held in Dunolly for the Gordon Gardens Masterplan
- VCE Art & Design Exhibition at Central Goldfields Art Gallery



### August 2018

- One the Upside Community Safety Forum
- *It Takes a Child to Grow a Village* and *Oceanarium – Deep Sea Other World* exhibitions at Central Goldfields Art Gallery



### January 2019

- Australia Day celebrations are held throughout the Shire

## EVENTS



### February 2019

- Biennial art quilt exhibition *Golden Textures* opens at Central Goldfields Art Gallery



### May 2019

- Council hosts an afternoon tea for National Volunteer Week
- Council supports Healthy Heart of Victoria 2019 Active living Census



### March 2019

- Council honours renowned sports identity Jack Worrall with a street named in his honour
- Council marks International Women's Day



### June 2019

- Council launches community engagement for the 2019–2024 Waste Management Strategy



### April 2019

- *Darkness and Light* is launched at the Central Goldfields Art Gallery
- Council supports 2019 ANZAC Day Appeal

## ADVOCACY

Council meets with local State and Federal Members of Parliament, Ministers and other key stakeholders to advocate for services on behalf our community. This a summary of our advocacy work with program partners and the community.

### Priority Projects

The Priority Projects document advocate for key projects in our Shire with the following funded:

- \$2.0 million Carisbrook Recreation Reserve Upgrade
- All abilities access at the Maryborough Sports and Leisure Centre supported through Sport and Recreation Victoria \$430,000 and Sport Australia \$113,556

### Representing Our Community at Regional and Industry Forums

- Loddon Campaspe Regional Partnerships
- Central Highlands Councils Victoria
- MAV State Conference
- National Assembly (NGA) of Australian Local Government
- Loddon and Campaspe Mayors and CEO forums
- Rural Councils Victoria Summit and Forums

### Submissions to government reviews and enquiries

- Inquiry into Recycling and Waste Management
- Inquiry into Sustainable Employment for Disadvantaged Job Seekers
- Royal Commission into Victoria's Mental Health System
- Australian Electrical Commission Federal redistribution
- Federal Government Black Sport Program

### Contribution to Regional Strategies

#### Member of the Loddon Campaspe Regional Partnership

As member of the Loddon Campaspe Regional Partnership we have contributed to the development of three regional strategies Loddon Campaspe Regional Growth Strategy, Engineering and Advanced Manufacturing Skills Road Map, Early Years Language and Literacy Strategy, Healthy Hearts Framework and the Digital Connectivity Plan.

### In-kind and other support for local events

- Maryborough Highland Gathering – Cash/in-kind
- Local Australia Day events – Cash/in-Kind
- ANZAC Day (Maryborough, Talbot, Dunolly, Carisbrook, Bealiba) – In-kind
- New Year's Eve Celebrations – Carisbrook Lions Club – Cash
- Christmas Lunch – Carisbrook Lions Club – Cash
- Maryborough Lions Tourist Market – In-kind
- Events hosted in Station Domain – In-kind
- Veteran Cycling – Cash/In-kind
- Clean up Australia Day – In-kind
- Relay for Life – In-kind
- Talbot Farmers Market and Talbot Town Hall Market – In-kind
- Spring Fling – Cash
- Get Up and Go Family Fun Day – In-kind

### Community Engagement

Community engagement is defined as the range of opportunities for public involvement in Council decision making, relationship building and community strengthening. Council is committed to effective engagement with the community to ensure the needs of the community are acknowledged in Council key projects, plans and strategies. During the year there were a number of opportunities for the community to provide input into plans, strategies and service design including Council's annual budget.

### Rating Strategy 2019 – 2021

Consultation took place from 1 March and closed on 8 April 2019. With the aim to inform and consult with the community about the adopted Draft Rating Strategy 2019–2021.

- 9 written submissions, 5 of whom spoke at the hearing meeting
- 4013 reached on social media
- 54 responses online survey

### Waste Management Strategy 2019–2024

Central Goldfields Shire Waste Management Strategy 2019–2024 is being refreshed and updated from the 2012–2016 Waste Management Strategy. Community engagement was launched on 18 June 2019

### Community Voice Panel

The Community Voice Panel was endorsed in the December Council Meeting. The aim of the Community Voice Panel is to improve the way Council consults and listens to residents and extend and broaden Council's community engagement reach within the community.

Consultation activities include feedback on the effectiveness of the Rating Strategy Engagement

### Listening Posts

Quarterly listening posts are an opportunity for administrators to meet local residents for an informal chat and find out what's happening in the local community and an opportunity for us to update residents on Council projects, decisions and activities.

Listening posts were held across the Shire in 2018–19 on the following days.

- Tuesday 20 November 2018
- Tuesday 19 February 2019
- Wednesday 20 February 2019
- Tuesday 4 June 2019
- Wednesday 5 June 2019

### 2019–2020 Budget

Consultation took place from 26 April until 26 May informing and consulting with the community about the adopted Draft Budget 2019–2020.

Two submissions were received by the end of the submission period. Of the two submissions, none requested to be heard at the special hearing, as such the special hearing did not proceed.

- 2847 reached on social media

### Gordon Gardens, Dunolly

Council undertook community consultation in December 2018 to gather public feedback from the community as well as user groups and current occupiers of the precinct, to develop a proposed plan that best reflects the current and future community needs.

Following the appointment of the consultant, a stakeholder consultation meeting was held on Wednesday 3 April, 2019, at the Dunolly Town Hall on Broadway with the Consultant team and Council. That evening, a community consultation workshop was held at the Dunolly Town Hall.

Between June and July 2019, the Gordon Gardens Draft Masterplan was displayed publicly as a hard-copy and on Council's website for comment

- Community workshop: 60–80 people

### Go Goldfields

Go Goldfields is a place-based initiative addressing complex social issues in the Shire. Our collaborative approach brings community, business, service organisations, and decision-makers together to improve outcomes for children, youth and families. 'Our community aspiring, achieving and living a full life'; is the vision that drives us towards a positive future.

***"We believe that community needs to work together, to challenge and change any system that impedes our goal, to achieve social and economic independence for all citizens. We encourage people to think deeply, and differently, about ways to improve the lives of children, youth and families. We challenge ourselves to be dynamic, to continuously collaborate, to maximize the benefits of co-design, to be accountable, and to ensure long term sustainability in our work."***

More than 100 people, representing the voices of 1000s, are working across our Collaborative Table (steering group) and four Impact Area groups (Children and Families, Youth, Economic Participation and Family Safety). We bring people and organisations together to deliver lasting and meaningful achievements with our community. We plan for long-term social change with a focus on creating the best environments for our children, youth and families.

**CHILDREN & FAMILIES: "All children are confident, creative, safe and healthy."**

We are; Advocating for increased attendance at kindergarten and primary school; advocating for increased key age and stage visits to Maternal Child Health; Early Years Forum; Teddy Bears Picnic; 'The Nest' parents group; 'Build Your Village Here' parents directory website; convening and strengthening our Children and Families Partnership with Best Start.

**YOUTH: “Our community celebrates our young people as they strive to reach their full potential.”**

We are; Advocating to increase opportunities for leadership; a trial Pop Up Youth Hub for Youth Services; business case for a Youth Hub; exploration of an outcomes-based funding model to address the high vulnerability of 15-24 year-olds with complex needs; convening and strengthening our Youth Services Alliance (YES) Partnership.

**ECONOMIC PARTICIPATION: “Everyone can learn, earn, achieve and dream.”**

We are; Advocating for increased mentoring and support for job seekers; building an employer’s understanding of employees with diverse needs; Volunteer and Careers Expo; increasing internship and mentoring placements; convening and strengthening our Employment, Education and Training Action Group.

**FAMILY SAFETY: “Everyone lives equally and free from all forms of violence.”**

We are; Developing a Gender Equity Framework; delivering Family Violence and Behavioural Change Forums; delivering Changing Our Story and Champions of Change projects, and 16 Days of Activism campaign and events; developing a local Women’s Network; convening and strengthening our Family Violence Action Partnership.

We give continued recognition to our Collaborative Partners too numerous to mention here. Interested parties can visit our website to find more information about these collaborators; [www.GoGoldfields.org](http://www.GoGoldfields.org)



**Energy Breakthrough**

The annual award winning Energy Breakthrough, held in Maryborough, continued to impress by hosting around three times the size of its population.

In 2018 the event attracted 350 teams from 155 schools, and an estimated 22,000 people to the five day event in November. These astounding figures would not be possible without the assistance of the estimated 800 volunteers.

Energy Breakthrough is largest event on the local event calendar and the largest of its kind in Australia. In 2018 it is estimated the economic impact was just under \$5 million to the local community.

**Sponsors**

2018 was the first time in its 28 year history the Energy Breakthrough was without its partner RACV. This proved to be a rewarding challenge that introduced new people into key management roles for the event.

VicRoads strengthened their relationship with the event and became the Track 2 naming sponsor in 2018. Latrobe also boosted their investment and in-kind support in an effort to make greater connections with participants.

**Section 86 Committee**

The Energy Breakthrough is a joint partnership between Central Goldfields Shire Council and Country Education Partnership and is overseen by a Section 86 Committee. The Section 86 Committee was established by the Central Goldfields Shire Council to govern Energy Breakthrough on behalf of the Central Goldfields Shire Council.

**Key Section 86 Committee Personnel:**

- Hugh Delahunty, Chair
- Lucy Roffey, CEO
- Phil Brown
- Greg Nugent
- John Stafford

**Business Plan**

In December 2018, a business plan was commenced supported by funding from Regional Development Victoria.

The draft plan presented to the Committee in June 2019 focuses on event sustainability through five key action areas including: Partnerships, Finances, Structure and Resource Management, Event innovation and marketing as well as Good Governance.

The plan aims to ensure event sustainability and most importantly aims to support the Maryborough community to develop it as the premier tourism event in the region.

## OUR COUNCIL

### Noel Harvey OAM

Noel Harvey has 25 years' experience in Local Government, He was first elected to the Shire of Kyneton in 1993. He was Chief Commissioner for the Shire of Hepburn from 1995 to 1997 and a Councillor for the Shire of Macedon Ranges Shire from 1997 to 2003 and again from 2006 to 2009. He served as Mayor in 1993, 1994, 1999, 2000 and 2008.

Noel has been a board member of numerous boards including the Municipal Association of Victoria, a member of the EPA Enforceable Undertakings Panel (since 2012), Director Parks Victoria (2006 to 2012) and Director and Deputy Chairman of Coliban Regional Water Corporation (2001 to 2012), Director North Central Catchment Management Authority (2002 – 2007) and Director of Sustainability Victoria (1997 – 2000) and Chairman of the Victorian Mineral Water Committee (1996 -2006).

Noel has 15 years of business experience in the tourism industry and is the independent Chairman of the Daylesford & Macedon Ranges Regional Tourism Board since 2012.

In 2004, Noel was presented with an Order of Australia (OAM) in recognition of services to Local Government, regional Victoria and the community of Kyneton.



### Karen Douglas

A member of the Wimmera Catchment Management Authority Board since 2006, Karen held the position of Chair from 2011 to 2017.

Karen is a member of a broad-acre cereal cropping family farming enterprise at Beazleys Bridge, Gre Gre and Marnoo.

She spent many years working as a librarian both in the local secondary college and later the Wimmera Regional Library, before joining J R Burns Accounting.

She was Deputy Chancellor of Federation University Australia from 2007 to 2015, is a member and past Chair of the Stawell Regional Health Board, and a member of McCallum Services.

Karen was a Northern Grampians Shire Councillor for nine years, serving four terms as Mayor and was the inaugural Chair of the North Central Local Learning and Employment Network.



### The Hon Hugh Delahunty

Born in Murtoa, Hugh began his career as a farmer on his family grain and sheep property.

He went on to work for the Department of Agriculture and Rural Affairs after playing for Essendon in the 1970s.

Hugh has participated in and coached many sports in the Wimmera and is a life member of the Murtoa Football Club.

He was a Councillor and Mayor for the former Horsham City Council (1987 – 1995, Mayor 1992/93), Chief Commissioner of Mildura Rural City (1995 to 1996), and the first Mayor and a Councillor of the new Horsham Rural City Council (1997 to 1999, Mayor – 1997).

Hugh was elected to State politics in 1999 where he represented the electorates of Wimmera from 1999 to 2002 and Lowan from 2002 to 2014. He served as Minister for Sport and Recreation and Minister for Veteran Affairs from 2010 to 2014.



## OUR EXECUTIVE TEAM

### LUCY ROFFEY

*Chief Executive Officer*

Lucy Roffey has a financial, corporate and Local Government background and was formerly the CEO of Buloke Shire.

Her experience includes being a Fellow of the Chartered Accountants Australia and New Zealand, Member and Chair of the Australian Institute of Company Directors, Non-Executive Director Coliban Water, Audit Committee Member Castlemaine Health, Executive Director Mount Alexander Shire Council and Public Sector Panel Member – Chartered Accountants Australia and New Zealand.

Prior to working in Local Government, Lucy was a senior executive at the Australian Centre of the Moving Image.

Lucy commenced on Monday 5 March, 2018.



### MARTIN COLLINS

*General Manager Community Wellbeing*

Martin has worked with the Victorian State Government in a number of roles since 2015 including as the Director of Community and Social Innovation (DEDJTR) and more recently as the Manager of Youth Pathways and Transitions (DET). In these roles he has led the design and delivery community economic development programs and creation of the Victorian social enterprise strategy. Prior to working in Victoria, Martin worked for Glasgow City Council as the Head of Employment and Skills where he led a department of 100+ staff. Martin holds a Masters of Arts (Social Science) from the University of Glasgow.

Martin commenced 3 June 2019.



### REBECCA STOCKFELD

*General Manager Infrastructure Assets and Planning*

Rebecca came to Central Goldfields Shire having previously been the Acting Director Sustainable Development at Mount Alexander Shire Council. She has extensive experience in senior management roles in land use planning in both State and Local Government including as Assistant Director, State Planning Services, Department of Planning and Community Services Victoria.

Rebecca holds a Bachelor in Applied Science (Planning) from RMIT and a Post Graduate Diploma in Urban Planning from Melbourne University.

Rebecca commenced on Monday 21 May, 2018.



### PAUL BRUMBY

*General Manager Infrastructure Assets and Planning*

Paul was previously the Manager Finance at Pyrenees Shire Council and has worked in local government corporate services for over 25 years including as General Manager Corporate Services at Ararat Rural City Council. He has previously held board positions with Willaura/Lake Bolac Financial Services Limited and Ballarat Child and Family Services.

Paul has a Bachelor of Business with majors in Accounting and Information Technology from Federation University (formerly known as the Ballarat College of Advanced Education).

Paul commenced on Monday 21 May, 2018.



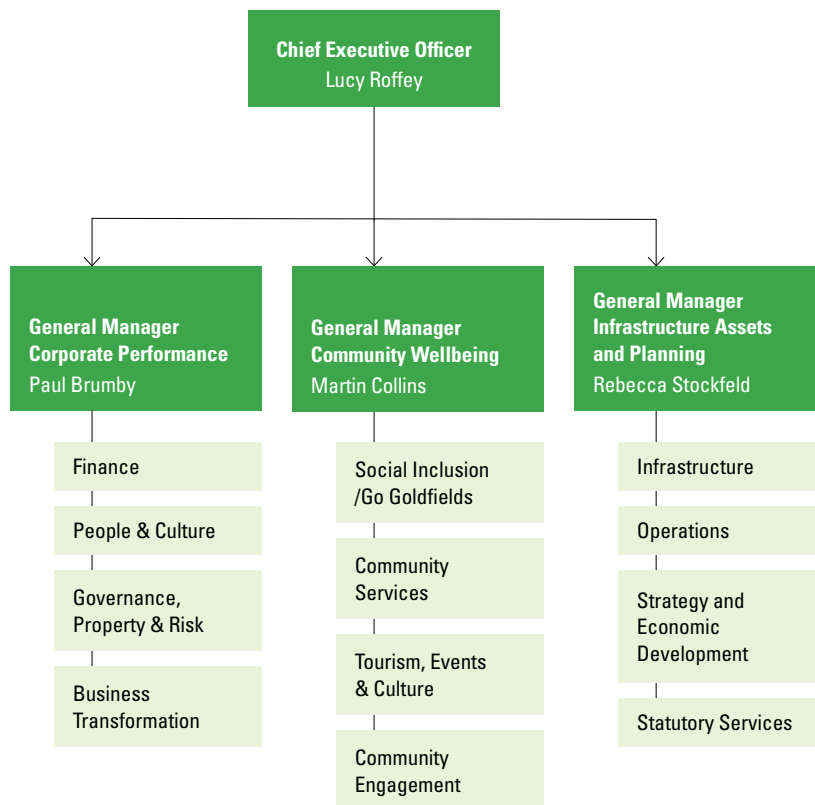
## MAJOR CHANGES

### General Managers

General Manager Community Wellbeing Brenton West departed Central Goldfields Shire in May 2019 and General Manager Community Wellbeing Martin Collins commenced June 2019.

## OUR WORKPLACE

Central Goldfields Shire has three directorates reporting to the Chief Executive Officer. The directorates are: Corporate Performance, Community Wellbeing and Infrastructure Assets and Planning.



**A summary of the number of full time, part-time and casual equivalent staff categorised by employment classification and gender:**

Structure Classification	Band 1 FTE	Band 2 FTE	Band 3 FTE	Band 4 FTE	Band 5 FTE	Band 6 FTE	Band 7 FTE	Band 8 FTE	All other FTE	Total FTE
Permanent Full Time – F	0.00	0.00	9.00	7.00	6.00	6.00	2.00	2.00	2.00	34.00
Permanent Full Time – M	0.00	10.00	18.00	9.00	3.00	7.00	4.00	3.00	2.00	56.00
Permanent Full Time – X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Part Time – F	0.13	8.08	9.03	6.83	2.99	3.10	2.22	1.64	0.00	34.02
Permanent Part Time – M	0.00	2.68	2.03	1.10	0.80	1.50	1.60	0.60	0.00	10.31
Permanent Part Time – X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casual – F	1.54	1.30	1.64	3.60	1.06	0.00	0.00	0.00	0.00	9.14
Casual – M	0.26	0.53	2.15	0.00	0.20	0.00	1.00	0.00	1.00	5.14
<b>TOTAL</b>	<b>1.93</b>	<b>22.59</b>	<b>41.85</b>	<b>27.53</b>	<b>14.05</b>	<b>17.60</b>	<b>10.82</b>	<b>7.24</b>	<b>5.00</b>	<b>148.61</b>



### Equal Opportunity

Central Goldfields Shire is committed to the principles of our Equal Opportunity Program and continually work to ensure that all workplace employment matters are reflective of this.

Equal Opportunity is supported by a number of policies, our staff induction program and training opportunities. Together we work to ensure there is no discrimination, harassment and bullying.

In January, 2017 Central Goldfields Shire was acknowledged on the Victorian Equal Opportunity and Human Rights Commission website for having a staff code of conduct that considers and promotes human rights.

The story states: *The following staff codes of conduct are examples that consider and promote human rights:*

- *The Central Goldfields Staff Code of Conduct states that the Charter requires council staff to act compatibly with human rights and to consider human rights when making decisions. It also requires staff who are involved in policy development to familiarise themselves with the Charter.*

### Professional Development

Central Goldfields Shire is committed to providing training and professional development opportunities for staff.

Central Goldfields Shire also provides a supportive environment that encourages employees to seek further learning opportunities through our Study Assistance Program.

### Enterprise Bargaining Agreement

The Central Goldfields Shire Enterprise Bargaining Agreement covers employment conditions, pay rates and criteria for the classification of positions.

The current Enterprise Agreement was negotiated between Management, staff and Union representatives, with the staff voting to accept the agreement, and is effective from 27 March 2018 to 30 June 2020.

### Workplace Culture

The organisation continues to develop robust policies, procedures and systems of work to support the effective operations of the organisation and to support the development of a positive workplace culture.



## HEALTH, SAFETY AND SUPPORT TO STAFF

Council is committed to being a healthy and safe work environment for employees, volunteers, contractors and visitors.

A renewed focus was given to the Health and Wellbeing Committee and Occupational Health and Safety Committee during 2018–19. With the support of the Executive team both groups play an integral role in making the organisation a safer and healthier place for all.

**Key initiatives include:**

- Staff flu vaccination program in March 2019
- Health and Wellbeing Committee ‘Wednesday Walker’s group
- International Women’s Day event held Friday March 8, 2019
- Employee Assistance Program – counselling and wellbeing support to all employees. This service was promoted throughout the year.
- Healthy Together Victoria Achievement Program for Workplaces – a stateside health promotion program that encourages best practice in workplaces around Mental Health and Wellbeing, Healthy Eating, Physical Activity, Smoking and Alcohol.

Central Goldfields Shire also keeps staff informed via a fortnightly internal staff newsletter titled the ‘Inside Word’. It aims to provide staff with information about departments as well as training and event opportunities available to staff both internally and externally.

Staff meetings are also held once a month and are presented by the CEO.

We also have a staff consultative committee which met quarterly during 2018-19. The committee is made up of an equal number of staff and management representatives. The committee provides input into the development and review of organisational policies and programs.



## PLANNING AND ACCOUNTABILITY FRAMEWORK

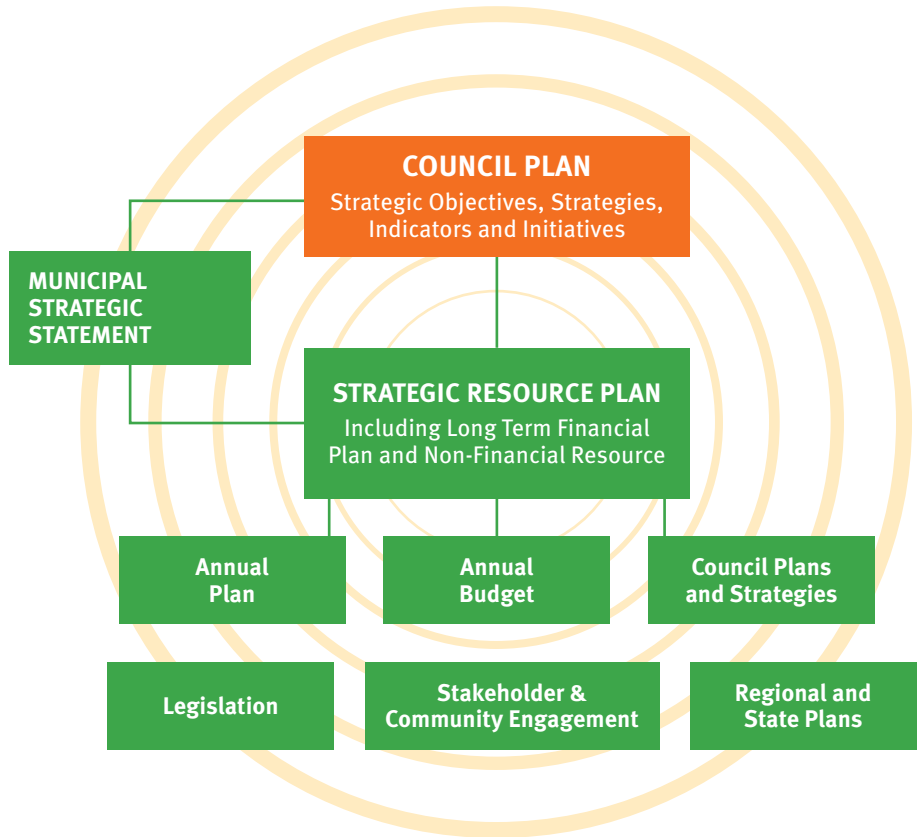
The Local Government Planning and Accountability Framework is outlined in the Local Government Act 1989.

