

DEVELOPMENT SERVICES STATISTICS – MARCH 2020

PLANNING

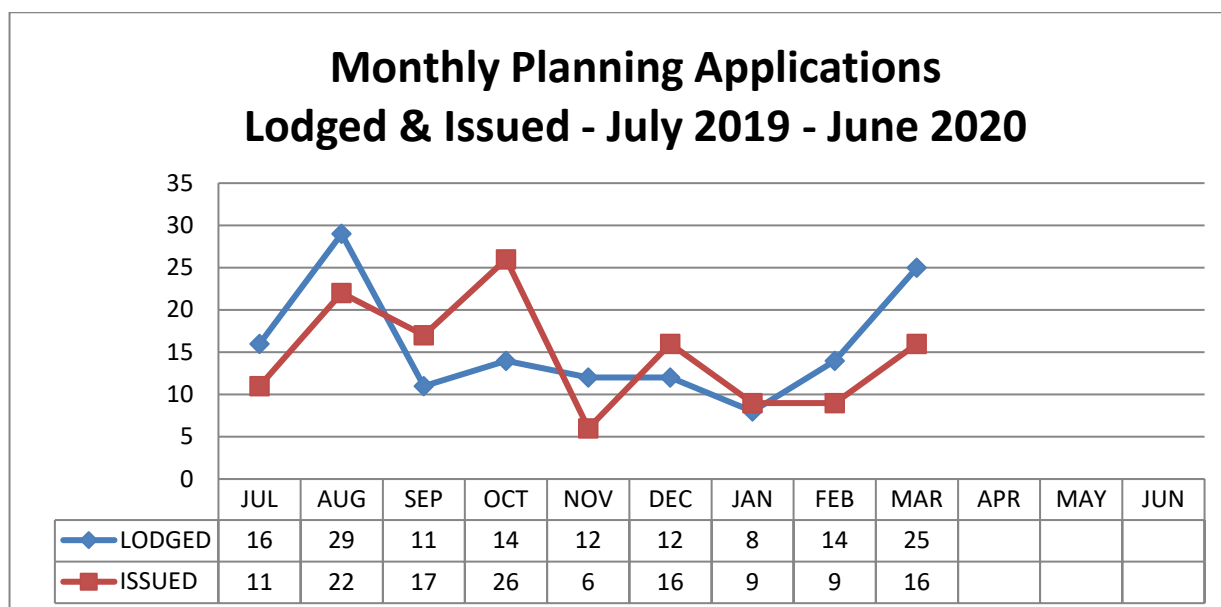
Planning Applications Lodged

Type of Application	Lodged
Development of dwelling (and outbuilding 4) (retrospective 1)	8
Development of an outbuilding/ agricultural shed	4
Section 173 Assessment Native Vegetation	1
Development of a replacement dwelling	1
Buildings & works – extension to existing dwelling	1
Amendment to stage multi lot subdivision	1
Two lot subdivision/boundary realignment/ consolidation	5
Use & development of land for education centre, training facility, accommodation, camping & subdivision of land	1
Existing use rights – use of land for a commercial laundry	1
Amendment to include low density outdoor poultry farm	1
Certification 10 lot subdivision	1
Total	25

Planning Applications Determined

File No	Description	Property Address	Total Applications Approved
DA6150	Amend condition – Development & use of a shed	317 Banumum Rd Mansfield	1
DA7267	Use of land as an indoor recreation facility	40B High St Mansfield	1
DA5424	Section 173 Assessment – native vegetation removal	22 Goughs Point Ridge Mountain Bay	1
DA4201	Development & use of a store	20 Powers Rd Merrijig	1
DA6938	Development of land for a convenience restaurant	2-4 Station St Mansfield	1
DA7232	Use & development for indoor recreational facility & signage	5-9 Eisners Lane Mansfield	1
DA6344	Use & development for a second dwelling	150 Ambrose Drive Tolmie	1
DA2531	Use & development for group accommodation	221 Wairere Rd Boorolite	1
DA2230	Development of shed (within 100 mtrs of a waterway)	20 Harbour Line Drive Goughs Bay	1
DA632/2	Amendment - Buildings & works use of land for a service station & convenience store	140 High St Mansfield	1
DA6574	Consolidation including use & development of a dwelling	46 Kubeils Rd Merton	1

