



# **ORDINARY COUNCIL MEETING**

## **AGENDA**

**Wednesday 8 May 2019**

**Commencing at 7.00pm**

**Wycheproof Supper Room**

**367 Broadway, Wycheproof**

**Anthony Judd  
Chief Executive Officer  
Buloke Shire Council**

## ORDER OF BUSINESS

### 1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

#### WELCOME

The Mayor Cr Carolyn Stewart will welcome all in attendance.

#### STATEMENT OF ACKNOWLEDGEMENT

The Mayor Cr Carolyn Stewart will acknowledge the traditional owners of the land on which we are meeting and pay our respects to their Elders and to the Elders from other communities who maybe here today.

### 2. RECEIPT OF APOLOGIES

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 10 April 2019.

### 4. REQUESTS FOR LEAVE OF ABSENCE

Cr John Shaw has requested leave of absence from 8 May 2019 to 14 August 2019.

### 5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

In accordance with Sections 77A, 77B and 78 of the Local Government Act Councillors are required to disclose an "interest" in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

### 6. QUESTIONS FROM THE PUBLIC

NIL 4

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## **NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 12 JUNE 2019 AT 7.00PM.

**Anthony Judd**  
**CHIEF EXECUTIVE OFFICER**

**6. QUESTIONS FROM THE PUBLIC**

Nil

## **7. PROCEDURAL ITEMS**

### **7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS**

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/05/04

**Attachments:** 1 [↓](#) Councillor Briefing Record - 3 April 2019  
2 [↓](#) Councillor Briefing Record - 24 April 2019

#### **RECOMMENDATION**

That the Council note the report of Assembly of Councillor Meetings held on 3 and 24 April 2019.

#### **Key Points/Issues**

The Local Government Act 1989 (the Act) provides that a record must be kept of any Meeting of Councillors and Staff deemed to be an Assembly of Councillors Meeting as defined in the Act.

An Assembly of Councillors Meeting is defined in the Act as a meeting of Councillors if the meeting considers matters that are likely to be the subject of a Council decision or the exercise of delegation and the meeting is:

- A planned or scheduled meeting that includes at least half of the Councillors and a member of Council Staff; or
- An Advisory Committee of the Council where one or more Councillors are present.

The Act also provides that the record of any Assembly of Councillors is to be reported to the next practicable Council Meeting and recorded in the Minutes.

A record of the Assembly of Councillors Meetings held on 3 and 24 April 2019 is attached.

## BULOKE SHIRE COUNCIL

### RECORD

#### Councillor Briefing

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<b>Date and Time:</b>	3 April 2019	<b>Time:</b>	4.30pm – 8.00pm
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<b>Location:</b>	Donald Council Chamber
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<b>Attendees:</b>	Cr- Carolyn Stewart Cr- Daryl Warren Cr- David Pollard Cr- Graeme Milne Cr- Ellen White Cr- David Vis  Anthony Judd –Chief Executive Officer Hannah Yu – Director Corporate Services Wayne O’Toole– Director of Works and Technical Services Jerrri Nelson –Director Community Development Travis Fitzgibbon- Manager Customer Engagement
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<b>Apologies:</b>	Cr- John Shaw
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<b>Visitors:</b>	Win Scott - Chair Mallee Regional Partnership Robyn Evans - Coordinator Mallee Regional Partnership Linda Beilharz OAM - Chair Loddon Mallee RDA Committee Peter Forbes - Manager Planning and Coordination RDV Aileen Douglas – BCS Manager Finance Ros Olle – BSC Planning Officer Rodney Hotker – BSC Manager Development Services Wayne Wall – BSC Compliance Officer
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## ITEMS

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NO.	TOPIC	PURPOSE
1.	Declarations of Conflicts of Interest	nil
2.	Confirmation of Councillor briefing notes 20 March 2019	

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**3. Presentations**

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**3.1 Mallee Regional Partnership –  
Economic Growth Strategy**

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**4. Items for Discussion**

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**4.1 Community Local Law**

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**5. Councillor Matters**

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**6. CEO Updates**

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**Next Briefing:**

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**Date and Time:** 17 April 2019

**Time:** 3.00pm

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**Location:** Watchem Hall

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## BULOKE SHIRE COUNCIL

### RECORD

#### Councillor Briefing

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<b>Date and Time:</b>	24 April 2019	<b>Time:</b>	3.00pm – 6.00pm
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<b>Location:</b>	Watchem Public Hall
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<b>Attendees:</b>	Cr- Carolyn Stewart Cr- David Pollard Cr- Graeme Milne Cr- Ellen White Cr- David Vis  Anthony Judd –Chief Executive Officer Wayne O’Toole– Director of Works and Technical Services Jerri Nelson –Director Community Development Travis Fitzgibbon- Manager Customer Engagement
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<b>Apologies:</b>	Cr- Daryl Warren
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<b>Visitors:</b>	Cecilia Moar Independent - Candidate for Mallee Aileen Douglas – Manager Finance. Terry Matthews – Finance Consultant. Stephen Baird – Watchem Lake Committee Kelvin Baird – Hall Committee Youth Presenters – North Central Local Learning Employment Network Dayna Norris and Olivia Lyons - Engage Youth Program Barb Bear - NCLLEN John Colbert – Resident.
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## ITEMS

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NO.	TOPIC	PURPOSE
1.	<b>Declarations of Conflicts of Interest</b>	nil
2.	Confirmation of Councillor briefing notes	
3.	<b>Presentations</b>	
	3.1 Cecilia Moar Independent Candidate for Mallee	

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**3.2** Watchem Progress Assoc,  
Watchem Lake and Hall Committee

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**3.3** Youth - NCLLEN

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**3.4** John Colbert  
(Rating Strategy)

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**4. Items for Discussion**

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**4.1** Budget Presentation

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**5. Councillor Matters**

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**6. CEO Updates**

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**Next Briefing:**

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**Date and Time:** 1 May 2019

**Time:** 5.00pm – 8.00pm

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**Location:** Charlton Council Chamber

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## 7.2 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** CR/13/01

**Attachments:** Nil

### RECOMMENDATION

That the Council acknowledge and congratulate the persons and/or groups mentioned in the report for their achievements.

#### 1. Executive Summary

This report acknowledges and congratulates community persons and/or groups for their success in being recognised for a significant achievement or for being a recipient of an honourable award.

The report also informs Council of any letters of congratulations or any particular recognition of achievement that Council has received or been awarded in the past month.

#### 2. Recognition of Achievement Items

Provider	Recipient	Date	Purpose for Recognition
School Sport Victoria – Swimming Championships	Heidi Start Charlton College		For representing Charlton College at the Division Swimming carnival in Bendigo, qualifying to compete for her 50m freestyle event at the Regional Swimming in Swan Hill, coming first for this event. Heidi then qualified to compete at State level on April 24. Whilst not receiving a place, she ran a very good race.

### 7.3 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/09

**Attachments:** Nil

#### RECOMMENDATION

That Council notes the record of correspondence sent and responses received.

#### Table of correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of response
<p>To endorse the MAV's "rescue our Recycling" Action Plan, and <u>five key actions</u> for each level of government.</p> <p>Seeking Vic Govt to provide funding relief to Councils such as Buloke, who have been financially affected by SKM closures.</p>	<p>The Hon Lily D'Ambrosio MP Minister for Energy, Environment and Climate</p> <p>Copy to: The Hon Adem Sumyeruk MLC, (Min for Local Govt); Ms Ali Cupper MP, Ms Louise Staley MP, The Hon Melissa Price MP (Fed Min for Env)</p>	15 April 2019	30 April 2019	<p>From Ms Ali Cupper. Ali is basing her position on MAVs plan,</p> <p>In particular calling upon the Victorian Government to</p> <p>Urgently invest to increase sorting and processing</p> <p>Create authority to oversee and regulate recycling management in the state</p> <p>Set targets to increase the use of recycled material and demand for recycled products</p> <p>Meeting with Minister D'Ambrosio to discuss and will keep Buloke informed.</p>

## 7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

**Author's Title:** Planning Officer

**Department:** Works and Technical Services

**File No:** LP/09/01

**Attachments:** Nil

### RECOMMENDATION

That the Council note information contained in the report on planning applications under consideration by staff and the status of each of these applications.

#### 1. Executive Summary

This report provides information on planning applications under consideration by staff and the status of each of these applications.

#### 2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA782/19	Rohan Fry	56-58 Racecourse Rd., Donald	23/01/19	Use and development of land for a biscuit manufacturing plant	Further information request
PPA787/19	Price Merrett Consulting Pty Ltd	137 Richmond Road, Warmur	27/03/19	Two lot subdivision (boundary realignment)	Referral
PPA788/19	Donald Pastoral and Agricultural Society Inc	45 Hammill Street, Donald	18/04/19	Storage container	Notice of application
PPA789/19	Price Merrett Consulting Pty Ltd	32 Racecourse Road, Donald	24/04/19	Two lot subdivision	Referral

## 7.5 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Compliance Administration Officer

**Department:** Works and Technical Services

**File No:** DB/14/02

**Attachments:** Nil

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 April 2019 to 30 April 2019.

#### 1. Executive Summary

This report provides information on Building Permits approved by staff from 1 April 2019 to 30 April 2019.

#### 2. List of Building Permits Approved by Council Surveyor

Permit No.	Address	Project Description	Date Approved
20190016	2979 Berrillock-Birchip Road, SUTTON	Alteration: Shed	28/03/2019
20190017	Brown Lake Road, COPE COPE	New Building: Machinery Shed	04/04/2019
20190018	15 Mildura Way, CHARLTON	Other: Swimming Pool	04/04/2019
20190019	Robinvale-Sea Lake Road, SEA LAKE	New Building: Shed	11/04/2019

#### 3. List of Building Permits Approved by Private Surveyor

Permit No.	Address	Project Description	Date Approved
Nil.			

## 7.6 CHARLTON PARK COMMITTEE OF MANAGEMENT

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** ED/05/15

**Attachments:** 1 [↓](#) Charlton Park Committee of Management Minutes 1 April 2019

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Support our councillors, staff, volunteers and the community to make informed and transparent decisions.

### RECOMMENDATION

That Council notes the Minutes of the Ordinary Meeting of the Charlton Park Committee of Management for 1 April 2019.

#### 1. Executive Summary

Charlton Park Committee of Management is a Special Committee of Council under section 86 of the *Local Government Act 1989*. The minutes of meetings held by this Committee should be noted by Council.

#### 2. Discussion

Charlton Park Committee of Management held an Ordinary Meeting on 1 April 2019. The meeting minutes have been attached to this report.

#### 3. Financial Implications

Council is required to report on financial reports of Special Committees of Council.

#### 4. Cost Shift Considerations

There are no cost shift considerations.

#### 5. Community Consultation

No community consultation is necessary for the purposes of this report.

#### 6. Internal Consultation

Senior Management has been consulted in preparation of this report.

#### 7. Legislative / Policy Implications

Council's noting of the meeting minutes of Special Committees meets the requirements under the *Local Government Act 1989*.

#### 8. Environmental Sustainability

There are no environmental sustainability matters arising from this Report.

#### 9. Conflict of Interest Considerations

No officer involved in the preparation of this report had a conflict of interest.

#### 10. Conclusion

It is recommended Council notes the minutes of the Ordinary Meetings of Charlton Park Committee of Management held on 1 April 2019.

**Charlton Park Committee of Management**  
**Minutes (draft) of meeting held on Monday 1<sup>st</sup> April 2019, at Charlton College**

**List of club representatives:**

<b>Buloke Shire</b>	Carolyn Stewart	<b>Sec / Treasurer</b>	Simon Peck
<b>Harness Club</b>	Joe Thompson	<b>Golf</b>	Anne Kenny
<b>Cricket</b>		<b>Bowling</b>	Kevin Willey
<b>Park Golf</b>	Pat Clifford	<b>Netball</b>	Kim Fitzpatrick
<b>Pony Club</b>	Alena Olive	<b>Hockey</b>	Leanne Gretgrix
<b>Football Club</b>	Shane Fitzpatrick	<b>Show</b>	Wendy Laffin
<b>Stadium</b>	Kelvin Baird	<b>Angling</b>	Kevin Willey
<b>Tennis</b>	John Harley		
<b>Croquet</b>	Barb Dalrymple		

**Present:** Simon Peck, Carolyn Stewart, Kevin Willey, Kim Fitzpatrick, Shane Fitzpatrick, Leanne Gretgrix, Joe Thompson, Anne Kenny, Barb Dalrymple, John Harley

**Apologies:** Kelvin Baird, Alena Olive

**Minutes of previous meeting:**

Moved by K Fitzpatrick / S Fitzpatrick – Carried

**Business Arising:**

- OK Motel – event will be held Sat. April 6 and some camping will be at Park.
- Paterson’s Curse still an issue on hockey pitch.

**Correspondence in:**

Nil

**Correspondence out:**

Nil

**Finance Report:**

- Current balance \$64,944
- Grant has been received from Buloke Shire for next 12 months.
- Moved that grant be paid to offsite clubs as per previous years (Golf Club \$1,000, Pony Club \$1,000, Bowling Club \$1,500, Croquet Club \$1,500 & Charlton Stadium \$4,000)

Moved J Harley; Seconded S Fitzpatrick - carried

Moved that the report be accepted.

Simon Peck / L Gretgrix – Carried.

**Club Reports:**

**Hockey Club**

- Sprinklers still not reaching corners. S Peck will speak to Rod McKee.

**Golf Club**

- April 14<sup>th</sup> opening.

#### Netball Club

- Need keys to toilet roll dispensers from Shire for public toilets.
- Require works in football change rooms to provide changing facilities for players to be completed so can be cleaned before Saturday's first home game.

#### Harness Club

- Next meeting 29<sup>th</sup> September.

#### Tennis Club

- Corellas have caused major damage to the courts resulting in transfer of grand final.
- Shooting permit not yet finalised. D Pollard is in the process of renewal.

#### Croquet Club

- Club will be hosting Country Championships in Swan Hill due not enough greens.

#### Football Club

- First game on Saturday so request for security fencing on construction site needs to be moved to allow ambulance access.
- Old gym is being adapted to allow for hockey/netball changing facilities.

#### Bowling Club

- 100 year anniversary will be held on weekend of 29 Sept.

#### 2020 committee

- Progress has been good with expected completion July 10.
- A grant for \$45K has been accessed to install a security system. This committee will be responsible for monitoring costs. A quote for \$45 per month has been provided.
- If enough funds available at end of project then the Shire will prioritise the removal of existing buildings.
- The next round of fundraising has been commenced with emphasis on accessing funds previously pledged and publicising a raffle that will pay a portion of funds raised.

#### General Business:

- A budget for the funding of a manager for the new facilities was tabled and discussed. Sub-committee will meet in coming weeks to further plan transition.

**Meeting closed:** 8.50 pm

#### Next Meeting:

Monday 3<sup>rd</sup> June 2019, 8.00pm - Charlton Football Social Rooms.



**8. GENERAL BUSINESS**

**8.1 POLICY REPORTS**

Nil

## 8.2 MANAGEMENT REPORTS

### 8.2.1 PROPOSED SALE OF COUNCIL PROPERTY

**Author's Title:** Manager Community Facilities

**Department:** Works and Technical Services

**File No:** CP/02/08

**Attachments:** 1 [↓ Aerial Maps](#)

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### RECOMMENDATION

That Council:

1. Commences the statutory procedures pursuant to section 189 and 223 of the Local Government Act 1989, and gives public notice of its intention to sell surplus land at 131 Horace Street Sea Lake, 110 Sutcliffe Street Sea Lake, 8 Alexander Avenue Berriwillock, and 114 Dempsey Street Wycheproof, and invites written submissions;
2. Publishes notices of its intention to sell surplus land in the local print media, and on Council's social media pages;
3. Writes to land owners adjoining the properties and relevant township forums advising them of the proposed sales and invites them to make submissions on the matter; and
4. Considers any submissions received at a subsequent Ordinary Meeting in accordance with the provisions of s223 of the Local Government Act 1989.

#### 1. Executive Summary

The purpose of this report is to advise Council of the intention to sell Council property and seek approval from Council under Section 189 of the Local Government Act 1989 ('Act') to undertake the required public consultation process as outlined in Section 223 of the Act.

#### 2. Discussion

Following an ongoing review of Council's Asset Register, Officers have identified four property assets as surplus and no longer required by Council.

The two properties in Sea Lake are vacant parcels of undeveloped township zoned land that Council currently owns and maintains. The property located at Sutcliffe Street, Sea Lake is the former Sea Lake Primary School site and is bound by roadways to all (square) boundaries. Council has no foreseeable use for these parcels of land and therefore they are recommended to be sold.

The property located at 8 Alexander Avenue, Berriwillock is the former Berriwillock Bowls Club and currently occupies the disused bowls infrastructure, weatherboard clad clubrooms and corrugated iron shedding.

The property located at 114 Dempsey Street, Wycheproof is currently zoned Public Use (PZ) with an amendment for planning scheme rezoning to Township (TZ) to be lodged. The sale of this property will be subject to rezoning of the property prior to sale. The property is currently occupied by a lessee on an on-going agreement that has now expired. The property currently

houses workshop type industrial shedding, fencing, gravel hardstand and a disused underground fuel tank (contamination assessment not undertaken).

Section 189 of the Local Government Act 1989 requires Councils to do certain things before selling or exchanging land:

- to give at least four weeks public notice of an intention to sell or exchange land before selling or exchanging this land (section 189(2)(a));
- obtain a valuation of the land which is made not more than 6 months prior to the sale or exchange from an appropriately qualified person (section 189(2)(b)); and
- allow interested persons to make a submission under section 223 on the proposed sale or exchange (section 189(3)).

The properties identified are surplus to Council's needs, and therefore a public tender or auction process with specific reserves for each property will enable Council to comply with the Local Government Act 1989 and gain value for money for the sale of these community assets.

Initially, Council will conduct a 28 day consultation process throughout all local media and on Council's social media pages to enable any public submissions to be made. This includes writing to adjoining property owners and the local township forums.

A further report will be tabled once the consultation process has been completed.

### **3. Financial Implications**

Council will expect to incur standard property sale expenses including that of legal fees, advertising and title transfer, notwithstanding income will be generated from the sales. The sale of these surplus properties will also assist in mitigating any future/ongoing maintenance expenses associated with these properties and their infrastructure.

### **4. Cost Shift Considerations**

The property will become rateable, of which the recipients of the proposed transfer would then pay rates and fire services levy on the land.

### **5. Community Consultation**

There has been no community consultation however, should Council adopt this report, the community will have the opportunity to make comment through submissions under Section 223 of the Local Government Act 1989.

### **6. Internal Consultation**

Senior management and relevant Officers have been consulted on the proposed asset sales.

### **7. Legislative / Policy Implications**

The Local Government Act 1989 has specific requirements of Council for the process of selling, transferring and exchanging land.

### **8. Environmental Sustainability**

There are no environmental sustainability implications.

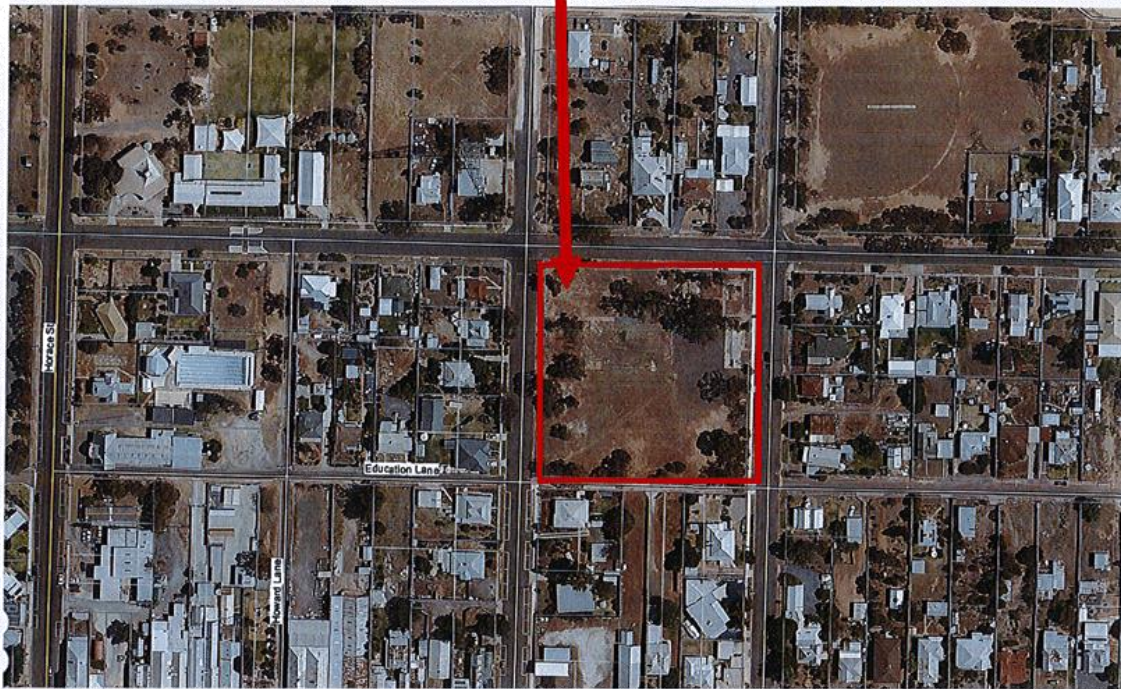
### **9. Conflict of Interest Considerations**

No staff member involved in the preparation of this report had a conflict of interest.