It is a mandatory system of reporting that ensures all councils measure and report on their performance in a consistent way.

The Act requires councils to prepare the following planning and reporting documents:

- A Council Plan – developed every four years and reviewed annually
- A Strategic Resource Plan
- A Budget for each financial year
- An Annual Report in respect of each financial year

The following diagram shows the relationship between the key planning and reporting documents that make up the planning and accountability framework for local government.



## COUNCIL PLAN

The Central Goldfields Shire Council Plan 2017–2021 identifies four strategic themes, each with a specific objective which are our primary focus:

- Our Community – To support community cohesion, and health and wellbeing
- Our Economy – To support economic activity which contributes to the municipality’s economic prosperity
- Our Built and Natural Environment – To support the rich built and natural heritage and focus on a sustainable environment
- Our Organisation – To support strong, transparent corporate governance

Underpinning each of these themes are detailed actions and initiatives which are identified in the Council Plan and complemented by our Annual Budget.

Every quarter the actions undertaken are measured against the Council Plan and reported upon.





## OUR PERFORMANCE

Council's performance for the 2018–19 year has been reported against the strategic objectives to demonstrate how Council is performing in achieving the 2017–2021 Council Plan.

## OUR COMMUNITY

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

### Priorities

- Continue delivery of the Go Goldfields program, and work towards program sustainability.
- Youth Engage Program
- Shire Wide Literacy Strategy
- Provide a safe, fun, encouraging and welcoming environment for Volunteers and promote the benefits of a volunteer organisation.
- Actively participate in The Healthy Hearts Project
- Coordinate Municipal Emergency Management Plans and Committee
- Implement recommendations from flood management plans including flood mitigation works
- Implement priorities from the Positive Ageing Strategy
- Support positive life opportunities for people living with a disability.

### Highlights

- Teddy Bears Picnic
- Wellness and enablement model training through Home Support Services and Social Support groups
- Short Flix Festival
- Maternal Child and Health – Let's Read
- Implementation of Family Violence Action Plan
- 16 days of Activism – Marigolds Project
- Roll out of events as part of the Regional Centre for Culture
- Support and train volunteers to deliver the annual Energy Breakthrough event
- Complete Emergency Management Plans of Council Facilities and Evacuation drills
- Review and adopt the Neighbourhood Safer Places Plan
- Community Safety Forum
- Facilitate a Community Transport Forum
- Identify and support clients with their transition to the NDIS
- Broaden and extend arts and culture engagement with schools and the community

## OUR ECONOMY

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

### Priorities

- Develop an Economic Development and Tourism Strategy
- Participate in the development and implementation of Regional Economic Development Strategies
- Support work readiness initiatives, specifically within the Go Goldfields program
- Include support for existing business in the Economic Development and Tourism Strategy
- Support Committee for Maryborough and other business groups in the Central Goldfields Shire
- Encourage NBN connections and advocate for improved NBN services
- Advance the Goldfields Heritage Development and Opportunity Project towards World Heritage Listing
- Review and update the business and marketing plan for Energy Breakthrough

### Highlights

- Consultation undertaken with targeted community leaders, business and tourism groups and sector representatives, Approximately 120 participants
- Participate in the development of a Regional Freight Strategy
- Include enhanced passenger rail services in all advocacy documents
- Wastewater for a growing Talbot included in Priority Projects document
- Participate in State Government review of Regional Tourism Boards
- Advocate for mobile towers in blacks spots in the Shire
- Roll out the Maryborough and surrounds branding toolkit project
- Produce the Maryborough and surrounds Official Visitor Guide

## OUR BUILT AND NATURAL ENVIRONMENT

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

### Priorities

- Ensure investment in roads, footpaths and buildings meet community needs now and in the future
- Improve the appearance of township entrances and streetscapes
- Protect and enhance the environment while planning for growth
- Protect and preserve our heritage assets

### Highlights

- 'E' Waste Shed Extension and Carisbrook Transfer Station Pavement Rehabilitation
- Gordon Rd/Pyrenees Hwy Intersection Upgrade
- Improved the landscaping associated with the Town Entry signs
- Energy Audit of council buildings to determine works to reduce council's energy consumption
- Participated in the development of Central Highlands Integrated Water Management Plan
- Avoca Road upgrade Stage 1
- Taylor Street footpath built
- Planning decision to not allow a major sign in Carisbrook/Flagstaff supported by VCAT
- Installed irrigation at Station Domain
- Approval of a solar farm in Carisbrook
- Built a playground in Market Reserve

## OUR ORGANISATION

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

### Priorities

- Undertake service planning across the organisation to set sustainable service levels that meet community needs
- Review budget and financial reporting processes to improve monitoring of financial performance
- Implement the Community Engagement Framework

### Highlights

- Fees and charges policy completed
- Introduction of the new engagement program including listening posts, Administrator meeting times and Community Voice Panel
- New Council website launched
- Governance and Reform Program actions completed

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Aquatic Facilities</b>					
<b>Satisfaction</b>					
<i>User satisfaction with aquatic facilities (optional)</i>	0.00	0.00	0.00	0.00	
[User satisfaction with how council has performed on provision of aquatic facilities]					
<b>Service standard</b>					
<i>Health inspections of aquatic facilities</i>	0.00	0.00	0.00	0.00	No inspections of Council aquatic facilities have been undertaken in the reporting period. Council have ensured the appropriate resources are now in place to ensure all inspections are completed in 2019-2020.
[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]					
<b>Health and Safety</b>					
<i>Reportable safety incidents at aquatic facilities</i>	0.00	0.00	0.00	0.00	There were no WorkSafe reportable safety incidents at aquatic facilities during the reporting period.
[Number of WorkSafe reportable aquatic facility safety incidents]					
<b>Service cost</b>					
<i>Cost of indoor aquatic facilities</i>	\$6.93	\$6.23	\$5.94	\$5.93	No material change.
[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]					
<b>Service Cost</b>					
<i>Cost of outdoor aquatic facilities</i>	\$6.63	\$7.82	\$6.46	\$7.56	The cost of outdoor aquatic facilities has increased during the reporting period due to a drop in visitation to the outdoor facilities during the 2018-2019 season.
[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]					
<b>Utilisation</b>					
<i>Utilisation of aquatic facilities</i>	6.82	7.29	7.58	7.55	No material change.
[Number of visits to aquatic facilities / Municipal population]					

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Animal Management</b>					
<b>Timeliness</b>					
<i>Time taken to action animal management requests</i>	1.00	1.00	1.00	0.00	Council does not have a system for recording animal management requests. Council is improving its data collection practices and will ensure this data is recording during the 2019-2020 reporting period.
[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]					
<b>Service standard</b>					
<i>Animals reclaimed</i>	72.61%	66.00%	67.39%	52.48%	The increase in the number of animals collected, but not reclaimed, in the reporting period relates to an increase in the collection of feral cats. There was one complaint in the reporting period which related to the keeping of a large number of feral cats on one individual property.
[Number of animals reclaimed / Number of animals collected] × 100					
<b>Service cost</b>					
<i>Cost of animal management service</i>	\$48.45	\$47.51	\$47.06	\$41.93	The costs of the animal management service has reduced in the reporting period due to a staffing restructure of the unit.
[Direct cost of the animal management service / Number of registered animals]					
<b>Health and safety</b>					
<i>Animal management prosecutions</i>	0.00	0.00	0.00	0.00	There were no animal management prosecutions during the reporting period.
[Number of successful animal management prosecutions]					

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Food Safety</b>					
<b>Timeliness</b>					
<i>Time taken to action food complaints</i>	1.00	1.17	1.00	15.75	Council received four food safety complaints in the reporting period. The food safety complaints were not actioned within an appropriate timeframe. Council has ensured the appropriate resources are now in place to ensure all food safety complaints are actioned within an appropriate timeframe in 2019-2020.
[Number of days between receipt and first response action for all food complaints / Number of food complaints]					
<b>Service standard</b>					
<i>Food safety assessments</i>	32.26%	67.78%	38.78%	0.00%	No food safety assessments were undertaken during the data reporting period. Council have ensured the appropriate resources are now in place to ensure all food safety assessment are conducted in 2019-2020. Subsequent to 30 June 2019 51% of food safety assessments have been completed.
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] ×100					
<b>Service cost</b>					
<i>Cost of food safety service</i>	\$439.10	\$458.16	\$438.43	\$112.14	As no food safety assessment were undertaken during the reporting period, there has been a significant decrease in the costs of Council's food safety service.
[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]					



Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Food Safety</b>					
<b>Health and safety</b>					
<i>Critical and major non-compliance outcome notifications</i>	80.00%	100.00%	0.00%	0.00%	As no food safety assessment were undertaken during the reporting period, no critical or major non-compliant outcomes were identified. Subsequent to 30 June 2019 51% of food safety assessments have been completed. Following these assessments 3 critical or major non-compliant outcomes were identified and have been followed up.
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] ×100					
<b>Governance</b>					
<b>Transparency</b>					
<i>Council decisions made at meetings closed to the public</i>	11.02%	10.34%	7.26%	0.00%	Council has not had any meetings which have been closed to the public in the reporting period. Council has moved to a practice of hearing contractual matters in open council meetings as much as practicable.
[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] ×100					
<b>Consultation and engagement</b>					
<i>Satisfaction with community consultation and engagement</i>	57.00	54.00	45.00	55.00	Council adopted a Community Engagement Framework and improved its methods of engaging with the community at the end of 2017. These changes and the large amount of work undertaken to improve community and stakeholder engagement has been reflected in a significant increase in the community satisfaction survey results in relation to community consultation and engagement.
Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement					

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Governance</b>					
<b>Attendance</b>					
<i>Councillor attendance at council meetings</i>	90.82%	93.75%	98.18%	97.22%	No material change.
[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] × 100					
<b>Service cost</b>					
<i>Cost of governance</i>	\$30,093.44	\$31,510.39	\$142,308.68	\$128,692.00	Council's cost of governance has increased significantly in 2017-2018 and 2018-2019 as Council currently has 3 Administrators in place, which receive a higher remuneration than elected Councillors.
[Direct cost of the governance service / Number of Councillors elected at the last Council general election]					
<b>Satisfaction</b>					
<i>Satisfaction with council decisions</i>	58.00	51.00	42.00	52.00	Council adopted a Community Engagement Framework and improved its methods of engaging with the community at the end of 2017. These changes and the large amount of work undertaken to improve community and stakeholder engagement has been reflected in a significant increase in the community satisfaction survey results in relation to council making decisions in the interest of the community.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]					
<b>Home and Community Care (HACC)</b>					
<b>Timeliness</b>					
<i>Time taken to commence the HACC service</i>	7.00	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]					

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Home and Community Care (HACC)</b>					
<b>Service standard</b>					
<i>Compliance with Community Care Common Standards</i>	50.00%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] × 100					
<b>Service cost</b>					
<i>Cost of domestic care service</i>	\$40.10	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the domestic care service / Hours of domestic care service provided]					
<b>Service cost</b>					
<i>Cost of personal care service</i>	\$43.04	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the personal care service / Hours of personal care service provided]					
<b>Service cost</b>					
<i>Cost of respite care service</i>	38.44	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the respite care service / Hours of respite care service provided]					
<b>Participation</b>					
<i>Participation in HACC service</i>	23.14%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of people that received a HACC service / Municipal target population for HACC services] × 100					
<b>Participation</b>					
<i>Participation in HACC service by CALD people</i>	12.50%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] × 100					

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Libraries</b>					
<b>Utilisation</b>					
<i>Library collection usage</i>	2.63	2.35	3.62	4.07	Council's library usage collection has improved due to a range of factors including: usage of the Dunolly library service has increased now that the community is more aware of the service, and the local kinder is regularly accessing the service; an increased use of the children's collection stemming from the emphasis that has been placed on early childhood literacy; and the promotion of digital resources.
[Number of library collection item loans / Number of library collection items]					
<b>Resource standard</b>					
<i>Standard of library collection</i>	68.21%	69.52%	57.67%	57.72%	No material change.
[Number of library collection items purchased in the last 5 years / Number of library collection items] ×100					
<b>Service cost</b>					
<i>Cost of library service</i>	\$5.95	\$6.19	\$5.73	\$5.93	No material change.
[Direct cost of the library service / Number of visits]					
<b>Participation</b>					
<i>Active library members</i>	30.80%	15.22%	13.98%	14.87%	The significant decrease in active library members from 2015-2016 to 2016-2017 was due to a change in the definition of active library members and how this indicator was calculated.
[Number of active library members / Municipal population] ×100					

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Maternal and Child Health (MCH)</b>					
<b>Satisfaction</b>					
<i>Participation in first MCH home visit</i>	93.91%	95.65%	100.89%	99.12%	No material change.
[Number of first MCH home visits / Number of birth notifications received] × 100					
<b>Service standard</b>					
<i>Infant enrolments in the MCH service</i>	91.30%	94.78%	101.77%	102.65%	Result above 100% are indicative of births in other local government areas with a subsequent transfer of the child to the Central Goldfields Shire.
[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] × 100					
<b>Service cost</b>					
<i>Cost of the MCH service</i>	\$125.87	\$97.13	\$96.90	\$103.40	No material change.
[Cost of the MCH service / Hours worked by MCH nurses]					
<b>Participation</b>					
<i>Participation in the MCH service</i>	83.28%	79.26%	86.14%	84.20%	No material change.
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] × 100					
<b>Participation</b>					
<i>Participation in the MCH service by Aboriginal children</i>	75.00%	69.23%	96.61%	87.32%	There has been a significant improvement over the last 4 years of participation in the MCH service by Aboriginal children. A Service Improvement Plan is in place to endeavour to continue to increase participation for Aboriginal children in the Shire. As the overall numbers of Aboriginal children enrolled in the MCH service is quite low, any changes in participation result in a large percentage fluctuation for this indicator.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] × 100					

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Roads</b>					
<b>Satisfaction of use</b>					
<i>Sealed local road requests</i>	23.35	24.98	14.48	9.85	Council's local roads are maintained to a high standard and defects addressed promptly. This results in Council receiving a minimal number of local road requests.
[Number of sealed local road requests / Kilometres of sealed local roads ] ×100					
<b>Condition</b>					
<i>Sealed local roads maintained to condition standards</i>	99.56%	98.17%	100.00%	100.00%	No change.
[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] ×100					
<b>Service cost</b>					
<i>Cost of sealed local road reconstruction</i>	\$27.60	\$41.01	\$33.03	\$94.26	Council only completed one local road reconstruction in the reporting period. The section of local road was a small Y interaction realignment. Although the area was small in terms of square metres, the reconstruction was very complicated, resulting in a significant variation in costs for this indicator in the reporting period.
[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]					
<b>Service Cost</b>					
<i>Cost of sealed local road resealing</i>	\$3.97	\$3.68	\$4.11	\$4.70	The costs of local road resealing have increased in the reporting period due to rising oil prices, which have increased bitumen costs.
[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]					
<b>Satisfaction</b>					
<i>Satisfaction with sealed local roads</i>	54.00	51.00	48.00	48.00	No change.
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Statutory Planning</b>					
<b>Timeliness</b>					
<i>Time taken to decide planning applications</i>	55.00	74.00	57.00	93.00	There has been an increase in complex applications over the past two reporting periods. There has also been a high amount of staff turnover and recruitment change in Council's planning department which has affected Council's ability to decide planning applications within the required timeframes.
[The median number of days between receipt of a planning application and a decision on the application]					
<b>Service standard</b>					
<i>Planning applications decided within required time frames</i>	57.65%	62.58%	51.61%	32.11%	There has been an increase in complex applications over the past two reporting periods. There has also been a high amount of staff turnover and recruitment change in Council's planning department which has affected Council's ability to decide planning applications within the required timeframes.
[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] × 100					
<b>Service cost</b>					
<i>Cost of statutory planning service</i>	\$1,584.96	\$1,915.36	\$1,980.65	\$2,875.51	The costs of the statutory planning service has increased in the reporting period due to a staffing restructure of the unit, with a focus on planning scheme compliance. To meet planning demands Council has also utilised external planning contractors temporarily, resulting in higher costs during the reporting period.
[Direct cost of the statutory planning service / Number of planning applications received]					
<b>Decision making</b>					
<i>Council planning decisions upheld at VCAT</i>	0.00%	0.00%	0.00%	100.00%	One planning application went to VCAT during the data reporting period. VCAT upheld Council's decision of refusal in this particular matter.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] × 100					

## REPORT OF OPERATIONS 2018–2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Waste Collection</b>					
<b>Satisfaction</b>					
<i>Kerbside bin collection requests</i>	55.68	30.07	27.01	24.62	No material change.
[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] ×1000					
<b>Service standard</b>					
<i>Kerbside collection bins missed</i>	3.83	0.79	0.68	0.63	No material change.
[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] ×10,000					
<b>Service cost</b>					
<i>Cost of kerbside garbage bin collection service</i>	\$110.12	\$99.24	\$115.42	\$121.51	No material change.
[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]					
<b>Service cost</b>					
<i>Cost of kerbside recyclables collection service</i>	\$51.02	\$46.77	\$66.24	\$84.89	The state-wide recycling crisis has resulted in significant increases in the cost for processing of recyclables.
[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]					
<b>Waste diversion</b>					
<i>Kerbside collection waste diverted from landfill</i>	41.36%	42.88%	42.70%	42.96%	No material change.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] × 100					



## Definitions

- “Aboriginal child” means a child who is an Aboriginal person.
  - “Aboriginal person” has the same meaning as in the Aboriginal Heritage Act 2006.
  - “Active library member” means a member of the library who has borrowed an item from the library collection.
  - “CALD” means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English.
  - “Critical non-compliance outcome notification” means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health.
  - “food premises” has the same meaning as in the Food Act 1984.
  - “HACC” program means the Home and Community Care program established under the Agreement entered into for the purpose of the Commonwealth Home and Community Care Act 1985.
  - “HACC” service means home help, personal care or community respite provided under the HACC program.
- “Local road” means a sealed or unsealed road for which council is the responsible road authority under the Road Management Act 2004.
  - “Major non-compliance outcome notification” means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken.
  - “MCH” means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age.
  - “Population” means the resident population estimated by council.
  - “Worksafe reportable aquatic facility safety incident” means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.





# Governance

## GOVERNANCE

Central Goldfields Shire Council is constituted under the Local Government Act to provide leadership for the good governance of the municipality and the local community.

### Governance, Management and other information

#### Meetings of Council

Council conducts meetings on the fourth Tuesday of every month. Members of the community are welcome to attend. During the 2018/2019 year Council held 12 Ordinary Council Meetings and 1 Special Council Meeting

#### Ordinary Council Meetings

Meeting Date	Chief of Administrators Noel Harvey OAM	Administrator Karen Douglas	Administrator The Hon Hugh Delahunty
24.07.2018	Yes	Yes	Yes
28.08.2018	Yes	Yes	Yes
25.09.2018	Yes	Yes	Yes
23.10.2018	Yes	No	Yes
27.11.2018	Yes	Yes	Yes
18.12.2018	Yes	Yes	Yes
26.02.2019	Yes	Yes	Yes
26.03.2019	Yes	Yes	Yes
23.04.2019	Yes	Yes	Yes
28.05.2019	Yes	Yes	Yes
25.06.2019	Yes	Yes	Yes

#### Special Council Meeting

Meeting Date	Chief of Administrators Noel Harvey OAM	Administrator Karen Douglas	Administrator The Hon Hugh Delahunty
04.02.2109	Yes	Yes	Yes

#### Councillor Portfolios/Committees

Administrator	Portfolio	Committee
Noel Harvey	Community Development	Go Goldfields Collaborative Table Municipal Association of Victoria
Karen Douglas	Finance	Audit and Risk Committee Rural Councils Victoria
Hugh Delahunty	Development and Planning	Audit and Risk Committee Energy Breakthrough

## GOVERNANCE

### Special Committees

The Act allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

The following table contains a list of special committees established by the Council that are in operation and the purpose for which each committee was established.

Committee	Purpose
Energy Breakthrough Special Committee	Management of the Energy Breakthrough Event
Adelaide Lead Hall Special Committee	Management of the Adelaide Lead Hall
Daisy Hill Community Centre Special Committee	Management of the Daisy Hill Community Centre
Dunolly Historic Precinct Management Special Committee	Management of the Dunolly Historic Precinct Management
Talbot Community Homes Special Committee	Management of the Talbot Community Homes
Talbot Town Hall Special Committee	Management of the Talbot Town Hall
Tullaroop Leisure Centre Special Committee	Management of the Tullaroop Leisure Centre

### Code of Conduct

Section 76C of the Local Government Act 1989 required each Council to adopt a Code of Conduct for Councillors. The Code commits Councillors to work effectively together and provides for effective participation and accountability to the community.

Council adopted an amended Code of Conduct on 14 February 2017. Review of the Code is carried out within four months of a Council election, as is required under the Act.

### Conflict of Interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires councillors to act in the public interest. When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests. During 2018-2019, 0 conflicts of interest were declared at Council meetings.

### Administrator Allowances

In accordance with Section 74 of the Local Government Act 1989, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and mayors. Councils are divided into three categories based on the income and population of each council. Central Goldfields Shire Council is recognised as a category one council.

Central Goldfields Shire Council, by virtue of an Order in Council provided for under the Local Government (Central Goldfields Shire Council) Act 2017, currently has three appointed Administrators. The Administrators receive a higher remuneration than elected Councillors.