DA7213	Development of a dwelling	33 Crosbys Lane Mansfield	1
DA6150	Buildings & works – outbuilding	35 High Vista Crt Mansfield	1
DA7275	Development of dwelling & agricultural shed	5092 Midland Hwy Mansfield	1
DA1883/2	Two lot subdivision	8 Timothy Lane Mansfield	1
DA2778/2	Development of an outbuilding	570 Three Chain Rd Boorolite	1
	Total applications approved		16



Other Planning Consents & Enquiries

Extension of time	5
Secondary Consent (re-endorse amended plans)	3
Statement of Compliance	1
Endorse plans per condition on permit	3

Certification Applications Lodged for the Month

Application No	Date Lodged	Type	Location	Application Stage
S155304M/20	19/3/2020	Ten lot subdivision	Lot 2 Redleaf Court Mansfield	Under Assessment
S155440T/20	23/3/2020	Two lot consolidation	132 Magills Lane Maindample	Under Assessment

Days Taken to Approve Planning Application

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1 - 30 days	3	5	5										13
31 - 60 days	3	0	3										6
Over 60 days	3	4	6										13
Withdrawn / Permit not req. / Lapsed/Refused		1	2										3
Number of applications finalised	9	10	16										35



BUILDING

Monthly Comparative Value of Building Permits Lodged

	2019-20	2018-19	2017-18
JUL	\$4,550,498	\$2,676,220	\$2,806,374
AUG	\$6,183,063	\$4,610,305	\$2,575,688
SEP	\$5,109,519	\$3,471,180	\$3,525,850
OCT	\$7,894,620	\$8,387,850	\$3,669,368
NOV	\$3,637,916	\$9,182,342	\$2,110,805
DEC	\$5,707,703	\$2,218,114	\$3,425,626
JAN	\$3,067,587	\$4,662,208	\$1,412,051
FEB	\$4,674,115	\$5,154,596	\$3,317,615
MAR	\$11,029,109	\$5,249,817	\$4,018,171
APR		\$4,275,654	\$6,325,641
MAY		\$3,190,061	\$7,272,446
JUN		\$3,745,818	\$8,458,304
TOTAL	\$51,854,130	\$56,824,167	\$48,917,939

Monthly Comparison of Permits Lodged for Dwellings

	2019-20		2018-19		2017-18	
JUL	16*	16	8	8	7	7
AUG	11	27	14	22	7	14
SEP	11	38	10	32	8	22
OCT	25	63	16	48	9	31
NOV	9*	72	18	66	5	36
DEC	16	88	6	72	7	43
JAN	6	96	12	84	3	46
FEB	10	106	12	96	9	55
MAR	9	115	8	104	10	65
APR			14	128	15	80
MAY			10	138	15	95
JUN			10	148	25	120
TOTAL	115		148		120	

* NB: One permit issued for 2 dwellings at 20 Collopy Street & 35 Cambridge Drive

Value of Building Permits Lodged with Council

Type	Number	Value
RESIDENTIAL (7 Urban 2 Rural)	9	\$2,312,075
ALT & ADDITIONS	6	\$1,067,255
DOMESTIC SHEDS & CARPORTS	15	\$460,155
SWIMMING POOLS & FENCES	1	\$34,335
COMMERCIAL & PUBLIC AMENITIES	5	\$7,155,289
TOTAL COST OF BUILDING WORKS	36	\$11,029,109

SEPTIC

Septic Applications Lodged, Approved and Issued for the Month

	Applications Lodged	Permits to Install Issued	Permits to Use Issued
JUL	10	4	6
AUG	11	13	11
SEP	4	7	4
OCT	10	11	11
NOV	4	9	4
DEC	5	9	6
JAN	1	5	3
FEB	5	3	7
MAR	6	4	7
APR			
MAY			
JUN			
TOTAL	56	65	59