### **10. Conclusion**

It is recommended that Council approve the intention to sell the surplus properties identified and commence the public consultation process required under the Local Government Act 1989.

110 Sutcliffe Street Sea Lake – Former school site



131 Horace Street Sea Lake



114 Dempsey Street Wycheproof



8 Alexander Avenue Berriwillock



## 8.2.2 DROUGHT COMMUNITIES PROGRAMME FUNDING

**Author's Title:** Chief Executive Officer

**Department:** Office of the CEO

**File No:** GS/03/01

**Attachments:** Nil

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Build a healthy and active community

### RECOMMENDATION

That Council makes applications for the following projects under the Drought Communities Programme:

- Berriwillock Tynan Park Toilets Replacement: \$135,000
- Birchip Community Leisure Centre Oval Sprinkler System: \$85,000
- Charlton Township Arts Mural: \$30,000
- Culgoa Public Toilets Replacement: \$100,000
- Donald Pony Club Facilities Upgrades: \$75,000
- Sea Lake Silo Art: \$85,000
- Nandaly Travellers Rest Development: \$122,000
- Nullawil Public Toilet Replacement: \$95,000
- Watchem Hall Toilet Upgrade: \$80,000
- Wycheproof Centenary Park Toilet Replacement: \$140,000
- Small Halls/Fire Sheds Upgrade Program: \$35,000
- Climate Change/Farming Event (in partnership with BCG): \$30,000

### 1. Executive Summary

In March 2019, the Federal Government made the declaration that Buloke Shire Council is eligible to apply for funding under the Drought Communities Programme (DCP). The fund is designed to support local infrastructure and other projects for communities and businesses that have been impacted by drought.

### 2. Discussion

The DCP funding guidelines state that funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

Declared Councils are eligible to apply for up to \$1million of projects that can be completed and acquitted prior to 31 December 2019. Councillors and officers have workshopped options available, relying heavily on the priorities listed in the individual township community plans. The following list of projects, totalling \$1,007,000 are the priority projects that have been established following the workshops and review of community plans:

- Berriwillock Tynan Park Toilets Replacement: \$135,000

- Birchip Community Leisure Centre Oval Sprinkler System: \$85,000
- Charlton Township Arts Mural: \$30,000
- Culgoa Public Toilets Replacement: \$100,000
- Donald Pony Club Facilities Upgrades: \$75,000
- Sea Lake Silo Art: \$85,000
- Nandaly Travellers Rest Development: \$122,000
- Nullawil Public Toilet Replacement: \$95,000
- Watchem Hall Toilet Upgrade: \$80,000
- Wycheproof Centenary Park Toilet Replacement: \$140,000
- Small Halls/Fire Sheds Upgrade Program: \$35,000
- Climate Change/Farming Event (in partnership with BCG): \$30,000

With the exception of the climate change/farming event, each project above has an allocation of \$5,000 dedicated to project management, which will be used to employ a dedicated resource to ensure the projects can be delivered by 31 December 2019.

The Drought Communities Fund is a federal fund and given the impending election, there is no guarantee that these applications will be successful. Outcomes are unlikely to be known until well after the election.

### **3. Financial Implications**

These projects will be delivered in 2019/20 budget and projects will be considered further in the adoption of the budget in June. This will increase the 2019/20 capital budget significantly and replace some ageing assets.

### **4. Cost Shift Considerations**

There are no cost shift considerations in this report.

### **5. Community Consultation**

The development of this recommendation was based heavily on the review of the priority projects listed in the Buloke 2030 Plan, and the individual township community plans. Additional community consultation will be held following the outcomes of the applications.

### **6. Internal Consultation**

Staff and Councillors have workshopped these applications over the March/April period.

### **7. Legislative / Policy Implications**

This list of projects is significant in that it addresses recommendations from a number of Councils key plans and strategies including:

- Council Plan
- Building Buloke 2030
- Individual Community Plans
- Economic Development and Tourism Plan
- Asset Management Plans
- Recreation Plan
- Streetscape Master Plans

### **8. Environmental Sustainability**

Careful consideration of environmental sustainability design elements will be considered in the procurement phase. In addition, one of the events aims to educate and provide adaptive strategies for farmers and residents to climate change.

### **9. Conflict of Interest Considerations**

No staff involved in writing this report has a conflict of interest.

**10. Conclusion**

It is recommended that Council makes applications for the following projects under the Drought Communities Programme:

- Berriwillock Tynan Park Toilets Replacement: \$135,000
- Birchip Community Leisure Centre Oval Sprinkler System: \$85,000
- Charlton Township Arts Mural: \$30,000
- Culgoa Public Toilets Replacement: \$100,000
- Donald Pony Club Facilities Upgrades: \$75,000
- Sea Lake Silo Art: \$85,000
- Nandaly Travellers Rest Development: \$122,000
- Nullawil Public Toilet Replacement: \$95,000
- Watchem Hall Toilet Upgrade: \$80,000
- Wycheproof Centenary Park Toilet Replacement: \$140,000
- Small Halls/Fire Sheds Upgrade Program: \$35,000
- Climate Change/Farming Event (in partnership with BCG): \$30,000



### **8.2.3 INTERSTATE TRAVEL TO ATTEND CONFERENCE**

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/11

**Attachments:** 1 [↓](#) NGA 2019 Program

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Diversify and enhance our local economy.

#### **RECOMMENDATION**

That Council approve the interstate travel for the Mayor and the CEO to attend the National General Assembly of Local Government in Canberra, 16 June to 19 June 2019.

#### **1. Executive Summary**

In accordance with the Councillor Expenses Entitlement Policy Council must approve any interstate travel for Councillors prior to it occurring.

#### **2. Discussion**

The Mayor and the CEO would like to represent Buloke Shire Council at this year's National General Assembly of Local Government to be held at the National Convention Centre Canberra, from 16 to 19 June 2019.

The National General Assembly is held annually in Canberra and is the peak of Local Government conferencing for the year.

Whilst in Canberra the Mayor and CEO would be following the agenda of the 2019 NGA program. The Program consists of keynote addresses, and panel sessions that are designed to have input from attending Councils and influence on the challenges faced by all Councils. This is an opportune time to discuss Buloke Shire Council's ongoing challenges and other relevant issues Rural Councils are dealing with on a day to day basis.

#### **3. Financial Implications**

The estimated costs for travel (including flights), accommodation and registration of the Mayor and the CEO to attend the General Assembly is approximately \$5000 which can be accommodated within the 2018/2019 Budget.

#### **4. Cost Shift Considerations**

There are no cost shift considerations in this report.

#### **5. Community Consultation**

There has been no community consultation with reference to this report.

#### **6. Internal Consultation**

The Senior Leadership Team and the Mayor have reviewed the Conference program prior to developing this report.

#### **7. Legislative / Policy Implications**

There are no legislative or policy implications in this report

**8. Environmental Sustainability**

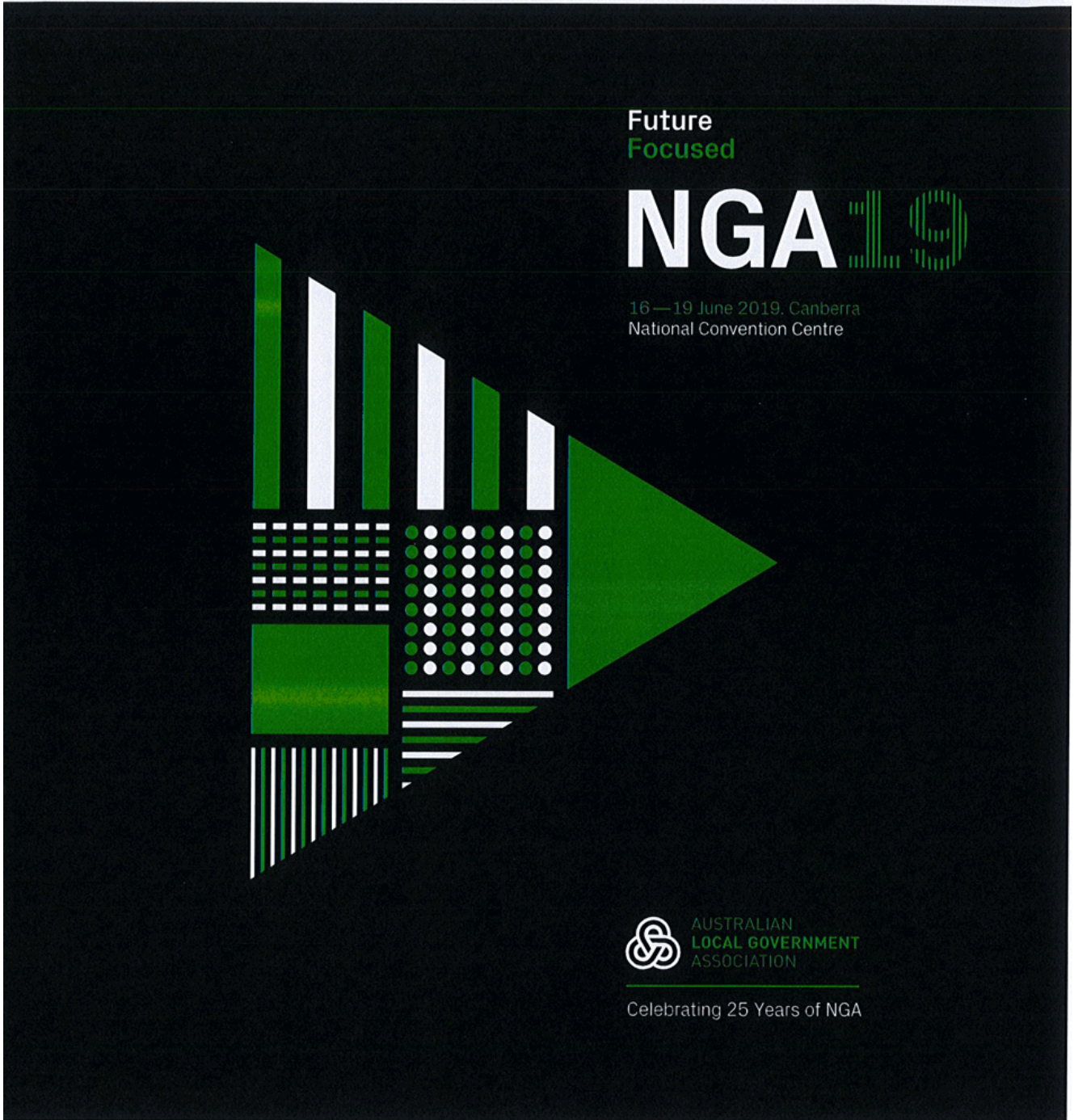
There are no environmental sustainability considerations in this report

**9. Conflict of Interest Considerations**

N/A

**10. Conclusion**

It is recommended that Council approve interstate travel by the Mayor and CEO to attend the National General Assembly of Local Government in Canberra to progress priorities and projects for the Buloke Shire.



# Great Benefits of NGA



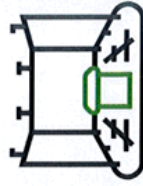
## Experts and influencers

- Meet experts and influencers face to face.



## 60+ exhibitors

- Encounter over 60 exhibitors with innovative and new solutions specifically to address Local Government issues.



## Largest national conference

- for Local Government held in Australia with over 870 delegates.



## 140+ motions debated

- Over 140 motions debated and used to engage with 24 Ministers and Federal portfolios.



## 15+ networking hours

- Over 15 hours available to network with other local Government leaders.

**NGA 2019**

Charity Partner

**SOLDIER ON**

Foundation Sponsors

McArthur  
Best People Fit

JLT

Wood Solutions

Platinum Sponsors

PALADIN

Australian Government  
Department of Infrastructure, Transport, Regional Development and Planning

# President Welcome

National General Assembly  
16—19 June 2019

Dear Colleagues,

It is my pleasure to invite you to the 2019 National General Assembly of Local Government at the National Convention Centre in Canberra on 16 to 19 June.

This year we are Future Focused as we mark the NGA's 25th anniversary, celebrating past achievements whilst firmly focused on the future.

Our theme this year acknowledges that change is constant - and we know you want your council to be positioned to seize the opportunities and reap the rewards for your communities.

Change is everywhere be it digital transformation, community activism, ageing demographics, population policies, planning overlays, voice recognition, artificial intelligence and even self-driving cars are just around the corner. Layers of complexity are added by attitudes to climate change, energy generation, cost shifting and tax distributions. Not to mention increasing community expectations about the level and types of services and infrastructure provided by councils.

It is up to each and every council to understand these developments, work through the challenges, and find the best way to shape their response to

their communities. The NGA this year will consider what councils can do today to get ready for the challenges, opportunities and changes that pave the path ahead.

As part of our exciting program, delegates can look forward to hearing from leading politicians; receiving deep insights from nation-leading experts; being inspired by keynote speakers at the forefront of community engagement and crowd-powered communities; and concurrent sessions exploring housing affordability and density pressures; community harm and waste; together we will ignite thought-provoking discussions about what can be expected as we look to the future.

Previous NGAs have provided participants with experiences, inspiration, information and an abundance of tools and techniques to take back and apply in their councils. This year will be no exception.

This year's NGA will also be held just after the next federal election. Before the dust settles, join us to make sure the incoming government is focussed on the future of our sector, and the future prosperity and wellbeing of our communities. When we come together, the power of our collective voices working to sustain vital funding and programs for local government cannot be denied - it is an unmissable opportunity for your council's voice to be heard.



The NGA is the only event on the local government calendar that truly brings councils, staff and industry together nationwide to advocate, network, celebrate, learn and build strategic relationships that, collectively, will position participants at the forefront of local governance in Australia.

Are you *Future Focused*?

Mayor David O'Loughlin  
ALGA President

## Future Focused NGA 25 Years of NGA

**Key Dates:**  
Submissions of Motions for Debate  
17:11.5pm Friday 29 March 2019  
Early Bid Registration  
Closes before Friday 10 May 2019  
Standard Registration  
Closes before Friday 7 June 2019  
Late Registration  
After Friday 7 June 2019



# 2019 Speakers

## Keynote Speakers



**KAREN MIDDLETON**  
 Political Commentator  
 The ins-and-outs for Local Government post-election.



**KURT FEARNLEY**  
 Paralympic Champion  
 An incredible story of drive and courage who will also provide insights into the opportunities to improve services for the disabled.



**KYLIE COCHRAN**  
 Community Engagement Specialist  
 A fantastic presenter that makes understanding community engagement a pleasure through practical examples and humour.



**STEVE SAMMARTINO**  
 Australian Futurist, Author, Technologist and Speaker  
 Futurist, whose energy and passion will challenge current thinking and what to anticipate in the future.



**GRETEL KILLEEN**  
 TV Personality  
 Gretel's knack for humorous story telling draws on her family farming background and varied TV hosting experiences.



**NATALIE EGLETON**  
 CEO — Foundation for Rural and Regional Renewal  
 Natalie works with philanthropists, business and government to strengthen rural, regional and remote communities.



**DR JÓN SIGFÚSSON**  
 Drug Prevention in Iceland  
 An international perspective on how to tackle youth drug use.



**DR ERIN LALOR**  
 CEO — Alcohol and Drug Foundation  
 Providing insights on how councils are achieving great outcomes in reducing drug and alcohol use in their communities.

# PROVISIONAL Program

2019 National General Assembly  
 16—19 June

National Convention Centre  
 Canberra

Future Focused  
 25 Years of NGA

## SUNDAY 16 JUNE

08:30am Registration Opens  
 05:00pm-07:00pm Welcome Reception

## MONDAY 17 JUNE

09:00am Opening Ceremony  
 Mary Ball — Welcome to Country  
 09:20am ALGA President Opens the Assembly  
 09:30am Prime Minister Address  
 10:00am ALGA President Address

## MORNING TEA

11:00am **Keynote Address**  
 Karen Middleton — How did Local Government Fall Post Election?  
 11:45am **Panel of Mayors**  
 Opportunities for Local Government Post Election

## LUNCH

12:30pm **Keynote Address**  
 Steve Sammartino — Crowd Powered Communities  
*Exploring a future where the way forward is about heading over the technology seas of design and production to those who populate our communities.*

02:30pm Councils Using Technology to Excel

## AFTERNOON TEA

03:00pm Debate on Motions  
 04:30pm Federal Minister for Local Government  
 04:55pm ALGA President Close  
 07:00pm **Networking Dinner**  
 Australian War Memorial

## TUESDAY 18 JUNE

09:00am **Keynote Address**  
 Andrew Beer: Dean of Research and Innovation USA — The Role of Local Government in Housing Australians in the 21st Century

10:30am **Keynote Address**  
 Kylie Goehring: Global Leader in Community Engagement — Engaging with your Community into the Future

## MORNING TEA

11:00am Debate on Motions  
 11:50am **LUNCH**

01:30pm **Concurrent Sessions**  
 Housing your Community  
 TBC

Reducing Community Harm  
 Dr Jon Sigfusson — Working with local government in alcohol and drug misuse in youth — a preventative approach from Ireland

Dr Erin Labor — Local Drug Action Teams — an Australian community led approach to alcohol and drug misuse  
 Built Environment in Your Community  
 TBC  
 Your Community, Your Environment  
 TBC

## AFTERNOON TEA

03:00pm Leader of the Opposition Address  
 04:00pm Debate on Motions  
 07:00pm-11:00pm **National General Assembly Dinner**  
 19:00am onwards

## WEDNESDAY 19 JUNE

09:00am **The Great Debate**  
 Revenue, Cost Shifting, Rate Capping

10:00am David Pritch: CEO Institute of Managers and Leaders — Leadership Matters

## MORNING TEA

11:00am **Keynote Address**  
 Kim Paanley — Overcoming the Odds  
 12:00pm ALGA President's Close — ALGA  
 National Lobbying Priorities

## LUNCH

# PROVISIONAL PROGRAM

## 2019 REGIONAL COOPERATION AND DEVELOPMENT FORUM

SUNDAY 16 JUNE

NATIONAL CONVENTION CENTRE  
 CANBERRA

**REGIONS ARE DYNAMIC, MOVING THROUGH BOOM AND BUST CYCLES AND TIMES OF GROWTH AND DECLINE. WITH CASE STUDIES AND FACILITATED HYPOTHETICAL SESSIONS AND Q&A PANELS OF INDUSTRY EXPERTS, THIS YEAR'S FORUM FOCUSES ON 2 MAIN THEMES:**

**BOOM OR BUST: THE REGIONAL YO-YO DIET**

The rising pressures of rapidly growing regions, and those in decline, who are the winners and losers and how it relates to housing, youth, immigration and social cohesion, the impact of drought, funding and resilience.

**CONNECTED COMMUNITIES**

Digital readiness, the importance of social connectivity in a digital world, transport linkages and the challenges of digital demography with large, geographically-dispersed communities.

# REGIONAL FORUM 2019

SUNDAY 16 JUNE	
09:30am	Wally Bell — Welcome to Country
09:40am	ALGA's President Opening
09:50am	Keynote Address Gretel Killeen — Personal experiences in our regions, setting the scene and hypothetical introduction
10:05am	Boom or Bust: the Regional Yo-Yo Diet Examining regional growth and decline related to social cohesion, settlement, impacts of drought and funding
11:15am	Morning Tea
11:45am	Shadow Minister for Regional Services, Territories and Local Government Address
12:00pm	Q&A Panel How regional leaders are tackling real problems in our rural and regional communities
12:45pm	State of the Regions Report Launch
01:15pm	Lunch
02:15pm	Connected Communities Exploring digital readiness telecommunications, transport, youth projects and successful Local Government initiatives
03:30pm	Afternoon Tea
04:00pm	Minister for Regional Development, Territories and Local Government
04:15pm	Closing remarks





# General Information



## Payment Procedures:

Payment can be made by:  
 Credit Card  
 MasterCard and Visa  
 Cheque  
 Made payable to ALGA  
 Electronic Funds Transfer  
 Bank: Commonwealth Bank  
 Branch: Curtin  
 BSB No: 062905  
 Account No: 10097760

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

## Cancellation Policy:

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

Conference Co-ordinators  
 PO Box 4994  
 Chisholm ACT 2905  
 Facsimile: 02 6292 9002  
 E-mail: [conference@confco.com.au](mailto:conference@confco.com.au)

An administration charge of \$110.00 will be made to any participant cancelling before Friday 10 May 2019.

Cancellations received after Friday 10 May 2019 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

## Photographs:

During the National General Assembly there will be a contracted photographer; the photographer will take images during the sessions and social functions.

If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

## Privacy Disclosure:

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

## Canberra Weather in June:

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15C and temperatures do drop to 1c on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

## Coach Transfers:

**Welcome Reception and Exhibition Opening — Sunday 16 June 2019**  
 Coaches will collect delegates from all General Assembly hotels (except Crown Plaza Canberra) at approximately 4.45pm. The return coaches will depart at 7.00pm.

**Daily Shuttles to and from the National Convention Centre**  
 A shuttle service between all General Assembly hotels (except Crown Plaza Canberra) and the National Convention Centre will operate between 8.00am and 8.30am. Return shuttles will depart the National Convention Centre at 5.30pm.

**Networking Dinner: Australian War Memorial — Monday 17 June**  
 Coaches will collect delegates from all General Assembly hotels at approximately 6.45pm. A return shuttle service will commence at 10.15pm.