Administrator	Allowance
Noel Harvey	\$148,920.02
Hugh Delahunty	\$84,315.04
Karen Douglas	\$84,315.04
	<b>\$317,550.10</b>

### Councillor Expenses

In accordance with Section 75 of the Local Government Act, Council is required to reimburse a councillor for expenses incurred whilst performing his or her duties as a councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors.

The detail of the expenses including reimbursement for each Councillor and member of a council committee paid by council for the 2018-2019 year are as follows:

Administrator	Travel Expenses	Information Communication Expenses	Conference and Training Expenses	Total
Noel Harvey	\$12,995.48		\$6,240.64	\$19,236.12
Hugh Delahunty	\$16,005.60	\$531.80	\$5,307.73	\$21,845.13
Karen Douglas	\$8,693.80	\$490.80	\$4,391.69	\$13,576.29
				<b>\$54,657.54</b>

### Audit and Risk Committee

The role of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

Council's five member Audit Committee consists of two members of the Council and three external independent members including Mr John Watson, Ms Cheryl Fitzgerald and Mr Robert Tommasini. Administrators Mrs Karen Douglas and Mr Hugh Delahunty are Council representatives on the committee.

During the 2018-2019 the Audit Committee met on four occasions and all independent and Council representatives were in attendance.

## AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE 2018-2019 FINANCIAL YEAR

### Audit and Risk Committee Chairperson's Report For the year ended 30 June 2019

#### Introduction

The Central Goldfields Shire Council Audit and Risk Committee (the Committee) Charter requires that an annual report on the activities of the Committee be presented to Council at the conclusion of each financial year.

The Committee is an independent Advisory Committee to Council established under Section 139 of the Local Government Act 1989 (as amended) (the 'Act'). The key purpose of this report is to provide Council with an overview of the Audit and Committee's primary functions; activities and outcomes for the 2018-2019 financial year.

#### Audit and Risk Committee Charter

The Audit and Risk Committee has several functions which are incorporated in the Audit and Risk Committee Charter. In summary they are to:

- Enhance the credibility and the objectivity of the financial reporting of Council;
- Support the identification and management of enterprise wide material risks of Council;
- Advise Council on systems and processes designed to ensure compliance with relevant laws and regulations and consideration of best practice guidelines;
- Advise Council on the establishment, effectiveness and maintenance of controls and systems to safeguard financial and physical resources, and mitigate risks that may adversely affect achievement of Council objectives;
- Advise Council on the establishment, effectiveness and maintenance of controls and systems to safeguard its governance obligations and promote a culture of accountability and transparency;
- Advise Council on the systems and processes which protect against fraud and irregularities.

The Audit and Risk Committee Charter was reviewed at the beginning of 2019 and formally adopted by Council at the Ordinary Council Meeting held on 23 April 2019.

#### Committee Membership

The membership of the Committee comprises five members – two Councillors and three external, independent members.

Committee Membership is currently as follows:

Mr John Watson (chairperson and independent member) and independent members Mr Robert Tommasini, Ms Cheryl Fitzgerald.

Administrators Hugh Delahunty and Karen Douglas.

The Committee is supported by the Council's capable and professional executive management team to provide advice on a range of compliance; control and operational matters as well as ensuring that the Committee meets its stated objectives.

#### Audit functions

The Audit and Risk Committee continues to assist the Council in addressing financial; strategic and operational risks and also ensuring that Council maintains a reliable system of internal controls. The Committee's work plan is set out in its Annual Action Plan, which is presented at each committee meeting, to enable the Committee to fulfil its obligations under the Audit and Risk Committee Charter.

#### External Auditors

In accordance with the Victorian Local Government Act 1989, Council's External Auditor is appointed by the Victoria Auditor General (VAGO). For the 2018-2019 financial year VAGO's contracted Agent, Crowe Horwath undertook the external audit.

#### Internal Auditors

Council's internal auditor for the 2018/2019 financial year was AFS & Associates, a highly experienced and professional local government auditing firm. AFS & Associates undertook 10 internal audits during the 2018-2019 financial year.

#### Accountability; governance and compliance

In order to ensure accountability; compliance and transparency, in addition to this Annual Report, the Audit and Risk Committee submits the Minutes of each of its meetings to the next available Ordinary Council Meeting.

The Committee also seeks information from the Chief Executive Officer at each Audit and Risk Committee Meeting regarding any breaches, non-compliance or fraud issues since the last meeting. The Internal Auditor is also required to formally advise if their work had been impeded in any way during the conduct of their audits.

## Meetings

During the 2018-2019 financial year the Committee met on four occasions:

- 10 September 2018
- 4 December 2018
- 4 March 2019
- 3 June 2019

At these Meetings the Committee considered the following:

### Internal audits reports on:

- Key Internal Controls
- Past Issues Review
- Contract Management
- Past Issues Review
- ICT Controls and Governance
- Governance
- Past Issues review
- S. 86 Committees
- Occupational Health and Safety
- Human Resource Management

Each of the internal audit reports provided detailed recommendations in relation to any risks identified. These risks are rated as major, moderate or minor and are discussed at length at the Audit and Risk Committee meetings to ensure that the Audit and Risk Committee Members are comfortable and confident that any audit recommendations are responded to and that proposed management actions adequately address the identified risks within agreed timeframes.

The Audit and Risk Committee has monitored the implementation of these recommendations and actions at each subsequent Committee meeting to ensure that the recommended and agreed audit initiatives are carried out, thus assisting in improving Council's procedural and control environments. This ongoing monitoring also ensures that Council's risk exposure in many areas is brought to the Committee's attention and that there is a management framework to address such issues.

The Audit and Risk Committee also monitors the progress of the Internal Audit Plan at each meeting, with the Internal Auditor presenting a report on the status of this plan and discussing progress.

### External Audit

The external auditors, Crowe Horwath, attended the Committee's Meeting on 10 September 2018 to discuss Council's Annual Financial Statement and Performance Report. The audit results were positive with all relevant accounting disclosures made and unqualified audit opinions received from the Auditor General. These Statements were submitted by the Council to the Victorian Local Government Minister by 30 September 2018 as required.

John Gavens, from Crowe Horwath, also attended the Committee Meetings on 4 March 2019 and 3 June 2019.

## Management Reports

The Audit and Risk Committee comprises members who have a diverse range of experience and skill sets, who can provide objective advice to the Council in an advisory capacity. It is a productive and robust Committee that continues to mature by seeking improvement opportunities to ensure that it is kept informed of risks that the Council is required to act upon. In addition to the Internal and External audit functions of the Committee, this improvement is also achieved via regular Management Reports at each meeting incorporating the following:

- Council's Monthly Finance Reports - The Committee receives Council's monthly financial reports. These reports are very comprehensive and provide assurance to the Committee that Council is adequately advised of its financial situation so that Council can make informed decisions. The Committee is also kept informed of the status of the annual Budget as well as other important financial information. The Committee is also assured that Council's financial management practices are robust and meet legislative and stewardship requirements.
- Status of the implementation of outstanding audit reports - This report is a monitoring tool that tracks the implementation of any outstanding audit recommendations with a clear path forward being outlined.
- Risk Management – The Committee provides an active oversight of Council's risk management framework by considering regular reports on these issues to ensure that Council's exposure to strategic and operational risks are being managed appropriately.
- The Committee is provided with alerts on any impending legal action, legislation breaches or fraudulent activity.
- The Committee receives a copy of Council's Budget and Strategic Resource Plan. This ensures that the Committee is aware that Council continues to operate in a financial framework that is achievable in the current economic climate that provides ongoing financial stability and sustainability.
- The Committee receives governance reporting relating to items such as Ordinary Returns; Freedom of Information; Declaration of Gifts, Benefits and Hospitality.
- Reports from the CEO outlining any issues that she considers should be brought to the attention of the Committee that may not be provided by other methods.

## AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE 2018-2019 FINANCIAL YEAR

### 2019-2020 Outlook

In 2019-2020 Council will continue its comprehensive internal audit program. This program will be reviewed at the Committee's meeting in December 2019 to ensure that it addresses the most current compliance, internal control and operational audit requirements of Council.

The Audit and Risk Committee will conduct meetings with the External Auditor in relation to the Financial and Performance audits and give formal consideration to the Annual Financial Report and Performance Statements.

The Committee will continue to monitor any applicable matters raised by the Victorian Auditor General; Victorian Ombudsman, the Local Government Inspectorate; the Independent Broad-based Anti-Corruption Commission or the Office of the Victorian Inspectorate. The Committee has and will continue take an active interest and stay informed on proposed changes to the Local Government Act 1989 which proposes new obligations on Councils and their Audit Committees.

### Conclusion

The 2018-2019 year was again a very productive year with the Audit and Risk Committee considering a large range of reports and issues relating to Council's reporting, accountability, control and risk management objectives and obligations.

As outlined in this report, I believe the Audit and Risk Committee continues a valuable oversight role relating to Council's financial, governance, and risk control environments and associated systems to ensure that adequate control frameworks are in place so that Council operates within a best practice framework that maintains an environment to identify and mitigate risks.

It is a very robust Committee and through the diverse experience and knowledge of its members can test assumptions and make recommendations that add value to Council's operations.

On behalf of all Audit and Risk Committee members, I would like to express sincere thanks to the Staff of Crown Horwath for their work in the conduct of the external audit, and to the Internal Auditor AFS & Associates for their significant contribution into the internal audit program where business improvement recommendations were made which will ensure that Council's internal controls and processes are continually improved.

I particularly wish to thank Council's Chief Executive Officer, Ms Lucy Roffey; the Manager Finance, Ms Anna Bartlett, the General Manager Corporate Performance, Mr Paul Brumby, and the Manager Governance, Property and Risk, Ms Megan Kruger for their support, professional advice and focus on achieving continuous improvement outcomes. I also extend the Committee's thanks to all the Council Officers who have assisted the Audit and Risk Committee in a professional manner during the year.

I thank all my fellow Audit and Risk Committee Members Councillors and External Members for their participation, diligence, professionalism and contribution throughout the 2018-2019 financial year. The Committee looks forward to the continuation of a very strong working relationship with the Council and staff during the 2019-2020 financial year.

### Internal Audit

Council's internal audit function provides independent and objective assurance to the Audit and Risk Committee that appropriate processes and controls are in place across Council.

The following reviews occurred during the 2018-2019 year as part of the Internal Audit program:

- Key Internal Controls
- Past Issues Review
- Contract Management
- Past Issues Review
- ICT Controls and Governance
- Governance
- Past Issues review
- S. 86 Committees
- Occupational Health and Safety
- Human Resource Management

### External Audit

Council is externally audited by the Victorian Auditor-General's Office (VAGO).

The 2018-2019 annual external audit of Council's Financial Statements and Performance Statement was conducted by the VAGO appointed audit service provider – Crowe Horwath.



## GOVERNANCE AND MANAGEMENT CHECKLIST

Governance and Management Item	Assessment
<b>Community engagement policy</b> (policy outlining Council's commitment to engaging with the community on matters of public interest)	Date of operation of current policy: 22 May 2018
<b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Date of operation of current guidelines: 22 May 2018
<b>Strategic Resource Plan</b> (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Date of adoption: 25 June 2019
<b>Annual budget</b> (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Date of adoption: 25 June 2019
<b>Asset management plans</b> (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Date of operation of current plans: Road Management Plan 20 November 2017 Public Road Register Policy 9 June 2011 Operational Asset Management Plan - Roads 25 October 2016 Buildings Asset Management Plan May 2006 Stormwater and Drainage Asset Management Plan May 2006 Operational Parks Management Plan November 2006
<b>Rating strategy</b> (strategy setting out the rating structure of Council to levy rates and charges)	Date of operation of current strategy: 23 April 2019
<b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Date of operation of current policy: 6 February 2016
<b>Fraud policy</b> (policy outlining Council's commitment and approach to minimising the risk of fraud)	Date of operation of current policy: 24 April 2018
<b>Municipal emergency management plan</b> (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Date of preparation: 17 October 2017
<b>Procurement policy</b> (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Date of approval: 25 June 2019
<b>Business continuity plan</b> (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Date of operation of current plan: 29 October 2018
<b>Disaster recovery plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Date of operation of current plan: 29 October 2018
<b>Risk management framework</b> (framework outlining Council's approach to managing risks to the Council's operations)	Date of operation of current framework: 6 February 2016
<b>Audit Committee</b> (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Date of establishment: 26 September 2017
<b>Internal audit</b> (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Date of engagement of current provider: 30 October 2017

## GOVERNANCE AND MANAGEMENT CHECKLIST

Governance and Management Item	Assessment
<b>Performance reporting framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Date of operation of current framework: 1 July 2014
<b>Council Plan</b> reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Date of report: 28 May 2019
<b>Financial reporting</b> (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Dates statements presented: 18 December 2018 13 February 2018 24 July 2018 23 October 2018 31 October 2018 26 February 2019 26 March 2019 23 April 2019 28 May 2019
<b>Risk reporting</b> (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Date of reports: 10 September 2018 4 September 2018 4 March 2019 3 June 2019
<b>Performance reporting</b> (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Date of reports: 18 December 2018 13 February 2018 24 July 2018 23 October 2018 31 October 2018 26 February 2019 26 March 2019 23 April 2019 28 May 2019
<b>Annual report</b> (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Date of consideration: 23 October 2018
<b>Councillor Code of Conduct</b> (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Date reviewed: 14 February 2017
<b>Delegations</b> (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Date of review: s5 13 December 2017 s6 28 May 2019 s7 08 November 2018 s13 08 November 2018
<b>Meeting procedures</b> (a local law governing the conduct of meetings of Council and special committees)	Date local law made: 27 October 2015

## Freedom of Information

The Freedom of Information Act 1982 provides individuals and organisations with a general right of access to information held by Central Goldfields Shire Council. It also provides a right of appeal to the Victorian Information Commissioner to review decisions to refuse access to information.

Requests for access to information under the Freedom of Information Act must be submitted in writing to the Freedom of Information Officer, Central Goldfields Shire Council, PO BOX 194, Maryborough, VIC, 3465. Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Further information regarding FOI can be found at [www.foi.vic.gov.au](http://www.foi.vic.gov.au)

## Statutory Information

The following information is provided in accordance with legislative and other requirements applying to Council.

## Documents available for public inspection

In accordance with regulation 12 of the Local Government (General) Regulations 2015 the following are prescribed documents that are available for public inspection or copies can be obtained for the purposes of section 222 of the Act from Council's Customer Service Office:

- a document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by councillor or any member of council staff in the previous 12 months
- minutes of ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- a document containing details of all leases involving land which were entered into by the council as lessor, including the lessee and the terms and the value of the lease
- a register maintained under section 224(1A) of the Act of authorised officers appointed under that section
- a list of donations and grants made by the council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

## Best Value

In accordance with section 208B(f) of the Act, at least one every year a council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation which is supported by our Sustainable Excellence Program.

The following Best Value initiatives were undertaken during 2018-2019:

- Commencement of Service Planning across Council to ensure sustainable service levels that meet community needs;
- Implementation of recommendations from the Local Government Inspectorate Report;
- Development and implementation of a cultural change program to develop a high performing, customer focused organisation;
- Implementation of the Community Engagement Framework including quarterly Listening Posts between Council and the community;
- The purchase and implementation of new budget software.

## Contracts

During the year council did not enter into any contracts valued at \$150,000 or more for services or \$200,000 or more for works or more of a kind specified in section 186(5)(a) and (c) of the Act. It also did not enter into any other contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works without engaging in a competitive process.

## GOVERNANCE AND MANAGEMENT CHECKLIST

### Disability Action Plan

In accordance with section 38 of the Disability Action Act 2006, Council reports that the following actions have been implemented in accordance with its Disability Action Plan:

- The mobile toilet is available to make events and other community celebrations available to everyone.
- The community services are working to support clients to access information about the NDIS.

### Domestic Animal Management Plan

In accordance with the Domestic Animals Act 1994, Council is required to prepare and implement a Domestic Animal Management Plan every four years and evaluate its implementation in the Annual Report.

Residents were invited to have their say on the draft Central Goldfields Shire Domestic Animal Management Plan in November/December 2017 with the final Plan adopted at an Ordinary Meeting of Council on 30 January 2018.

The Plan provides the necessary framework to guide Council's management of domestic animals for the period 2017 to 2021.

### Food Act Ministerial directions

In accordance with section 7E of the Food Act 1984, Council is required to publish a summary of any Ministerial Directions received during the financial year in its Annual Report/ No such Ministerial Direction were received by Council during the financial year.



# Financial Statements

The Financial Statements for 2018–2019 have been prepared in accordance with the requirements of the Local Government Act 1989, and include:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Notes to the Financial Report
- Certification of the Financial Statements

**COMPREHENSIVE INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Income</b>			
Rates and service charges	3.1	14,691,869	14,044,731
Statutory fees and fines	3.2	550,830	435,532
User charges	3.3	1,954,920	2,216,488
Grants – operating	3.4	8,665,868	8,542,961
Grants – capital	3.4	3,641,645	6,110,618
Contributions – monetary	3.5	284,801	387,311
Contributions – non monetary	3.5	174,245	387,402
Found and gifted assets	3.8	3,040,427	1,279,924
Other income	3.7	506,117	271,794
<b>Total income</b>		<b><u>33,510,722</u></b>	<b><u>33,676,761</u></b>
<b>Expenses</b>			
Employee costs	4.1	(12,499,299)	(12,101,668)
Materials and services	4.2	(8,183,365)	(8,362,377)
Bad and doubtful debts	4.3	(47,702)	(24,268)
Depreciation	4.4	(8,230,833)	(7,222,368)
Borrowing costs	4.5	(146,115)	(157,279)
Net loss on disposal of property, infrastructure, plant and equipment	3.6	(319,368)	(1,722,296)
Other expenses	4.6	(481,023)	(398,100)
<b>Total expenses</b>		<b><u>(29,907,705)</u></b>	<b><u>(29,988,357)</u></b>
<b>Surplus for the year</b>		<b><u>3,603,017</u></b>	<b><u>3,688,404</u></b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1	(2,685,833)	14,949,606
<b>Total comprehensive result</b>		<b><u>917,184</u></b>	<b><u>18,638,010</u></b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

## BALANCE SHEET

### AS AT 30 JUNE 2019

	Note	2019 \$	2018 \$
<b>Assets</b>			
Current assets			
Cash and cash equivalents	5.1	1,868,375	7,464,846
Other financial assets	5.1	10,250,000	1,520,965
Trade and other receivables	5.1	3,105,576	1,986,724
Inventories	5.2	119,114	98,191
Non-current assets classified as held for sale	6.1	245,223	573,394
Other assets	5.2	217,029	282,893
<b>Total current assets</b>		<b>15,805,317</b>	<b>11,927,013</b>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	6.2	314,616,204	318,026,571
<b>Total non-current assets</b>		<b>314,616,204</b>	<b>318,026,571</b>
<b>Total assets</b>		<b>330,421,521</b>	<b>329,953,584</b>
<b>Liabilities</b>			
Current liabilities			
Trade and other payables	5.4	2,955,227	2,587,460
Trust funds and deposits	5.4	303,880	436,138
Provisions	5.5	2,660,766	2,675,600
Interest-bearing loans and borrowings	5.3	3,846,793	2,857,553
<b>Total current liabilities</b>		<b>9,766,666</b>	<b>8,556,751</b>
<b>Non-Current liabilities</b>			
Provisions	5.5	330,448	425,566
Interest-bearing loans and borrowings	5.3	38,520	1,602,564
<b>Total non-current liabilities</b>		<b>368,968</b>	<b>2,028,130</b>
<b>Total liabilities</b>		<b>10,135,634</b>	<b>10,584,881</b>
<b>Net assets</b>		<b>320,285,887</b>	<b>319,368,703</b>
<b>Equity</b>			
Accumulated surplus		126,115,074	122,520,557
Reserves	9.1	194,170,813	196,848,146
<b>Total equity</b>		<b>320,285,887</b>	<b>319,368,703</b>

The above balance sheet should be read in conjunction with the accompanying notes.

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	Total \$	Accumulated surplus \$	Asset revaluation reserve \$	Other reserves \$
<b>2019</b>					
Balance at beginning of the financial year		319,368,703	122,520,557	196,387,546	460,600
Surplus for the year		3,603,017	3,603,017	–	–
Net asset revaluation (decrement)	9.1	(2,685,833)	–	(2,685,833)	–
Transfers to other reserves	9.1	–	(8,500)	–	8,500
<b>Balance at end of the financial year</b>		<b><u>320,285,887</u></b>	<b><u>126,115,074</u></b>	<b><u>193,701,713</u></b>	<b><u>469,100</u></b>
<b>2018</b>					
Balance at beginning of the financial year		300,730,693	118,942,753	181,437,940	350,000
Surplus for the year		3,688,404	3,688,404	–	–
Net asset revaluation (decrement)	9.1	14,949,606	–	14,949,606	–
Transfers to other reserves	9.1	–	(110,600)	–	110,600
<b>Balance at end of the financial year</b>		<b><u>319,368,703</u></b>	<b><u>122,520,557</u></b>	<b><u>196,387,546</u></b>	<b><u>460,600</u></b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.



## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2019

	2019 Inflows/ (Outflows) \$	2018 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>		
Rates and service charges	14,531,917	13,965,515
User charges, statutory fees and fines	2,755,383	2,891,747
Grants – operating	7,798,458	8,561,411
Grants – capital	3,641,645	7,610,618
Contributions – monetary	313,281	426,042
Interest received	154,299	137,845
Net movement in trust funds and deposits	(132,258)	81,917
Other receipts	315,612	137,687
Net GST refund	784,525	1,673,063
Employee costs	(12,609,251)	(12,174,926)
Materials and services	(8,770,614)	(9,937,297)
Other payments	(581,597)	(464,605)
<b>Net cash provided by operating activities</b>	<b>8,201,400</b>	<b>12,909,017</b>
	9.2	
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equipment	(4,944,542)	(12,499,140)
Proceeds from sale of property, infrastructure, plant and equipment	597,260	213,482
Payments for other financial assets	(8,729,035)	–
Proceeds from sale of other financial assets	–	1,999,490
<b>Net cash (used in) investing activities</b>	<b>(13,076,317)</b>	<b>(10,286,168)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(146,750)	(160,564)
Repayment of borrowings	(574,804)	(569,462)
<b>Net cash (used in) financing activities</b>	<b>(721,554)</b>	<b>(730,026)</b>
Net increase (decrease) in cash and cash equivalents	(5,596,471)	1,892,823
Cash and cash equivalents at the beginning of the financial year	7,464,846	5,572,023
<b>Cash and cash equivalents at the end of the financial year</b>	<b>1,868,375</b>	<b>7,464,846</b>
	5.1	

The above statement of cash flows should be read in conjunction with the accompanying notes.