Septic Applications Lodged

	2019-20		2018-19		2017-18	
JUL	10	10	4	4	5	5
AUG	11	21	6	10	4	9
SEP	4	25	7	17	6	15
OCT	10	35	9	26	5	20
NOV	4	39	14	40	2	22
DEC	5	44	8	48	6	28
JAN	1	45	3	51	3	31
FEB	5	50	9	60	5	36
MAR	6	56	5	65	10	46
APR			9	74	11	57
MAY			8	82	8	65
JUN			3	85	2	67
TOTAL	56		85		67	

Roadside Weed Control

The 2019-2020 Roadside weed control program is now complete.

Mansfield Shire Council's contractor's targeted blackberry, hawthorn and sweet briar rose in the following regions:

Greenacres Land Management:

- Bonnie Doon (Dry Creek Road, Glen Creek Road, Maintongoon Road);
- Ancona;
- Howes Creek (northern end);
- Gough's Bay; and
- Barjarg.

GLT Weed Management:

- Merrijig (primarily north of Mansfield-Mt Buller Road);
- Barwite;
- Bridge Creek; and
- Aldous Road, Long Lane region.

Mansfield and District Weed Control:

- Gough's Bay;
- Macs Cove;
- Howqua River Road and Howqua Inlet; and
- Jamieson.

Gorse and broom was treated across the whole of the Shire in October 2019.



INFRASTRUCTURE DEPARTMENT REPORT April Meeting 2020

FIELD SERVICES

Over the past few months, an assessment of training requirements has been completed. As a result, all staff attended in house “Spotter” training. Our newest staff member also completed training in the use of the Roller and Backhoe.

Grading has continued this month with roads located in the Jamieson and Booroolite areas, Mac’s Cove and Howqua Track.



Clearing of drains has also been completed this month along with the re-establishment of drains with the backhoe in Howes Creek Road, Cummins Road and Monkey Gully Road. Culverts in Bonnie Doon township have also been cleared. Council had the long reach mower out tidying up grassed areas at Oaksford Drive, High Vista Court, and Dead Horse Lane.

Council’s urban crew has been busy this month with general maintenance including

line marking at Goughs Bay intersection, painting Mansfield township street furniture and fixing a water leak at the Visitors Information Centre. Staff have understandably been busy with COVID-9 related activities, such as installation of signage, distance barriers at the Resource and Recovery Centre, and installing some hand sanitising units around Council buildings.

PARKS & GARDENS

Council’s Parks and Gardens team has remained busy ensuring all towns look amazing.

Work on the Mansfield monument roundabout garden has continued in readiness for planting. Some may have noticed Council’s new Parks & Garden’s Supervisor working with string lines around the garden beds. This work was undertaken to ensure the symmetry of the beds, and as a result the beds required reshaping. Steel garden edging has now been installed.

The “dead wooding” of hazardous trees at the north end of Highett Street has been completed. An interim upgrade and automation of the irrigation system along the south end of Highett Street has commenced.

Removal of dead and dying trees along Lake Valley Drive, Goughs Bay has also occurred.

The replacement of wooden barrier bollards in Jamieson has been completed.

Beatification of the Mansfield Cemetery has continued with a number of new trees being planted.



MAINTENANCE

Significant steps have been implemented to improve hygiene and cleaning services to defend against the COVID-19 pandemic.

40 wall mounted hand sanitiser units have been installed in Council buildings. Staff have been issued with a work station disinfecting solution and the cleaning contractors are sanitising all common use areas throughout the buildings daily. Staff have also been issued with personal bottles of hand sanitiser. Council vehicles have been equipped with sanitising solution and cleaning cloths. All depot vehicles and plant are also equipped with sanitiser.