**General Assembly Annual Dinner: To be announced — Tuesday 18 June**  
 Coaches will collect delegates from all General Assembly hotels at approximately 6.45pm. A return shuttle service will operate between 10.30pm and 11.45pm.

## Car Parking:

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$19.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. The voucher machines accept either coins or credit cards (Visa or MasterCard).

# General Registration

GENERAL ASSEMBLY REGISTRATION FEES	INCLUSIONS
Registration Fees — Early Bird <i>Payment received by Friday 10 May 2019</i>	— Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Standard <i>Payment received on or before Friday 7 June 2019</i>	— 1 Ticket to the Welcome Reception, Sunday 16 June
Registration Fees — Late <i>Payment received on or after Friday 7 June 2019</i>	— General Assembly satchel and materials
<b>GENERAL ASSEMBLY REGISTRATION FEES</b>	<b>INCLUSIONS</b>
Monday 17 June 2019	— Attendance at all General Assembly sessions on the day of registration
Tuesday 18 June 2019	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day
Wednesday 19 June 2019	— General Assembly satchel and materials
<b>SUNDAY REGIONAL FORUM REGISTRATION FEES</b>	
Forum Only — Sunday 16 June 2019	
NGA Delegate attending the Regional Forum and the NGA are entitled to this discount.	
<b>ACCOMPANYING PARTNERS REGISTRATION FEES</b>	<b>INCLUSIONS</b>
Accompanying Partners Registration Fee	— 1 Ticket to the Welcome Reception — Sunday 16 June — Day Tour (Lake Cruise to Monet — Monday 17 June — Day Tour Pottery and Wine Experience — Tuesday 18 June — Lunch with General Assembly Delegates — Wednesday 19 June

# Accommodation

## Social Functions

**Welcome Reception and Exhibition Opening**  
**Sunday 16 June 2019**  
 Venue: National Convention Centre  
 The Welcome Reception will be held in the exhibition hall and foyer.  
 05:00pm—07:00pm  
 \$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.  
 Dress Code: Smart-casual.

**Networking Dinner**  
**Monday 17 June 2019**  
 Venue: Australian War Memorial  
 The dinner is being held in the Anzac Hall.  
 07:00pm—11:00pm  
 \$110.00 per person.  
 Dress Code: Smart-casual.  
 This year we take the Networking Dinner to the Australian War Memorial, regarded as one of the most-significant war memorials worldwide.  
 Dinner will be held in the Anzac Hall where you can see historical Military items such as famous Lancaster bomber G for George in the Striking By Night exhibit, a midget submarine created from sections of two full sized submarines in Sydney Under Attack and world war

**Partner Tours**  
**Monday 17 June 2019**  
 Lake Cruise to Monet  
 Enjoy the view from the recently refurbished WY Southern Cross Yacht as you cruise around Lake Burley Griffin learning about some of Canberra monuments, museums and political landmarks.  
 After lunch, there will be an opportunity to view the Monet Impression, Sunrise Exhibition at the National Gallery Australia. This exclusive exhibition will feature Monet pieces on loan from Paris and London along with work from artists like JMW Turner inspired by the impressionist master.  
**Tuesday 18 June 2019**  
 Pottery and Wine Experience  
 Today we will be travelling just out of Canberra to nearby town of Murrumbidgee. Here we will be visiting Hillgrove Pottery where we will be treated to a history of pottery, demonstrations and a tour of the centre.  
 We will also be joined by local boutique winery, Lyjalic Hills Winery, who will provide tastings and the opportunity for you to ask any questions you have over had in the process of wine making.  
 We will then begin making our way back to Canberra with a stop for lunch along the way.

aircraft to the Over: The Front: The Great War in The Air exhibition.  
 You are welcome to browse these at your leisure whilst also having the opportunity to network with delegates from other councils and organisations.  
 Note: Numbers are limited and booking early is highly recommended.

**General Assembly Dinner**  
**Tuesday 19 June 2019**  
 Venue: To be announced.  
 07:00pm—11:00pm  
 \$140.00 per person.  
 Dress Code: Lounge suit/collar & tie for men  
 Cocktail for women.  
 Note: Bookings are accepted in order of receipt.

**Crowne Plaza**  
 1 Binara Street, Canberra  
 The Crowne Plaza is adjacent to the Convention Centre.  
 Twin option at the hotel consists of two double beds.  
 Superior Room \$325 per night  
 — Single/twin/double  
 Deluxe Room \$375 per night  
 — Single/twin/double

**Avenue Hotel**  
 80 Northbourne Avenue, Canberra  
 The Avenue Hotel is one of the newest options in Canberra and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.  
 Twin option at the hotel consists of two king singles.  
 Superior King Rooms: \$280 per night  
 — Single/twin/double  
 1 Bedroom Apartments \$330 per night  
 — Single/double

**Waldorf**  
 2 Akuna Street, Canberra  
 Located in the heart of Canberra's CBD, the Waldorf is only a five minute walk from the National Convention Centre.

**Mantra**  
 84 Northbourne Avenue, Canberra  
 Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre.  
 Bedding configuration in a hotel room is one king or two single beds and a 1 bedroom apartment has one queen or two singles.  
 Hotel Room \$240 per night  
 — Single/twin/double  
 1 Bedroom Apartment \$280 per night  
 — Single/twin/double

**Novotel**  
 65 Northbourne Avenue, Canberra  
 Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre.  
 Twin option for the Standard Room type consists of two double beds and the

**Medina Apartment Hotel**  
 74 Northbourne Avenue, Canberra  
 The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre  
 Twin option at the hotel consists of two single beds.  
 Note: Reception operates between the hours of 06:30am and 11:00pm  
 1 Bedroom Apartment \$225 per night  
 — Single/twin/double  
 2 Bedroom Apartment \$299 per night  
 — Single/double

**QT Hotel**  
 1 London Circuit, Canberra  
 QT Hotel is a modern hotel with boutique e style furnishings, central to the city and a 10 minute walk to the National Convention Centre.  
 Twin option at the hotel consists of two single beds.  
 Standard Room \$249 per night  
 — Single/twin/double

Future  
Focused

NGA 19

16—19 June 2019, Canberra  
National Convention Centre



Registration:

Online: [nga19.com.au](http://nga19.com.au)

Hard copy registration forms and PDF versions are available by emailing:

[NGA@confco.com.au](mailto:NGA@confco.com.au)



Debate on Motions:

To assist in identifying motions for the 2019 NGA, a discussion paper has been prepared and is available at: [ALGA.asn.au](http://ALGA.asn.au)

Submission of motions can also be accessed at: [ALGA.asn.au](http://ALGA.asn.au)



Celebrating 25 Years of NGA

[nga19.com.au](http://nga19.com.au)



## 8.2.4 SPORT AND RECREATION VICTORIA FUNDING

**Author's Title:** Manager Community Facilities

**Department:** Works and Technical Services

**File No:** GS/03/09

**Attachments:** Nil

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Build a healthy and active community

### RECOMMENDATION

That Council submits a funding application for \$100,000 to Sport and Recreation Victoria for the Birchip Oval redevelopment through the Country Football Netball Program.

#### 1. Executive Summary

Sport and Recreation Victoria has recently released the Country Football Netball Program. The Country Football and Netball Program provides funding to assist country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations. The funding is calculated at a ratio of \$2 (state): \$1 (Council/community). This round of the Country Football Netball Program closes on 3 June 2019.

#### 2. Discussion

In considering the opportunities available to apply under this grant, staff investigated projects that have a high level of community support, could be delivered within key timeframes and trends in infrastructure development within the industry. It is recommended that Council apply for the Birchip Oval Redevelopment.

This project is proposed to be completed at the Birchip Recreation Reserve. The project has been strongly advocated for by the Birchip Leisure Centre Committee, Birchip-Watchem Football Club and Birchip Forum. The project is estimated at \$150,000, and would include re-levelling of the oval, sowing with drought hardy grasses and new automatic sprinkler system. \$50,000 has been committed by the Birchip-Watchem Football Club in support of this application.

#### 3. Financial Implications

Council Officers are not proposing any financial commit to this project, although Council will be responsible for delivering the project and acquitting it.

#### 4. Cost Shift Considerations

There are no cost shift considerations in this report.

#### 5. Community Consultation

Council Officers have consulted with Birchip Forum, Birchip Leisure Centre Committee and Birchip-Watchem Football Club in the development of this project.

#### 6. Internal Consultation

Senior Management have been engaged throughout the planning process of this project.

#### 7. Legislative / Policy Implications

There are no legislative or policy implications within this report.

**8. Environmental Sustainability**

Drought proofing the Birchip oval is a fundamental aspect of this project to minimise the water usage into the future.

**9. Conflict of Interest Considerations**

No Officer involved in the preparation of this report had a conflict of interest.

**10. Conclusion**

It is recommended that Council submits an application to Sport and Recreation Victoria for the Birchip Oval Redevelopment.

## 8.2.5 COMMUNITY GRANTS AND SPONSORSHIP

**Author's Title:** Community Development Officer

**Department:** Community Development

**File No:** GS/09/42

**Attachments:** 1 [↓](#) 2018-19 grants list

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Build a healthy and active community

### RECOMMENDATION

That Council allocates \$400 to the Charlton RSL sub branch from the community grants program.

#### 1. Executive Summary

The purpose of this report is to recommend that Council considers and approves the allocation of funds from the Community Grants and Sponsorship Program to the project listed above.

#### 2. Discussion

Significantly more applications are being received for community grants and sponsorships. The review committee is examining and recommending allocations in line with this increasingly competitive grants environment. The following application has been received in the past month:

##### Charlton RSL Sub Branch Archiving

Charlton RSL have applied for funding to archive military documents. This contribution will allow the supply of a printer, scanner and consumables. This will also allow access to the archives on line.

#### 3. Financial Implications

This brings the allocation under the community grants scheme for the 2018-19 financial year to \$20,000 out of a total of \$20,000. The sustainability fund contributions so far totals \$24,950 out of \$50,000 available.

#### 4. Cost Shift Considerations

There are no cost shift implications in this report.

#### 5. Community Consultation

There has been consultation with the Charlton RSL branch in the evaluation of the grant.

#### 6. Internal Consultation

Council officers have consulted with the applicants and reviewed all documentation associated with the sponsorship applications.

#### 7. Legislative / Policy Implications

The community grants and sponsorship program has been developed in response to the Local Government Investigations and Compliance Inspectorate guidelines.

#### 8. Environmental Sustainability

No environmental issues.

**9. Conflict of Interest Considerations**

No officer involved in the preparation of this report had a conflict of interest.

**10. Conclusion**

It is recommended that Council consider providing funding allocation to the Charlton RSL.



**Community Grants, Sponsorship & Sustainability Fund total \$20 000**

**2018 - 19**

	Organisation	type	applied	recommended
	Birchip Art Show	sponsorship	500	500
	Birchip Connect	project support grant	2000	1000
	Charlton Art Show	sponsorship	500	500
	Charlton Play	project support grant	2000	1000
	NCLLEN Bike Ride	sponsorship	500	500
	Tyrrell College State Schools Spectacular	project support grant	2000	1000
	Taste of Birchip VCAL project	sponsorship	500	250
Aug	Coonooer Memorial reno		2,000	1,000
Aug	Donald Lions VRI reno		1,990	1,000
Aug	Donald Bridge tournament		500	500
Aug	Wyche Armistice tour		2,000	1,000
Sept	Nullawill Organ Restoration	Community	2,000	2,000
Sept	Charlton Forum A frame	Community	250	250
Sept	Donald Mens Shed	Community	1,200	1,200
Oct	Birchip FV project	Sponsorship?	250	250
Oct	Remembrance day Charlton Golden Grains 100th Anniv	Sponsorship?	200	200
Oct	Charlton Bowls Club	Community	2,000	2000
Oct	Nandaly Hall Air con			2000
Feb	Charlton N House equip	Community	2000	2000
Feb	Donald Learning Group	Over the farm gate	500	250
Feb	Charlton Youth Group	Below 0	1000	500
Feb	Wyche Alive	Mt Fun Fest	2000	500
Apr	NW Croquet Association	Community	200	200
May	Charlton RSL	Community	400	400
	<b>total</b>		<b>26490</b>	<b>20000</b>

**SUSTAINABILITY total \$50 000**

	Birchip Recycled stormwater pump	Sustainability Fund grant	10,000	10,000
	CHARTESC solar project	Sustainability Fund grant	3,795	3,795
Oct	Wyche CRC Fruit Fly trap wicks	Sustainability	3000	3000
Apr	Donald Scout hall	Sustainability	2500	2500
Apr	Tchum Lake Aquatic Lcub Inc	Sustainability	5675	5675
	<b>total</b>		<b>24,970</b>	<b>24,970</b>

## 8.2.6 DRAFT 2019/20 BUDGET

**Author's Title:** Chief Executive Officer

**Department:** Office of the CEO

**File No:** GS/04/02

**Attachments:** 1 [↓](#) Draft Budget 2019-20  
2 [↓](#) Draft Fees and Charges

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

### RECOMMENDATION

That Council:

1. Having prepared the Draft 2019/20 Budget in accord with section 127 of the *Local Government Act 1989* (Vic) (the Act), gives public notice in accord with section 129 of the Act to advertise in local newspapers for a minimum 28 day period and make the 2019/20 Draft Budget available in the Wycheproof District Office and on Council's website.
2. Allows persons to make submissions under section 223 of the Act on any proposal contained in the Draft 2019/20 Budget.
3. Allows presentations in support of written submissions to be heard at Council's Ordinary Meeting to be held on 12 June 2019 at the Wycheproof Supper Room.

### 1. Executive Summary

This report is for Council to consider the proposed 2019/20 Budget for approval to exhibit and call for public submissions. The report also proposes the adoption of Council's fees and charges for the 2019/20 financial year.

### 2. Discussion

The *Local Government Act 1989* (Vic)(the Act) requires Council to prepare and adopt a budget for each financial year. The budget is required to contain certain information about the rates and charges Council intends to levy, as well as a range of other information required by Regulations which support the Act.

The Draft 2019/20 Budget reflects Council's commitment to long term financial sustainability and continued support for the community with a range of initiatives. This budget builds on the

Key initiatives contained within the Draft 2019/20 Budget are:

- Repayment of the 5-year, \$7million loan
- Allocation of \$11.4 million for infrastructure asset renewal and upgrades
- Commencement of December 2018 flood restoration works
- Implementation of a range of initiatives arising from the Integrated Buloke Community Plan, including public toilet upgrades, community art and events.
- Development of a rating strategy
- Direct management of library service delivery
- Implementation of the Buloke Inclusiveness Plan, Volunteer Action Plan, Economic Development and Tourism Strategy and Buloke 2030 Community Plan.

The key capital works priorities outlined in the budget include:

- Roads (\$3.99 million)
- Footpaths (\$70,000)
- Buildings (\$4.6 million) - including continuation of Charlton Park 2020 (\$600,000), Donald Community
- Precinct (\$867,000), Charlton Early Years (\$350,000), Charlton Riverfront (\$450,000) and Donald Riverfront (\$450,000)
- Tourism (\$1.9 million) - continuation of development of infrastructure to support tourism at Lake Tyrrell
- Swimming Pools (\$80,000) - including replacement and upgrades to equipment
- Information Technology (\$400,000) - including replacement of a number of Council's outdated and unsupported systems with an integrated enterprise-wide software solution
- Plant and Equipment (\$620,000)

The draft budget highlights a general rating increase of 2.5%, and a further shift in the farming rate differential, reducing from 88% to 82%.

### **3. Financial Implications**

The Draft 2019/20 Budget, which is included in this report, is for the year 1 July 2019 to 30 June 2020. The Budget contains financial statements including a budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash flows, Statement of Capital Works and Statement of Human Resources.

These statements have been prepared for the year ended 30 June 2020 in accord with the Act and Regulations. They are consistent with the annual financial statements prepared in accord with the Australian Accounting Standards.

The Draft 2019/20 Budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other information Council requires in order to make an informed decision about the adoption of the Budget.

### **4. Cost Shift Considerations**

There are no new cost shift implications in the Draft 2019/20 Budget. The proposed Budget does continue, however, to include costs which are considered to be the responsibility or product of decisions made by other levels of government including EPA levies, HACCC services, Electoral Commission Review and central fixing of planning fees.

### **5. Community Consultation**

A Community Forum was held on 16 April 2019 to discuss key assumptions and factors considered as part of the Draft Budget preparation process.

In order to consider the Budget, Council will advertise the Draft Budget in local papers and make it available for inspection at the Wycheproof District Office and on Council's website.

Members of the public will be invited to make written submissions by 4.00 pm 7 June 2019. Those who have made a written submission will be requested to indicate if they wish to make a verbal submission to the Ordinary Council Meeting on 12 June 2019 at 7.00pm at the Wycheproof Supper Room.

### **6. Internal Consultation**

Councillors have spent a significant amount of time from November 2018 – February 2019 working through the long term financial plan, which provides the basis for the budget.

Councillors received a briefing on the key assumptions underpinning the Draft Budget in February 2019 and further briefings with Councillors were held in March and April, which included presentations on proposed capital projects.

The financial reports, as contained within the Draft Budget document were provided to the Audit Committee for consideration and discussion on 8 May 2019.

**7. Legislative / Policy Implications**

The Draft 2019/20 Budget has been prepared in accord with section 127 of the *Local Government Act 1989* (Vic).

**8. Environmental Sustainability**

The Draft 2019/20 Annual Budget includes key initiatives to support environmentally sustainable practices, including a community grants program funded through revenue from the Coonoor Bridge Wind Farm expansion of arboriculture services.

**9. Conflict of Interest Considerations**

No Officer involved in the preparation of this report has a conflict of interest.

**10. Conclusion**

The Draft 2019/20 Budget is a continuation of a detailed review of Council's financial position and services. It proposes a range of initiatives which provide for Council to return to operating surpluses and long term sustainability.

# BULOKE SHIRE COUNCIL DRAFT ANNUAL BUDGET 2019/20

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



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### **Disclaimer**

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

## Mayor and CEO's Introduction

### 31 Mayor's Introduction

The Councillors and I are pleased to release the proposed Budget 2019/20 to the community for comment and public submissions. This budget will deliver on key priorities in our Long Term Financial Plan which focusses on the following five key objectives:

- Deliver our services in a financially viable way
- Build a healthy and active community
- Diversify and enhance our local economy
- Responding to and enhancing our built and natural environment
- Support our Councillors, staff, volunteers and the community to make informed and transparent decisions

The proposed Budget details the resources required over the next year to fund the large range of services we provide to the community. It also includes details of proposed capital expenditure allocations to improve and renew our roads, buildings, footpaths, aerodromes and recreational facilities.

A major highlight of the budget is to fully pay off the \$7 million loan that Council has carried over the past five years. Prudent financial management since 2014 has allowed Council to service the loan, yet still continue to delivery of critical services and deliver large capital works programs. Whilst the community strongly supports the maintenance of existing service levels, Council has an ongoing commitment to reviewing all services and finding the best way of doing business. Council will continue to focus on the identification of sustainable cost reductions and also explore new approaches for providing services to our community. We will ensure that we engage with you on any planned changes.

As Councillors, it is our job to listen to community sentiment and understand your priorities. During and following the Council elections in 2016 we have consistently heard that Council's services are valued by the community, and that Council needs to be financially responsible. In 2018, we partnered with the community in developing the Integrated Buloke Community Plan (Buloke 2030), and again we heard about the importance of maintaining Council services and the delivery of infrastructure projects. Pleasingly, this budget incorporates many of the recommendations flowing from the Buloke 2030 Plan and ten individual community plans.

In this proposed Budget we have allocated funding of \$11.4 million for asset renewals, upgrades and expansions. Highlights of the capital program include:

- Roads (\$3.99 million)
- Footpaths (\$70,000)
- Buildings (\$4.6 million) - including completion of Charlton Park 2020 (\$600,000), Donald Community Precinct (\$867,000), Charlton Early Years (\$350,000), Charlton Riverfront (\$450,000) and Donald Riverfront (\$450,000)
- Tourism (\$1.9 million) - development of infrastructure to support tourism at Lake Tyrell
- Swimming Pools (\$80,000) - including replacement and upgrades to equipment
- Information Technology (\$400,000) - including replacement of a number of Council's outdated and unsupported systems with an integrated enterprise-wide software solution
- Plant and Equipment (\$620,000)

We have also allocated funding to deliver tangible progress on other key priorities and initiatives including:

## Mayor and CEO's Introduction

### Mayor's Introduction - continued

- An anticipated outlay of \$5 million on December 2018 flood restoration works in 2019/20. These works are fully funded by a government grant through the Natural Disaster Relief and Recovery Authority
- Implementation of a range of initiatives arising from the Integrated Buloke Community Plan, including public toilet upgrades, community art and events.
- Sustainability community grants program funded through revenue from the Coonooer Bridge Wind Farm expansion of arboriculture services
- Participation in the 'Move It' program, aimed at getting Buloke's older population active.
- Implementation of Council's rating strategy
- Continued direct management of library service delivery
- Preparation of facilities for the introduction of three year old kindergarten
- Implementation of a range of initiatives from the Economic Development Strategy and Tourism Strategy, including a Gap Analysis and Investment Prospectus

The Budget proposes a rate increase of 2.5%. This is in line with the Fair Go Rates System (FGRS) which has capped rate increases by Victorian Councils. The impact of the FGRS combined with Council's ability to meet the expectations of the community within the rate cap continues to be a challenge. The introduction of yearly revaluations will put pressure on Council to ensure the rating structure continues to provide a fair and equitable distribution of the rate burden. Council has been required to revalue all properties with the Shire every year for the first time. The revaluation was undertaken as at 1 January 2019 and applies for the 2019/20 rating year.