Financing arrangements	5.6
Restrictions on cash assets	5.1

**STATEMENT OF CAPITAL WORKS  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>Property</b>		
Land	52,538	49,355
<b>Total land</b>	<b>52,538</b>	<b>49,355</b>
Buildings	453,410	540,365
<b>Total buildings</b>	<b>453,410</b>	<b>540,365</b>
<b>Total property</b>	<b>505,948</b>	<b>589,720</b>
<b>Plant and equipment</b>		
Plant, machinery and equipment	508,505	629,825
Fixtures, fittings and furniture	176,477	15,807
<b>Total plant and equipment</b>	<b>684,982</b>	<b>645,632</b>
<b>Infrastructure</b>		
Roads	2,489,687	8,109,340
Kerb and channel	140,731	249,581
Pathways	140,334	178,477
Bridges and major culverts	661,915	1,321,890
Drainage	184,166	784,279
Minor culverts	89,564	616,468
Waste water assets	32,076	–
Traffic control facilities	15,139	8,753
<b>Total infrastructure</b>	<b>3,753,612</b>	<b>11,268,788</b>
<b>Total capital works expenditure</b>	<b>4,944,542</b>	<b>12,504,140</b>
<b>Represented by:</b>		
New asset expenditure	351,673	1,112,984
Asset renewal expenditure	3,904,602	10,269,818
Asset expansion expenditure	–	36,396
Asset upgrade expenditure	688,267	1,084,942
<b>Total capital works expenditure</b>	<b>4,944,542</b>	<b>12,504,140</b>

The above statement of capital works should be read in conjunction with the accompanying notes.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Overview

#### Introduction

The Central Goldfields Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate. Council's main office is located at 22 Nolan Street Maryborough Victoria 3465.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

#### Significant accounting policies

##### Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 1: Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$200,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 26 June 2018. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

#### 1.1 Income and expenditure

	Budget 2019 \$	Actual 2019 \$	Variance 2019 \$	%	Ref
<b>Income</b>					
Rates and service charges	14,768,838	14,691,869	<b>(76,969)</b>	<b>-1%</b>	
Statutory fees and fines	444,841	550,830	<b>105,989</b>	<b>24%</b>	<b>1</b>
User charges	4,210,421	1,954,920	<b>(2,255,501)</b>	<b>-54%</b>	<b>2</b>
Grants – operating	7,769,170	8,665,868	<b>896,698</b>	<b>12%</b>	<b>3</b>
Grants – capital	626,000	3,641,645	<b>3,015,645</b>	<b>482%</b>	<b>4</b>
Contributions – monetary	144,424	284,801	<b>140,377</b>	<b>97%</b>	<b>5</b>
Contributions – non monetary	–	174,245	<b>174,245</b>	<b>100%</b>	<b>6</b>
Found and gifted assets	–	3,040,427	<b>3,040,427</b>	<b>100%</b>	<b>7</b>
Other income	327,794	506,117	<b>178,323</b>	<b>54%</b>	<b>8</b>
<b>Total income</b>	<b>28,291,488</b>	<b>33,510,722</b>	<b>5,219,235</b>		
<b>Expenses</b>					
Employee costs	12,242,453	12,499,299	<b>256,846</b>	<b>2%</b>	<b>9</b>
Materials and services	9,781,373	8,183,365	<b>(1,598,008)</b>	<b>-16%</b>	<b>10</b>
Bad and doubtful debts	20,000	47,702	<b>27,702</b>	<b>139%</b>	<b>11</b>
Depreciation	6,780,247	8,230,833	<b>1,450,586</b>	<b>21%</b>	<b>12</b>
Borrowing costs	170,369	146,115	<b>(24,254)</b>	<b>-14%</b>	<b>13</b>
Net loss on disposal of property, infrastructure, plant and equipment	(121,739)	319,368	<b>441,107</b>	<b>-362%</b>	<b>14</b>
Other expenses	–	481,023	<b>481,023</b>	<b>100%</b>	<b>15</b>
<b>Total expenses</b>	<b>28,872,703</b>	<b>29,907,705</b>	<b>1,035,003</b>		
<b>Surplus/(deficit) for the year</b>	<b>(581,215)</b>	<b>3,603,017</b>	<b>4,184,232</b>		

**1.1 Income and expenditure (continued)**

Ref	Item	Explanation										
1	Statutory fees and fines	Revenue was greater than budget due to planning permit income \$61,886 and building permit income \$52,497 being higher than expected.										
2	User charges	User charges were less than budget due to the elimination of "internal" plant hire from the financial statements that was included in the budget (\$1,643,566). Additional Long Day Care Fees \$347,697 were less than budget (as childcare benefit income was \$277,920 higher than budget)										
3	Grants – operating	The level of operating grants received by Council had three significant variations to budget including: Additional \$277,920 received in childcare benefit than budgeted. Additional \$80,248 in kindergarten per capita grants than budgeted, Economic development and tourism strategy funding being \$100,000 more than budgeted.										
4	Grants – capital	During the year Council received a number of capital grants which were not budgeted for: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td>Fixing Country Roads/Rural Roads Victoria funding</td> <td style="text-align: right;">1,328,400</td> </tr> <tr> <td>NDRF Flood restoration funding (budgeted for in 2017/2018)</td> <td style="text-align: right;">818,726</td> </tr> <tr> <td>Healthy Hearts infrastructure funding</td> <td style="text-align: right;">300,000</td> </tr> <tr> <td>Carisbrook Bowls Club synthetic green upgrade funding</td> <td style="text-align: right;">144,000</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>2,591,126</u></td> </tr> </table>	Fixing Country Roads/Rural Roads Victoria funding	1,328,400	NDRF Flood restoration funding (budgeted for in 2017/2018)	818,726	Healthy Hearts infrastructure funding	300,000	Carisbrook Bowls Club synthetic green upgrade funding	144,000		<u>2,591,126</u>
Fixing Country Roads/Rural Roads Victoria funding	1,328,400											
NDRF Flood restoration funding (budgeted for in 2017/2018)	818,726											
Healthy Hearts infrastructure funding	300,000											
Carisbrook Bowls Club synthetic green upgrade funding	144,000											
	<u>2,591,126</u>											
5	Contributions – monetary	During the year Council received a number of unbudgeted contributions as follows: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td>Infrastructure contributions received but not budgeted</td> <td style="text-align: right;">16,833</td> </tr> <tr> <td>Long service leave contributions received but not budgeted</td> <td style="text-align: right;">95,393</td> </tr> <tr> <td>Recreational contribution received but not budgeted</td> <td style="text-align: right;">12,500</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>124,726</u></td> </tr> </table>	Infrastructure contributions received but not budgeted	16,833	Long service leave contributions received but not budgeted	95,393	Recreational contribution received but not budgeted	12,500		<u>124,726</u>		
Infrastructure contributions received but not budgeted	16,833											
Long service leave contributions received but not budgeted	95,393											
Recreational contribution received but not budgeted	12,500											
	<u>124,726</u>											
6	Contributions – non monetary	Contributions were greater than budget due to the recognition of Council's Mayoral Chains \$100,000 and \$62,553 in gravel contributions.										
7	Found and gifted assets	Found and gifted assets were greater than budget due to the recognition of \$125,893 in infrastructure assets, \$1,669,000 in land assets and \$1,245,534 in building and site improvement assets identified during the asset valuation process.										
8	Other income	During the year the Energy Breakthrough received \$154,859 in sponsorship income than budgeted.										
9	Employee costs	Employee costs were 2% higher than budget due mainly to an organisational restructure which occurred during the year, additional payments to superannuation, and the movement in employee provisions as a result of changes to the discounted rate.										
10	Materials and services	The variance to budget was due mainly to the elimination of plant hire \$1,065,454 (refer explanation reference 2), in addition a number of projects did not occur during the year as budgeted: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td>Residential Development Strategy</td> <td style="text-align: right;">85,000</td> </tr> <tr> <td>Urban Design Framework</td> <td style="text-align: right;">120,000</td> </tr> <tr> <td>Dunolly Deledio Reserve Concept Plan</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td>Carisbrook Recreation Reserve Expenditure (\$16,458 expended)</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>405,000</u></td> </tr> </table>	Residential Development Strategy	85,000	Urban Design Framework	120,000	Dunolly Deledio Reserve Concept Plan	100,000	Carisbrook Recreation Reserve Expenditure (\$16,458 expended)	100,000		<u>405,000</u>
Residential Development Strategy	85,000											
Urban Design Framework	120,000											
Dunolly Deledio Reserve Concept Plan	100,000											
Carisbrook Recreation Reserve Expenditure (\$16,458 expended)	100,000											
	<u>405,000</u>											
11	Bad and doubtful debts	The increase in bad and doubtful debts was due to an increase in the provision by \$45,840 associated with property rental and Goldfields Family Centre accounts.										

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 1: Performance against budget (continued)

#### 1.1 Income and expenditure (continued)

Ref	Item	Explanation
12	Depreciation	Infrastructure depreciation was budgeted for as \$4,987,685. The infrastructure revaluation resulted in an increase to depreciation of \$1,353,030 to a total of \$6,340,715. This was primarily due to pathways depreciation being \$790,703 more than budget, and kerb and channel \$295,751 more than budget. The revaluation was a result of an independent condition assessment which reduced the useful life of these asset classes accelerating the depreciation rate for 2018–2019.
13	Borrowing costs	One of Council's loans is interest only (variable). The drop in interest rates during the year resulted in interest payable on this loan being less than budgeted.
14	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Primarily due to the disposal of \$225,000 in land assets and \$61,033 in building assets which was not budgeted for.
15	Other expenses	Consists of audit fees, and councillor allowances, budgeted as materials and services.

## 1.2 Capital works

	Budget 2019 \$	Actual 2019 \$	Variance 2019 \$		Ref
<b>Property</b>					
Land	113,500	52,538	(60,962)	-54%	1
<b>Total Land</b>	<b>113,500</b>	<b>52,538</b>	<b>(60,962)</b>		
Buildings	680,000	453,410	(226,590)	-33%	2
<b>Total Buildings</b>	<b>680,000</b>	<b>453,410</b>	<b>(226,590)</b>		
<b>Total Property</b>	<b>793,500</b>	<b>505,948</b>	<b>(287,552)</b>		
<b>Plant and Equipment</b>					
Plant, machinery and equipment	619,000	508,505	(110,495)	-18%	3
Fixtures, fittings and furniture	305,000	176,477	(128,523)	-42%	4
<b>Total Plant and Equipment</b>	<b>924,000</b>	<b>684,982</b>	<b>(239,018)</b>		
<b>Infrastructure</b>					
Roads	2,513,000	2,489,687	(23,313)	-1%	
Kerb and channel	199,000	140,731	(58,269)	-29%	5
Pathways	156,000	140,334	(15,666)	-10%	6
Bridges and major culverts	870,000	661,915	(208,085)	-24%	7
Drainage	660,000	184,166	(475,834)	-72%	8
Minor culverts	66,000	89,564	23,564	36%	9
Waste water assets	15,000	32,076	17,076	114%	10
Traffic control facilities	14,000	15,139	1,139	8%	
<b>Total Infrastructure</b>	<b>4,493,000</b>	<b>3,753,612</b>	<b>(739,388)</b>		
<b>Total Capital Works Expenditure</b>	<b>6,210,500</b>	<b>4,944,542</b>	<b>(1,265,958)</b>		
<b>Represented by:</b>					
New asset expenditure	1,157,000	351,673	(805,327)		
Asset renewal expenditure	2,932,500	3,904,602	972,102		
Asset expansion expenditure	–	–	–		
Asset upgrade expenditure	2,121,000	688,267	(1,432,733)		
<b>Total Capital Works Expenditure</b>	<b>6,210,500</b>	<b>4,944,542</b>	<b>(1,265,958)</b>		

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 1: Performance against budget (continued)

#### 1.2 Capital works (continued)

Ref	Item	Explanation
1	Land	Less than budget mainly due to minimal expenditure required on renewal of ovals and surrounds \$74,000 budgeted \$33,396 expended.
2	Buildings	Less than budget mainly due to minimal expenditure on Maryborough Sports & Leisure Centre change-room upgrade due to timing of grant received ( \$150,000) and \$150,000 in Council administration building works budgeted for with \$60,867 expended.
3	Plant, machinery and equipment	Plant expenditure was less than budget mainly due to delay in delivery of a new Street Sweeper which is currently on order (\$120,000 budgeted).
4	Fixtures, fittings and furniture	Council had budgeted to spend \$250,000 on IT Initiatives, \$198,054 was expended, however only \$152,149 was capitalised in accordance with Council policy.
5	Kerb and channel	Minimal expenditure incurred on kerb and channel due to availability of contractors.
6	Pathways	Pathways renewal was less than budget by \$16,672, also due to availability of contractors.
7	Bridges and major culverts	Expenditure on Bridge/Major Culvert Safety Upgrades was less than budget by \$114,037 due to timing of grant approval for Porteous Road Bridge works.
8	Drainage	Council had budgeted \$400,000 in flood mitigation works relating to the Carisbrook flood levy. \$96,178 was expended during the year due to delays in land acquisition required to complete the flood levy works.
9	Minor culverts	Council had budgeted to expend \$48,000 on Minor Culverts renewal, however \$75,999 was expended due to the carry forward of projects from 2017/18.
10	Waste water assets	Council had budgeted to expend \$15,000 on the Recycled Watermain replacement, however \$32,076 was expended due to carry forward of projects from 2017/18.



## Note 2: Analysis of Council results by program

Council delivers its functions and activities through the following programs.

### 2.1 (a) Community

Operation and maintenance of community buildings, local laws, compliance (incorporating fire prevention, environmental health, school crossings, immunisation and planning compliance), emergency management and Go Goldfields.

#### Health and Human Services

Administration of Goldfields Family Centre (incorporating family day care, long day care, kindergarten and supported playgroup), maternal & child health, aged care services (incorporating personal care, respite care, home maintenance, social support and delivered meals) and youth services.

#### Economic Development

Promotion of tourism, including the Visitor Information Centre, Energy Breakthrough and other events, economic development and strategic planning. Administration of Vic Roads, statutory planning and building control.

#### Culture & Heritage

Operation and maintenance of civic halls, library and arts. Promotion of cultural and heritage activities.

#### Recreation & Leisure

Operation and maintenance of parks and gardens, playgrounds, sporting and natural reserves, indoor recreation centres and swimming pools.

#### Transport

Administration, operation and maintenance of aerodrome, road networks, pathways, kerb & channelling, street beautification, street lighting, bicycle facilities, parking and maintenance of depots and plant, vehicles and machinery and drainage maintenance

#### Waste

Administration, operation and maintenance of waste disposal, waste water operation and maintenance, recycling, and public conveniences.

#### Administration

Shire Management including corporate planning, governance, community engagement (including customer service), people and culture services, contract management and purchasing. Corporate services including operation and maintenance of administration office, records management, information technology, property and risk management. Financial services including administration of council finances, bank accounts, investments and loans.

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 2: Analysis of Council results by program (continued)**

**2.1 (b) Summary of revenues, expenses, assets and capital expenses by program**

	<b>Income</b>	<b>Expenses</b>	<b>Surplus /(Deficit)</b>	<b>Grants included in income</b>	<b>Total assets</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2019</b>					
Community	2,016,980	2,046,962	(29,982)	2,085,578	6,996,894
Health & Human Services	4,140,955	4,085,098	55,857	3,137,054	198,255
Economic Development	1,258,872	2,246,160	(987,288)	150,000	5,643,115
Culture & Heritage	172,397	822,262	(649,865)	150,077	5,524,498
Recreation & Leisure	907,570	2,920,103	(2,012,533)	528,292	24,360,338
Transport	3,514,493	9,046,464	(5,531,971)	3,127,271	269,774,112
Waste & Environment	3,222,774	2,942,046	280,728	205,093	221,525
Administration	18,276,682	5,798,611	12,478,071	2,924,148	17,702,784
	<b>33,510,723</b>	<b>29,907,706</b>	<b>3,603,017</b>	<b>12,307,513</b>	<b>330,421,521</b>
	<b>Income</b>	<b>Expenses</b>	<b>Surplus /(Deficit)</b>	<b>Grants included in income</b>	<b>Total assets</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2018</b>					
Community	5,860,153	2,084,797	3,775,356	5,646,674	7,110,387
Health & Human Services	4,024,857	4,125,426	(100,569)	2,857,969	203,845
Economic Development	952,266	1,948,956	(996,690)	–	5,100,600
Culture & Heritage	165,726	718,144	(552,418)	148,011	8,421,545
Recreation & Leisure	255,881	2,709,417	(2,453,536)	82,604	23,861,501
Transport	3,472,286	7,885,146	(4,412,860)	3,031,973	271,599,861
Waste & Environment	2,909,787	2,895,223	14,564	116,414	187,884
Administration	16,035,805	7,621,248	8,414,557	2,769,934	13,467,961
	<b>33,676,761</b>	<b>29,988,357</b>	<b>3,688,404</b>	<b>14,653,579</b>	<b>329,953,584</b>

**Note 3: Funding for the delivery of our services**

	2019 \$	2018 \$
<b>3.1 Rates and service charges</b>		
Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its market value (land and buildings inclusive).		
The valuation base used to calculate general rates for 2018–2019 was \$1,930 million (2017–2018 was \$1,757 million). The 2018–2019 general rate – cents in the CIV dollar was 0.5131 (2017–2018, was 0.5447).		
Residential	7,728,163	7,759,460
Commercial	1,187,977	1,141,143
Industrial	207,336	212,165
Farm and Rural	1,856,088	1,589,571
Vacant land	635,184	643,829
Recreation and Cultural	263	257
Garbage Charge	3,002,842	2,650,526
Interest on rates and charges	74,016	47,780
<b>Total rates and service charges</b>	<b>14,691,869</b>	<b>14,044,731</b>
The date of the last general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation was first applied to the rating period commencing 1 July 2018.		
Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.		
<b>3.2 Statutory fees and fines</b>		
Infringements and costs	29,230	36,092
Town planning fees	195,900	151,075
Land information and building certificate fees	14,914	13,642
Permits	163,385	102,018
Registrations	145,781	129,323
Other	1,620	3,382
<b>Total statutory fees and fines</b>	<b>550,830</b>	<b>435,532</b>
Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.		
<b>3.3 User charges</b>		
Rent	56,699	32,214
Vic Roads agency fees	280,509	239,637
Contract care fees	211,394	233,612
Greenwaste fees	52,183	81,868
Hire fees	66,264	57,178
User charges – Energy Breakthrough	199,520	165,145
Community service charges	636,319	764,700
Caravan park fees	77,705	77,020
Other user fees	374,327	565,114
<b>Total user charges</b>	<b>1,954,920</b>	<b>2,216,488</b>
User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.		

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>Note 3: Funding for the delivery of our services (continued)</b>		
<b>3.4 Funding from other levels of government</b>		
Grants were received in respect of the following :		
<b>Summary of grants</b>		
Commonwealth funded grants	5,549,467	5,717,012
State funded grants	6,758,046	8,936,567
<b>Total grants received</b>	<b>12,307,513</b>	<b>14,653,579</b>
<b>Operating Grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Commonwealth Financial Assistance Grants – unallocated	2,879,650	2,729,934
Commonwealth Financial Assistance Grants – local roads	1,228,552	1,195,097
Commonwealth Home Support Program	900,946	696,733
<b>Recurrent – State Government</b>		
Community	966,853	1,437,233
Health & Human Services	2,236,108	2,161,236
Heritage & Culture	150,077	148,011
Economic Development	150,000	–
Recreation	42,000	18,303
Transport	30,000	–
Administration	30,589	40,000
Waste & Environment	51,093	116,414
<b>Total recurrent operating grants</b>	<b>8,665,868</b>	<b>8,542,961</b>
<b>Capital Grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to recovery	540,319	1,095,248
<b>Recurrent – State Government</b>		
Nil		
<b>Total recurrent capital grants</b>	<b>540,319</b>	<b>1,095,248</b>
<b>Non-recurrent – State Government</b>		
Community	300,000	8,750
Community – Flood Works	818,726	4,200,691
Recreation	510,292	64,301
Transport	1,328,400	741,628
Waste	130,000	–
Admin	13,908	–
<b>Total non-recurrent capital grants</b>	<b>3,101,326</b>	<b>5,015,370</b>
<b>Total capital grants</b>	<b>3,641,645</b>	<b>6,110,618</b>
<b>Total grants</b>	<b>12,307,513</b>	<b>14,653,579</b>
<b>Unspent grants received on condition that they be spent in a specific manner</b>		
Balance at start of year	333,242	1,435,658
Received during the financial year and remained unspent at balance date	2,430,089	308,502
Received in prior years and spent during the financial year	(215,247)	(1,410,918)
<b>Balance at year end</b>	<b>2,548,084</b>	<b>333,242</b>

<b>3.4 Funding from other levels of government (continued)</b>	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

### 3.5 Contributions

Monetary

Parks, open space and streetscapes	8,500	10,600
Contributions from community groups	276,301	376,711
<b>Total monetary contributions</b>	<b>284,801</b>	<b>387,311</b>

Contributions of non monetary assets were received in relation to the following asset classes

Artwork collection	11,693	–
Mayoral chains	100,000	–
Plant and equipment	–	5,000
Land under roads	–	157,636
Gravel contributions	62,552	224,766
<b>Total non monetary contributions</b>	<b>174,245</b>	<b>387,402</b>

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

### 3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	597,260	213,482
Written down value of assets disposed	(577,407)	(273,792)
Written down value of infrastructure assets written off	(53,188)	(1,661,986)
Written down value of land assets written off	(225,000)	–
Written down value of building assets written off	(61,033)	–
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(319,368)</b>	<b>(1,722,296)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

### 3.7 Other income

Interest on investments	201,808	128,430
Rent	20,267	45,610
Donations/ sponsorships	155,050	10,000
Special Charge Scheme	59,380	33,765
Reimbursements	45,330	44,410
Other	24,282	9,579
<b>Total other income</b>	<b>506,117</b>	<b>271,794</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

<b>Note 3: Funding for the delivery of our services (continued)</b>	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>3.8 Found and gifted assets</b>		
Infrastructure assets	125,893	1,279,924
Land assets	1,669,000	–
Building assets	1,245,534	–
<b>Total found and gifted assets</b>	<b>3,040,427</b>	<b>1,279,924</b>

Found assets arise as a result of Council's continuous inspection regime/asset management processes. Where an asset is identified as not being currently recorded in Council's asset management system, it is brought to account in accordance with Council's asset valuation methodology as per Note 6.2.