An upgrade of the emergency and exit lights has taken place at the Mansfield Performing Arts Centre. General external building maintenance works have also taken place. This included the removal of debris and overgrown vegetation from the building perimeter and pressure cleaning of the walls. Internal works have also been undertaken to seal a variety of air leaks in the building.

A Request for Quotation for the Heating & Cooling Contract via tenderlink has closed with six submissions received. Evaluation is currently in progress.

CEMETERY

Two interments occurred at Mansfield Cemetery in March.

All cemeteries are looking great given the beautiful weather and with Parks and Gardens staff continuing to perform routine mowing and maintenance at all cemeteries. A number of established trees have been planted throughout the Mansfield cemetery with spring bulbs in the historic section. The March newsletter from the Cemeteries and

Crematoria Association of Victoria (CCAV) is attached.

CAPITAL WORKS



The construction and sealing of 550m of Withers Lane has come to a standstill over the month of March. This was due to an unexpected AC water main discovered at the intersection with Maroondah Highway. This has impacted the contractor's ability to complete this section of road. Council has worked with Goulburn Valley Water to have this issue resolved and works onsite should recommence very soon. The 400m section along the frontage of the Stockman's Rise development has been completed with only line marking remaining.

Council's 2019-20 Resheet Program has been completed with approximately 17kms of Council's unsealed road network being renewed.

Drainage works have commenced on Barwite Road with the contractor completing works as part of the road rehabilitation program. Council is still working closely with the contractor to rectify pavement defects.

Works on the new Dual Court Indoor Sports Stadium have commenced with site preparation works. Under slab plumbing is

underway, electrical mains and communication cabling has been installed and the structural steel has commenced fabrication. The expected completion date for the project is March 2021.



The refurbishment of the roundabout toilets has been completed. These works included tiled internal walls, epoxy floor coating, new toilet pans & urinals, new basins, hands free tapware along with a new sliding access door to the unisex/disabled toilet to facilitate easier access.



As part of the Dual Court Indoor Sports Stadium project, View Street will also receive an upgrade to improve access and traffic flow in the area. Survey and design is nearing completion with construction plans due by the end of April 2020. After this Council will proceed to the tender stage for construction.





CAPITAL WORKS PROGRESS REPORT

The March 2020 Capital Works Progress Report is shown below.

Some of the projects currently being delivered include:

- Withers Lane
- Alpine Ridge Drive Survey and Design
- Malcolm Street Survey and Design
- Dual Court Indoor Stadium
- View Street Survey and Design

Some of the projects that have been completed in March include:

- Mansfield Roundabout Public Toilet Refurbishment
- Resheet Program
- Additional Playing Fields Fence

March 2020

PROJECT STATUS	19/20 Current Budget	% Complete
Not Started	-	0.00%
Plan	3,170,519	21.47%
Design	2,100,000	14.22%
Procurement	465,500	3.15%
Deliver	7,684,907	52.04%
Complete	1,347,005	9.12%
Total	14,767,931	

FROM THE SECRETARIAT – KEEPING OUR MEMBERS INFORMED

On behalf of Cemeteries & Crematoria Association of Victoria we are pleased to bring you this CCAV Newsletter.

“IN THIS ISSUE...”

- Secretariat’s Introduction
- From the President
- Coronavirus (COVID-19)
- Statutory Declaration Form
- Our Community
- CCAV Annual Awards
- Cemetery Grants
- Congratulations
- Application To Establish Or Alter A Memorial At Place Of Interment
- Cemetery Stats

 <p>Judith Voce CCAV President Boroondara Cemetery Trust</p>	 <p>Norelle Cole CCAV Vice-President Rye Cemetery Trust</p>	 <p>John McCormack CCAV Secretary Neerim Cemetery Trust</p>	 <p>Richard Vandeloo CCAV Treasurer Sunbury Cemetery Trust</p>
 <p>Rosemary Angus CCAV Committee Member Smythesdale Cemetery Trust</p>	 <p>Martin Lanyon CCAV Committee Member Geelong Cemeteries Trust</p>	 <p>Brendan Koch CCAV Committee Member The Greater Metropolitan Cemeteries Trust</p>	<p>CCAV Committee of Management 2019 - 2020</p> 

Also, a reminder that if any member wishes to assist the Committee in any way, please contact the Secretariat and we will advise the President. As always, we are delighted to take this opportunity to thank and acknowledge the following sponsors for their strong support to CCAV throughout the year.