Waste service charges will reduce slightly (- 0.24%) whilst maintaining full cost recovery.

The proposed Budget was developed through a rigorous process and Council endorses it as financially responsible. I encourage you to read the remainder of this document, in conjunction with our Long Term Financial Plan and I look forward to receiving your submission.

**Cr Carolyn Stewart**  
**Mayor**



## Mayor and CEO's Introduction

### Executive Summary

Council has prepared a Budget for 2019/20 which is aligned to the vision in the Council Plan and Long Term Financial Plan. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community.

The Budget projects a surplus of \$3.5M, before asset revaluation adjustments in 2019/20.

#### 1) Key things we are funding

- a. Ongoing delivery of services to the Buloke Shire Community funded by a Budget of \$36.7 million. These services are summarised in Section 2.
- b. Continued investment in Infrastructure assets (\$11.4 million):

(Refer Section 4 for details)

#### Strategic Objective 1: Delivering our services in a financially viable way

- Implementation of the 2019 rating strategy to ensure equitable outcomes for our ratepayers
- Investigate further shared service with other Councils and governance bodies
- Redevelopment of Asset Management Plans and 10 year Capital Works Plan

#### Strategic Objective 2: Build a healthy and active community

- Implementation of a range of initiatives coming out of the Integrated Buloke Community Plan
- Delivery of the 'Move It' program, aimed at getting older residents more active
- Actively advocate and involvement in the effective roll out of the NDIS in our community
- Delivery of supported playgroups across the Shire
- Continuation of the internally delivered library service
- Implementation of a Buloke Inclusiveness Plan

Council funds many community groups which are highly valued for the work they do in the community. These community groups are once again funded through the 2018/19 Budget. Some programs receive Council funding and some receive funding from other sources, including State Government.

#### Strategic Objective 3: Diversify and enhance our local economy

- Implementation of an Economic Development Strategy and Tourism Strategy
- Development of a Industry Gap Analysis and Investment Prospectus
- Establishment of community and silo art projects

#### Strategic Objective 4: Responding to and enhancing our built and natural environment

- Implementation of the ten year capital works plan
- E-waste storage for improved waste management practices
- Redevelop and prioritise major projects advocacy document
- Completion of key infrastructure projects, including completion of the Charlton Park 2020 Project and Donald Community Precinct
- Commencement of the December 2018 flood works restoration program

## Mayor and CEO's Introduction

### Executive Summary - continued

#### **Strategic Objective 5: Support our Councillors, staff, volunteers and the community to make informed and transparent decisions**

- Implement Volunteer Action Plan
- Continued implementation of the Councillor Development Program
- Implementation of Information Communications Technology Strategy

#### **2) The Rate Rise**

- a. The average general rates increase is expected to be 2.5% for 2019/20 in line with the Fair Go Rates System (FGRS). The rate cap is determined by the Minister for Local Government in December each year under the FGRS.
- b. Key Drivers
  - i. To fund ongoing service delivery
  - ii. To allow Council to remain financially sustainable
  - iii. To cope with cost shifting from the state government
- c. Annual general valuations
- d. The waste service charge incorporating kerbside collection and recycling is at full cost recovery.
- e. Refer to Section 4.1.1 for further Rates and Charges details

#### **3) Budget influences**

##### **External Influences**

- Introduction of rate capping has placed pressure on long term financial plans of Council
- Setting of Statutory Fees such as Town Planning Fees by the Victorian State Government at levels which do not cover the cost of providing these services which Council is legislatively required to provide
- Funds received by local governments for the provision of services such as Home and Community Care and School Crossing Supervision are not increasing in line with actual service costs to provide this service
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012

##### **Internal Influences**

- Council has embarked on a 3 year review of all services in an effort to identify and implement efficiencies and reduce expenditure. The results of these reviews will be incorporated into Council Long Term Financial Planning document
- In November 2019, Council is repaying a \$7 million loan, which will allow for increased asset renewal expenditure into the future

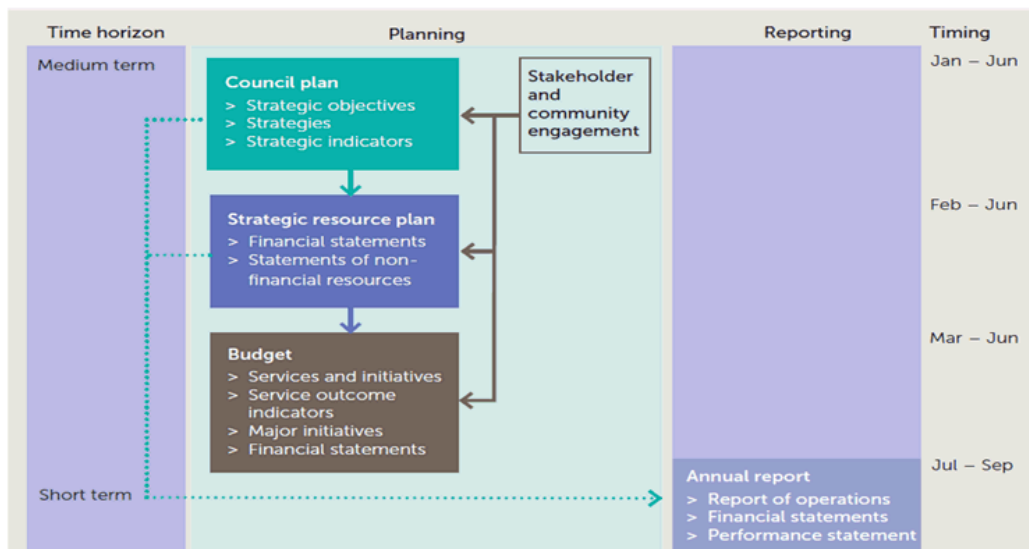
**Anthony Judd**  
CEO

**G2 1. Link to the Council Plan**

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

**G3 1.1 Legislative Planning and accountability framework**

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

Feeding in to the above, Council has a long term plan which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

**1.1.2 Key planning considerations**

**Service level planning**

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

**G4 1.2 Our purpose**

**Our vision**

Buloke: Shaping our future together.

**Our values**

Council address its key values

- Good communication
- Transparency in decision
- Accountability for actions
- Working collaboratively with
- Taking responsibility
- Being responsive and timely

**G5 1.3 Strategic objectives**

Council delivers many services and initiatives. Each contributes to the achievement of one of the five Strategic Objectives as set out in the Council Plan for the years 2017 - 2021. The following table lists the five Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
1. Delivering our services in a financially viable way	1. Improve our financial planning and reporting. 2. Continuous service improvement. 3. Improve our Information Communication and Technology.
2. Build a healthy and active community	1. Seek effective place based health services and initiatives focused on prevention based measures. 2. Make public and community transport accessible for all Buloke residents. 3. Promote and enhance passive and active recreation. 4. Develop community plans to enhance the liveability of all Buloke communities. 5. Actively work to reduce community violence and support victims in partnership with key agencies. 6. Develop and implement a Buloke inclusiveness plan to address access and engagement of all residents. 7. Explore greater place based delivery of education to address skill gaps and capitalise on local employment opportunities. 8. Implement the Municipal Early Years Plan and Child and Youth Strategy to address the needs of young people in the Shire.
3. Diversify and enhance our local economy	1. Strengthen agribusiness diversification. 2. Capitalise on tourism opportunities. 3. Advocate and facilitate improved and equitable connectivity to promote liveability. 4. Encourage and promote renewable energy options as a driver of economic growth and a sustainable environment. 5. Actively seek funding for regional supply chain strategies to secure viable market access for Buloke products. 6. Promote the lifestyle and economics of living in Buloke to attract people who can contribute to the Buloke fabric. 7. Enhance community cohesion and attractiveness with well maintained and functional streetscapes.

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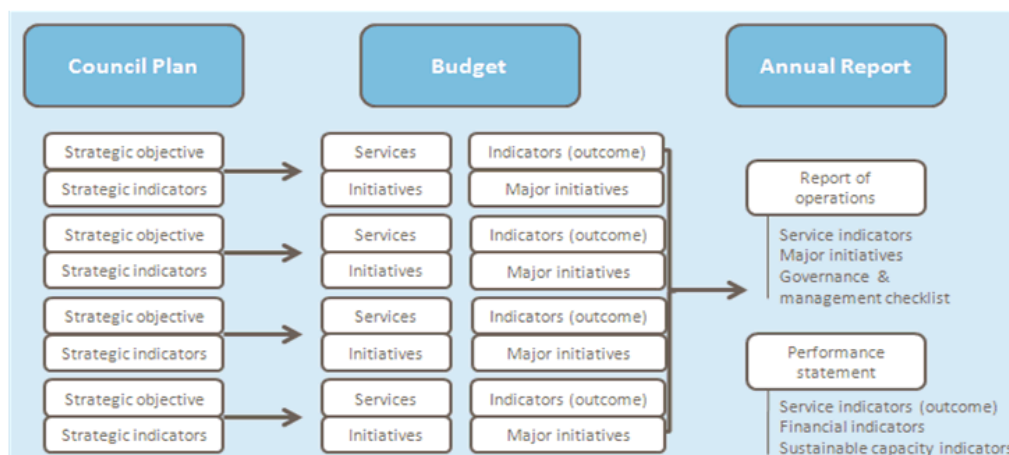
<b>Strategic Objective</b>	<b>Description</b>
4. Responding to and enhancing our built and natural environment	<ol style="list-style-type: none"><li>1. Aim to reduce the asset renewal gap.</li><li>2. Partner with communities to develop fit for multi purpose hubs.</li><li>3. Partner with key agencies to build community preparedness and resilience to the effects of extreme weather events.</li><li>4. Enhance the strategic delivery of Council assets.</li><li>5. Ensure the ongoing practical management and protection of the Shire's native vegetation.</li><li>6. Support communities' access to recreational water by enhancing our aquatic features.</li><li>7. Become a champion of environmental sustainability through design and practice.</li><li>8. Improve waste management practices and reduce waste to landfill for improved environmental outcomes.</li></ol>
5. Support our Councillors, staff, volunteers and the community to make informed and transparent decisions	<ol style="list-style-type: none"><li>1. Implement a robust compliance and risk framework to ensure statutory obligations are fulfilled.</li><li>2. Realise the Buloke Organisational Development Strategy to ensure we have the right culture.</li><li>3. Ensure our Councillors have support in performing their roles and responsibilities.</li><li>4. Review and monitor partnership arrangements to maximise services for</li></ol>

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## G6 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2019/20 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Environment, Land, Water and Planning

### 2.1 Strategic Objective 1: Delivering our services in a financially viable way

To achieve our objective of delivering our services in a financially viable way, we will continue to review our services to provide high quality, cost effective, and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### G6 Services

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual \$'000	Forecast \$'000	Budget \$'000
Finance	This service encompasses all areas of financial reporting, rates, debtors and creditors for Council. Expenses include loan interest, internal and external audit fees, property valuation fees and other miscellaneous corporate expenses	<i>Exp</i>	975	1,227	762
		<i>Rev</i>	4,063	2,250	4,041
		<i>NET</i>	- 3,088	- 1,024	- 3,279
Corporate Services	This service provides organisational policy, systems and support in the areas of continuous improvement, corporate planning, performance measurement and reporting. Expenses include general corporate expenses such as postage and stationery, staff amenities and pool cars.	<i>Exp</i>	544	564	658
		<i>Rev</i>	1	0	0
		<i>NET</i>	543	564	658

#### G6 Major Initiatives

- 1) Investigate further shared service with other Councils and governance bodies.
- 2) Develop a ten year financial plan to improve the long term financial management of the organisation.

**G6 2. Services and service performance indicators**

**G7 Service Performance Outcome Indicators**

Service	Indicator	2017/18 Actual	2018/19 Forecast	2019/20 Budget
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Finance Refer to section 5.0 for Financial Indicators

\* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

**2.2 Strategic Objective 2**

**Build a healthy and active community**

To achieve our objective of building a healthy and active community, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

**G6 Services**

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Library Services	This service provides library services to all ten townships within the Buloke Shire. In 2018/19 Council is delivering the service internally. Residents will see increased opening hours and a range of value-added programs such as toddler reading programs.	<i>Exp</i>	282	239	216
		<i>Rev</i>	53	124	114
		<i>NET</i>	229	115	102
Environmental Health	This service promotes the health and well-being of the Shire's local communities through a range of Public Health Programs including immunisations, food surveillance and registration of food premises, accommodation standards and waste water management.	<i>Exp</i>	171	169	165
		<i>Rev</i>	48	59	64
		<i>NET</i>	123	110	100
Recreation	This service provides recreational facilities and support to community run recreation reserves in 10 towns across the Shire, as well as governance support to community recreation clubs and committees. Council has adopted a funding model which funds various recreation facilities based on usage and facilities available	<i>Exp</i>	123	151	139
		<i>Rev</i>	-	-	-
		<i>NET</i>	123	151	139
Aged and Disability Services	This service provides a range of maintenance and support services to assist frail older people and younger people with a disability to live independently at home. Council's service provides domestic assistance, personal care, respite care, home maintenance, meals services, volunteer coordination, aged accommodation and five senior citizens centres. These services are integral to allowing many people stay living in their own homes.	<i>Exp</i>	1,329	1,383	1,286
		<i>Rev</i>	1,217	1,204	1,115
		<i>NET</i>	112	178	171
Early Years	This service is to advocate for the wellbeing of children and their families and ensure it is supported through planning and service development. The service provides pre-school services in 5 towns, maternal and child health and support for playgroups run by parents.	<i>Exp</i>	306	319	381
		<i>Rev</i>	192	179	247
		<i>NET</i>	114	140	134
Community Support	The service develops links between and within the communities in the Shire and works with local communities and groups to access community projects recognised as community priorities and provides a range of youth services that support young people aged between 12 and 25.	<i>Exp</i>	106	103	55
		<i>Rev</i>	21	-	-
		<i>NET</i>	85	103	55

**G6 2. Services and service performance indicators**

Community Grants	This service provides donations, allocations and support to groups in the community that contribute to services that connect and involve the local area.	<i>Exp</i>	42	39	10
		<i>Rev</i>	56	56	27
		<i>NET</i>	- 14 -	18 -	17

**Major Initiatives**

- 1) Develop an integrated community plan to guide Council's decision making on township projects
- 2) Increased planning and design to support shovel-ready applications

**Other Initiatives**

- 3) Implement the Buloke Inclusiveness Plan
- 4) Implement changes to the management structure of Council's library service

**2.2 Strategic Objective 3**

**Diversify and enhance our local economy**

To achieve our objective of diversifying and enhancing our local economy, we will continue to actively seek economic opportunities. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

**G6 Services**

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual \$'000	Forecast \$'000	Budget \$'000
Statutory Compliance	The purpose of the Statutory and Compliance Service is to provide Statutory Planning, Building Services and Compliance and Local Laws services.	<i>Exp</i>	1,040	801	937
		<i>Rev</i>	239	264	373
		<i>NET</i>	801	537	563
Economic development and tourism	The service facilitates economic development throughout the Shire and provides support to local businesses and assists in the promotion of tourism.	<i>Exp</i>	381	407	2,045
		<i>Rev</i>	31	185	1,575
		<i>NET</i>	350	222	470
Saleyards	This service provides for the management and administration of the Council's Saleyards Precinct at Wycheproof for external Livestock Agents to sell Livestock.	<i>Exp</i>	101	94	99
		<i>Rev</i>	138	120	110
		<i>NET</i>	- 37 -	26 -	11

**Major Initiatives**

- 1) Actively promote our sustainability fund to communities
- 2) Adopt and implement the Economic Development Strategy and Tourism Strategy

**Other Initiatives**

- 3) Complete the transition to electronic tagging in Council saleyard operations
- 4) Work with the state government to develop tourism facilities and enhance visitor experience at Lake Tyrell.



**G6 2. Services and service performance indicators**

**2.2 Strategic Objective 4**

**Responding to and enhancing our built and natural environment**

To achieve our objective of responding to and enhancing our built and natural environment, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

**Services**

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Property Maintenance	This service is to provide Property Maintenance Services to a range of Council's building-based assets, focussing on the upkeep and renewal of buildings.	<i>Exp</i>	2,173	1,762	1,862
		<i>Rev</i>	14	51	40
		<i>NET</i>	2,159	1,711	1,822
Road Services	This service is to provide road maintenance for the 1100km of Sealed, 650km of Gravel and 3,800km of Earth roads across the Shire. The higher than normal amount of expenditure in this area occurs as a result of the 2016 flood restoration works. Council anticipates spending \$9.0M on these works in 2018/19. The income relates to Local Roads Funding received from Victoria Grants Commission and flood restoration grant funding.	<i>Exp</i>	9,505	17,577	13,846
		<i>Rev</i>	6,249	8,226	7,548
		<i>NET</i>	3,256	9,351	6,298
Swimming Pools	This service manages and operates seven seasonal swimming pools, from the third week in November to the third week in March, annually.	<i>Exp</i>	591	582	605
		<i>Rev</i>	4	2	1
		<i>NET</i>	587	580	604
Assets and Project Management	This service is to provide for the management, design and administration of Council's assets and infrastructure services, including planning and management of the capital works program.	<i>Exp</i>	918	987	581
		<i>Rev</i>	207	741	5
		<i>NET</i>	711	246	576
Urban Areas	This service manages and coordinates Council's Parks and Gardens and Urban Infrastructure providing routine, preventative and on-going maintenance and improvements.	<i>Exp</i>	2,460	2,537	2,646
		<i>Rev</i>	37	29	-
		<i>NET</i>	2,423	2,508	2,646
Environmental Planning	This service manages Council's Environmental Compliance and Sustainability Programs and Services.	<i>Exp</i>	71	71	72
		<i>Rev</i>	-	-	-
		<i>NET</i>	71	71	72
Lakes	This service provides a contribution to the management and development of the Recreational Lakes including Tchum, Green, Wooroonook, Watchem, and Folletti Lakes.	<i>Exp</i>	36	44	42
		<i>Rev</i>	6	-	-
		<i>NET</i>	30	44	42
Waste and Environment	Waste and Environment Services is responsible for the maintenance and improvement of Council's landfills and transfer stations as well as providing a Residential Kerbside Garbage and Recycling service in all towns within the Shire.	<i>Exp</i>	1,137	1,420	1,400
		<i>Rev</i>	1,419	1,596	1,541
		<i>NET</i>	- 282 -	176 -	141

**G6 2. Services and service performance indicators**

Municipal	This service develops, coordinates and delivers	<i>Exp</i>	112	72	75
Emergency	Council's Municipal Emergency Management Plan.	<i>Rev</i>	60	60	60
Management		<i>NET</i>	52	12	15

**Major Initiatives**

- 1) Develop a ten year capital works plan
- 2) Redevelop and prioritise Major Projects Pipeline document

**Other Initiatives**

- 3) Implementation of key infrastructure projects, including Charlton Park 2020 Project, Birchip Early Years Centre, Donald and streetscape master plan implementation
- 4) Construction of visitor amenities at Tchum, Wooroonook and Watchem Lakes to improve capacity and increase tourism to the Shire

**2.2 Strategic Objective 5**

**Support our Councillors, staff, volunteers and the community to make informed and transparent decisions**

To achieve our objective of supporting Councillors, staff, volunteers and the community to make informed and transparent decisions we will develop engagement frameworks and continuously review the way in which we communicate.

**Services**

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual \$'000	Forecast \$'000	Budget \$'000
Governance and Executive Management	This service provides for Councillors, and Executive Support and associated which provides the overall Governance Services to the Council.	<i>Exp</i>	645	906	891
		<i>Rev</i>	6	0	-
		<i>NET</i>	639	906	891
Information Management	This service is to provide the organisation with Records Management Services and Information and Telecommunications Services.	<i>Exp</i>	1,061	1,037	1,160
		<i>Rev</i>	-	-	-
		<i>NET</i>	1,061	1,037	1,160
Customer Services	This service provides for both internal and external customers by resolving the majority of customer enquiries, requests and payments at the first point of contact.	<i>Exp</i>	227	170	172
		<i>Rev</i>	-	-	-
		<i>NET</i>	227	170	172
Risk and Human Resources	This service provides the organisation with recruitment, training, organisational development, occupational health and safety and corporate risk management and insurance programs.	<i>Exp</i>	354	356	343
		<i>Rev</i>	4	4	-
		<i>NET</i>	350	352	343
Media and Communications	This service provides information to the community on Council's services, activities and events through print and online media.	<i>Exp</i>	177	194	196
		<i>Rev</i>	1	-	-
		<i>NET</i>	176	194	196

**G6 2. Services and service performance indicators**

**Major Initiatives**

- 1) Continued implementation of the Information Communications Technology Strategy
- 2) Implementation of the Volunteer Strategy

**Other**

**Initiatives**

- 3) Ongoing implementation of a Councillor Development Program
- 4) Development of a customer service strategy

**2.2 Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[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] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Libraries	Participation	Active library members. (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

**G6 2. Services and service performance indicators**

Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Animal Management	Health and safety	Animal management prosecutions. (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance notifications. (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
Home and Community Care	Participation	Participation in HACC service (Percentage of the municipal target population who receive a HACC service)	(Number of people that received a HACC service / Municipal target population for HACC services) x100
		Participation in HACC service by CALD people (Percentage of the municipal target population in relation to CALD people who receive a HACC service)	(Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services) x100
Early Years	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	(Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service) x100
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	(Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service) x100

**G6 2. Services and service performance indicators**

**G8 2.3 Reconciliation with budgeted operating result**

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Strategic Objective 1 - <i>Delivering our services in a financially viable way</i>	(2,621)	1,420	4,041
Strategic Objective 2 - <i>Build a healthy and active community</i>	685	2,251	1,566
Strategic Objective 3 - <i>Diversify and enhance our local economy</i>	1,023	3,081	2,058
Strategic Objective 4 - <i>Responding to and enhancing our built and natural environment</i>	11,934	21,130	9,195
Strategic Objective 5 - <i>Support our Councillors, staff, volunteers and the community to make informed and transparent decisions</i>	2,761	2,761	-
<b>Total</b>	<b>13,782</b>	<b>30,644</b>	<b>16,861</b>
<b>Expenses added in:</b>			
Depreciation ( <i>allocated against Strategic Objectives above - Total \$7,318,457</i> )	-		
Finance costs	148		
Others	-		
<b>Deficit before funding sources</b>	<b>13,930</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue	12,317		
Capital grants and contributions	7,591		
Waste charge revenue	-		
<b>Total funding sources</b>	<b>19,908</b>		
<b>Operating (surplus)/deficit for the year</b>	<b>(5,978)</b>		

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019/20 has been supplemented with projections to 2022/23 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) regulations 2014*.