**Note 4: The cost of delivering services**
**4.1 Employee costs**

Wages and salaries	10,541,530	10,200,648
Long Service Leave	387,972	446,171
Superannuation	1,132,953	1,036,277
Fringe benefits tax	113,600	128,819
WorkCover insurance premium	175,550	148,666
Other employee related expenses	147,694	141,088
<b>Total employee costs</b>	<b>12,499,299</b>	<b>12,101,669</b>

**Superannuation**

Council made contributions to the following funds:

**Defined benefit fund**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	89,874	93,598
	<b>89,874</b>	<b>93,598</b>
Defined benefits employer contributions payable at reporting date.	–	–

**Accumulation funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	613,353	551,767
Employer contributions – other funds	352,665	316,003
	<b>966,018</b>	<b>867,770</b>
Employer contributions payable at reporting date.	77,061	74,909

Refer to note 9.3 for further information relating to Council's superannuation obligations.

**4.2 Materials and services**

Contractors	6,687,358	6,431,126
Operating lease payments	103,401	117,483
Grants and contributions	153,428	146,243
Event support – Energy Breakthrough	313,630	345,100
Section 86 committees of management	153,303	116,594
Other materials and services	772,245	1,205,831
<b>Total materials and services</b>	<b>8,183,365</b>	<b>8,362,377</b>

	2019 \$	2018 \$
<b>4.3 Bad and doubtful debts</b>		
Other debtors	47,702	24,268
<b>Total bad and doubtful debts</b>	<b>47,702</b>	<b>24,268</b>
<b>Movement in provision for doubtful debts</b>		
Balance at the beginning of the year	(45,212)	(25,635)
New provisions recognised during the year	(36,412)	(22,360)
Amounts already provided for and written off as uncollectable	33,586	2,783
<b>Balance at end of year</b>	<b>(48,038)</b>	<b>(45,212)</b>

Provision for doubtful debt is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified.

#### 4.4 Depreciation

Property – buildings	1,466,888	1,266,075
Plant, machinery and equipment	308,760	415,555
Fixtures, fittings and furniture	114,470	131,585
Infrastructure	6,340,715	5,409,153
<b>Total depreciation</b>	<b>8,230,833</b>	<b>7,222,368</b>

Refer to note 6.2 for a more detailed breakdown of depreciation charges and accounting policy.

#### 4.5 Borrowing costs

Interest on borrowings	146,115	157,279
<b>Total borrowing costs</b>	<b>146,115</b>	<b>157,279</b>

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

#### 4.6 Other expenses

Councillors' allowances	372,207	303,913
Auditors' remuneration – internal auditor	64,516	50,987
Auditors' remuneration – audit of the financial statements, performance statements and grant acquittals by the Victorian Auditor General's Office (VAGO)	44,300	43,200
<b>Total other expenses</b>	<b>481,023</b>	<b>398,100</b>

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>Note 5: Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Term deposits	–	5,000,000
Cash at bank	1,867,025	2,463,846
Cash on hand	1,350	1,000
<b>Total cash and cash equivalents</b>	<b><u>1,868,375</u></b>	<b><u>7,464,846</u></b>
<b>(b) Other financial assets</b>		
Term deposits – current	10,250,000	1,520,965
<b>Total other financial assets</b>	<b><u>10,250,000</u></b>	<b><u>1,520,965</u></b>
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
– Trust funds and deposits (Note 5.4)	303,880	436,138
– Unexpended grants (Note 3.4)	2,548,084	333,242
<b>Total restricted funds</b>	<b><u>2,851,964</u></b>	<b><u>769,380</u></b>
<b>Total unrestricted cash and cash equivalents</b>	<b><u>(983,590)</u></b>	<b><u>6,695,466</u></b>
Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.		
Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.		
<b>(c) Trade and other receivables</b>		
<b>Current Statutory receivables</b>		
Rates debtors	1,342,698	1,182,745
Net Australian Tax Office – GST receivable	186,183	178,778
<b>Total statutory receivables</b>	<b><u>1,528,882</u></b>	<b><u>1,361,523</u></b>
<b>Others</b>		
Victorian Government Grant Debtors	1,381,094	369,213
Infringements	11,694	10,230
Employee Related debtors	5,464	14,524
Families and Child care	92,989	69,823
Private works	12,777	18,830
Aged care	44,872	47,277
Special Charge Scheme	–	11,302
Sundry debtors	75,843	129,214
<b>Total other receivables</b>	<b><u>1,624,733</u></b>	<b><u>670,413</u></b>
Provision for doubtful debts – other debtors	(48,038)	(45,212)
<b>Total current trade and other receivables</b>	<b><u>3,105,576</u></b>	<b><u>1,986,724</u></b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.



	2019	2018
	\$	\$
<b>5.1 Financial assets (continued)</b>		
<b>(c) Trade and other receivables (continued)</b>		
<b>Ageing of receivables</b>		
The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:		
Current (not yet due)	1,509,680	583,618
Past due by up to 30 days	182,631	117,892
Past due between 31 and 180 days	57,467	95,983
Past due between 181 and 365 days	41,511	51,698
Past due by more than 1 year	19,627	–
<b>Total trade and other receivables</b>	<b>1,810,916</b>	<b>849,191</b>
<b>5.2 Non-financial assets</b>		
<b>(a) Inventories</b>		
Inventories held for sale	119,114	98,191
<b>Total inventories</b>	<b>119,114</b>	<b>98,191</b>
Inventories held for sale are measured at the lower of cost and net realisable value.		
<b>(b) Other assets</b>		
Prepayments	151,404	264,777
Accrued Income	65,625	18,116
<b>Total other assets</b>	<b>217,029</b>	<b>282,893</b>
<b>5.3 Interest-bearing loans and borrowings</b>		
<b>Current</b>		
Borrowings – secured (1)	3,841,163	2,846,293
Finance lease	5,630	11,260
	<b>3,846,793</b>	<b>2,857,553</b>
<b>Non-current</b>		
Borrowings – secured (1)	38,520	1,596,934
Finance lease	–	5,630
	<b>38,520</b>	<b>1,602,564</b>
<b>Total</b>	<b>3,885,313</b>	<b>4,460,117</b>
(1) Borrowings are secured by a charge over the general rates of the Council.		
(a) The maturity profile for Council's borrowings is:		
Not later than one year	3,841,163	2,846,293
Later than one year and not later than five years	38,520	1,596,934
<b>Total</b>	<b>3,879,683</b>	<b>4,443,227</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

**NOTES TO THE FINANCIAL REPORT  
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	2019	2018
	\$	\$

**Note 5: Our financial position**
**5.3 Interest-bearing loans and borrowings (continued)**

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

**(b) The maturity profile for Council's finance lease liability is:**

Not later than one year	5,630	11,260
Later than one year and not later than five years	–	5,630
<b>Total</b>	<b>5,630</b>	<b>16,890</b>

**5.4 Payables**
**Trade and other payables**

Trade payables	2,704,770	2,335,161
Accrued salaries and wages	233,454	234,804
Unearned revenue	7,279	7,136
Accrued interest	9,724	10,359
<b>Total trade and other payables</b>	<b>2,955,227</b>	<b>2,587,460</b>

**Trust funds and deposits**

Refundable deposits	62,300	73,300
Retention amounts	225,519	346,626
Fire Services Property Levy	16,061	16,212
<b>Total trust funds and deposits</b>	<b>303,880</b>	<b>436,138</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Purpose and nature of items**

Refundable deposits – Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Services Property Levy – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention amounts – Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

## 5.5 Provisions

	Employee provisions	Gravel Pit rehabilitation	Total
<b>2019</b>			
Balance at beginning of the financial year	3,032,051	69,115	3,101,166
Additional provisions	996,289	–	996,289
Amounts used	(1,148,182)	–	(1,148,182)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	22,258	19,683	41,941
Balance at the end of the financial year	<b>2,902,416</b>	<b>88,798</b>	<b>2,991,214</b>
<b>2018</b>			
Balance at beginning of the financial year	3,095,233	79,190	3,174,423
Additional provisions	904,346	–	904,346
Amounts used	(983,405)	–	(983,405)
Increase/(Decrease) in the discounted amount arising because of time and the effect of any change in the discount rate	15,877	(10,075)	5,802
Balance at the end of the financial year	<b>3,032,051</b>	<b>69,115</b>	<b>3,101,166</b>
<b>Employee provisions</b>		<b>2019</b>	<b>2018</b>
<b>Current provisions expected to be wholly settled within 12 months</b>		<b>\$</b>	<b>\$</b>
Annual leave		598,926	701,021
Long service leave		1,931,486	1,807,222
<b>Total current provisions expected to be wholly settled within 12 months</b>		<b>2,530,412</b>	<b>2,508,243</b>
<b>Current provisions expected to be wholly settled after 12 months</b>			
Annual leave		110,028	167,357
<b>Total current provisions expected to be wholly settled after 12 months</b>		<b>110,028</b>	<b>167,357</b>
<b>Total current employee provisions</b>		<b>2,640,440</b>	<b>2,675,600</b>
<b>Non-current provisions</b>			
Long service leave		261,976	356,451
<b>Total non-current employee provisions</b>		<b>261,976</b>	<b>356,451</b>
<b>Aggregate carrying amount of employee provisions</b>			
Current		2,640,440	2,675,600
Non-current		261,976	356,451
<b>Total aggregate carrying amount of employee provisions</b>		<b>2,902,416</b>	<b>3,032,051</b>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

### *Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**NOTES TO THE FINANCIAL REPORT  
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	2019	2018
	\$	\$
<b>Note 5: Our financial position</b>		
<b>5.5 Provisions (continued)</b>		
<i>Long service leave</i>		
Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.		
The following assumptions were adopted in measuring the present value of employee benefits:		
Weighted average increase in employee costs	4.313%	3.875%
Weighted average discount rates	1.324%	2.647%
Weighted average long service leave settlement period	15 years	15 years
<b>Gravel pit rehabilitation</b>		
<b>Current provisions</b>		
Gravel pit rehabilitation	20,326	–
<b>Total current gravel pit rehabilitation provision</b>	<b>20,326</b>	<b>–</b>
<b>Non-current provisions</b>		
Gravel pit rehabilitation	68,472	69,115
<b>Total non-current gravel pit rehabilitation provision</b>	<b>68,472</b>	<b>69,115</b>
<b>Aggregate carrying amount of gravel provisions</b>		
Current	20,326	–
Non-current	68,472	69,115
<b>Total aggregate carrying amount of gravel provisions</b>	<b>88,798</b>	<b>69,115</b>
Council is obligated to restore the Dunolly and Daisy Hill Gravel Pit sites to a particular standard once all gravel has been exhausted. The provision for Gravel pit restoration is based on liability calculations performed by the Manager Infrastructure Services, approved by DELWP. The liability is based on discounted values as the majority of works are expected to be undertaken beyond the next 12 months. Council does not expect to receive reimbursement from a third party.		
<b>Aggregate carrying amount of provisions:</b>		
Current	2,660,766	2,675,600
Non-current	330,448	425,566
<b>Total aggregate carrying amount of provisions</b>	<b>2,991,214</b>	<b>3,101,166</b>
<b>5.6 Financing arrangements</b>		
Credit card facilities	50,000	50,000
Interest bearing loans and borrowings	3,885,313	4,460,117
<b>Total facilities</b>	<b>3,935,313</b>	<b>4,510,117</b>
Used credit card facilities	15,447	11,425
<b>Unused credit card facilities</b>	<b>3,919,866</b>	<b>4,498,692</b>

## 5.7 Commitments

### (a) Contractual Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>2019</b>					
<b>Operating</b>					
Management of Council facilities	673,000	687,000	–	–	1,360,000
Waste services	1,980,000	2,030,000	4,214,000	–	8,224,000
<b>Total operating commitments</b>	<b>2,653,000</b>	<b>2,717,000</b>	<b>4,214,000</b>	<b>–</b>	<b>9,584,000</b>
<b>2018</b>					
<b>Operating</b>					
Management of Council facilities	673,000	673,000	687,000	–	2,033,000
Waste services	1,961,000	2,038,000	6,602,000	–	10,601,000
<b>Total operating commitments</b>	<b>2,634,000</b>	<b>2,711,000</b>	<b>7,289,000</b>	<b>–</b>	<b>12,634,000</b>

### (b) Operating lease commitments

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment for use within Council's activities (these obligations are not recognised as liabilities):

	2019 \$	2018 \$
Not later than one year	93,939	93,602
Later than one year and not later than five years	399,239	397,999
Later than five years	410,704	496,975
<b>Total operating lease commitments</b>	<b>903,882</b>	<b>988,576</b>

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>Note 6: Assets we manage</b>		
<b>6.1 Non-current assets classified as held for sale</b>		
Industrial land held for sale	245,223	573,394
<b>Total non-current assets classified as held for sale</b>	<b>245,223</b>	<b>573,394</b>
<b>Movement in non-current assets classified as held for sale</b>		
Balance at beginning of financial year	573,394	245,223
Disposals	(328,171)	–
Transfers (to)/from property, infrastructure, plant and equipment	–	328,171
<b>Balance at end of financial year</b>	<b>245,223</b>	<b>573,394</b>

***Valuation of industrial land held for sale***

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

## 6.2 Property, infrastructure, plant and equipment

## Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2018	Additions	Gifted/ Found assets / Contributions	Revaluation	Depreciation	Disposal	Transfers	At Fair Value 30 June 2019
	\$	\$	\$	\$	\$	\$	\$	\$
Land	9,378,907	–	1,669,000	798,041	–	(225,000)	52,538	11,673,486
Buildings	37,013,047	–	1,245,534	(3,637,379)	(1,466,888)	(61,033)	372,785	33,466,066
Plant and Equipment	4,719,556	–	111,693	(20,241)	(423,230)	(249,236)	684,982	4,823,524
Infrastructure	266,524,884	–	125,893	173,745	(6,340,715)	(53,188)	2,935,193	263,365,812
Work in progress	390,177	4,944,542	–	–	–	–	(4,047,403)	1,287,316
<b>TOTAL</b>	<b>318,026,571</b>	<b>4,944,542</b>	<b>3,152,120</b>	<b>(2,685,833)</b>	<b>(8,230,833)</b>	<b>(588,457)</b>	<b>(1,905)</b>	<b>314,616,204</b>

## Summary of Work in Progress (WIP)

	Opening WIP	Additions	Transfers	Write Offs	Closing WIP
Land	–	52,538	(52,538)	–	–
Buildings	21,048	453,410	(372,785)	(290)	101,383
Plant and Equipment	–	684,982	(684,982)	–	–
Infrastructure	369,129	3,753,612	(2,935,193)	(1,615)	1,185,933
<b>TOTAL</b>	<b>390,177</b>	<b>4,944,542</b>	<b>(4,045,498)</b>	<b>(1,905)</b>	<b>1,287,316</b>

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**6.2 Property, infrastructure, plant and equipment (continued)**

**Asset recognition thresholds and depreciation periods**

Asset category	Depreciation Period (years)		Threshold Limit \$
	2019	2018	
Property			
land	–	–	1
land improvements	5–100 years	5–100 years	2,000
Buildings			
buildings	25–250 years	2–70 years	5,000
building improvements	15–125 years	5–100 years	2,000
Plant and Equipment			
plant, machinery and equipment	2–40 years	2–40 years	2,000
fixtures, fittings and furniture	2–20 years	2–20 years	2,000
computers and telecommunications	2–10 years	2–10 years	2,000
artworks	–	–	1
Infrastructure			
road pavements and seals	15–60 years	15–60 years	10,000
kerb and channel	20–50 years	20–50 years	1,000
pathways	30–50 years	30–50 years	1,000
bridges and major culverts	70–100 years	70–100 years	10,000
drainage	40–100 years	40–100 years	3,000
minor culverts	80 years	80 years	600
monuments	200 years	200 years	2,000
waste water assets	20–60 years	20–60 years	10,000
traffic control facilities	50 years	50 years	5,000



## 6.2 Property, infrastructure, plant and equipment (continued)

	Land under Roads specialised		Total Land	Buildings		Total Buildings	Work In Progress	Total Property
	\$	\$		\$	\$			
At fair value 1 July 2018	381,486	8,997,421	9,378,907	83,751,900	83,751,900	21,048	93,151,855	
Accumulated depreciation at 1 July 2018	-	-	-	(46,738,853)	(46,738,853)	-	(46,738,853)	
<b>Written down value at 1 July 2018</b>	<b>381,486</b>	<b>8,997,421</b>	<b>9,378,907</b>	<b>37,013,047</b>	<b>37,013,047</b>	<b>21,048</b>	<b>46,413,002</b>	
Movements in fair value								
Additions	-	-	-	-	-	505,948	505,948	
Revaluation	-	1,072,041	1,072,041	4,789,795	4,789,795	-	5,861,836	
Gifted assets	-	1,669,000	1,669,000	4,308,386	4,308,386	-	5,977,386	
Disposals	-	(225,000)	(225,000)	(2,985,112)	(2,985,112)	-	(3,210,112)	
Disposals recognised against revaluation reserve	-	(274,000)	(274,000)	(1,488,253)	(1,488,253)	-	(1,762,253)	
Transfers	-	52,538	52,538	372,785	372,785	(425,613)	(290)	
<b>Movements in value for year</b>	<b>-</b>	<b>2,294,579</b>	<b>2,294,579</b>	<b>4,997,601</b>	<b>4,997,601</b>	<b>80,335</b>	<b>7,372,515</b>	
Movements in accumulated depreciation								
Depreciation	-	-	-	(1,466,888)	(1,466,888)	-	(1,466,888)	
Accumulated depreciation of gifted assets	-	-	-	(3,062,852)	(3,062,852)	-	(3,062,852)	
Accumulated depreciation of disposals	-	-	-	2,924,079	2,924,079	-	2,924,079	
Revaluation	-	-	-	(6,938,921)	(6,938,921)	-	(6,938,921)	
<b>Movements in accumulated depreciation for year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,544,582)</b>	<b>(8,544,582)</b>	<b>-</b>	<b>(8,544,582)</b>	
At fair value 30 June 2019	381,486	11,292,000	11,673,486	88,749,501	88,749,501	101,383	100,524,370	
Accumulated depreciation at 30 June 2019	-	-	-	(55,283,435)	(55,283,435)	-	(55,283,435)	
<b>Written down value at 30 June 2019</b>	<b>381,486</b>	<b>11,292,000</b>	<b>11,673,486</b>	<b>33,466,066</b>	<b>33,466,066</b>	<b>101,383</b>	<b>45,240,935</b>	

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**6.2 Property, infrastructure, plant and equipment (continued)**

**(b) Plant and Equipment**

	Plant, machinery and equipment \$	Fixtures, fittings and furniture \$	Artwork collection \$	Library collection \$	Work In Progress \$	Total plant and equipment \$
At fair value 1 July 2018	7,313,780	3,559,422	210,990	349,277	-	11,433,469
Accumulated depreciation at 1 July 2018	(3,363,603)	(3,350,310)	-	-	-	(6,713,913)
<b>Written down value at 1 July 2018</b>	<b>3,950,177</b>	<b>209,112</b>	<b>210,990</b>	<b>349,277</b>	<b>-</b>	<b>4,719,556</b>
<b>Movements in fair value</b>						
Additions	-	-	-	-	684,982	684,982
Revaluation increments/decrements	-	-	-	(20,241)	-	(20,241)
Disposals	(249,236)	-	-	-	-	(249,236)
Transfers	508,505	276,477	11,693	-	(684,982)	111,693
<b>Movements in value for year</b>	<b>259,269</b>	<b>276,477</b>	<b>11,693</b>	<b>(20,241)</b>	<b>-</b>	<b>527,198</b>
<b>Movements in accumulated depreciation</b>						
Depreciation	(308,760)	(114,470)	-	-	-	(423,230)
Accumulated depreciation of disposals	-	-	-	-	-	-
<b>Movements in accumulated depreciation for year</b>	<b>(308,760)</b>	<b>(114,470)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(423,230)</b>
At fair value 30 June 2019	7,573,049	3,835,899	222,683	329,036	-	11,960,667
Accumulated depreciation at 30 June 2019	(3,672,363)	(3,464,780)	-	-	-	(7,137,143)
<b>Written down value at 30 June 2019</b>	<b>3,900,686</b>	<b>371,119</b>	<b>222,683</b>	<b>329,036</b>	<b>-</b>	<b>4,823,524</b>

**6.2 Property, infrastructure, plant and equipment**

## 6.2 Property, infrastructure, plant and equipment (continued)

## (c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Other structures	Work In Progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2018	244,491,368	42,474,491	9,055,262	21,556,522	31,845,147	369,129	349,791,919
Accumulated depreciation at 1 July 2018	(51,939,497)	(13,321,480)	(2,531,538)	(6,271,890)	(8,833,501)	–	(82,897,906)
<b>Written down value at 1 July 2018</b>	<b>192,551,871</b>	<b>29,153,011</b>	<b>6,523,724</b>	<b>15,284,632</b>	<b>23,011,646</b>	<b>369,129</b>	<b>266,894,013</b>
<b>Movements in fair value</b>							
Additions	–	–	–	–	–	3,753,612	3,753,612
Gifted assets	116,773	–	6,375	–	2,745	–	125,893
Revaluation	–	–	–	171,302	2,443	–	173,745
Disposals	(29,555)	–	(457)	–	(23,176)	–	(53,188)
Transfers	2,090,863	231,357	166,330	56,660	389,983	(2,936,808)	(1,615)
<b>Movements in value for year</b>	<b>2,178,081</b>	<b>231,357</b>	<b>172,248</b>	<b>227,962</b>	<b>371,995</b>	<b>816,804</b>	<b>3,998,447</b>
<b>Movements in accumulated depreciation</b>							
Depreciation	(3,610,892)	(430,981)	(964,601)	(216,565)	(1,117,676)	–	(6,340,715)
Accumulated depreciation of disposals	–	–	–	–	–	–	–
<b>Movements in accumulated depreciation for year</b>	<b>(3,610,892)</b>	<b>(430,981)</b>	<b>(964,601)</b>	<b>(216,565)</b>	<b>(1,117,676)</b>	<b>–</b>	<b>(6,340,715)</b>
At fair value 30 June 2019	246,669,449	42,705,848	9,227,510	21,784,484	32,217,142	1,185,933	353,790,366
Accumulated depreciation at 30 June 2019	(55,550,389)	(13,752,461)	(3,496,139)	(6,488,455)	(9,951,177)	–	(89,238,621)
<b>Written down value at 30 June 2019</b>	<b>191,119,060</b>	<b>28,953,387</b>	<b>5,731,371</b>	<b>15,296,029</b>	<b>22,265,965</b>	<b>1,185,933</b>	<b>264,551,745</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 6: Assets we manage (continued)

#### 6.2 Property, infrastructure, plant and equipment (continued)

##### Recognition and measurement of property, infrastructure, plant and equipment

###### *Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

###### *Land under roads*

Council recognises land under roads that it owns at fair value.