Our sponsors take a lot of interest in our industry, and they invest significant time to build relationships. We will only continue to receive loyalty from our sponsors if we give them fair consideration in our purchasing decisions or when tendering for services. Their investment in our association is used to subsidise the cost of events for all members and is greatly appreciated.

Chris Harrington, Luisa Natoli & Helena Hu - CCAV Secretariat

- CCAV SPONSORS -

PLATINUM SPONSORS		
		
GOLD SPONSOR		
		
SILVER SPONSORS		
		
		
BRONZE SPONSORS		
		

FROM THE PRESIDENT

These are unprecedented times that we are experiencing as the effects of the coronavirus pandemic dictate our daily lives on a scale that the majority of us have never witnessed before. Our Governments have implemented measures to hopefully control the spread of COVID-19 to provide a safe environment for all of us sooner rather than later. As a consequence, it is our individual responsibility to abide by their directives for the benefit of each other, including our colleagues, families and friends.

As members of the DHHS Strategic Working Group, Vice President, Norelle Cole, and I are participating in weekly telecommunication meetings with the Department to discuss COVID-19 issues that impact on our cemeteries and crematoriums. This enables us to provide regular updates to our Members to ensure that you are informed of the latest requirements for your operations. Please refer below for further information and links regarding COVID-19.

As advised at our General Meeting on March 13th and subsequent letters to Members and our Sponsors, we have cancelled the Country Conference at Mornington in May. The Committee is investigating options to provide some podcasts or webinars with the panellists and collect some of the questions Members may have to put to the panels prior to producing them. The planned professional development sessions included Cemetery Fees: Understanding fee structuring; Rights of Interment: The Who and The What; and Memorialisation Options: Are you having the conversation? Alternatively, we could consider having these panels form the 'guest speaker' role at future General Meetings when we are able to hold them again.

Unfortunately, we have also had to postpone all training for the immediate future. However, in the meantime you can register your interest in attending future training when it becomes available for Grave Safe, Trench Shoring, Grief Support, Confined Space and Cemetery Essentials course for Class B Secretaries with Brendan Koch or the Secretariat.

We have been provided with the following DHHS Abstracts of Accounts Yearly Statistics for your information. BDM data shows that in 2018-2019 there were 40,665 deaths in Victoria and 247 deceased persons were transported out of Victoria. (This data was provided to the Department on August 8, 2019 and was subject to change.) The Department has assumed that 40,418 disposals (cremation or interment) took place in Victoria in 2018-2019.

Total cremations was 20,638 so assume there were 19,780 interments of bodily remains, although this is an estimation given they have only received 84% of Class B Abstracts for 2018-2019. Class A Trusts = 10,316 and Class B Trusts = 9,464 interments. The actual Class B interments may be lower around 7,952 the Department estimates. More accurate data from BDM based on death registrations is available upon request and payment of a fee.



CORONAVIRUS (COVID-19)

IMPORTANT INFORMATION

Due to the rapidly changing information on this virus, please refer regularly to the Department of Health and Human Services, Office of the Victorian Premier and Federal Government websites for up to date developments.

www.dhhs.vic.gov.au/Victorian-public-coronavirus-disease-covid-19

<https://www.dhhs.vic.gov.au/>

<https://www.australia.gov.au/>

On the CCAV website at the following link <https://www.ccav.org.au/latest-news/pandemic-disaster-plan/> we have provided the following:

1. reference document that is a template for a Pandemic Disaster Plan for members to read and adopt - **CCAV Pandemic Disaster Plan Template**
2. link to a self-assessment for risk of Coronavirus (COVID-19) chart - **COVID-19 chart**
3. <https://ccav.org.au/latest-news/restrictions-on-funeral-gatherings/>
4. <https://www.ccav.org.au/latest-news/safe-handling-of-bodies/>
5. <https://www.ccav.org.au/latest-news/stage-2-restrictions-and-operational-changes/>

During unprecedented times of this virus, people working in cemeteries have their own unique demands and requirements. Have a conversation with your neighbouring cemetery trusts to see what assistance you may be able to provide and/or share such as grave diggers, local contractors, other licensed trades (e.g. registered plumbers, excavator operators) if your staffing levels are depleted.

Look after yourself by limiting contact with others, where possible. A sign on the office door asking visitors to call or send an email to make an appointment for assistance is recommended. Remember we are all subject to the personal spatial guidelines issued by the government both in the workplace and in the community.

To facilitate communication and critical decision making, use emails and telecommunication facilities for communication between Trust Members, including holding trust meetings.

Don't forget to have a conversation with the funeral directors in your area and exchange information regarding the cemetery guidelines in place, as well as the services you are offering.

There is also a 24 hours a day, 7 days a week, COVID-19 information line available on 1800 020 080.

STATUTORY DECLARATION FORM

A REMINDER

It has come to our attention that recently the statutory declaration form cemeteries were using became redundant on 1 January 2020 with the introduction of the Oaths and Affirmations Act 2018.

Please see below link to the Justice & Community Safety website with the instructions/notes for completing the declaration for your use.

<https://www.justice.vic.gov.au/statdecs>

OUR COMMUNITY

POLICIES

The CCAV encourages all members to visit the "Our Community" website. There are several policies available for download that members might find useful. Their policies are free to download and distribute at free will. There is currently a pandemic policy that entails valuable information.

<https://communitydirectors.com.au/policies/epidemic-pandemic-policy>

CCAV ANNUAL AWARDS

It is now time to think about nominations for our two annual awards donated by our Platinum sponsors Arrow Bronze, DP Jones & Co, and Everlon. We look forward to receiving your nominations for the following awards which will be announced at our Annual General Meeting in August:

Above and Beyond Award for an outstanding individual; and

Innovation Award for a project that is innovative and positively impacts a cemetery, the community or the industry.

CEMETERY GRANTS

A REMINDER

Cemetery grant applications close 31st March. The next round of grants close late November. Remember you can submit an application at any time of the year for consideration by the Department so consider all your training needs and apply now in preparation for future training sessions.

CONGRATULATIONS

ELTHAM CEMETERY TRUST

It is with pleasure that we acknowledge the contributions of **Bruce Charles Holland** and **Geoffrey John Watt** for 40 years of voluntary service to the community as Trust Members on Eltham Cemetery Trust. This is certainly a wonderful achievement and we sincerely thank Bruce and Geoffrey for their commitment to their community and to our sector as a whole.

APPLICATION TO ESTABLISH OR ALTER A MEMORIAL AT PLACE OF INTERMENT

AN UPDATE

The Figure 5 mentioned in the updated standard for this application form is applicable to headstones on concrete beams. We have checked that the purchase of this figure is not required as the dowel sizes, etc. are covered in Table 3 of the form.

CEMETERY STATS

NB: The below represent four of the five Class A cemetery stats.

Year to date: Feb 2020	Cremations		Cremated Remains Interments		Burials		Above Ground Burials	
	2019/2020	2018/2019	2019/2020	2018/2019	2019/2020	2018/2019	2019/2020	2018/2019
	802	759	225	187	392	470	26	32

As always, please keep the CCAV informed of any member news by contacting the Secretariat by telephone, fax or email. (This includes updating of member contact details). If you are receiving this communication by post, we **strongly** recommend you provide an email address for receiving all future correspondence – please advise the Secretariat of your email address.