Comprehensive Income Statement  
Balance Sheet  
Statement of Changes in Equity  
Statement of Cash Flows  
Statement of Capital Works  
Statement of Human Resources

#### Pending Accounting Standards

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- *AASB 16 Leases*
- *AASB 15 Revenue from Contracts with Customers*, and
- *AASB 1058 Income of Not for Profit Entities*.

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- *AASB 16 Leases* – Introduces a single lessee accounting model whereby the Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities* – Change the way that Councils recognise income and also address matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement. These new standards have the potential to impact the timing of how the Council recognises income.

**G9 Comprehensive Income Statement**

For the four years ending 30 June 2023

	NOTES	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2018/19	2019/20	2020/21	2021/22	2022/23
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>						
Rates and charges	4.1.1	13,395	13,693	13,990	14,340	14,698
Statutory fees and fines	4.1.2	102	188	195	200	205
User fees	4.1.3	759	776	807	828	848
Grants - Operating	4.1.4	12,321	14,219	11,095	8,181	8,386
Grants - Capital	4.1.4	7,826	7,459	4,417	2,565	1,915
Contributions - monetary	4.1.5	1,389	185	50	50	55
Contributions - non-monetary	4.1.5	-	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		10	50	100	100	100
Other income	4.1.6	408	202	278	278	279
<b>Total income</b>		<b>36,208</b>	<b>36,771</b>	<b>30,932</b>	<b>26,542</b>	<b>26,486</b>
<b>Expenses</b>						
Employee costs	4.1.7	9,134	9,812	10,097	10,450	10,795
Materials and services	4.1.8	15,780	12,809	9,825	6,892	7,064
Depreciation and amortisation	4.1.9	7,185	7,318	7,132	7,203	7,275
Bad and doubtful debts		51	50	19	25	21
Borrowing costs		297	148	-	-	-
Other expenses	4.1.10	793	654	1,111	980	950
<b>Total expenses</b>		<b>33,240</b>	<b>30,792</b>	<b>28,184</b>	<b>25,550</b>	<b>26,105</b>
<b>Surplus/(deficit) for the year</b>		<b>2,968</b>	<b>5,979</b>	<b>2,748</b>	<b>992</b>	<b>381</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)		-	-	-	-	-
<b>Total comprehensive result</b>		<b>2,968</b>	<b>5,979</b>	<b>2,748</b>	<b>992</b>	<b>381</b>

**G9 Balance Sheet**

For the four years ending 30 June 2023

	NOTES	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2018/19	2019/20	2020/21	2021/22	2022/23
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		15,911	10,804	9,206	8,285	8,210
Trade and other receivables		2,000	1,949	2,678	2,271	2,259
Other financial assets		-	-	-	-	-
Inventories		63	63	63	63	63
Non-current assets classified as held for sale		-	-	-	-	-
Other assets		350	350	350	350	350
<b>Total current assets</b>	4.2.1	18,324	13,166	12,297	10,969	10,882
<b>Non-current assets</b>						
Trade and other receivables		-	-	-	-	-
Other financial assets		-	-	-	-	-
Investments in associates, joint arrangement and subsidiaries		-	-	-	-	-
Property, infrastructure, plant & equipment		202,082	206,168	210,082	212,154	212,664
Investment property		-	-	-	-	-
Intangible assets		-	-	-	-	-
<b>Total non-current assets</b>	4.2.1	202,082	206,168	210,082	212,154	212,664
<b>Total assets</b>		220,406	219,334	222,379	223,123	223,546
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		1,521	1,521	1,818	1,570	1,612
Trust funds and deposits		150	150	150	150	150
Provisions		2,000	2,000	2,000	2,000	2,000
Interest-bearing liabilities	4.2.3	7,000	-	-	-	-
<b>Total current liabilities</b>	4.2.2	10,671	3,671	3,968	3,720	3,762
<b>Non-current liabilities</b>						
Provisions		950	950	950	950	950
Interest-bearing liabilities	4.2.3	-	-	-	-	-
<b>Total non-current liabilities</b>	4.2.2	950	950	950	950	950
<b>Total liabilities</b>		11,621	4,621	4,918	4,670	4,712
<b>Net assets</b>		208,785	214,713	217,461	218,453	218,834
<b>Equity</b>						
Accumulated surplus		102,179	108,107	110,855	111,847	112,228
Reserves		106,606	106,606	106,606	106,606	106,606
<b>Total equity</b>		208,785	214,713	217,461	218,453	218,834



**G9 Statement of Changes in Equity**

For the four years ending 30 June 2023

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
<b>2019 Forecast Actual</b>					
Balance at beginning of the financial year		205,817	99,211	106,606	-
Surplus/(deficit) for the year		2,968	2,968	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>208,785</b>	<b>102,179</b>	<b>106,606</b>	<b>-</b>
<b>2020 Budget</b>					
Balance at beginning of the financial year		208,735	102,179	106,606	-
Surplus/(deficit) for the year		5,979	5,979	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	-	-	-
Transfers from other reserves	4.3.1	-	-	-	-
<b>Balance at end of the financial year</b>	4.3.2	<b>214,714</b>	<b>108,158</b>	<b>106,606</b>	<b>-</b>
<b>2021</b>					
Balance at beginning of the financial year		214,714	108,158	106,606	-
Surplus/(deficit) for the year		2,748	2,748	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>217,462</b>	<b>110,906</b>	<b>106,606</b>	<b>-</b>
<b>2022</b>					
Balance at beginning of the financial year		217,462	110,906	106,606	-
Surplus/(deficit) for the year		992	992	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>218,454</b>	<b>111,898</b>	<b>106,606</b>	<b>-</b>
<b>2023</b>					
Balance at beginning of the financial year		218,454	111,898	106,606	-
Surplus/(deficit) for the year		381	381	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>218,835</b>	<b>112,279</b>	<b>106,606</b>	<b>-</b>

**G9 Statement of Cash Flows**

For the four years ending 30 June 2023

Notes	Forecast	Budget	Strategic Resource Plan Projections		
	Actual		2020/21	2021/22	2022/23
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	13,316	13,690	13,777	14,588	14,752
Statutory fees and fines	100	188	192	203	206
User fees	854	778	795	842	851
Grants - operating	12,320	14,219	10,927	8,323	8,416
Grants - capital	7,826	7,459	4,350	2,609	1,922
Contributions - monetary	1,389	185	50	50	55
Interest received	-	-	225	225	225
Dividends received	-	-	-	-	-
Trust funds and deposits taken	-	-	-	-	-
Other receipts	1,505	17	50	55	55
Net GST refund / payment	2,084	2,555	1,905	1,632	1,465
Employee costs	(9,200)	(9,812)	(10,478)	(11,040)	(11,231)
Materials and services	(19,674)	(14,090)	(10,197)	(7,281)	(7,350)
Trust funds and deposits repaid	-	-	-	-	-
Other payments	(911)	(654)	(1,154)	(1,035)	(988)
<b>Net cash provided by/(used in) operating activities</b> 4.4.1	9,609	14,535	10,442	9,171	8,378
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(13,721)	(12,544)	(12,151)	(10,202)	(8,563)
Proceeds from sale of property, infrastructure, plant and equipment	50	50	110	110	110
Payments for investments	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-
Loan and advances made	-	-	-	-	-
Payments of loans and advances	-	-	-	-	-
<b>Net cash provided by/ (used in) investing activities</b> 4.4.2	(13,671)	(12,494)	(12,041)	(10,092)	(8,453)
<b>Cash flows from financing activities</b>					
Finance costs	(297)	(148)	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	(7,000)	-	-	-
<b>Net cash provided by/(used in) financing activities</b> 4.4.3	(297)	(7,148)	-	-	-
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	(4,359)	(5,107)	(1,599)	(921)	(75)
Cash and cash equivalents at the beginning of the financial year	20,270	15,911	10,804	9,205	8,284
<b>Cash and cash equivalents at the end of the financial year</b>	15,911	10,804	9,205	8,284	8,209

**G9 Statement of Capital Works**  
 For the four years ending 30 June 2023

	Forecast Actual	Budget	Strategic Resource Plan Projections			
			2018/19	2019/20	2020/21	2021/22
NOTES	\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Property</b>						
Land	-	-	-	-	-	
Land improvements	-	630	259	266	273	
<b>Total land</b>	-	630	259	266	273	
Buildings	5,611	4,866	3,080	903	371	
Heritage buildings	-	-	-	-	-	
Building improvements	-	-	-	-	-	
Leasehold improvements	-	-	-	-	-	
<b>Total buildings</b>	5,611	4,866	3,080	903	371	
<b>Total property</b>	5,611	5,496	3,339	1,169	644	
<b>Plant and equipment</b>						
Heritage plant and equipment	-	-	-	-	-	
Plant, machinery and equipment	639	740	1,266	1,281	1,313	
Fixtures, fittings and furniture	-	-	-	-	-	
Computers and telecommunications	429	430	550	170	174	
Library books	200	50	52	53	55	
<b>Total plant and equipment</b>	1,268	1,220	1,868	1,504	1,542	
<b>Infrastructure</b>						
Roads	4,337	3,998	5,046	5,469	4,950	
Bridges	-	-	-	-	-	
Footpaths and cycleways	86	130	150	175	158	
Drainage	190	190	-	-	-	
Recreational, leisure and community facilities	1,030	80	415	638	436	
Waste management	30	120	52	53	55	
Parks, open space and streetscapes	195	-	-	-	-	
Aerodromes	-	170	176	266	-	
Off street car parks	-	-	-	-	-	
Other infrastructure	-	-	-	-	-	
<b>Total infrastructure</b>	5,868	4,688	5,839	6,601	5,599	
<b>Total capital works expenditure</b>	4.5.1	12,747	11,404	11,046	9,274	7,785
<b>Represented by:</b>						
New asset expenditure	1,306	1,819	467	-	-	
Asset renewal expenditure	6,303	8,118	10,371	8,307	7,785	
Asset expansion expenditure	-	-	-	-	-	
Asset upgrade expenditure	5,138	1,467	208	967	-	
<b>Total capital works expenditure</b>	4.5.1	12,747	11,404	11,046	9,274	7,785
<b>Funding sources represented by:</b>						
Grants	7,583	7,459	4,417	2,565	1,915	
Contributions	1,212	192	-	-	-	
Council cash	3,952	3,753	6,629	6,709	5,870	
Borrowings	-	-	-	-	-	
<b>Total capital works expenditure</b>	4.5.1	12,747	11,404	11,046	9,274	7,785

**G10 Statement of Human Resources**

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan Projections		
	Actual				
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	(9,133)	(9,812)	(10,097)	(10,450)	(10,795)
Employee costs - capital	-	-	-	-	-
<b>Total staff expenditure</b>	<b>(9,133)</b>	<b>(9,812)</b>	<b>(10,097)</b>	<b>(10,450)</b>	<b>(10,795)</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	115.0	115.0	115.0	115.0	115.0
<b>Total staff numbers</b>	<b>115.0</b>	<b>115.0</b>	<b>115.0</b>	<b>115.0</b>	<b>115.0</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2019/20	\$'000	\$'000	\$'000	\$'000	\$'000
Governance	617	504	113	-	-
Community Services	1,040	432	608	-	-
Corporate Services	1,362	1,106	256	-	-
Planning and Community Support	971	746	225	-	-
Risk and Human Resources	300	178	122	-	-
Works and Technical Services	5,093	4,818	275	-	-
<b>Total permanent staff expenditure</b>	<b>9,383</b>	<b>7,784</b>	<b>1,599</b>	<b>-</b>	<b>-</b>
Casuals, temporary and other expenditure	332				
Capitalised labour costs	97				
<b>Total expenditure</b>	<b>9,812</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2019/20					
Governance	4	2	2	-	-
Community Services	12	4	8	-	-
Corporate Services	14	11	3	-	-
Planning and Community Support	10	8	2	-	-
Risk and Human Resources	3	2	1	-	-
Works and Technical Services	65	61	4	-	-
<b>Total permanent staff expenditure</b>	<b>108</b>	<b>88</b>	<b>20</b>	<b>-</b>	<b>-</b>
Casuals, temporary and other expenditure	6				
Capitalised labour costs	1				
<b>Total staff</b>	<b>115</b>				

## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### G11 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2019/20 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will be below the 2.5% rate cap.

This will raise total rates and charges for 2019/20 to \$13.689 million.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2018-19		2019/20	Change	%
	Forecast	Actual	Budget		
	\$'000	\$'000	\$'000	\$'000	
General rates*	11,074		11,358	284	2.56%
Municipal charge*	754		751	(3)	(0.40%)
Waste management charge	1,425		1,421	(4)	(0.28%)
Supplementary rates and rate adjustments	(7)		-	7	(100.00%)
Interest on rates and charges	70		80	10	14.29%
Revenue in lieu of rates	79		81	2	2.00%
<b>Total rates and charges</b>	<b>13,395</b>		<b>13,691</b>	<b>296</b>	<b>2.21%</b>

\*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2018/19 cents/\$CIV*	2019/20 cents/\$CIV*	Change
General rate for rateable residential properties	0.7715	0.7699	(0.21%)
General rate for rateable commercial properties	0.7715	0.7699	(0.21%)
General rate for rateable farming properties	0.6789	0.6314	(7.00%)

(\* Use CIV or NAV depending on the valuation basis used by the Council)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
Residential	2,474	2,521	47	1.90%
Commercial	618	629	11	1.78%
Farming	7,982	8,208	226	2.83%
<b>Total amount to be raised by general rates</b>	<b>11,074</b>	<b>11,358</b>	<b>284</b>	<b>2.56%</b>

#### 4. Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2018/19	2019/20	Change	
	Number	Number	Number	%
Residential	2,926	2,921	(5)	(0.17%)
Commercial	447	454	7	1.57%
Farming	2,885	2,884	(1)	(0.03%)
<b>Total number of assessments</b>	<b>6,258</b>	<b>6,259</b>	<b>1</b>	<b>0.02%</b>

4.1.1(e) The basis of valuation to be used is the\*

(\*use Capital Improved Value (CIV) or Net Annual Value (NAV) depending on which is applicable to Council).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
Residential	320,548	327,419	6,871	2.14%
Commercial	79,972	81,533	1,561	1.95%
Farming	1,174,118	1,300,033	125,915	10.72%
<b>Total value of land</b>	<b>1,574,638</b>	<b>1,708,984</b>	<b>134,347</b>	<b>8.53%</b>

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2018/19	Per Rateable Property 2019/20	Change	
	\$	\$	\$	%
Municipal	170	170	-	0.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Municipal	754,420	751,400	- 3,020	-0.40%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2018/19	Per Rateable Property 2019/20	Change	
	\$	\$	\$	%
<i>Kerbside garbage and recycling collection</i>	414	413	(1)	(0.24%)
<b>Total</b>	<b>414</b>	<b>413</b>	<b>(1)</b>	<b>(0.24%)</b>

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

#### 4. Notes to the financial statements

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
<i>Kerbside garbage and recycling collection</i>	1,424,754	1,420,814	(3,940)	(0.28%)
<b>Total</b>	1,424,754	1,420,814	(3,940)	(0.28%)

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
<i>General rates</i>	11,074	11,358	284	2.56%
<i>Municipal charge</i>	754	752	(3)	(0.33%)
<i>Kerbside collection and recycling</i>	1,425	1,421	(4)	(0.28%)
<i>Supplementary rates</i>	9	-	(9)	(100.00%)
<i>Electricity generation charge in lieu of rates</i>	79	81	2	2.00%
<b>Total Rates and charges</b>	13,341	13,611	270	2.02%

4.1.1(l) Fair Go Rates System Compliance

Victoria City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2018/19	2019/20
Total Rates	\$ 11,837,628	\$ 12,109,910
Number of rateable properties	6,258	6,259
Base Average Rate	\$ 1,891.60	\$ 1,934.80
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,898.86	\$ 1,938.89
Maximum General Rates and Municipal Charges Revenue	\$ 11,883,080	\$ 12,135,508
Budgeted General Rates and Municipal Charges Revenue	\$ 11,837,628	\$ 12,109,910
Budgeted Supplementary Rates	\$ 9,005	\$ -
Budgeted Total Rates and Municipal Charges Revenue	\$ 11,846,633	\$ 12,109,910

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2019/20: estimated \$nil and 2018/19: \$9,005)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

## 4. Notes to the financial statements

### Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.007684% (0.007684 cents in the dollar of CIV) for all rateable residential properties; and
- A general rate of 0.007684% (0.007684 cents in the dollar of CIV) for all rateable commercial properties.
- A general rate of 0.006301% (0.006301 cents in the dollar of CIV) for all rateable farming properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

### Commercial land

Commercial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Unoccupied but zoned commercial or industrial under the Buloke Shire Council Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to commercial land. The vacant land affected by this rate is that which is zoned commercial and/or industrial under the Buloke Shire Council Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019/20 financial year.

### Residential land

Residential land is any land, which is:

- Occupied for the principal purpose of physically accommodating persons; or
- Unoccupied but zoned residential under the Buloke Shire Planning Scheme and which is not commercial land.



#### 4. Notes to the financial statements

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to residential land. The vacant land affected by this rate is that which is zoned residential under the Buloke Shire Council Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019/20 financial year.

##### Farm Land

Farm land is any rateable land:

- That is not less than 2 hectares in area;
- That is used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or any combination of those activities; and that is used by a business;
- That has significant and substantial commercial purpose or character;
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land;

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Provision of general support services;
- To maintain agriculture as a major industry in the municipal district; and,
- To ensure that the concessional rate in the dollar declared for defined Farm Land properties is fair and equitable, having regard to the cost of provision of Council services, and the level of benefits derived from expenditures made by Council on behalf of the farm sector.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is where it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

#### 4. Notes to the financial statements

##### G12 4.1.2 Statutory fees and fines

	Forecast Actual		Budget	Change	
	2018/19	2019/20	2019/20		
	\$'000	\$'000	\$'000	\$'000	%
Election fines	-	-	-	-	0.00%
Town planning fees	42	57	14	34.36%	
Revenue collection	6	6	0	1.61%	
Compliance	51	120	69	135.69%	
Building	3	5	2	60.71%	
<b>Total statutory fees and fines</b>	<b>102</b>	<b>188</b>	<b>85</b>	<b>83.73%</b>	

Election fines - No council election is scheduled for 2019/20

##### G12 4.1.3 User fees

	Forecast Actual		Budget	Change	
	2018/19	2019/20	2019/20		
	\$'000	\$'000	\$'000	\$'000	%
Planning	-	1	0	36.5%	
Compliance	50	68	18	35.0%	
Home Help General	330	340	10	3.1%	
Public Health and Wellbeing	42	42	-	0.0%	
Immunization Services	1	1	-	0.0%	
Building Regulations and Inspections	90	90	-	0.0%	
Swimming Pools	1	1	-	0.0%	
Caravan Parks	30	30	-	0.0%	
Halls	5	5	-	0.0%	
Pump Stations Water Re Use and Standpipes	-	-	-	0.0%	
Landfill and Transfer Stations	90	90	-	0.0%	
Saleyards Truck Wash	120	110	(10)	(8.3%)	
<b>Total user fees</b>	<b>759</b>	<b>776</b>	<b>18</b>	<b>2.3%</b>	

## 4. Notes to the financial statements

### G13 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual	Budget	Change	
	2018/19 \$'000	2019/20 \$'000	\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	13,361	15,916	2,555	19%
State funded grants	6,785	5,762	(1,023)	(15%)
<b>Total grants received</b>	<b>20,146</b>	<b>21,678</b>	<b>1,532</b>	<b>8%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial Assistance Grants	3,189	6,406	3,217	101%
General home care	650	656	5	1%
Meals on wheels	54	54	-	-
<b>Recurrent - State Government</b>				
Aged care	174	75	(99)	(57%)
School crossing supervisors	12	12	-	-
Libraries	124	114	(10)	(8%)
Maternal and child health	167	235	67	40%
Meals on wheels	3	1	(2)	(66%)
Other	15	21	5	34%
Playgroups	55	55	-	-
Community safety - Emergency management	60	60	-	-
Volunteer co-ordination	10	4	(6)	(65%)
<b>Total recurrent grants</b>	<b>4,514</b>	<b>7,692</b>	<b>3,178</b>	<b>70%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Flood rehabilitation works	7,000	5,000	(2,000)	(29%)
Lake Tyrrell Intersection		1,500	1,500	-
<b>Non-recurrent - State Government</b>				
Community Plans	90	-	(90)	(100%)
Environmental management	113	-	(113)	(100%)
Other	219	17	(202)	(92%)
Family and children	385	10	(375)	(97%)
<b>Total non-recurrent grants</b>	<b>7,806</b>	<b>6,527</b>	<b>(1,279)</b>	<b>(16%)</b>
<b>Total operating grants</b>	<b>12,321</b>	<b>14,219</b>	<b>1,899</b>	<b>15%</b>
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to recovery	1,252	1,300	48	4%
<b>Total recurrent grants</b>	<b>1,252</b>	<b>1,300</b>	<b>48</b>	<b>4%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Buildings	1,100	-	(1,100)	-
Drought Community Program	-	1,000	1,000	-
Livestock management	116	-	(116)	(100%)
<b>Non-recurrent - State Government</b>				
Buildings	2,093	2,590	497	24%
Flood Prevention	454	-	(454)	-
Waste Management	158	-	(158)	(100%)
Roads infrastructure	1,941	1,500	(441)	(23%)
Other	712	1,069	357	50%
<b>Total non-recurrent grants</b>	<b>6,574</b>	<b>6,159</b>	<b>(415)</b>	<b>(6%)</b>
<b>Total capital grants</b>	<b>7,826</b>	<b>7,459</b>	<b>(367)</b>	<b>(5%)</b>
<b>Total Grants</b>	<b>20,146</b>	<b>21,678</b>	<b>1,532</b>	<b>8%</b>

The budget allows all Financial Assistance Grants to be received during the 2019/20 financial year. In the 2018/19 forecast 50% of the grant was received June 2018.