##### Depreciation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed previously and are consistent with the prior year unless otherwise stated.

##### *Finance leases*

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that Council will obtain ownership of the asset or over the term of the lease, whichever is shorter. Leased assets are currently being amortised over a 10 year period.

##### *Repairs and maintenance*

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

### Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer, VRC Property Service (Michael Marsiglio Certified Practising Valuer API Member No. 63349), as at 30 June 2019. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2019 are as follows:

	Date of Valuation	Level 1	Level 2	Level 3
Specialised land	30.06.2018	–	–	381,486
Land	30.06.2014	–	–	4,318,000
Land	30.06.2019	–	–	6,974,000
Buildings	30.06.2019	–	–	33,466,066
<b>Total property</b>		<b>–</b>	<b>–</b>	<b>45,139,552</b>

## 6.2 Property, infrastructure, plant and equipment (continued)

### Valuation of infrastructure

The valuation of infrastructure assets has been determined as at 30 June 2018 in accordance with work undertaken by Council's Asset Coordinator William Scott (B Eng/Bus).

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Those asset groups recorded at Council valuation are subject to an annual indexation process based on the consumer price index movement.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2019 are as follows:

	Date of Valuation	Level 1	Level 2	Level 3
Roads	30.06.2018	–	–	191,119,060
Footpaths and cycleways	30.06.2018	–	–	5,731,371
Drainage	30.06.2019	–	–	15,296,029
Bridges	30.06.2018	–	–	28,953,387
Other structures	30.06.2018	–	–	22,265,965
<b>Total infrastructure</b>		<b>–</b>	<b>–</b>	<b>263,365,812</b>

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 6: Assets we manage (continued)**

**6.2 Property, infrastructure, plant and equipment (continued)**

**Description of significant unobservable inputs into level 3 valuations**

*Specialised land and land under roads* is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$71 and \$117 per square metre.

*Specialised buildings* are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and range from \$250 to \$5,000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 15 years to 250 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

*Infrastructure assets* are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 200 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

<b>Reconciliation of specialised land</b>	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Land under roads	381,486	381,486
<b>Total specialised land</b>	<b>381,486</b>	<b>381,486</b>

**6.3 Investments in associates, joint arrangements and subsidiaries**

Council does not have any investments in associates, joint arrangements or subsidiaries.

**Committees of management**

All entities controlled by Council that have material revenues, expenses, assets and liabilities, such as Committees of Management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

The following *Local Government Act 1989* Section 86 Committees of Council has been consolidated into this financial report:

Energy Breakthrough and the Tullaroop Leisure Centre.

## Note 7: People and relationships

### 7.1 Council and key management remuneration

#### (a) Related Parties

##### Parent entity

Central Goldfields Shire Council is the parent entity.

##### Subsidiaries and Associates

As at 30 June 2019 Council does not have any interests in any subsidiaries and/or associates.

#### (b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

##### Councillors/ Administrators

Chair of Administrators Noel Harvey

Administrator Hugh Delahunty

Administrator Karen Douglas

##### Chief Executive Officer and other Key Management Personnel

Lucy Roffey – Chief Executive Officer

Rebecca Stockfeld – General Manager Infrastructure Assets & Planning

Paul Brumby – General Manager Corporate Performance

Brenton West – General Manager Community Wellbeing (01.07.2018 to 10.04.2019)

Martin Collins – General Manager Community Wellbeing (03.06.2019 to 30.06.2019)

Melanie Rogers – Director Business Transformation (01.07.2018 to 26.10.2018)

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>
Total Number of Councillors/Administrators	3	11
Chief Executive Officer and other Key Management Personnel	6	11
Other people who have acted as Key Management Personnel throughout the year	–	1
<b>Total Key Management Personnel</b>	<b>9</b>	<b>23</b>

#### (c) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Short-term benefits	1,123,961	1,245,787
Termination benefits	–	250,949
Long-term benefits	31,745	56,645
<b>Total Remuneration of Key Management Personnel</b>	<b>1,155,706</b>	<b>1,553,381</b>

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 7: People and relationships (continued)**

**7.1 Council and key management remuneration (continued)**

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

<b>Income Range:</b>	<b>2019 No.</b>	<b>2018 No.</b>
\$1 – \$9,999	–	6
\$10,000 – \$19,999	1	5
\$40,000 – \$49,999	1	4
\$70,000 – \$79,999	–	1
\$80,000 – \$89,999	2	2
\$90,000 – \$99,999	–	1
\$100,000 – \$109,999	–	1
\$130,000 – \$139,999	1	–
\$160,000 – \$169,999	1	1
\$180,000 – \$189,999	1	–
\$190,000 – \$199,999	1	–
\$240,000 – \$249,999	1	–
\$280,000 – \$289,999	–	1
\$320,000 – \$329,999	–	1
<b>Total Key Management Personnel</b>	<b>9</b>	<b>23</b>

**(d) Senior Officers Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$148,000

The number of Senior Officers are shown below in their relevant income bands:

<b>Income Range:</b>	<b>2019 No.</b>	<b>2018 No.</b>
\$30,000 – \$39,999	–	1
\$110,000 – \$119,999	–	1
\$145,000 – \$149,999	1	1
\$150,000 – \$159,999	1	–
\$180,000 – \$189,999	1	–
\$200,000 – \$209,999	1	–
\$220,000 – \$229,999	1	–
	<u>5</u>	<u>3</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to	<b>915,396</b>	<b>300,012</b>



<b>7.2 Related party disclosure</b>	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>(a) Transactions with related parties</b>		
During the period Council entered into the following transactions with related parties.		
Purchase of goods and services under normal trading terms		
– Payments to Asteria Services Inc (Cr Chris Meddows-Taylor was a Director)	–	231
– Payments to Bendigo Tourism Board associated with Victorian Goldfields Tourism Executive Inc (Cr Chris Meddows-Taylor was Chairman)	–	750
– Payments to Unified Community Sports & Leisure Centre Pty Ltd (Cr Gerard Murphy was a Director)	–	109,833
– Payments to Coliban Water (Lucy Roffey is Chair of the Board)	28,210	8,521
<b>Total transactions with related parties</b>	<b>28,210</b>	<b>119,335</b>

All of the above transactions were at arms length and in the normal course of Council's business.

**(b) Outstanding balances with related parties**

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Purchase of goods and services under normal trading terms	–	–
<b>Total outstanding balances with related parties as at 30 June</b>	<b>–</b>	<b>–</b>

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**

**Note 8: Managing uncertainties**

**8.1 Contingent assets and liabilities**

**Contingent liabilities**

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

*Future superannuation contributions*

In addition to the disclosed contributions, Central Goldfields Shire Council has paid unfunded liability payments to Vision Super totalling \$0 paid during the 2018/19 year (\$0 paid during the 2017/18 year). There were no contributions outstanding and no loans issued from or to the above scheme as at 30 June 2019. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2020 are \$90,000.

**Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**Contingent liabilities**

**Guarantees**

**(a) Reinstatement of quarries**

Council has provided a bank guarantee to DELWP for the reinstatement of quarries.

At balance date the Council's exposure as a result of these guarantees is:

Bank guarantee – Department of Environment, Land, Water and Planning	60,500	60,500
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**(b) Waste disposal site rehabilitation**

The Council operated a waste disposal site at the Carisbrook landfill.

This has now been rehabilitated in accordance with EPA requirements.

A separate bank guarantee is provided for any remedial works if they are required in the future.

	460,000	460,000
--	---------	---------

The Council is not aware of any other contingent liabilities as at the date of this report.

**Contingent assets**

Developer contributions are to be received in respect of land currently under development. At this point in time their timing and potential amount can not be reliably assessed.

## 8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

### *Revenue from contracts with customers (AASB 15) (applies 2019/20 for Local Government sector)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

### *Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019/20)*

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

### *Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has elected to adopt the modified retrospective approach to the transition to the new lease standard. This will mean that only existing operating leases for non low value assets, with remaining terms greater than 12 months, will be recognised on transition (1 July 2019). Based on our current lease commitments and an assumption of a continuation of the current leasing arrangements Council expects that the transition to the new standard will see the initial recognition of \$901,237 in lease related assets and an equivalent liability

### *Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)*

This standard replaces AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable to not-for-profit entity to further its objectives.

## 8.3 Financial Instruments

### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

### (c) Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 8: Managing uncertainties (continued)

#### 8.3 Financial Instruments (continued)

##### (d) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- Council has a policy for establishing credit limits for the entities it deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have the recognised credit rating specified in its investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. At balance date Council has not provided any guarantees to any third parties.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

##### (e) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.3.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

##### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +2.0% and -1.0% in market interest rates (AUD) from year-end cash rates of 2.2% (2.65% at 30 June 2018).

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

#### 8.4 Fair value measurement

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### **Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from three to five years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

#### **Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### **8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

**NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019**
**Note 9: Other matters**
**9.1 Reserves**
**(a) Asset revaluation reserve**

	Balance at beginning of reporting period \$	Increment (decrement) \$	Balance at end of reporting period \$
<b>2019</b>			
<b>Plant and equipment</b>			
Library book stock	49,259	(20,241)	29,018
	<b>49,259</b>	<b>(20,241)</b>	<b>29,018</b>
<b>Property</b>			
Land	4,015,354	798,041	4,813,395
Buildings	16,605,590	(3,637,378)	12,968,212
<b>Total property revaluation reserve</b>	<b>20,620,944</b>	<b>(2,839,337)</b>	<b>17,781,607</b>
<b>Infrastructure</b>			
Roads	127,537,147	–	127,537,147
Kerb and channel	10,192,832	–	10,192,832
Pathways	4,234,432	–	4,234,432
Bridges and major culverts	20,336,268	–	20,336,268
Drainage	5,544,925	171,302	5,716,227
Minor culverts	7,198,143	–	7,198,143
Monuments	323,186	–	323,186
Waste water assets	260,492	2,443	262,935
Traffic control facilities	89,918	–	89,918
<b>Total infrastructure revaluation reserve</b>	<b>175,717,343</b>	<b>173,745</b>	<b>175,891,088</b>
<b>Total asset revaluation reserves</b>	<b>196,387,546</b>	<b>(2,685,833)</b>	<b>193,701,713</b>
<b>2018</b>			
<b>Plant and equipment</b>			
Library book stock	29,729	19,530	49,259
	<b>29,729</b>	<b>19,530</b>	<b>49,259</b>
<b>Property</b>			
Land	4,015,354	–	4,015,354
Buildings	16,605,590	–	16,605,590
<b>Total property revaluation reserve</b>	<b>20,620,944</b>	<b>–</b>	<b>20,620,944</b>
<b>Infrastructure</b>			
Roads	119,945,070	7,592,077	127,537,147
Kerb and channel	10,128,284	64,548	10,192,832
Pathways	4,213,591	20,841	4,234,432
Bridges and major culverts	18,698,536	1,637,732	20,336,268
Drainage	5,325,022	219,903	5,544,925
Minor culverts	1,866,124	5,332,019	7,198,143
Monuments	321,371	1,815	323,186
Waste water assets	255,678	4,814	260,492
Traffic control facilities	33,591	56,327	89,918
<b>Total infrastructure revaluation reserve</b>	<b>160,787,267</b>	<b>14,930,076</b>	<b>175,717,343</b>
<b>Total asset revaluation reserves</b>	<b>181,437,940</b>	<b>14,949,606</b>	<b>196,387,546</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

**9.1 Reserves (continued)**

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Balance at end of reporting period \$
<b>(b) Other reserves</b>			
<b>2019</b>			
Unfunded superannuation	450,000	–	450,000
Open space	10,600	8,500	19,100
<b>Total other reserves</b>	<b>460,600</b>	<b>8,500</b>	<b>469,100</b>
<b>2018</b>			
Unfunded superannuation	350,000	100,000	450,000
Open space	–	10,600	10,600
<b>Total other reserves</b>	<b>350,000</b>	<b>110,600</b>	<b>460,600</b>

The nature and purpose of each reserve is listed below:

***Unfunded Superannuation***

This reserve is used to assist in funding future liabilities related to Defined Benefits Superannuation. Transfers to and from the reserve are based on the budgeted reserve position at the end of the reporting period.

***Open Space***

This reserve contains contributions paid by developers undertaking the subdivision of residential land. These funds are required to be expended on the creation or expansion of recreational opportunities for the community, and are held until such time the relevant expenditure is incurred.

**9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)**

	2019 \$	2018 \$
<b>Surplus for the year</b>	<b>3,603,017</b>	<b>3,688,404</b>
Depreciation	8,230,833	7,222,368
Net loss on disposal of property, infrastructure, plant and equipment	319,368	1,722,296
Works in progress expensed during the year	1,905	–
Borrowing costs	146,115	157,279
Contributions – non monetary assets	(174,245)	(387,402)
Found assets	(3,040,427)	(1,279,924)
<b>Change in assets and liabilities:</b>		
(Increase)/Decrease in trade and other receivables	(1,118,852)	(51,154)
Decrease in inventories	(20,923)	(27,248)
Decrease in prepayments	113,373	825
(Increase)Decrease in accrued income	(47,509)	1,509,415
Increase in trade and other payables	430,955	345,498
Decrease in provisions	(109,952)	(73,257)
Increase/(Decrease) in trust funds and deposits	(132,258)	81,917
<b>Net cash provided by operating activities</b>	<b>8,201,400</b>	<b>12,909,017</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

### Note 9: Other matters (continued)

#### 9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

##### Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

##### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

##### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2018, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 106.0%. The financial assumptions used to calculate the VBIs were:

Net investment returns 6.0% pa  
Salary information 3.5% pa  
Price inflation (CPI) 2.0% pa.

Vision Super has advised that the actual VBI at 30 June 2019 was 107.1%

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2018 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

#### Employer contributions

##### (a) Regular contributions

On the basis of the results of the 2018 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2019, this rate was 9.5% of members' salaries (9.5% in 2017/2018). This rate will increase in line with any increases in the SG contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### (b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

##### 2018 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2018 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's interim actuarial investigation as at 30 June 2018 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$131.9 million  
A total service liability surplus of \$218.3 million.  
A discounted accrued benefits surplus of \$249.1 million.



The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2018.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2018. The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2018.

Council was notified of the 30 June 2019 VBI during August 2019.

#### **2019 interim actuarial investigation**

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2019 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2019.

## CERTIFICATION OF THE FINANCIAL STATEMENTS

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



**Paul Brumby**

*Principal Accounting Officer*

Date: 24 September 2019

Maryborough

In our opinion the accompanying financial statements present fairly the financial transactions of Central Goldfields Shire Council for the year ended 30 June 2019 and the financial position of the Council at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



**Noel Harvey**

*Chair of Administrators*

Date: 24 September 2019

Maryborough



**Karen Douglas**

*Administrator*

Date: 24 September 2019

Maryborough



**Lucy Roffey**

*Chief Executive Officer*

Date: 24 September 2019

Maryborough



## Independent Auditor's Report

### *To the Councillors of Central Goldfields Shire Council*

<b>Opinion</b>	<p>I have audited the financial report of Central Goldfields Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2019</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• certification of the financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2019 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor’s responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council’s internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors’ use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor’s report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
30 September 2019



Jonathan Kyvelidis  
*as delegate for the Auditor-General of Victoria*



## PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2019

Located at the geographical centre of Victoria, Central Goldfields Shire covers 1,532 square kilometres and has an approximate population of 13,000 people.

Maryborough is the shire's major business centre with a population of around 7,900. Maryborough has gained recognition in recent years as having some of the finest sporting facilities in regional Victoria, together with significant historical buildings dating back to the goldmining era of the 1850s.

Other towns in the Shire include, Bealiba, Carisbrook, Dunolly, Majorca, Talbot and Timor-Bowenvale and the rural districts surrounding these centres. All are famous for their heritage architecture and significant agricultural industries.

The Shire is currently experiencing significant growth with key infrastructure projects and residential developments reaching fruition.

The State Government's commitment to the Shire has seen investments in the areas of health, education, and law and order, together with assistance to economic development activities initiated by Council.

The Shire is located within one hour's drive from main provincial centres of Ballarat and Bendigo and just two hours from Melbourne.

The first democratically elected council for Central Goldfields Shire was elected on 15 March, 1997. In 2005, the Minister for Local Government determined that the number of Councillors to represent the Shire be increased from five to seven.

Central Goldfields Shire Council, by virtue of an Order in Council provided for under the Local Government (Central Goldfields Shire Council) Act 2017, currently has three appointed Administrators.

The next election will be held in October 2020 with Councillors being elected for a four year term.

**SUSTAINABLE CAPACITY INDICATORS  
FOR THE YEAR ENDED 30 JUNE 2019**

Sustainable Capacity Indicators <i>Indicator/measure</i>	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Population</b>					
<i>Expenses per head of municipal population</i>	\$2,066.32	\$2,239.01	\$2,293.89	\$2,287.69	No material change.
[Total expenses / Municipal population]					
<i>Infrastructure per head of municipal population</i>	\$21,759.13	\$22,877.53	\$23,609.58	\$23,173.26	No material change.
[Value of infrastructure / Municipal population]					
<i>Population density per length of road</i>	9.54	9.60	10.25	10.22	No material change.
[Municipal population / Kilometres of local roads]					
<b>Own-source revenue</b>					
<i>Own-source revenue per head of municipal population</i>	\$1,289.38	\$1,326.14	\$1,297.94	\$1,586.78	2018-2019 result includes \$3,040,427 in found asset income. When this is removed the result is actually \$1,354.24 per head which is consistent with the prior year.
[Own-source revenue / Municipal population]					
<b>Recurrent grants</b>					
<i>Recurrent grants per head of municipal population</i>	\$604.93	\$863.85	\$737.24	\$704.20	No material change.
[Recurrent grants / Municipal population]					
<b>Disadvantage</b>					
<i>Relative Socio-Economic Disadvantage</i>	1.00	1.00	1.00	1.00	No change.
[Index of Relative Socio-Economic Disadvantage by decile]					

**Definitions**

- “Adjusted underlying revenue” means total income other than:
  - a) non-recurrent grants used to fund capital expenditure; and
  - b) non-monetary asset contributions; and
  - c) contributions to fund capital expenditure from sources other than those referred to above.
- “Infrastructure” means non-current property, plant and equipment excluding land.
- “Local road” means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004.
- “Population” means the resident population estimated by council.
- “Own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants).
- “Relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA.
- “SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website
- “Unrestricted cash” means all cash and cash equivalents other than restricted cash.

**SERVICE PERFORMANCE INDICATORS**  
FOR THE YEAR ENDED 30 JUNE 2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Aquatic Facilities</b>					
<b>Utilisation</b>					
<i>Utilisation of aquatic facilities</i>	6.82	7.29	7.58	7.55	No material change.
[Number of visits to aquatic facilities / Municipal population]					
<b>Animal Management</b>					
<b>Health and safety</b>					
<i>Animal management prosecutions</i>	0.00	0.00	0.00	0.00	There were no animal management prosecutions during the reporting period.
[Number of successful animal management prosecutions]					
<b>Food Safety</b>					
<b>Health and safety</b>					
<i>Critical and major non-compliance outcome notifications</i>	80.00%	100.00%	0.00%	0.00%	As no food safety assessment were undertaken during the reporting period, no critical or major non-compliant outcomes were identified. Subsequent to 30 June 2019 51% of food safety assessments have been completed. Following these assessments 3 critical or major non-compliant outcomes were identified and have been followed up.
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] ×100					

**SERVICE PERFORMANCE INDICATORS**  
FOR THE YEAR ENDED 30 JUNE 2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
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**Governance**

**Satisfaction**

<i>Satisfaction with council decisions</i>	58.00	51.00	42.00	52.00	Council adopted a Community Engagement Framework and improved its methods of engaging with the community at the end of 2017. These changes and the large amount of work undertaken to improve community and stakeholder engagement has been reflected in a significant increase in the community satisfaction survey results in relation to council making decisions in the interest of the community.
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[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]

**Home and Community Care (HACC)**

**Participation**

<i>Participation in HACC service</i>	23.14%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
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[Number of people that received a HACC service / Municipal target population for HACC services] ×100

**Participation**

<i>Participation in HACC service by CALD people</i>	12.50%	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
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[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] ×100



Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Libraries</b>					
<b>Participation</b>					
<i>Active library members</i>	30.80%	15.22%	13.98%	14.87%	The significant decrease in active library members from 2015-2016 to 2016-2017 was due to a change in the definition of active library members and how this indicator was calculated.
[Number of active library members / Municipal population] ×100					
<b>Maternal and Child Health (MCH)</b>					
<b>Participation</b>					
<i>Participation in the MCH service</i>	83.28%	79.26%	86.14%	84.20%	No material change.
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] ×100					
<b>Participation</b>					
<i>Participation in the MCH service by Aboriginal children</i>	75.00%	69.23%	96.61%	87.32%	There has been a significant improvement over the last 4 years of participation in the MCH service by Aboriginal children. A Service Improvement Plan is in place to endeavour to continue to increase participation for Aboriginal children in the Shire. As the overall numbers of Aboriginal children enrolled in the MCH service is quite low, any changes in participation result in a large percentage fluctuation for this indicator.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] ×100					
<b>Roads</b>					
<b>Satisfaction</b>					
<i>Satisfaction with sealed local roads</i>	54.00	51.00	48.00	48.00	No change.
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					

**SERVICE PERFORMANCE INDICATORS**  
FOR THE YEAR ENDED 30 JUNE 2019

Service Performance Indicators Service/indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Material Variations and Comments
<b>Statutory Planning</b>					
<b>Decision making</b>					
<i>Council planning decisions upheld at VCAT</i>	0.00%	0.00%	0.00%	100.00%	One planning application went to VCAT during the data reporting period. VCAT upheld Councils decision of refusal in this particular matter.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] ×100					
<b>Waste Collection</b>					
<b>Waste diversion</b>					
<i>Kerbside collection waste diverted from landfill</i>	41.36%	42.88%	42.70%	42.96%	No material change.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] ×100					
<b>Economic Development (optional)</b>					
<b>Economic activity</b>					
<i>Change in number of businesses</i>	0.00%	0.00%	0.00%	0.00%	
[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] ×100					
<b>Immunisation (optional)</b>					
<b>Participation</b>					
<i>Vaccination of children</i>	0.00%	0.00%	0.00%	0.00%	
[Percentage of children who are fully vaccinated in each age group]					
<i>Vaccination of secondary school children</i>	0.00%	0.00%	0.00%	0.00%	
[Number of secondary school children fully vaccinated by council / Total number of secondary school children] ×100					
<b>Sports Grounds (optional)</b>					
<b>Availability</b>					
<i>Population per sports field</i>	0.00	0.00	0.00	0.00	
[Municipal population / Total number of sports fields]					
<b>Street Sweeping (optional)</b>					
<b>Environmental and flooding risk</b>					
<i>Routine cleaning of sealed local road pits</i>	0.00%	0.00%	0.00%	0.00%	
[Number of sealed local road pits requiring cleaning following routine inspection / Total number of sealed local road pits inspected] ×100					

## Definitions

- “Aboriginal child” means a child who is an Aboriginal person
- “Aboriginal person” has the same meaning as in the Aboriginal Heritage Act 2006
- “Active library member” means a member of a library who has borrowed a book from the library
- “Annual report” means an annual report prepared by a council under sections 131, 132 and 133 of the Act
- “CALD” means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English
- “Class 1 food premises” means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act
- “Class 2 food premises” means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act
- “Community Care Common Standards” means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth
- “Critical non-compliance outcome notification” means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
- “Food premises” has the same meaning as in the Food Act 1984
- “HACC program” means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth
- “HACC service” means home help, personal care or community respite provided under the HACC program
- “Local road” means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004
- “Major non-compliance outcome notification” means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
- “MCH” means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
- “Population” means the resident population estimated by council
- “Target population” has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth
- “WorkSafe reportable aquatic facility safety incident” means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.