Judith Voce
CCAV President
www.ccaav.org.au | admin@ccaav.org.au
Suite North 1/215 Bell St Preston, VIC 3072
03 9863-6911


CEMETERIES & CREMATORIA
ASSOCIATION OF VICTORIA



CORPORATE AND ORGANISATIONAL DEVELOPMENT DEPARTMENTAL REPORT APRIL 2020

HUMAN RESOURCES

- The COVID-19 pandemic has not meant that Council ceases to provide essential services to the community. We have 38 employees currently working remotely, and a small team of 14 working within the Council offices. For the outdoor team it is business as usual, however measures for social distancing have been implemented with one person per vehicle and all vehicles wiped down first thing each morning and at the end of the day.
- Council's Customer Service and Records team welcome Kym Killeen who has replaced recently retired Kim Kipping.
- Congratulations and thanks go to the following staff who have reached impressive service milestones:
 - **10 years**
 - Jeni Fleming
 - Bess Gillard
 - Troy Menhenett
 - **20 years**
 - Moira Wells

INFORMATION MANAGEMENT

- As a result of the current pandemic, Council's IT team has worked incredibly hard ensuring those staff who are working remotely have the technological capabilities to do so. A number of additional laptops have been purchased to enable staff to continue with their day to day tasks remotely, and the effort involved by IT in configuring and testing prior to use was remarkable considering the circumstances.
- **IT Strategy**
Two companies were shortlisted and invited to present to the evaluation panel on their tender submission for development of Council's IT Strategy.

Unfortunately one tenderer was forced into self-isolation the week the presentations were scheduled, which delayed the presentations. All presentations were made via Zoom video conferencing, which although not ideal, went very well. Reference checking on the preferred company is underway a final decision will be made in the near future.

OCCUPATIONAL HEALTH AND SAFETY

Training and Induction

- Occupational Health and Safety inductions for employees and contractors continue to be undertaken via Survey Monkey.
- Scheduled training in First Aid and Prepare and Apply Chemicals and Transport and Store Chemicals were cancelled by the external training providers. These will be re-scheduled as soon as things are back to normal.

Incident Summary

Five incidents were reported for the month of March. Two were near miss incidents and three were property damage incidents.

Incident Investigation

One incident investigation (equipment) was undertaken for the month of March.

Customer Request Management System (CRMS) Status

One CRMS was raised for the month of March and 38 CRMS items closed. Sixty six items remain overdue. All CRMS items will now include an 'actual' and 'potential' risk rating.

Risk Assessments and Audit

- A 'safe work method' statement was undertaken with employees at the Resource Recovery Centre and at the Depot workshop.



- An external audit of Council’s OH&S Management System was undertaken as part of the Integrated Family Services Compliance Standards.

CUSTOMER SERVICE & RECORDS

With the Council offices currently closed for face-to-face service, the Customer Service team remain committed to providing excellent service to our customers via telephone and email. During this period the number of enquiries and requests have not diminished, in fact there has been a significant increase in the number of phone calls being received at the front desk. The team are to be congratulated on their continued professionalism during this uncertain time.

Customer Requests

CRMS statistics for the month show 181 customer requests registered, with 18 open requests and 135 closed during the month. The majority of requests opened were for Field Services (46%) with Local Laws (27%) as the second largest group. There were 10 overdue requests. The total performance of the organisation is 75%.

Records

- Records staff continue to back scan archives, and are currently preparing archive boxes for transfer to Council’s off site storage facility.
- Customer Service staff undertake data entry to assist Records Officers.



Records and Customer Services Co-ordinator, Jane Carter, amidst the box files for storage.

Customer Requests by Department

Department	Total Events	Events Closed	Open	Open Overdue	Pending	Pending Overdue
Customer Service and Records	8	7	0	0	1	0
Engineering	33	23	3	1	6	0
Environmental Health	2	1	0	0	0	1
Field Services	83	61	12	7	2	1
Information Technology	49	41	1	0	7	0
Local Laws	1	0	0	0	1	0
Unassigned	5	2	2	0	1	0
Total	181	135	18	8	18	2