## 4. Notes to the financial statements

### G12 4.1.5 Contributions

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000	\$'000	\$'000	%	
Monetary	1,389	185	(1,204)	(86.71%)	
Non-monetary	-	-	-	-	-
<b>Total contributions</b>	<b>1,389</b>	<b>185</b>	<b>(1,204)</b>	<b>(86.71%)</b>	

Council forecasts for contributions in relation to the following major capital projects in 2018/19.

- Donald Community Precinct \$250,000
- Charlton Park \$950,000

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000	\$'000	\$'000	%	
Interest	275	132	(143)	(52.13%)	
Other Income	132	70	(62)	(46.80%)	
<b>Total other income</b>	<b>407</b>	<b>202</b>	<b>(205)</b>	<b>(50.40%)</b>	

### G12 4.1.7 Employee costs

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000	\$'000	\$'000	%	
Wages and salaries	8,427	9,016	589	6.99%	
WorkCover	214	215	1	0.25%	
Superannuation	460	518	58	12.62%	
Fringe Benefit Taxation	33	63	31	94.58%	
<b>Total employee costs</b>	<b>9,134</b>	<b>9,812</b>	<b>679</b>	<b>7.43%</b>	

### G12 4.1.8 Materials and services

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000	\$'000	\$'000	%	
Materials, services and contracts	13,777	10,764	(3,014)	(21.87%)	
Utilities	506	514	8	1.60%	
Plant costs	1,497	1,531	34	2.26%	
<b>Total materials and services</b>	<b>15,780</b>	<b>12,809</b>	<b>(2,972)</b>	<b>(18.83%)</b>	

Materials, services and contracts - higher than normal as a result of carried forward flood restoration works in 2018/19

## 4. Notes to the financial statements

### G12 4.1.9 Depreciation and amortisation

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000		\$'000	\$'000	%
Property	1,476		1,476	0	0.00%
Plant & equipment	783		916	133	17.02%
Infrastructure	4,926		4,926	-	-
<b>Total depreciation and amortisation</b>	<b>7,185</b>		<b>7,318</b>	<b>133</b>	<b>1.86%</b>

Property and infrastructure valuation not finalised at the time of preparing budget. Depreciation and amortisation based on 18/19 valuations

### G12 4.1.10 Other expenses

Add additional tables for each material component of the Comprehensive Income Statement

	Forecast Actual		Budget	Change	
	2018/19		2019/20		
	\$'000		\$'000	\$'000	%
Auditors remuneration - VAGO	64		65	1	1.56%
Bank fees	30		30	-	-
Mayoral and Councillor allowances	186		190	5	2.48%
Council meeting expenses	10		12	2	20.00%
Contributions and donations	352		301	(51)	(14.41%)
Auditors remuneration - Internal and Audit Committee	31		15	(16)	(51.49%)
Other	120		41	(80)	(66.07%)
<b>Total other expenses</b>	<b>793</b>		<b>654</b>	<b>(139)</b>	<b>(17.48%)</b>

## 4.2 Balance Sheet

### 4.2.1 Assets

Council is forecasting cash and investment position at 30 June 2020 of \$10.8M. The continues to reflect Council's strong cash position after the Council has repaid a loan liability of \$7 M in November 2019.

### 4.2.2 Liabilities

Loan liability of \$7M to be repaid in November 2019

### G14 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2018/19	2019/20
	\$	\$
Amount borrowed as at 30 June of the prior year	7,000,000	-
Amount proposed to be borrowed	-	-
Amount projected to be redeemed	-	-
<b>Amount of borrowings as at 30 June</b>	<b>7,000,000</b>	<b>-</b>

## **4. Notes to the financial statements**

### **4.3 Statement of changes in Equity**

#### **4.3.1 Reserves**

Nil change anticipated

#### **4.3.2 Equity**

Movement in equity due to increased accumulated surplus only

### **4.4 Statement of Cash Flows**

#### **4.4.1 Net decrease in cash and cash equivalents for the year**

Council cash reserves will reduce by approximately \$5.1 M during 2019/20 due to the schedule \$7 M loan repayment.

## 4. Notes to the financial statements

### 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2019/20 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

#### G15 4.5.1 Summary

	Forecast Actual 2018/19 \$'000	Budget 2019/20 \$'000	Change \$'000	%
Property	5,611	5,416 -	195	-3.48%
Plant and equipment	1,268	1,220 -	48	-3.79%
Infrastructure	5,868	4,768 -	1,100	-18.75%
<b>Total</b>	<b>12,747</b>	<b>11,404 -</b>	<b>1,343</b>	<b>-10.54%</b>

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	5,416	1,719	2,230	1,467	-	4,579	192	645	-
Plant and equipment	1,220	20	1,200	-	-	-	-	1,220	-
Infrastructure	4,768	80	4,688	-	-	2,880	-	1,888	-
<b>Total</b>	<b>11,404</b>	<b>1,819</b>	<b>8,118</b>	<b>1,467</b>	<b>-</b>	<b>7,459</b>	<b>192</b>	<b>3,753</b>	<b>-</b>

Refer to 4.5.2 for details of Capital Projects summarised above on pages 36-37

**4. Notes to the financial statements**

4.5.2 Current Budget

4.5 Capital works program - continued

G15 Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>Land Improvements</b>									
<i>Park Irrigation</i>	40	-	40	-	-	-	-	40	-
<i>Park &amp; street furniture/BBQ</i>	20	-	20	-	-	-	-	20	-
<i>Streetscape Improvements</i>	480	-	480	-	-	360	-	120	-
<i>Town entrances</i>	10	-	10	-	-	-	-	10	-
<b>Buildings</b>									
<i>Donald Community Precinct</i>	867	-	-	867	-	300	-	567	-
<i>Charlton Park 2020</i>	600	-	-	600	-	950	-	350	-
<i>Charlton Early Years</i>	350	-	350	-	-	350	-	-	-
<i>Charlton Riverfront</i>	450	450	-	-	-	450	-	-	-
<i>Donald Riverfront</i>	450	450	-	-	-	450	-	-	-
<i>Lake Tyrrell Infrastructure</i>	526	526	-	-	-	526	37	37	-
<i>Drought Upgrade</i>	1,000	-	1,000	-	-	1,000	-	-	-
<b>Building Improvements</b>									
<i>Depot Safety</i>	30	-	30	-	-	-	-	30	-
<i>Municipal offices renewal</i>	20	-	20	-	-	-	-	20	-
<i>Split system replacement</i>	15	-	15	-	-	-	-	15	-
<i>Sustainability Developments</i>	100	100	-	-	-	50	-	50	-
<i>Birchip Leisure Centre</i>	145	-	145	-	-	10	35	100	-
<i>Donald Skate Park</i>	193	193	-	-	-	133	60	-	-
<i>Wycheproof Golf Club Kitchen</i>	60	-	60	-	-	-	30	30	-
<i>Wycheproof Bowls Club Kitchen</i>	60	-	60	-	-	-	30	30	-
<b>TOTAL PROPERTY</b>	<b>5,416</b>	<b>1,719</b>	<b>2,230</b>	<b>1,467</b>	<b>-</b>	<b>4,579</b>	<b>192</b>	<b>645</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
<i>Major Plant</i>	650	-	650	-	-	-	-	650	-
<i>Minor Plant</i>	20	-	20	-	-	-	-	20	-
<i>Sale yards equipment</i>	70	20	50	-	-	-	-	70	-
<b>Computers and Telecommunications</b>									
<i>General IT and equipment replacen</i>	160	-	160	-	-	-	-	160	-
<i>Asset management system</i>	40	-	40	-	-	-	-	40	-
<i>New IT system</i>	200	-	200	-	-	-	-	200	-
<i>Engineering design equipment</i>	30	-	30	-	-	-	-	30	-
<b>Library books</b>									
<i>Book purchases</i>	50	-	50	-	-	-	-	50	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>1,220</b>	<b>20</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,220</b>	<b>-</b>



**4. Notes to the financial statements**

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Reseal Program</i>	858	-	858	-	-	712	-	146	-
<i>Birchip Corack Final Seal</i>	75	-	75	-	-	50	-	26	-
<i>Yeungroon Final Seal</i>	75	-	75	-	-	50	-	26	-
<i>Watchem Warrack Final Seal</i>	80	-	80	-	-	53	-	27	-
<i>Major Patch &amp; Culvert</i>	100	-	100	-	-	66	-	34	-
<i>Road Resheeting</i>	560	-	560	-	-	370	-	190	-
<i>Culgoa Ultima</i>	2,250	-	2,250	-	-	1,500	-	750	-
<b>Footpaths and Cycleways</b>									
<i>Renewal program</i>	70	-	70	-	-	-	-	70	-
<i>Avon Plains Road Donald</i>	60	-	60	-	-	-	-	60	-
<b>Drainage</b>									
<i>Walker Street Donald</i>	75	-	75	-	-	-	-	75	-
<i>Charlton Drainage Feasibility</i>	115	-	115	-	-	80	-	35	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
<i>Swimming pools</i>	80	-	80	-	-	-	-	80	-
<i>Playground replacement</i>	80	-	80	-	-	-	-	80	-
<b>Waste Management</b>									
<i>Wycheproof transfer station fence</i>	40	-	40	-	-	-	-	40	-
<i>Solar power to Charlton transfer station</i>	25	25	-	-	-	-	-	25	-
<i>Solar power to Wycheproof transfer station</i>	25	25	-	-	-	-	-	25	-
<i>E-waste storage sheds</i>	30	30	-	-	-	-	-	30	-
<b>Aerodromes</b>									
<i>Donald runway reseal</i>	170	-	170	-	-	-	-	170	-
<b>TOTAL INFRASTRUCTURE</b>	<b>4,768</b>	<b>80</b>	<b>4,688</b>	<b>-</b>	<b>-</b>	<b>2,880</b>	<b>-</b>	<b>1,888</b>	<b>-</b>
<b>TOTAL NEW CAPITAL WORKS</b>	<b>11,404</b>	<b>1,819</b>	<b>8,118</b>	<b>1,467</b>	<b>-</b>	<b>7,459</b>	<b>192</b>	<b>3,753</b>	<b>-</b>

**G16 5. Financial performance indicators**

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	+/-
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	6.80%	(23.14%)	(5.71%)	(6.50%)	(6.78%)	(6.48%)	.
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	415.00%	171.72%	358.65%	309.90%	294.87%	289.26%	c
Unrestricted cash	Unrestricted cash / current liabilities	3	375.00%	147.70%	290.22%	228.23%	218.68%	214.25%	c
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	54.00%	52.26%	-	-	-	-	.
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		2.30%	2.22%	1.13%	-	-	-	.
Indebtedness	Non-current liabilities / own source revenue		55.00%	47.71%	-	-	-	-	.
Asset renewal	Asset renewal expenses / Asset depreciation	5	%	87.72%	110.93%	145.42%	115.33%	107.01%	c
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	58.00%	49.62%	47.01%	52.86%	59.93%	59.95%	c
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.94%	0.78%	0.80%	0.82%	0.84%	0.86%	c

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	+/-
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$4,036	\$5,311	\$4,920	\$4,503	\$4,082	\$4,171	c
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,406	\$846	\$863	\$880	\$898	\$916	c
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		16%	12%	5%	5%	5%	5%	.

**Key to Forecast Trend:**

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

## 2019/2020 Fees & Charges

### VENUE HIRE - PUBLIC HALLS

Events or Groups defined by the following categories will be eligible to have hire fees waived:

- Ceremonies held in recognition of Australia Day or Anzac Day.
- Community Groups - community based non- for-profit organisation or association of persons where open membership and participation in activities is encouraged. A community group may take part in profit-making activities, but the surplus is reinvested in pursuit of the group's goals. A community group may be:
  - An organisation whose primary aim is to provide services and benefits to the community (e.g. Lions Clubs, Community forums, Business Networks, Schools, Health Related services and Sporting Clubs)
  - Special interest or advocacy groups for particular sections of the community (e.g. Senior Citizens, Probus, Red Cross). This does not include political parties or groups
  - A group of people having a shared ethnic, cultural or religious identity
  - Neighbourhood or shared interest groups

<i>(Casual hire)</i>	<i>Main Hall (max. 6 hours)</i>	<i>Supper Room (max. 6 hours)</i>	<i>Cost p/h (over max. hours)</i>	<i>Kitchen</i>	<i>All day booking (24 hours, full use of venue)</i>	<i>Bond</i>
<b>Birchip</b> (max. 250 people)	\$230.00	\$65.00	\$50.00	\$42.00	\$400.00	\$500*
<b>Charlton</b> (max. 300 people)	\$230.00	\$65.00	\$50.00	\$42.00	\$400.00	\$500*
<b>Donald</b> (max. 250 people)	\$230.00	\$65.00	\$50.00	\$42.00	\$400.00	\$500*
<b>Wycheproof</b> (max. 250 people)	\$230.00	\$65.00	\$50.00	\$42.00	\$400.00	\$500*

A Bond is required for all bookings where alcohol is served. The Bond is refundable if there is no damage or requirement for additional cleaning.

\*Inspections will be carried out by Buloke Shire Council's Superintendent Buildings and Properties.

Casual Hire is defined as: Any group, individual or organisation that hires the facility once off or on an irregular basis.

### SENIOR CITIZENS

<i>Clubrooms</i>	<i>Charlton</i>	<i>Donald</i>	<i>Wycheproof</i>
<b>Max. 6 hours</b>	\$105.00	\$105.00	\$105.00
Cost per hour over max.	\$28.00	\$28.00	\$28.00

### Regular Hire

Private or Commercial	\$42.00
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Regular Hire: Any group, individual or organisation that hires the facility on an ongoing basis. To be considered a Regular User, one of the following criteria must be met;

- Weekly hire - minimum of 10 consecutive weeks,
- Fortnightly hire - minimum of 10 consecutive fortnights,
- Monthly hire - minimum of 10 consecutive months

Commercial hirers: Those who undertake activities for the purpose of generating a profit.

Private/Individual hirers: Those who undertake activities for the purpose of private events and activities.

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**WYCHEPROOF SALEYARDS**

<i>Wycheproof Saleyards</i>	<i>2018/2019</i>	<i>2019/2020</i>
Yard Fees	0.90% of gross sales turnover	0.90% of gross sales turnover
Agent's Fees	13% of yard fees	13% of yard fees
Public Holiday Penalty Rate	\$1,000	\$1,000
Unsold stock fee (per head)	.20 cents	.20 cents
Destruction and disposal of dead stock fee (per head)	\$20.00	\$20.00
Truck Wash		
Key Deposit (Avdata) Refunded on return of keys	\$26.00	\$26.00
Water Usage	\$0.90 per minute	\$0.90 per minute

**STAND PIPES**

<i>Stand Pipes</i>	<i>2018/2019</i>	<i>2019/2020</i>
	\$10.00 minimum charge for under 1,000 litres or \$10.00 per 1,000 litres	\$10.00 minimum charge for under 1,000 litres or \$10.00 per 1,000 litres

**ANIMAL CONTROL**

**Dog and Cat Registration Fees**

<i>* Since May 2007 Council can only register animals that have been micro chipped</i>	<i>2018/2019</i>	<i>2019/2020</i>
<i>* \$4.00 levy per dog &amp; cat is collected by Council on behalf of the State government</i>		
Dog or Cat (Not Micro chipped or Desexed – only relevant to animals registered prior to May 2007)	\$112.00	\$118.00
Dog or Cat (Micro chipped plus one or more of the following – desexed, not desexed, working or farm dog, over 10 years old or VCA members)	\$38.00	\$39.00
Pensioner Concession - Dog/Cat full (Half price for all dog and cat registration categories)	\$21.00	\$59.00
Pensioner Concession - Dog/Cat reduced (Half price for all dog and cat registration categories)	\$21.00	\$19.00
Guide dogs, racing dogs (greyhounds), police dogs	No charge	No charge
Replacement lifetime tag/s	No charge	No charge
Registered animals moving to Buloke	No charge	No charge

**IMPOUNDED LIVESTOCK**

<i>Release Fees</i>	<i>2018/2019</i>	<i>2019/2020</i>
Sheep up to 5 head	\$100.00	\$100.00
Sheep per head over 5	\$12.00	\$12.00
Goats and pigs up to 2 head	\$100.00	\$100.00
Goats and pigs per head over 2	\$20.00	\$20.00
Cattle up to 3 head	\$250.00	\$250.00
Cattle per head over 3	\$100.00	\$100.00
Horses per head	\$250.00	\$250.00
Transport of livestock	Total cost of transport	Total cost of transport

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<i>Sustenance – per day or part thereof – per head</i>	<i>2018/2019</i>	<i>2019/2020</i>
Sheep	\$10.00	\$10.00
Goats and Pigs	\$25.00	\$25.00
Cattle and Horses	\$20.00	\$25.00

<i>Dogs and Cats (includes sustenance) – per dog and cat</i>	<i>2018/2019</i>	<i>2019/2020</i>
1 to 4 days	\$80.00	\$80.00
Second impoundment (within a 12 month period)	New fee	\$160.00
Third and subsequent impoundments (within 12 month period)	New fee	\$320.00
For every day in excess of 4 days (maximum 8 days)	\$20.00	\$20.00
Animal Surrender fee	\$200.00	\$200.00

<i>Impounded Vehicles and Caravans – per vehicle plus other associated costs</i>	<i>2018/2019</i>	<i>2019/2020</i>
Release fee (plus towing fee incurred)	\$275.00	\$285.00

<i>Impounded Goods – including signage and street furniture - per lot – plus other associated costs</i>	<i>2018/2019</i>	<i>2019/2020</i>
Release fee (plus any associated costs)	\$180.00	\$185.00

<i>Local Laws</i>	<i>2018/2019</i>	<i>2019/2020</i>
Local laws Annual Fee	\$55.00	\$58.00
Permit for the keeping of excess animals (valid for three years)	New fee	\$58.00

<i>Administration Fees</i>	<i>2018/2019</i>	<i>2019/2020</i>
Notice To Comply Issue Fee	\$20.00	\$58.00

<i>Hire of Cat trap</i>	<i>2018/2019</i>	<i>2019/2020</i>
Deposit	New fee	\$100.00
<b>Hire charges:</b>		
First two weeks per week	New fee	\$10.00
Third and subsequent weeks per week	New fee	\$50.00

<i>Domestic Animal Businesses</i>	<i>2018/2019</i>	<i>2019/2020</i>
Registration Renewal	\$200.00	\$200.00
Annual Audit Inspection Fee	\$100.00	\$100.00
New Registration	\$250.00	\$250.00

**SUNDRY DEBTORS**

<i>Hire of Council equipment and operator where local service alternatives are not available, including compulsory fire clearances.</i>	<i>2018/2019</i>	<i>2019/2020</i>
Plant	150% of plant hire rate	150% of plant hire rate
Operator (Labour)	\$55.00 per hour plus plant fee – as above	\$55.00 per hour plus plant fee – as above
Quarry products from non-Council quarry sources	150% Cost to Council plus plant and operator costs – as above.	150% Cost to Council plus plant and operator costs – as above.