**FINANCIAL PERFORMANCE INDICATORS  
FOR THE YEAR ENDED 30 JUNE 2019**

<b>Dimension/ indicator/measure</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Results 2018</b>	<b>Results 2019</b>	<b>Forecasts 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Material Variations and Comments</b>
<b>Efficiency</b>									
<b>Revenue level</b>									
<i>Average residential rate per residential property assessment</i>	\$1,122.14	\$1,160.71	\$1,484.46	\$1,516.46	\$1,568.61	\$1,599.98	\$1,631.98	\$1,664.62	In 2015-2016 and 2016-2017 residential garbage charges were excluded from the calculation, this was corrected in 2017-2018.
[Residential rate revenue / Number of residential property assessments]									
<b>Expenditure level</b>									
<i>Expenses per property assessment</i>	\$3,130.25	\$3,539.88	\$3,748.50	\$3,738.38	\$3,794.25	\$3,673.88	\$3,744.00	\$3,815.63	No material change.
[Total expenses / Number of property assessments]									
<b>Workforce turnover</b>									
<i>Resignations and terminations compared to average staff</i>	5.37%	7.91%	12.42%	17.57%	6.71%	6.71%	6.71%	6.71%	Material variation partly due to an organisational restructure which occurred during the year, and a number of staff retirements.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] ×100									
<b>Liquidity</b>									
<b>Working capital</b>									
<i>Current assets compared to current liabilities</i>	151.68%	145.77%	139.38%	161.82%	164.72%	166.58%	170.42%	174.45%	Cash and term deposits are higher due to the timing of grants received in 2018-2019 which has resulted in unspent grants increasing by \$2.23 million.
[Current assets / Current liabilities] ×100									

Dimension/ indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Forecasts 2020	2021	2022	2023	Material Variations and Comments
<b>Liquidity</b>									
<b>Unrestricted cash</b>									
Unrestricted cash compared to current liabilities	97.57%	57.90%	78.12%	-10.07%	112.27%	113.06%	115.91%	118.60%	Council has improved investment practices in accordance with its Investment policy, resulting in most investment terms being beyond 90 days. Term deposits with a maturity of over 90 days are not included in the calculation of unrestricted cash. If they were this ratio would be 94.87%
[Unrestricted cash / Current liabilities] × 100									
<b>Obligations</b>									
<b>Asset renewal</b>									
Asset renewal compared to depreciation	40.62%	43.93%	142.20%	47.43%	119.36%	66.03%	66.02%	66.02%	This ratio was over inflated in 2017-2018 as a result of capitalised flood recovery works, and returns to the normal range this year.
[Asset renewal expense / Asset depreciation] × 100									
<b>Loans and borrowings</b>									
Loans and borrowings compared to rates	57.25%	45.65%	31.86%	26.45%	21.84%	17.94%	14.43%	11.05%	This ratio has decreased due to the \$574,804 in borrowings repaid during the year in accordance with Council's adopted budget.
[Interest bearing loans and borrowings / Rate revenue] × 100									
Loans and borrowings repayments compared to rates	5.87%	11.63%	5.22%	4.91%	14.62%	4.35%	3.87%	3.65%	This ratio has decreased due to the \$574,804 in borrowings repaid during the year in accordance with Council's adopted budget.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] × 100									

**FINANCIAL PERFORMANCE INDICATORS  
FOR THE YEAR ENDED 30 JUNE 2019**

Dimension/ indicator/measure	Results 2016	Results 2017	Results 2018	Results 2019	Forecasts 2020	2021	2022	2023	Material Variations and Comments
<b>Obligations</b>									
<b>Indebtedness</b>									
Non-current liabilities compared to own source revenue	28.65%	12.08%	11.95%	1.78%	17.38%	14.57%	12.11%	9.73%	Due to a \$1,500,000 loan due for repayment in November 2019 which is recorded as a current liability as at 30 June 2019 (was a non-current liability in the prior year). Council has budgeted to re-finance this loan.
[Non-current liabilities / Own source revenue] × 100									
<b>Operating position</b>									
<b>Adjusted underlying result</b>									
Adjusted underlying surplus (or deficit)	-6.99%	-1.01%	-11.10%	1.08%	-12.45%	-0.15%	0.05%	0.25%	2018-2019 result includes \$3,040,427 in found asset income. When this is removed the result is actually -9.97% which is consistent with the prior year.
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] × 100									
<b>Stability</b>									
<b>Rates concentration</b>									
Rates compared to adjusted underlying revenue	45.49%	39.30%	51.86%	48.59%	56.33%	52.85%	52.79%	52.73%	No material change.
[Rate revenue / Adjusted underlying revenue] × 100									
<b>Rates effort</b>									
Rates compared to property values	0.65%	0.63%	0.79%	0.76%	0.72%	0.74%	0.75%	0.77%	No material change.
[Rate revenue / Capital improved value of rateable properties in the municipality] × 100									

## Definitions

- “Adjusted underlying revenue” means total income other than:
    - a) non-recurrent grants used to fund capital expenditure; and
    - b) non-monetary asset contributions; and
    - c) contributions to fund capital expenditure from sources other than those referred to above
  - “Adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure
  - “Asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
  - “Current assets” has the same meaning as in the AAS
  - “Current liabilities” has the same meaning as in the AAS
  - “Non-current assets” means all assets other than current assets
  - “Non-current liabilities” means all liabilities other than current liabilities
  - “Non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council’s Strategic Resource Plan
- “Own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
  - “Population” means the resident population estimated by council
  - “Rate revenue” means revenue from general rates, municipal charges, service rates and service charges
  - “Recurrent grant” means a grant other than a non-recurrent grant
  - “Residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
  - “Restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
  - “Unrestricted cash” means all cash and cash equivalents other than restricted cash.

## OTHER INFORMATION FOR THE YEAR ENDED 30 JUNE 2019

### Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

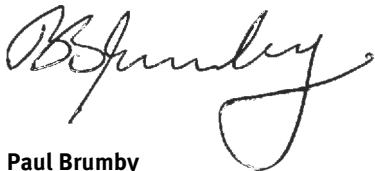
The forecast figures included in the performance statement are those adopted by council in its strategic resource plan, and which forms part of the council plan. The strategic resource plan includes estimates based on

key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.



## CERTIFICATION OF THE PERFORMANCE STATEMENT

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.



**Paul Brumby**

*Principal Accounting Officer*

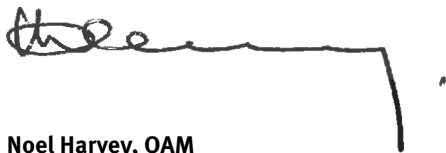
Dated: 24 September 2019

In our opinion, the accompanying performance statement of the Central Goldfields Shire Council for the year ended 30 June 2019 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainability capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.



**Noel Harvey, OAM**

*Chairperson of the panel of Administrators*

Dated: 24 September 2019



**Karen Douglas**

*Administrator*

Dated: 24 September 2019



**Lucy Roffey**

*Chief Executive Officer*

Dated: 24 September 2019

## Independent Auditor’s Report

### To the Councillors of Central Goldfields Shire Council

<b>Opinion</b>	<p>I have audited the accompanying performance statement of Central Goldfields Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• description of municipality for the year ended 30 June 2019</li> <li>• sustainable capacity indicators for the year ended 30 June 2019</li> <li>• service performance indicators for the year ended 30 June 2019</li> <li>• financial performance indicators for the year ended 30 June 2019</li> <li>• other information for the year ended 30 June 2019 (basis of preparation)</li> <li>• certification of the performance statement.</li> </ul> <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2019, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the Performance Statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the performance statement</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
<b>Auditor’s responsibilities for the audit of the performance statement</b>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance</p>

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Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether the performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

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MELBOURNE  
30 September 2019

  
Jonathan Kyvelidis  
*as delegate for the Auditor-General of Victoria*







## 8.9 2018-2019 BUDGET CARRY FORWARDS

**Author:** General Manager Corporate Performance

**Responsible Officer:** General Manager Corporate Performance

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

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### SUMMARY/PURPOSE

The purpose of this report is to advise Council on the budgetary impacts of capital works projects, operating expenditure activities and grants carried forwards from the 2018-2019 financial year.

The carry forwards budgetary process is a method of Council exercising sound financial management, by allowing Council to complete projects and activities that were scheduled for the prior financial year, but were not completed due to a variety of reasons. It also allows Council to carry forward unbudgeted grants received during the 2018-2019 financial year that were actually budgeted for in the 2019-2020 year.

### LEGISLATION AND POLICY CONTEXT

Section 136(1) of the Local Government Act determines that Council must implement the principles of sound financial management.

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.

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

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

### BACKGROUND INFORMATION

Prior to the commencement of each financial year Council sets a budget that outlines the financial resources required to undertake an array of capital works projects and operating expenditure activities in the next financial year.

At the end of the financial year there are usually a number of capital works and operating expenditure activities that are either incomplete or not started, but which need to be undertaken in the following financial year.

It is also normal for Council to receive unbudgeted grants during the year that require expenditure on certain capital works projects or operating expenditure activities. Often these grants are received late in the financial year, with little capacity to complete the expenditure in the year of the grant.

Sometimes grants budgeted for in the following financial year are received in the current year, and the impact of these grants in advance need to be reflected in Council's financial records.

## REPORT

### Carry forwards

At the conclusion of the 2018-2019 financial year on 30 June 2019 there were 14 outstanding capital works projects that need to be completed in 2019-2020, with their combined budgets totaling \$732,151. Council also received three capital grants that are for projects where the grant income is budgeted for in 2019-2020 and the unspent portion of these grants (totaling \$1,611,343) needs to be carried forward to fund those capital works projects.

20 operating expenditure activities from 2018-2019 also need to be undertaken in 2019-2020, with their combined budgets totaling \$1,038,619. Included in these 20 activities are 16 that are fully or partly grant funded, with the grant funded portion of these 20 activities totaling \$798,928 or 77%.

Council's 2018-2019 budget included capital expenditure totaling \$6,211,000. The carried forward capital budget of \$732,151 represents 12% of the 2018-2019 total capital expenditure budget.

Full details of the carry forwards are as follows:

Description	Carry Forward	Grant Funded	Council Funded
<b>2018-2019 Capital projects to be completed</b>			
Infrastructure works	\$175,415		\$175,415
Carisbrook Bowls Club Synthetic Green Upgrade	\$139,814	\$139,814	
Skate Park Design Works	\$28,000		\$28,000
Gillies Street Renewal & Upgrade - Design	\$19,613		\$19,613
Carisbrook Amenities Upgrades	\$5,750		\$5,750
Carisbrook Transfer Station Pavement Rehabilitation	\$85,000		\$85,000
Drainage - Aerodrome Silt - EPA	\$54,428		\$54,428
Carisbrook Drainage Mitigation – Creek Clearing	\$96,659	\$96,659	
Council Administration Building	\$75,526		\$75,526
IT Strategy Initiatives	\$51,946		\$51,946
<b>Total capital projects to be completed</b>	<b>\$732,151</b>	<b>\$236,473</b>	<b>\$495,678</b>



<b>2019-2020 Capital income received in 2018-2019</b>			
Fixing Country Roads Grant	\$1,328,400	\$1,328,400	
Maryborough Indoor Aquatics Upgrade Grant	\$169,387	\$169,387	
Maryborough Sports Centre Accessibility Upgrade Grant	\$113,556	\$113,556	
<b>Total 2019-2020 capital income received in 2018-2019</b>	<b>\$1,611,343</b>	<b>\$1,611,343</b>	<b>\$0</b>
<b>Total capital carry forwards</b>	<b>\$2,343,494</b>	<b>\$1,847,816</b>	<b>\$495,678</b>

<b>Description</b>	<b>Carry Forward</b>	<b>Grant Funded</b>	<b>Council Funded</b>
<b>2018-2019 Special projects to be completed</b>			
Healthy Hearts Project	\$307,273	\$300,000	\$7,273
Kindergarten Central Enrolment Project	\$45,000	\$45,000	
3-Y-O Kindergarten Implementation Project	\$22,000	\$22,000	
Supported Playgroups	\$27,882	\$27,882	
Walk to School Project	\$15,000	\$15,000	
Integrated Transport Strategy	\$40,000	\$30,000	\$10,000
Maryborough Flood Study	\$89,833	\$89,833	
Free From Violence Project	\$64,234	\$64,234	
TAC Youth Projects	\$28,162	\$28,162	
Go Goldfields	\$75,295	\$75,295	
Child Care Centre Grounds & Playground Maintenance	\$9,446		\$9,446
Mapping of On-road Bike Tracks	\$4,000	\$2,000	\$2,000
Economic Development Strategy	\$58,946	\$58,946	
Planning Scheme Review	\$35,000		\$35,000
Residential Development Strategy	\$85,000		\$85,000
Carisbrook Recreation Reserve Pavilion Design	\$53,542		\$53,542
Recreation Strategy	\$54,000	\$27,000	\$27,000
Waste Management Strategy Update	\$7,239		\$7,239
Freeza Program	\$5,432	\$5,432	
Engage Youth Program	\$11,335	\$8,144	\$3,191
<b>Total operational carry forwards</b>	<b>\$1,038,619</b>	<b>\$798,928</b>	<b>\$239,691</b>
<b>Grand total carry forwards</b>	<b>\$3,382,113</b>	<b>\$2,646,744</b>	<b>\$735,369</b>

In total, 78% of the carry forwards are grant funded.

Cash result

Council finished the 2018-2019 financial year with a cash surplus of \$4.06 million as per the reconciliation below:

	<b>\$000's</b>
<b>Operating surplus</b>	<b>\$3,603</b>
Less non-cash income	
Contributions - non-monetary	-\$174
Found assets	-\$3,040
Add back non-cash expenses	
Depreciation	\$8,231
Bad debts	\$48
Loss on disposal of assets	\$319
Less net capital outflows	
Capital expenditure	-\$4,945
Capital income	\$597
Loan repayments	-\$575
<b>Cash surplus</b>	<b>\$4,064</b>
Less proposed carry forwards	-\$3,382
<b>Cash surplus after carry forwards</b>	<b>\$682</b>

After allowing for the cash backing of \$3.38 million carry forwards, Council still has \$682,000 additional cash at the end of the 2018-2019 financial year.

Allocation of remaining cash surplus

Since 1 November 2017 Council's internal auditor has conducted 16 internal audits, with each internal audit providing between six and 30 recommendations for actions to improve Council's policies, procedures, systems or processes. Recommended actions from the various external audits that occur across Council are also added to this register. Currently there are 165 outstanding audit action items on the action register, and these are in essence the lower level actions required to fully implement the findings and the spirit of the governance reform program. This list of 165 actions will increase as further internal audits are conducted in the future.

The capacity of Council's current staff structure is designed for business as usual, so making meaningful progress on reducing these outstanding audit actions is beyond the current staffing capacity. It would be demonstrating good governance to action the majority of the improvements on this register prior to the arrival of the elected Council in November 2020.

Therefore it is recommended that Council allocate \$250,000 from the remaining cash surplus from the 2018-2019 financial year towards this task.

### **CONSULTATION/COMMUNICATION**

No public consultation or communication has been undertaken on this matter to date. Should Council resolve to adopt the recommendations in this report, communication with the community will be undertaken.

### **FINANCIAL & RESOURCE IMPLICATIONS**

The financial and resource implications in relation to this matter have been discussed in the report sections above.

### **RISK MANAGEMENT**

The risk of not adopting the recommendations of this report are that Council will be in breach of approximately 21 grant funding agreements. Failure to deliver the unfinished capital works projects and operating expenditure activities budgeted for in the 2018-2019 will cause Council reputational damage, as Council is essentially breaking a service delivery promise to our community published in the 2018-2019 Council budget document.

### **CONCLUSION**

In order to enable ongoing sound financial management, Council needs to update the 2019-2020 budgetary forecasting in its financial management reporting system to recognise the budgetary impact of capital works projects, operating expenditure activities and grants carried forwards from the 2018-2019 financial year, as outlined in this report.

Council should also allocate \$250,000 from the remaining cash surplus from the 2018-2019 financial year to fund a team to implement the majority of the 165 outstanding audit action items prior to the return of the elected Council in November 2020.

### **ATTACHMENTS**

Nil

#### **RECOMMENDATION**

*That Council:*

- 1. Adopts the financial carry forwards of \$3,382,113 as detailed in this report*
- 2. Allocates \$250,000 from the remaining cash surplus from the 2018-2019 financial year to resource the completion of 165 outstanding audit actions.*

## 8.10 SEPTEMBER FINANCIAL REPORT

**Author:** Manager Finance

**Responsible Officer:** General Manager Corporate Performance

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

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### SUMMARY/PURPOSE

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

### LEGISLATION AND POLICY CONTEXT

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

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

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

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

### BACKGROUND INFORMATION

This finance report is provided for the year to 30 September 2019 and does not include results for Council's Section 86 Committees such as the Tullaroop Leisure Centre which are consolidated within the annual financial report at year end.

### REPORT

The monthly financial report comprises the following:

- Operating Statement;
- Balance Sheet;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Statement of Capital Works
- Rate and General Debtor Information;
- Investment Schedule.

### Operating Statement

The operating result, for the year to date as at 30 September is a surplus of \$10.38 million. Income is at \$17.90 million compared to a budgeted income of \$18.04 million, a minor variance to budget of 0.8%. This variation is mainly due to the timing of the budgeted emergency management grant revenue.

Expenditure is at \$7.51 million compared to budgeted expenditure of \$7.61 million, a favourable variance of 1.3% for the year to date. The variation is primarily attributable to the timing of waste related expenditure.

### Statement of Financial Position

Council's equity position has increased from 30 June 2019, due to the levying of rates and charges during August. Refer to the receivables summary for an explanation for the movement in current receivables.

Other Financial Assets has decreased by \$2.45 million due to matured short term deposits transferred to cash to meet budgeted operational requirements.

The creditors balance includes the Fire Services Property Levy (FSPL) which totalled \$1.49 million as at 30 September 2019. This balance includes arrears, however, excludes the FSPL Concession (which effectively reduces the payable amount). Council's first instalment for 2019-2020 is to be paid by 28 October 2019.

### Statement of Changes in Equity

Council has not budgeted to make any transfers to reserve during the 2019-2020 year.

### Cash Flow Statement

The balance of cash and investments as at 30 September 2019 is \$9.97 million, which includes \$7.80 million in short-term deposits.

Council's cash position is \$2.87 million favourable to budget as at 30 September 2019, due to a higher cash balance at the beginning of the financial year.

Future cash flows are being monitored closely to enable completion of scheduled works and meeting recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue.

### Capital Works Statement

The 2019-2020 budget included a capital works budget of \$9.88 million across property, plant and equipment and infrastructure asset classes.

As at 30 September, Council had expended \$763,000 on capital works, a favourable year to date variance of \$216,000. The variance is due to the majority of capital works completed in the first quarter of the year being carry forward projects from the previous financial year.

### Receivables Summary

The Rate Debtor balance at 30 September is \$13.35 million (excluding FSPL), which is \$0.36 million or 1% higher than this time last year, primarily due to the 2.5% increase in rates and increase in garbage service charges.

This level of arrears is higher than the same time last year at 8.2% (7.2% as at September 2018). Those ratepayers with arrears are currently being progressed for additional debt collection action in accordance with Council's Debt Collection Policy.

The Other Debtors balance totals \$440,000, which is \$195,000 or 31% lower than this time last year, primarily due to \$560,000 invoiced to Vicroads for Rural Roads Victoria funding which was paid during September.

#### Operating and Cash Flow Budget Amounts

Council's budget forecast for 2019-2020 has been divided into monthly amounts. While every attempt is made to accurately predict when income and expenditure will occur and phase budgets appropriately, Council should make allowances for variations in these monthly budget allocations throughout the year. This is especially true for receipt of non-recurrent Government grants and completion of capital and large maintenance works which can be planned but not proceed due to a variety of issues including variable weather.

The monthly year-to-date (YTD) operating budget forecast amounts should be used to indicate budget position rather than an absolute result for each month.

#### **CONSULTATION/COMMUNICATION**

Nil required to this report.

#### **FINANCIAL & RESOURCE IMPLICATIONS**

The financial statements were prepared internally by Council officers.

#### **RISK MANAGEMENT**

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

#### **CONCLUSION**

The financial position to the end of September 2019 does not highlight any issues for concern, however is impacted by the following:

- The timing of emergency management grant revenue, and
- The timing of waste related expenditure.

Rate Debtor balances will continue to be monitored with debt collection action to be undertaken in accordance with Council's Debt Collection Policy.

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

## **ATTACHMENTS**

1. 30 September 2019 Financial Report

### **RECOMMENDATION**

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



# CENTRAL GOLDFIELDS SHIRE

## Operating Statement

For Period 1 July 2019 to 30 September 2019

	Actual Year to Date \$	Budget Year to Date \$	Variation on Budget	% Variation	Annual Budget \$
<b>Revenues</b>					
Community	102,816	234,127	(131,311)	(56.1%)	1,195,982
Health & Human Services	1,117,227	1,175,596	(58,369)	(5.0%)	4,284,112
Economic Development	155,969	155,125	844	0.5%	1,050,484
Culture & Heritage	157,314	156,771	543	0.3%	168,165
Recreation & Leisure	3,926	4,141	(215)	(5.2%)	1,255,402
Transport	389,824	426,596	(36,772)	(8.6%)	5,171,860
Waste & Environment	3,310,616	3,243,509	67,107	2.1%	3,324,265
Administration	170,022	178,747	(8,725)	(4.9%)	583,106
Rates	11,999,581	11,966,307	33,274	0.3%	11,958,810
Financial Assistance Grants	492,699	507,116	(14,417)	(2.8%)	2,028,469
Profit/(Loss) on sale of Fixed Assets	(3,779)	(11,625)	7,846	(67.5%)	(46,500)
	<b>17,896,215</b>	<b>18,036,410</b>	<b>(140,195)</b>	<b>(0.8%)</b>	<b>30,974,157</b>
<b>Expenditures</b>					
Community	608,919	494,640	114,279	23.1%	2,023,683
Health & Human Services	1,022,272	1,074,886	(52,614)	(4.9%)	4,299,874
Economic Development	415,256	426,274	(11,018)	(2.6%)	2,189,214
Culture & Heritage	190,321	208,871	(18,550)	(8.9%)	815,554
Recreation & Leisure	724,195	769,339	(45,144)	(5.9%)	3,103,944
Transport	2,286,826	2,305,915	(19,089)	(0.8%)	9,247,695
Waste & Environment	659,753	852,980	(193,227)	(22.7%)	3,411,986
Administration	1,606,221	1,476,799	129,422	8.8%	5,205,278
	<b>7,513,763</b>	<b>7,609,704</b>	<b>(95,941)</b>	<b>(1.3%)</b>	<b>30,297,228</b>
Surplus/(Deficit) on operations	10,382,452	10,426,706	(44,254)	(0.4%)	676,929

# CENTRAL GOLDFIELDS SHIRE

## Balance Sheet as at

	30-Jun-19	30-Sep-19
	\$	\$
<b>Current Assets</b>		
Cash	1,824,473	2,170,202
Other Financial Assets	10,250,000	7,800,000
Receivables	3,349,430	15,807,862
Inventories	119,115	122,345
Non-current assets held for resale	245,223	245,223
Other assets	217,029	2,503
<b>Total Current Assets</b>	<b>16,005,270</b>	<b>26,148,134</b>
<b>Current Liabilities</b>		
Creditors	3,503,102	2,348,559
Borrowings	3,846,793	3,828,199
Provisions	2,660,766	2,663,846
<b>Total Current Liabilities</b>	<b>10,010,661</b>	<b>8,840,604</b>
<b>NET CURRENT ASSETS</b>	<b>5,994,610</b>	<b>17,307,530</b>
<b>Non-Current Assets</b>		
Land Under Roads	381,486	381,486
Land & Buildings	44,758,066	44,444,337
Plant & Machinery	3,900,686	3,798,063
Furniture & Equipment	370,528	337,782
Infrastructure	263,365,806	262,118,885
Artwork Collection	222,683	225,183
Library Bookstock	329,036	329,036
Works in Progress	1,287,316	2,050,367
<b>Total Non-Current Assets</b>	<b>314,615,607</b>	<b>313,685,138</b>
<b>Non-Current Liabilities</b>		
Other Liabilities	88,798	88,798
Borrowings	38,520	38,520
Provisions	241,650	241,650
<b>Total Non-Current Liabilities</b>	<b>368,969</b>	<b>368,969</b>
<b>NET ASSETS</b>	<b>320,241,247</b>	<b>330,623,699</b>
<b>Equity</b>		
Accumulated Surplus	126,070,443	136,452,895
Reserves	194,170,804	194,170,804
<b>TOTAL EQUITY</b>	<b>320,241,247</b>	<b>330,623,699</b>

# CENTRAL GOLDFIELDS SHIRE

## Statement of Changes in Equity

For the period ended 30/09/19

	Accumulated Surplus	Reserves	Total
<b>Balance at beginning of period</b>	<b>126,070,443</b>	<b>194,170,804</b>	<b>320,241,247</b>
Adjustments due to changes in accounting policies	0	0	0
	<hr/>	<hr/>	<hr/>
	126,070,443	194,170,804	320,241,247
<b>Increase/(Decrease) in net assets resulting from operations</b>	<b>10,382,452</b>	<b>0</b>	<b>10,382,452</b>
Transfers to reserves	0	0	0
Transfers from Reserves	0	0	0
<b>Balance at end of period</b>	<b>136,452,895</b>	<b>194,170,804</b>	<b>330,623,699</b>

# CENTRAL GOLDFIELDS SHIRE

## Cash Flow Statement

For the period ended 30/09/19

	Actual Year to Date Inflows/ (Outflows)	Budget Year to Date Inflows/ (Outflows)
<b>Cash flows from operating activities</b>		
<b>Payments</b>		
<i>Community</i>	(593,774)	(811,069)
<i>Health &amp; Human Services</i>	(1,014,015)	(1,778,705)
<i>Economic Development</i>	(405,989)	(695,269)
<i>Culture &amp; Heritage</i>	(170,516)	(297,603)
<i>Recreation</i>	(548,361)	(992,847)
<i>Transport</i>	(3,316,039)	(1,591,091)
<i>Waste &amp; Environ</i>	(626,040)	(1,365,694)
<i>Administration</i>	(1,523,299)	(2,434,278)
	<u>(8,198,032)</u>	<u>(9,966,556)</u>
<b>Receipts</b>		
<i>Community</i>	168,441	341,717
<i>Health &amp; Human Services</i>	1,117,227	1,989,625
<i>Economic Development</i>	155,969	258,545
<i>Culture &amp; Heritage</i>	157,314	232,704
<i>Recreation</i>	3,926	6,903
<i>Transport</i>	389,824	711,001
<i>Waste &amp; Environ</i>	915,213	804,724
<i>Administration</i>	1,118,305	285,043
<i>Debtors/Rates</i>	2,102,032	1,929,127
<i>FSPL collected/paid</i>	256,105	0
<i>Grants Commission</i>	492,699	1,014,232
	<u>6,877,056</u>	<u>7,573,621</u>
<b>Net cash inflow/(outflow) from operating activities</b>	<u>(1,320,975)</u>	<u>(2,392,935)</u>
<b>Cash flows from investing activities</b>		
<i>Proceeds from Sale Fixed Assets</i>	11,221	0
<i>Payments for Capital Works</i>	(763,050)	(547,000)
<b>Net cash inflow/(outflow) from investing activities</b>	<u>(751,829)</u>	<u>(547,000)</u>
<b>Cash flows from financing activities</b>		
<i>Financing costs</i>	(12,872)	(24,251)
<i>Repayment of loan borrowings</i>	(18,594)	(19,531)
<b>Net cash inflow/(outflow) from financing activities</b>	<u>(31,466)</u>	<u>(43,782)</u>
<b>Net increase (decrease) in cash</b>	<u>(2,104,270)</u>	<u>(2,983,717)</u>
<i>Cash at beginning of the financial period</i>	12,074,473	10,083,127
<b>Cash at the end of September</b>	<u><u>9,970,202</u></u>	<u><u>7,099,410</u></u>

# CENTRAL GOLDFIELDS SHIRE COUNCIL

## Statement of Capital Works

For the period ended 30/09/19

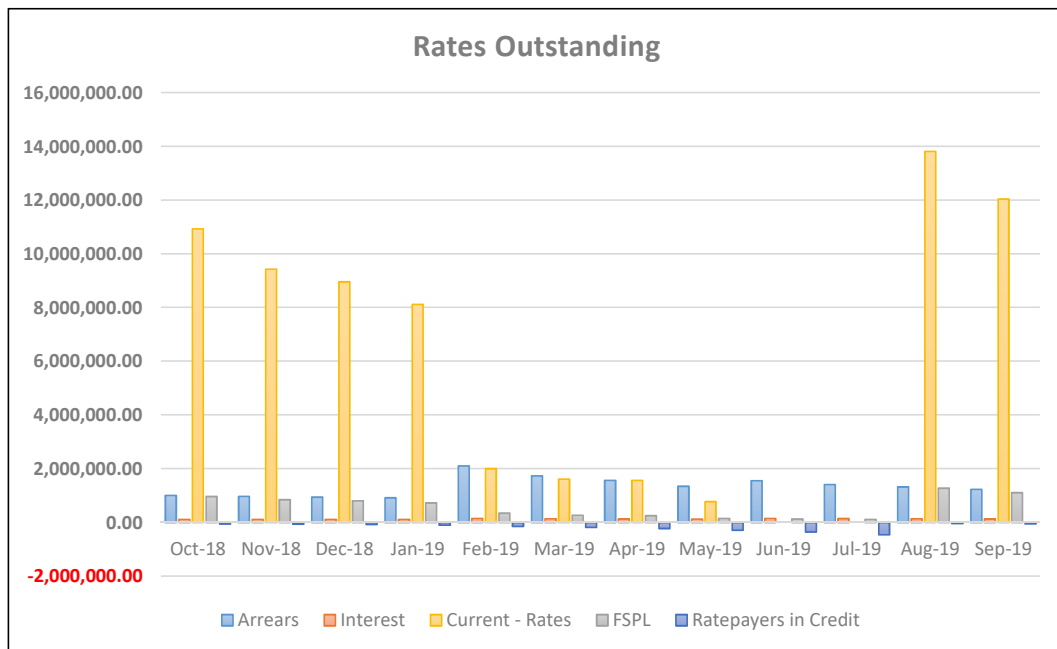
	Annual Budget 2019-2020	Budget Year to Date	Actual Year to Date	Variance Act v Budget YTD
<b>Property</b>				
Land	111,000	-	64,903	64,903
Land Improvements	13,000	10,000	81	(9,919)
Buildings	2,160,000	154,500	65,525	(88,975)
<b>Total property</b>	<b>2,284,000</b>	<b>164,500</b>	<b>130,509</b>	<b>(33,991)</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment	792,000	-	29,514	29,514
Fixtures, fittings and furniture	215,000	53,746	33,194	(20,552)
<b>Total plant and equipment</b>	<b>1,007,000</b>	<b>53,746</b>	<b>62,708</b>	<b>8,962</b>
<b>Infrastructure</b>				
Roads	3,399,545	52,000	431,209	379,209
Bridges and major culverts	850,000	260,000	37,427	(222,573)
Pathways	176,000	3,000	800	(2,200)
Drainage	1,117,000	-	27,621	27,621
Parks, Open Space & Streetscapes	657,000	3,750	41,853	38,103
Car Parks	180,000	-	-	-
Other Infrastructure	212,000	10,003	30,921	20,918
<b>Total infrastructure</b>	<b>6,591,545</b>	<b>328,753</b>	<b>569,831</b>	<b>241,078</b>
<b>Total capital works expenditure</b>	<b>9,882,545</b>	<b>546,999</b>	<b>763,048</b>	<b>216,049</b>
<b>Represented by:</b>				
New asset expenditure	1,111,000	43,003	25,978	(17,025)
Asset renewal expenditure	6,824,545	243,996	628,125	384,129
Asset expansion expenditure	-	-	-	-
Asset upgrade expenditure	1,947,000	260,000	108,945	(151,055)
<b>Total capital works expenditure</b>	<b>9,882,545</b>	<b>546,999</b>	<b>763,048</b>	<b>216,049</b>

### Significant variance explanations

# CENTRAL GOLDFIELDS SHIRE

## Receivables - Rates

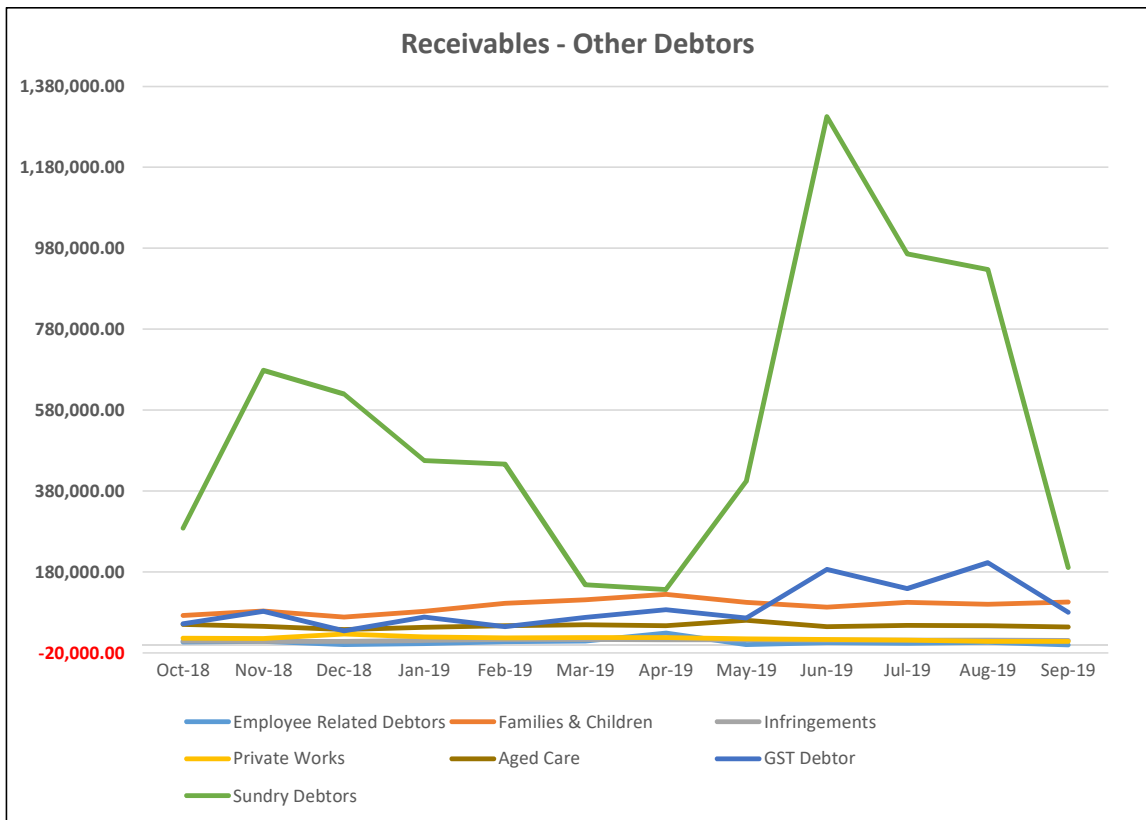
	30 September 2018		30 September 2019	
	Amount \$	% (Rate Income)	Amount \$	% (Rate Income)
Arrears	1,046,022.93	7.2%	1,229,796.61	8.2%
Interest	116,234.26	0.8%	129,253.20	0.9%
Current - Rates	12,027,464.28	82.2%	11,986,439.86	79.7%
Total (excluding FSPL)	<u>13,189,721.47</u>	<u>90.2%</u>	<u>13,345,489.67</u>	<u>88.8%</u>
Annual Rate Movement			155,768.20	1%
Fire Services Property Levy (FSPL)	1,041,575.23		1,105,327.11	
Total Rates (including FSPL)	<u>14,231,296.70</u>		<u>14,450,816.78</u>	



# CENTRAL GOLDFIELDS SHIRE

## Receivables - Other Debtors

	30 September 2018		30 September 2019	
	Amount \$	% (Budget Income)	Amount \$	% (Budget Income)
Employee Related Debtors	5,453.81	0.0%	(553.05)	0.0%
Families & Children	74,469.67	0.5%	105,622.80	0.7%
Infringements	9,134.06	0.1%	11,104.98	0.1%
Private Works	27,669.04	0.2%	8,119.10	0.1%
Aged Care	68,758.60	0.5%	44,350.67	0.3%
GST Debtor	34,765.50	0.3%	80,726.03	0.5%
Sundry Debtors	415,113.61	3.0%	191,101.81	1.2%
	<u>635,364.29</u>	<u>1.3%</u>	<u>440,472.34</u>	<u>1.2%</u>
Annual Movement			(194,891.95)	-31%

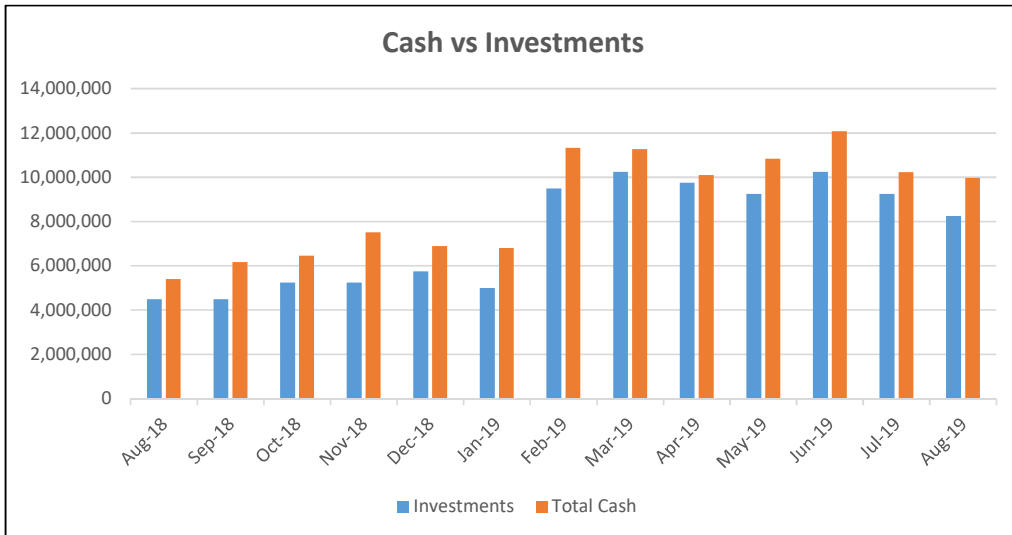


# CENTRAL GOLDFIELDS SHIRE

## Investment Register as at 30 September 2019

Financial Institution	Term	Maturity Date	Rating	Amount \$	Interest Rate
AMP (RIM)	174	14/10/2019	A2	500,000.00	2.75%
Bendigo Bank	127	22/10/2019	A2	500,000.00	2.00%
AMP (RIM)	197	30/10/2019	A2	500,000.00	2.70%
ME Bank	50	1/11/2019	A2	400,000.00	1.60%
AMP (RIM)	174	11/11/2019	A2	1,000,000.00	2.55%
Bank West	150	15/11/2019	A1+	500,000.00	2.00%
ME Bank	188	25/11/2019	A2	500,000.00	2.40%
Bendigo Bank	167	2/12/2019	A2	500,000.00	2.00%
Auswide	188	9/12/2019	P2	750,000.00	2.20%
Bank West	181	16/12/2019	A1+	500,000.00	2.00%
Macquarie	90	19/12/2019	A1+	500,000.00	1.75%
Auswide	188	23/12/2019	P2	750,000.00	2.20%
Macquarie	112	6/01/2019	A1+	400,000.00	1.75%
Macquarie	117	20/01/2019	A1+	500,000.00	1.70%
<b>Total</b>				<b>\$ 7,800,000</b>	

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





## 9.1 DOCUMENTS FOR SEALING CONFIRMATION REPORT

**Author:** **Manager Government Property and Risk**

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

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

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### SUMMARY/PURPOSE

The purpose of this report is to present to Council for noting, documents that have been signed under Council's common seal, via delegation, since the last Ordinary Council meeting.

### POLICY CONTEXT

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

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

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

### BACKGROUND INFORMATION

Section 5 of the Local Government Act 1989 reads as follows:

*The Council*

*S. 5(1) repealed by No. 109/2003 s. 7(2).*

*(2) A Council—*

*(a) is a body corporate with perpetual succession; and*

*(b) must have a common seal; and*

*(c) may sue or be sued in its corporate name; and*

*(d) is capable of acquiring, holding, dealing with or disposing of property for the purpose of performing its functions and exercising its powers; and*

*(e) is capable of doing and suffering all acts and things which bodies corporate may by law do and suffer and which are necessary or expedient for performing its functions and exercising its powers.*

*(3) The common seal of a Council must—*

*S. 5(3)(a) amended by No. 78/1991 s. 13(a).*

*(a) bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included; and*

*(b) be kept at the Council office; and*

*(c) be used in accordance with the local laws of the Council.*

*(4) All courts, judges and persons acting judicially must take judicial notice of the imprint of the seal of a Council on any document and must presume that the document was properly sealed until the contrary is proved.”*

In the case of Central Goldfields Shire Council, regulation of the common seal is dealt with under section 9 of Council’s Governance Local Law 2015, which states:

**9. Common Seal**

*9.1 The Council’s common seal and words to be used accompanying it on any document to which it is affixed are as follows –*

*The COMMON SEAL of CENTRAL*

*GOLDFIELDS SHIRE COUNCIL*

*was affixed in the presence of:*

.....

*Chief Executive Officer*

*9.2 The Chief Executive Officer must keep the Common Seal in safe custody and must ensure that access to it is restricted.*

*9.3 Every document to which the Common Seal is affixed must be signed by the Chief Executive Officer or his or her delegate.*

**REPORT**

At an ordinary meeting of Council held on 24 September 2019 Council resolved that:

- 1. That Council adopt the attached s11A Instrument of Appointment and Authorisation for the member of Council staff set out in the Instrument.*
- 2. The attached s11A Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.*
- 3. That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*

Since the last Council meeting the following document has been signed under seal:

- s11A Instrument of Appointment and Authorisation

**CONSULTATION/COMMUNICATION**

Nil.

**FINANCIAL & RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

The Instrument of Delegation was signed under seal in accordance with the resolution of Council passed on 24 September 2019.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

*That Council note that the Instrument of Delegation was signed and sealed by the Chief Executive Officer under delegation on behalf of Council, in accordance with the following resolution of Council made on 24 September 2019:*

- 1. That Council, adopt the attached s11A Instrument of Appointment and Authorisation for the member of Council staff set out in the instrument.”*
- 2. The attached s11A Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.*
- 3. That the attached s11A Instrument of Appointment and Authorisation be signed and sealed.*