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**WASTE CHARGES**

<b>Waste</b>	<b>2018/2019</b>	<b>2019/2020</b>
Municipal Waste Collection and Disposal Charge (One 120L bin for putrescibles waste (collected weekly) and one 240L bin for recyclables (collected fortnightly). Service is compulsory for all residential properties and available to commercial and farm properties on request.	\$414.00	\$413.00
Optional additional 240L bin for recycling	\$90.00 per bin	\$90.00 per bin

<b>Landfill</b>	<b>2018/2019</b>	<b>2019/2020</b>
Minimum General Waste charge	\$8.00	\$8.00
Green Waste	\$8.00 per cubic mtr/minimum charge	\$8.00 per cubic mtr/minimum charge
Car boot per load	\$16.00	\$16.00
6 x 4 Trailer Load/Ute Load up to 1 cubic metre	\$25.00	\$26.00
Tandem Trailer up to 2 cubic metres	\$49.00	\$50.00
Wheelie bin 120L	\$10.00	\$11.00
Wheelie bin 240L	\$12.00	\$14.00
General Waste to Landfill (per cubic metre)	\$25.00	\$26.00
Commercial Waste (per cubic metre)	\$25.00	\$30.00
Builder Waste and Concrete (per cubic metre)	\$40.00	\$40.00
Concrete uncontaminated (per cubic metre)	\$40.00	\$40.00
Bricks uncontaminated (per cubic metre)	\$40.00	\$40.00
White Goods (doors must be removed from refrigerators, ovens and dishwashers)	Free to local residents only	Free to local residents only
Car Bodies	Free to local residents only	Free to local residents only
TV Screens and Computer Monitors	\$12.00	\$12.00
Mattresses	\$40.00	\$40.00

<b>Tyres</b>	<b>2018/2019</b>	<b>2019/2020</b>
Light car tyre	\$9.00	\$10.00
Car tyre on rim	\$26.00	\$26.00
4WD and Light Truck tyre	\$16.00	\$16.00
Truck tyre	\$35.00	\$35.00
Truck tyre on rim	\$60.00	\$60.00
Small tractor tyres	\$110.00	\$120.00
Large tractor tyres	\$180.00	\$200.00

<b>Animal Carcasses</b>	<b>2018/2019</b>	<b>2019/2020</b>
Poultry (including turkeys) per bird	\$7.00	\$7.00
Cats and Dogs	\$10.00	\$10.00
Sheep, Pigs and Goats	\$20.00	\$20.00
Horses and Cattle	\$40.00	\$40.00

**APPENDIX A**

<b>Recycling</b>	<b>2018/2019</b>	<b>2019/2020</b>
<b>Comingled</b>		
6 x 4 Trailer Load/Ute Load up to 1 cubic metre	New charge	\$8.00
Tandem Trailer up to 2 cubic metres	New charge	\$15.00
<b>Separated</b>		
<b>6 x 4 Trailer Load/Ute Load up to 1 cubic metre</b>		
Glass	New charge	\$6.00
Paper & Cardboard	New charge	\$6.00
Plastics	New charge	\$6.00
<b>Tandem Trailer up to 2 cubic metres</b>		
Glass	New charge	\$11.00
Paper & Cardboard	New charge	\$11.00
Plastics	New charge	\$11.00
<b>BUILDING FEES AND CHARGES</b>		
<b>Alterations/Additions/Sheds/Carports/Garages</b>	<b>2018/2019</b>	<b>2019/2020</b>
Building Works - \$0 to \$10,000	\$495.00	\$510.00
Building Works - \$10,001 to \$20,000	\$715 plus Levy	\$735 plus Levy
Building Works - \$20,001 to \$80,000	\$1040 plus Levy	\$1070 plus Levy
Building Works - \$80,001 to \$120,000	\$1650 plus Levy	\$1700 plus Levy
Building Works - \$120,001 to \$200,000	\$1980 plus Levy	\$2040 plus Levy
Building Works - \$200,000 plus	\$2450 plus Levy	\$2525 plus Levy
<b>Dwellings</b>		
New Dwellings - \$0 to \$120,000	\$1,320	\$1360 plus Levy
New Dwellings - \$120,000 to \$200,000	\$1,648	\$1697 plus Levy
New Dwellings - \$200,000 to \$312,000	\$1,974	\$2035 plus Levy
New Dwellings - \$312,000 plus	\$2,550	\$2626 plus Levy
<b>Sheds/Carports/Garages</b>		
Building Works - \$0 to \$10,000	\$495.00	\$510.00
Building Works - \$10,001 to \$20,000	\$715 plus Levy	\$736 plus Levy
Building Works - \$20,001 to \$80,000	\$1040 plus Levy	\$1070 plus Levy
Building Works - \$80,001 to \$120,000	\$1650 plus Levy	\$1700 plus Levy
Building Works - \$120,001 to \$200,000	\$1980 plus Levy	\$2040 plus Levy
Building Works - \$200,000 plus	\$2450 plus Levy	\$2525 plus Levy
<b>Swimming Pools</b>		
Swimming Pool and Fence – Above Ground	\$438.00	\$450.00
Swimming Pool and Fence – In-Ground Pool	\$875.00	\$900.00
Swimming Pool (Fence Only)	\$250.00	\$258.00
Swimming Pool Safety Audit Inspection fee	New charge	\$258.00
<b>Commercial Building Work</b>		
Commercial Works - \$0 to \$10,000	\$410 plus Levy	\$422 plus Levy
Commercial Works - \$10,001 to \$20,000	\$740 plus Levy	\$762 plus Levy
Commercial Works - \$20,001 to \$100,000	\$1430 plus Levy	\$1473 plus Levy
Commercial Works - \$100,001 to \$500,000	\$3750 plus Levy	\$3862 plus Levy
Commercial Works - \$500,000+	\$value x 0.25% plus \$2,090 plus Levy	\$value x 0.25% plus \$2150 plus Levy

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<b>Multi-Unit Development</b>	<b>2018/2019</b>	<b>2019/2020</b>
Units - \$0 to \$200,000	\$1970 plus Levy	\$2029 plus Levy
Units - \$200,001 to \$312,000	\$2194 plus Levy	\$2260 plus Levy
Units - \$312,000+	\$value/132 plus Levy	\$value/128 plus Levy

**Notes:**

- The State building levy is 0.128% of the value of the works.
- A \$37.10 Lodgement Fee applies to all applications for works valued at \$5,000 or more, where a private surveyor is engaged.

<b>Enforcement</b>	<b>2018/2019</b>	<b>2019/2020</b>
Building Notices/Orders (To allow buildings to remain as constructed, without a Building Permit)	Building Permit Fee plus 30%	Building Permit Fee plus 30%
Minor Works Compliance (including swimming pools, spas and other minor works)	new fee	Building Permit Fee plus 30%

<b>Miscellaneous Items</b>	<b>2018/2019</b>	<b>2019/2020</b>
Fence	\$215.00	\$221.00
Demolitions or Removals - \$0 to \$5,000	\$379.00	\$390.00
Demolitions or Removals - \$5,000+	\$540.00	\$556.20
Re-Erections of Dwellings – Security Deposit	\$5,150.00	\$5,150.00
Extensions of Time Requests	\$108.00	\$150.00
Amended Plans	\$108.00	\$111.00
Information Request Reg. 326 (1) Permit Info, Final Certifications, Current Orders or Notices	Legislative fee	Legislative fee
Information Request Reg. 326 (2) Flooding, Termite, Bushfire, Snowfall, Designated	Legislative fee	Legislative fee
Information Request Reg. 326 (3) Mandatory notification states, Inspection Dates	Legislative fee	Legislative fee
Request for search of Building Permit Plans	\$65.00	\$67.00

<b>Report and Consent</b>	<b>2018/2019</b>	<b>2019/2020</b>
Planning Authority for Demolition Section 29A of the Act	Legislative fee	Legislative fee
Build Over Council Easement Reg. 310 (1)	Legislative fee	Legislative fee
Report & Consent under Parts 4, 5 or 8	Legislative fee	Legislative fee
Request Legal Point of Discharge for Stormwater Reg. 610 (2)	Legislative fee	Legislative fee

**Government Levy (only applies if development value over \$10,000)**

Additional Inspection	\$130.00	\$134.00
Other/General inspection fee (includes report required) (Includes Red Line Application)	\$150.00 per hour	\$175.00 per hour
Red Line Application fee	new fee	\$975.00
POPE - (Includes 1 inspection)	\$950.00	\$975.00
Siting Approval for Marque (Includes 1 inspection)	\$280.00	\$550.00
Title Search	\$25.00	\$45.00
Community Group (Not-for-profit) Building Works	Levy	Levy
Discount on Permit fees only. (State Government Levy still applies)		

**Notes:**

- A (Statutory Fee) Lodgement Fee applies to all applications for works valued at \$5,000 or more, where a private surveyor is engaged.



**APPENDIX A**

**PLANNING FEES AND CHARGES**

<b>Miscellaneous Items (non-statutory fees)</b>	<b>2018/2019</b>	<b>2019/2020</b>
Application for Extension of Time to a Planning Permit		
First Request	New charge	\$195.00
Second Request	New charge	\$295.00
Third Request	New charge	\$395.00
Giving Notice of Application for a Planning Permit (advertising)	New charge	\$95.00

**PUBLIC HEALTH**

<b>Food Act</b>	<b>2018/2019</b>	<b>2019/2020</b>
<b>Class 1 Food Premises</b> – High Risk ready to eat food serves to vulnerable groups. Including hospitals, nursing homes, child care centres. Must have 3 <sup>rd</sup> party audited FSP.	\$325.00	\$325.00
<b>Class 2 Food Premises</b> – High Risk or unpackaged foods. Including hotels, restaurants cafes, takeaway, supermarkets, manufacturers, caterers, milk bars and some service stations. Must have FSPI (may be template or 3 <sup>rd</sup> Party audited)	\$320.00	\$320.00
<b>Class 3 Food Premises</b> – Premises selling low risk pre-packaged food only e.g. Packaged confectionary, soft drink, Newsagents, video stores, some service stations.	\$220.00	\$220.00
<b>Non Profit Organisations &amp; Community Groups</b> – Food is prepared predominately for consumption by members, or for fundraising activities Service Clubs, mostly Sporting Clubs	N/A	N/A

<b>Street Stalls/Temporary Food Vendor Permits Non Profit &amp; Community Groups (fetes, sausage sizzle, street stall)</b>	<b>2018/2019</b>	<b>2019/2020</b>
Single Event Permit	N/A	N/A
Yearly Permit (up to 12 Events per year)	N/A	N/A
<b>Private Individuals &amp; Businesses (Markets, Private Stalls)</b>		
Single Event Permit	\$61.00	\$61.00
Yearly Permit (up to 12 Events per year)	\$90.00	\$90.00

Transfers Fees	50% of the current classed fee both Food Act 1984 & Public Health & Wellbeing Act 2008	50% of the current classed fee both Food Act 1984 & Public Health & Wellbeing Act 2008
Transfer Inspection Fee	\$220.00	\$220.00
Late Payment of Registration (more than 1 month late)	50% of the registration fee	50% of the registration fee
Additional Inspections after first follow up	\$195.00	\$195.00

<b>Public Health and Wellbeing Act 2008</b>	<b>2018/2019</b>	<b>2019/2020</b>
Hairdresser (One off registration fee)	\$175.00	\$175.00
Beauty Therapy	\$175.00	\$175.00
Skin Penetration	\$175.00	\$175.00
More than 1 health activity	\$220.00	\$220.00
Prescribed Accommodation		
Premises providing accommodation for 5 or more persons including hotels, motels, hostels and camps.	\$220.00	\$220.00
Late Payment of Registration (more than 1 month late)	50% of the current registration fee	50% of the current registration fee
Additional Inspections after first follow up	\$195.00	\$195.00

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<b>Immunisations</b>	<b>2018/2019</b>	<b>2019/2020</b>
Private Immunisations	Cost to Council – Materials & Labour	Cost to Council – Materials & Labour
<b>Environment Protection Act 1970</b>		
<b>Septic Tank</b>	<b>2018/2019</b>	<b>2019/2020</b>
New	\$325.00	\$325.00
Alteration to Existing	\$205.00	\$205.00
<b>Home and Community Care (HACC)</b>		
<b>HACC General Home Care Low</b>	<b>2018/2019</b>	<b>2019/2020</b>
HACC General Home Care Low	\$4.50	\$4.60
HACC General Home Care Medium	\$11.50	\$11.70
HACC General Home Care High	\$48.50	\$49.40
Home Maintenance Low	\$9.00	\$9.15
Home Maintenance Medium	\$15.00	\$15.30
Home Maintenance High	\$48.50	\$49.40
HACC Personal Care Low	\$3.00	\$3.05
HACC Personal Care Medium	\$7.50	\$7.60
HACC Personal Care High	\$48.50	\$49.40
HACC Respite Care Low	\$3.00	\$3.05
HACC Respite Care Medium	\$ 4 .50	4.6
HACC Respite Care High	\$48.50	\$49.40
HACC Meals on Wheels Low	\$9.50	\$9.70
HACC Meals on Wheels Medium	\$9.50	\$9.70
Meals on Wheels (Full cost recovery)	\$14.00	\$14.25
<b>Brokerage</b>		
<b>General Home Care</b>	<b>2018/2019</b>	<b>2019/2020</b>
General Home Care	\$62.00	\$63.10
Personal Care	\$62.00	\$63.10
Home Maintenance	\$62.00	\$63.10
Respite Care HIGH	\$62.00	\$63.10
Travel	\$2.50	\$2.50
All weekend services	\$125.00	\$127.25
To complete OH&S Assessment for packaged care client	\$135.00	\$137.45
To complete a MEPACS/PAV Assessment – personal security alarm for packaged care client	\$130.00	\$132.35
MEPACS Referral	\$60.00	\$61.10
<b>CARAVAN PARKS</b>		
<b>Caravan Parks</b>	<b>2018/2019</b>	<b>2019/2020</b>
Unpowered Site (2 people)	\$15.00 per night	\$15.00 per night
Powered Site (2 people)	\$20.00 per night	\$20.00 per night
Weekly fee	\$120.00	\$120.00
Additional people	Extra \$5 per night	Extra \$5 per night
<b>POOL HIRE</b>		
<b>Pool Hire</b>	<b>2018/2019</b>	<b>2019/2020</b>
Pool Hire - Commercial	\$25 per hour	\$25 per hour
	\$100 per day (up to 6 hours)	\$100 per day (up to 6 hours)
Pool Hire - Community use	FREE	FREE
Pool Entry Fees	FREE	FREE
Pool Lifeguard Hire	New charge	\$45.00 p/h

## 8.3 FINANCIAL REPORTS

### 8.3.1 FINANCIAL PERFORMANCE AS AT 31 MARCH 2019

**Author's Title:** Manager Finance

**Department:** Corporate Services

**File No:** FM/19/03

**Attachments:**

- 1 [Income Statement 31 March 2019](#)
- 2 [Balance Sheet 31 March 2019](#)
- 3 [Cashflow Statement 31 March 2019](#)
- 4 [Cashflow Graph 31 March 2019](#)
- 5 [Capital Works Program 31 March 2019](#)
- 6 [Capital Works Graph 31 March 2019](#)

#### **Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### **RECOMMENDATION**

That Council receives and notes the Financial Performance Report for the month ending 31 March 2019.

#### **1. Executive Summary**

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual recurrent operations. It also specifically includes capital income but does not include capital works expenditure. The surplus/(deficit) is disclosed at item B on the Income Statement (Attachment 1). So as operating revenues can be compared to operating expenditures, an adjustment is made to exclude all capital income. The presentation of this income statement and resultant surplus/(deficit) is reported at item A.

For the nine months of the financial year ending 31 March 2019, the surplus disclosed was \$1.154m. *Excluding* capital grants income of \$4.177m, a deficit of \$3.02m was recorded. See notes 2 and 7 on the income statement for the reasons behind this deficit, but in summary, Flood monies of \$2.8m have not been received as at 31 March due to State Government change in disbursement policy. Some of this outstanding flood monies has now been received in April and the balance is expected before 30 June.

Some corrections have been made to grant income entries in the forecasts; increasing the year end forecast surplus to \$2.967m (including Capital Grants).

The **Balance Sheet** effectively shows a summary of the value of Assets (what we own) and our Liabilities (what we owe), both of which balance off against each other to show Net Assets or Equity (our net worth). Council's net worth as at this accounting period remains at \$206m.

The **Cash Flow Statement** has been updated to include the cashflow projections based on the Forecast Budget. The actual to budget comparisons for July to December has been consolidated. The corresponding cash flow chart maps actual cash alongside budgeted cash and restricted funds. At 31 March 2019, Council's Cash and Cash Equivalents were \$16.5m.

The **Capital Works Program** depicts \$6.561m of capital works having been expended to the end of this accounting period. The Annual Budget for capital works is \$14.454m to be funded by Capital Grants of \$7.5M. However, delays in some projects result in a lower Annual Forecast of

\$12.790m. Forecasted contributions has reduced to \$1.2M (from \$2.3M) but Council Cash of \$4.6M remains unchanged. Council has let a number of large scale contracts in the first half of the 2018/19 financial year (i.e. Charlton Park, Donald Community Precinct, Road Rehabilitation) and expenditure will increase over the last 3 months of the financial year.

## 2. Financial Implications

The table below provides an overview of Council's financial performance as at 31 March 2019

Executive Summary for Monthly Council Report - use the snipping tool and paste the graphic.					
				Preliminary	
Income Statement - Excluding Capital Grants and Contributions	YTD	YTD	YTD	Annual	Annual
	Actuals	Budget	Variance	Budget	Forecast
	\$(000)	\$(000)	\$(000)	\$(000)	\$(000)
Total Income	22,949	25,045	(2,096)	26,603	27,171
Total Expenses	25,972	26,927	955	32,936	33,242
<b>Surplus/(Deficit)</b>	<b>(3,023)</b>	<b>(1,882)</b>	<b>(1,141)</b>	<b>(6,332)</b>	<b>(6,071)</b>
Add back Capital Grants Income and Contributions	4,177	7,818	(3,642)	9,812	9,038
<b>Surplus/(Deficit) including Capital Grants Income and Cont.</b>	<b>1,154</b>	<b>5,937</b>	<b>(4,783)</b>	<b>3,479</b>	<b>2,967</b>
<b>Capital Works Program</b>	<b>6,561</b>	<b>9,525</b>	<b>(3,554)</b>	<b>14,454</b>	<b>12,709</b>
<b>Cash and Cash Equivalents</b>		<b>Restricted</b>	<b>Un-Rest.</b>	<b>Total</b>	
		1,374	15,132	16,506	

The following commentary is provided:

### a. Total income excluding capital grants and contributions

The negative variance of \$2.096m occurs largely as a result of Flood Natural Disaster Funding (\$2.8m variance) not having been received (see note 2 per Income Statement for further detail). Some outstanding funding has since been received in April and the balance is expected before 30 June.

### b. Total expenses

Favourable budget variance (\$955k) mostly due to flood restoration works below expected by \$1.27m (see note 7).

### c. Capital Grant Income and Contributions

Capital grant income is below budget to 31 March (\$1.744m) mostly due to delayed funding for Lake Tyrell and Roads to Recovery.

### d. Capital Works Program Expenditure

Council has expended \$6.561m on capital works YTD this period. Significant increase in capital expenditure expected for the next three months of the financial year with projects nearing payment milestones.

### e. Cash and Cash Equivalents

Council has cash of \$16.506m of which \$1.374m is restricted being committed to capital projects.

## 3. Community Consultation

No consultation with the community was required for the production of this report.

**4. Internal Consultation**

The reports have been prepared in consultation with the budget managers directly responsible for Council budgets.

**5. Legislative / Policy Implications**

The report is consistent with the requirements of the *Local Government Act 1989*.

**6. Environmental Sustainability**

This report has no direct impact on environmental sustainability.

**7. Conflict of Interest Considerations**

No officer involved in the preparation of this report had a conflict of interest.

**8. Conclusion**

Grant income for both operating and capital are behind where Council planned to be on a year to date basis. However, outstanding funding has been received in April and the remaining monies are forecasted to come in before the end of the financial year.

Forecasting has been finalised in the reports provided and incorporated in Cashflow and Capital Expenditure charts to indicate 30 June positions.

# Income Statement

# Buloke Shire Council

31 March 2019

Income Statement - Excluding Capital Grants and Contributions	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000	Ref:
<b>Income</b>						
Rates and charges	13,322	13,316	6	13,316	13,325	
Statutory fees and fines	137	87	49	100	102	
User fees	541	514	28	777	759	
Grants - operating (recurrent)	3,465	3,361	104	4,425	4,514	1
Grants - operating (non-recurrent)	4,907	7,346	(2,439)	7,365	7,806	2
Grants - capital (recurrent) - EXCLUDED						
Grants - capital (non-recurrent) - EXCLUDED						
Contributions - cash	188	80	108	139	177	3
Contributions - capital - EXCLUDED						
Gain (Loss) on Disposal of Assets	41	0	41	10	10	
Other Income	102	90	12	127	132	
Interest	246	251	(5)	345	345	5
<b>Total Income excluding Capital Grants and Contributions</b>	<b>22,949</b>	<b>25,045</b>	<b>(2,096)</b>	<b>26,603</b>	<b>27,171</b>	
<b>Expenses</b>						
Employee benefits	6,441	7,165	724	9,601	9,134	6
Materials and services	13,560	13,774	215	15,149	15,780	7
Bad and doubtful debts	1	0	(1)	52	53	
Depreciation and amortisation	5,322	5,295	(26)	7,061	7,185	
Finance costs	108	149	40	297	297	
Other expenses	541	543	3	776	793	
<b>Total Expenses</b>	<b>25,972</b>	<b>26,927</b>	<b>955</b>	<b>32,936</b>	<b>33,242</b>	
<b>A Surplus/(Deficit) excluding Capital Grants and Contributions</b>	<b>(3,023)</b>	<b>(1,882)</b>	<b>(1,141)</b>	<b>(6,332)</b>	<b>(6,071)</b>	
<b>Add back Capital Grants Income and Contributions</b>						
Grants - capital (recurrent)	591	918	(327)	1,224	1,252	10
Grants - capital (non-recurrent)	3,068	5,038	(1,970)	6,317	6,574	11
Contributions - capital	518	1,863	(1,344)	2,271	1,212	12
<b>Total Capital Grants Income</b>	<b>4,177</b>	<b>7,818</b>	<b>(3,642)</b>	<b>9,812</b>	<b>9,038</b>	
<b>B Surplus/(Deficit) including Capital Grants Income and Cont.</b>	<b>1,154</b>	<b>5,937</b>	<b>(4,783)</b>	<b>3,479</b>	<b>2,967</b>	

**Notes:**

- More recurrent operating grant income received YTD than budgeted. Many *overs* and *unders* but principally greater receipts for CHSP Home Help (favourable variance of \$49K), Finance (\$28K), MCH (\$42K) and Supported Playgroups (\$28K).
- Due to a change in State Government policy whereby monies are no longer advanced, Council is yet to receive Flood Natural Disaster Funding of about \$2.8M (var. per YTD budget). Expenditure on Flood Restoration to March was \$8.638M including \$2M funds carried forward from FY2018. Forecasting has receipt of all monies by 30 June 2019.
- Contribution from Birchip Kindergarten received earlier than planned (\$45k) and Department of Treasury and Finance (\$29k) as *compensation* for Anl. Valuations. Also insurance reimbursement received regarding Donald landfill (\$23K)
- Pervious variance from timing of term deposit rollover has balanced out.
- A favourable underspend of \$724k on employee costs. Notable salary and on-cost underspends include within Roads Sealed (\$125k), Finance (\$107k), Assets and Infrastructure (\$65k), Mun. Emg Mgt (\$60), Heavy Plant (\$51k), Risk (\$46) and HR (\$57k). Some of these positions are contractors (Finance and HR) so savings here will be partially offset by overspends in Materials and Services.
- Favourable YTD variance of \$950K on Materials and Services mostly explained by flood restoration works (YTD budget of \$9m of which \$8.638m has been expended (Var \$361k) - annual Budget of \$9M is on target). This underspend is partly offset but higher external contracts required for Finance, HR & Risk until these positions were filled. Consulting fees for Flood Recovery Management unbudgeted (Var \$126k).
- Roads to Recovery Federal Grant instalment overdue. To March \$1.327k has been spent on R2R capital works.
- YTD \$5.038M of Capital Grants expected with only \$3.068M having been received to date of this report. Funding is outstanding for the Lake Tyrrell Infrastructure upgrades (\$1.428M), Rehabilitation works on Yuengroon Road stage 1 (\$0.8M) and Lake amenities development (\$0.4M). These outstanding grants are partly offset by receipt of Donald Flood study funding (offsetting anticipated contribution) not included in initial budget.
- The annual forecast has updated anticipated contributions to capital projects. However contributions for Charlton Park and Donald Community Precinct remain outstanding per the updated forecast schedule.

## Buloke Shire Council

## Balance Sheet

As at 31 March 2019

	Actual March 2018	Actual March 2019	Annual Budget 2019	Variance LY to TY	Ref
	\$000's	\$000's	\$000's	\$000's	
<b>Assets</b>					
<b>Current assets</b>					
Cash and Cash Equivalents	19,372	16,506	13,924	(2,866)	1
Trade and Other Receivables - Current	3,033	4,274	1,491	1,241	
Inventories	119	64	119	(55)	
Non current assets classified as held for sale	0	0	0	0	
Other assets	227	22	544	(205)	
<b>Total current assets</b>	<b>22,750</b>	<b>20,865</b>	<b>16,078</b>	<b>(1,885)</b>	
<b>Non-current assets</b>					
Investment in associates	224	0	0	(224)	
Property, infrastructure, plant and equipment	180,370	190,663	186,895	10,293	
PIPE - Work In Progress		7,243			3
<b>Total non-current assets</b>	<b>180,594</b>	<b>197,906</b>	<b>186,895</b>	<b>10,069</b>	
<b>Total assets</b>	<b>203,345</b>	<b>218,771</b>	<b>202,973</b>	<b>8,184</b>	
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	827	1,774	1,470	948	
Trust funds and deposits	26	37	114	10	
Provisions - Current	2,457	2,490	1,945	34	
Interest Bearing Loans and Borrowings - Current	0	0	7,000	0	
<b>Total current liabilities</b>	<b>3,310</b>	<b>4,301</b>	<b>10,529</b>	<b>991</b>	
<b>Non-current liabilities</b>					
Provisions - Non Current	536	485	1,077	(51)	
Interest Bearing Loans and Borrowings -Non Current	7,000	7,000	0	0	
<b>Total-non current liabilities</b>	<b>7,536</b>	<b>7,485</b>	<b>1,077</b>	<b>(51)</b>	
<b>Total liabilities</b>	<b>10,846</b>	<b>11,786</b>	<b>11,606</b>	<b>940</b>	
<b>Net Assets</b>	<b>192,499</b>	<b>206,985</b>	<b>191,367</b>	<b>7,244</b>	
<b>Equity</b>					
Accumulated surplus	95,486	99,222	99,899	3,736	
Reserves	90,992	106,608	87,989	15,616	
YTD Surplus / (Deficit)	6,015	1,154	3,479	(4,862)	
<b>Total Equity</b>	<b>192,494</b>	<b>206,985</b>	<b>191,367</b>	<b>14,491</b>	2

**Notes:**

- Compared to last year cash has reduced by \$2.866m. Outstanding Flood Recovery funding of \$2.6m is expected before 30 June.
- Council's net position is \$14.491m stronger than at this time last year.
- As at 30 June 2018 (last year), PIPE Work in Progress was:
 

\$	1,627,744
----	-----------
- For this accounting period, WIP is:
 

\$	7,242,575
----	-----------
- WIP movement to this period is:
 

\$	5,614,831	This item matches Capital Works Expenditure.
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- Cash and Cash Equivalents balance per this period is:
 

\$	16,505,572	Matches movement in Cash Flow Statement.
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**Buloke Shire Council**

**Statement of Cash Flows  
 31 March 2019**

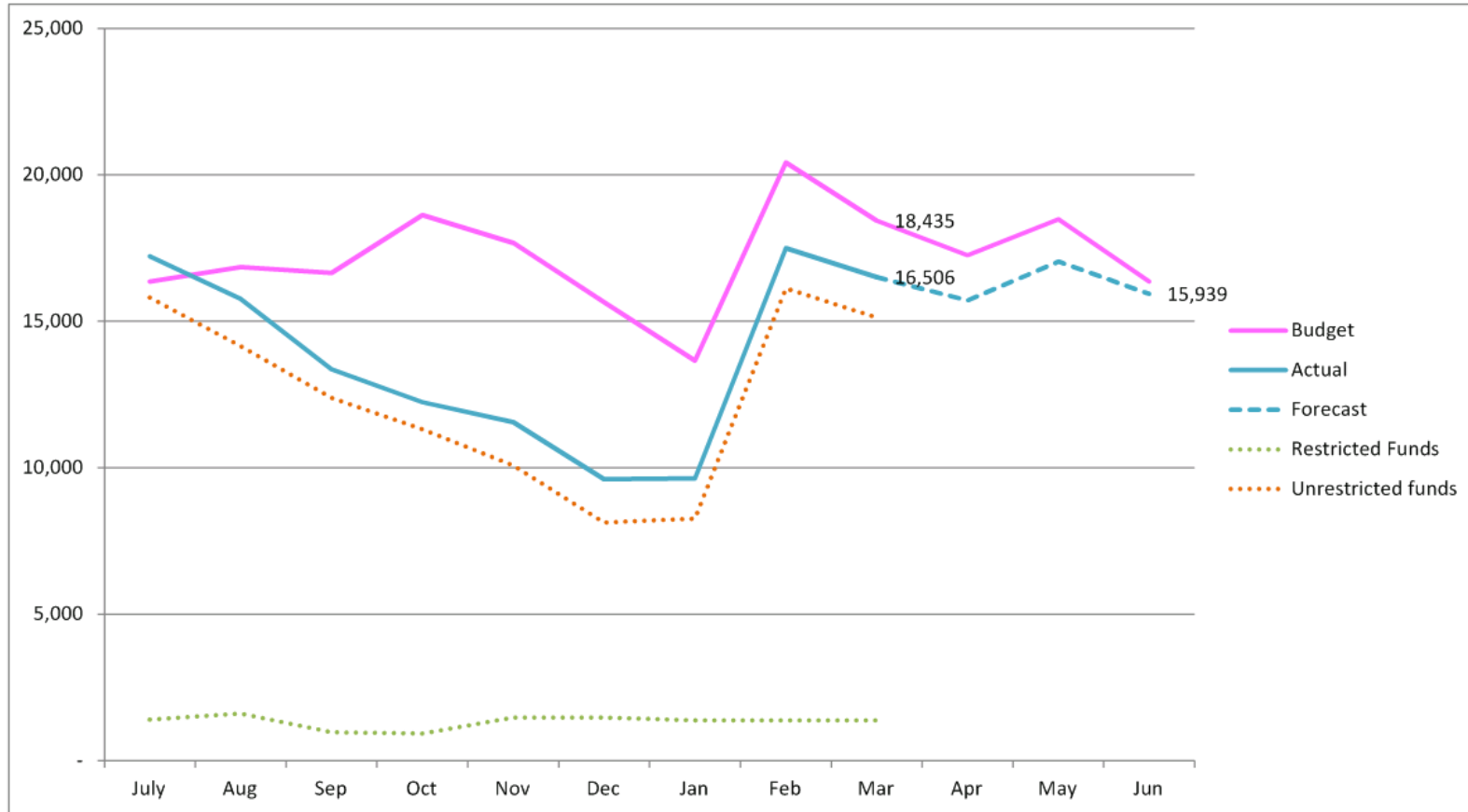
Notes	Actual		Budget		Actual		Budget		Actual		Budget		Actual		Budget		Actual		Budget		Forecast		Forecast		Forecast	
	JUL - DEC 2018		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19	
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
<b>Cash flows from operating activities:</b>																										
Rates and charges	2,825	3,147	(44)	295	362	253	904	1,152	752	348	503	618	319	490	794	734	7,777	7,961	523	611	394	392	506	503	270	269
Statutory fees and fines	39	41	4	4	8	8	10	9	4	9	8	5	6	8	14	9	11	4	10	7	3	3	3	3	42	42
User fees	(249)	514	216	134	8	48	(51)	(40)	158	138	(654)	94	44	141	284	(35)	22	133	15	74	34	34	55	55	79	79
Grants - operating	3,154	6,720	124	274	808	(840)	141	159	613	4,311	1,481	754	(12)	362	1,947	35	495	866	2,026	(403)	424	423	658	668	3,480	3,479
Grants - capital	2,055	1,473	106	-	290	410	-	154	-	-	1,418	735	250	193	431	27	652	-	521	1,813	902	902	2,300	2,300	1,026	1,026
Contributions - monetary	314	760	16	2	78	277	160	389	8	7	51	30	1	54	82	579	207	327	103	34	148	148	518	518	45	45
Interest received	112	-	27	-	37	-	48	-	35	-	25	-	(90)	-	57	-	13	-	63	-	-	-	-	-	-	-
Trust funds and deposits taken	32	-	5	-	40	-	123	-	(139)	-	47	-	(45)	-	59	-	479	-	(562)	-	-	-	-	-	-	-
Other receipts	195	1,734	5	327	32	1,256	6	18	21	20	34	109	98	10	(12)	(12)	52	76	5	26	(53)	(64)	821	991	(1,878)	(2,267)
Net GST refund / payment	88	1,350	87	681	217	390	(247)	159	(66)	26	172	152	(76)	(59)	101	645	89	224	(120)	236	(52)	103	(217)	424	9	(16)
Employee costs	(4,259)	(4,844)	(682)	(906)	(698)	(957)	(565)	(685)	(896)	(966)	(679)	(812)	(767)	(818)	(735)	(744)	(708)	(746)	(737)	(733)	(723)	(723)	(952)	(952)	(859)	(859)
Materials and services	(11,245)	(9,171)	(2,663)	(3,986)	(2,471)	(1,838)	(2,565)	(1,076)	(796)	(785)	(2,219)	(992)	(532)	(494)	(2,374)	(2,857)	(920)	(272)	(1,133)	(1,173)	(560)	(560)	(852)	(852)	(1,779)	(1,779)
Other payments	(251)	(341)	(30)	(53)	(60)	(49)	(58)	(91)	(18)	(12)	(49)	(53)	(37)	(83)	(15)	(26)	(235)	(306)	(39)	(37)	31	(33)	90	(96)	67	(72)
<b>Net cash provided by/(used in) operating activities</b>	<b>(7,196)</b>	<b>1,383</b>	<b>(2,628)</b>	<b>(1,237)</b>	<b>(1,328)</b>	<b>937</b>	<b>(2,064)</b>	<b>129</b>	<b>(296)</b>	<b>3,097</b>	<b>138</b>	<b>635</b>	<b>(812)</b>	<b>(178)</b>	<b>631</b>	<b>(1,656)</b>	<b>7,935</b>	<b>7,966</b>	<b>676</b>	<b>435</b>	<b>547</b>	<b>625</b>	<b>2,941</b>	<b>3,563</b>	<b>592</b>	<b>(54)</b>
<b>Cash flows from investing activities:</b>																										
Payments for property, infrastructure, plant and equipment	(3,269)	(5,857)	(267)	(676)	(122)	(445)	(290)	(322)	(812)	(1,127)	(656)	(1,433)	(1,122)	(1,854)	(581)	(334)	(57)	(1,206)	(1,652)	(2,437)	(1,442)	(1,810)	(1,462)	(2,186)	(1,604)	(2,069)
Proceeds from sale of property, infrastructure, plant and equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Cash - Depreciation & Equity	(102)	-	-	-	-	(50)	-	(17)	-	(17)	-	(17)	-	(17)	-	(17)	-	(17)	-	-	-	-	-	-	-	-
<b>Net cash provided by/ (used in) investing activities</b>	<b>(3,369)</b>	<b>(5,857)</b>	<b>(267)</b>	<b>(676)</b>	<b>(122)</b>	<b>(445)</b>	<b>(340)</b>	<b>(322)</b>	<b>(829)</b>	<b>(1,127)</b>	<b>(673)</b>	<b>(1,433)</b>	<b>(1,139)</b>	<b>(1,854)</b>	<b>(597)</b>	<b>(334)</b>	<b>(74)</b>	<b>(1,206)</b>	<b>(1,669)</b>	<b>(2,437)</b>	<b>(1,442)</b>	<b>(1,810)</b>	<b>(1,462)</b>	<b>(2,186)</b>	<b>(1,604)</b>	<b>(2,069)</b>
<b>Cash flows from financing activities:</b>																										
Finance costs	(108)	(149)	40	-	-	-	-	-	-	-	(148)	(149)	-	-	-	-	-	-	-	-	-	-	-	(149)	(149)	-
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net cash provided by/(used in) financing activities	(108)	(149)	40	-	-	-	-	-	-	-	(148)	(149)	-	-	-	-	-	-	-	-	-	-	-	(149)	(149)	-
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(10,667)</b>	<b>(4,623)</b>	<b>(3,055)</b>	<b>(3,913)</b>	<b>(1,450)</b>	<b>493</b>	<b>(2,404)</b>	<b>(193)</b>	<b>(1,125)</b>	<b>1,970</b>	<b>(683)</b>	<b>(947)</b>	<b>(1,951)</b>	<b>(2,032)</b>	<b>34</b>	<b>(1,990)</b>	<b>7,861</b>	<b>6,760</b>	<b>(993)</b>	<b>(1,981)</b>	<b>(895)</b>	<b>(1,185)</b>	<b>1,330</b>	<b>1,229</b>	<b>(1,162)</b>	<b>(2,124)</b>
Cash and cash equivalents at the beginning of the financial year / period	20,270	20,270	20,270	20,270	17,216	16,357	15,766	16,849	13,362	16,656	12,237	18,626	11,555	17,679	9,604	15,647	9,638	13,657	17,499	20,416	16,607	18,435	15,713	17,250	17,042	18,479
<b>Cash and cash equivalents at the end of the financial year / period</b>	<b>9,603</b>	<b>15,647</b>	<b>17,215</b>	<b>16,357</b>	<b>15,766</b>	<b>16,849</b>	<b>13,362</b>	<b>16,656</b>	<b>12,237</b>	<b>18,626</b>	<b>11,555</b>	<b>17,679</b>	<b>9,604</b>	<b>15,647</b>	<b>9,638</b>	<b>13,657</b>	<b>17,499</b>	<b>20,416</b>	<b>16,506</b>	<b>18,435</b>	<b>15,713</b>	<b>17,250</b>	<b>17,042</b>	<b>18,479</b>	<b>15,941</b>	<b>16,355</b>
	1,476	8,131	1,405	15,810	1,814	14,152	975	12,388	925	11,312	1,476	10,081	1,476	8,131	1,374	8,263	1,374	16,125	1,374	16,125	1,374	16,125	1,374	16,125	1,374	15,132

- Notes**
- Capital Grant received in advance (2017/18)
  - Operating Expenditure carry forward
  - Capital Grant funding forecast in 2017/18 now to be received in 2018/19
  - Capital Works carry forward from 2017/18 program
  - Library equity received in 2017/18
  - Cash (including Financial Assets) at the end of 2018
  - Except for note 6, adjustments to be incorporated in mid year forecasts in readiness for 2019. They are not included in budget figures.
  - Principal assumption in determining budget cash figures is last year actuals as a percentage of cash budget.



# Buloke Shire Council

Cash Flow Chart 18/19  
as at 31 March 2019



**Capital Works Program**  
 31 March 2019

**Buloke Shire Council**

Asset Class	Project Description	Preliminary				
		YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
BL	860071 - Split system replacement program	6	-	6	15	25
BL	860080 - Charlton Park 2020 Redesign	1,811	2,450	(639)	3,200	3,443
BL	860089 - Wycheproof Office external refurbishment	-	-	-	-	16
BL	860090 - Municipal Offices renewal program	68	70	(2)	70	71
BL	860091 - Swimming Pool renewal program	14	-	14	40	40
BL	860082 - Donald Community Precinct Construction	880	1,200	(320)	1,025	1,038
BL	860096 - Charlton Museum roof upgrade	-	25	(25)	25	28
BL	860087 - Birchip Lakeside Centre Laundry Demolition	16	12	4	12	26
BL	860088 - Depot safety improvements	31	40	(9)	40	40
BL	860099 - Sustainability developments project	-	50	(50)	104	104
BL	860100 - Birchip pool painting	20	18	2	18	20
BL	860181 - Birchip Lakeside Centre Changeroom Redevelopment	-	-	-	-	10
<b>Sub-Total_Buildings</b>		<b>2,845</b>	<b>3,845</b>	<b>(1,000)</b>	<b>5,489</b>	<b>5,750</b>
PME	E0051 - IT & Equipment replacement	116	120	(4)	155	167
PME	E0052 - Asset Management System - 2017	26	25	(1)	30	30
PME	E0053 - IT systems renewal	12	150	(138)	800	230
PME	E0054 - Phone system replacement	2	-	2	-	2
PME	E0050 - Major Plant	509	800	(291)	600	600
PME	E0055 - Small Plant	16	15	(1)	20	20
<b>Sub-Total_Plant &amp; Equipment</b>		<b>781</b>	<b>1,310</b>	<b>(529)</b>	<b>1,605</b>	<b>1,049</b>
FF	F0009 - HAEC Minor Capital Works	2	-	2	-	-
FF	F0010 - Library books purchase	200	200	(200)	200	200
FF	F0011 - Library Project	18	-	18	-	18
<b>Sub-Total_Furniture Fixings &amp; fixtures</b>		<b>220</b>	<b>200</b>	<b>20</b>	<b>200</b>	<b>218</b>
Infra_LP	IL0025 - Birchip upgrades - power connection and litter zone	32	30	2	30	31
Infra_LP	IL0026 - Sea Lake Transfer Station E-Waste	38	-	38	-	66
Infra_LP	IL0027 - Birchip Landfill E-Waste	69	-	69	-	32
<b>Sub-Total_Infrastructure_Landfill</b>		<b>139</b>	<b>30</b>	<b>109</b>	<b>30</b>	<b>129</b>
Infra_Other	I00084 - Streetscape Plan and Implementation Stage 1	46	125	(79)	125	-
Infra_Other	I00085 - Playground Replacement program	3	-	3	40	40
Infra_Other	I00086 - Park irrigation upgrades	27	40	(13)	40	40
Infra_Other	I00087 - Park furniture/B&Q upgrades	3	-	3	20	20
Infra_Other	I00088 - Lake amenities development (Stage 1)	844	800	44	800	975
Infra_Other	I00090 - Tourism and Cultural Heritage signs	4	-	4	-	4
Infra_Other	I00092 - Lake Tyrrell Infrastructure upgrades (Stage 1)	96	1,853	(1,757)	2,471	1,73
Infra_Other	I00095 - Town entrances - tree planting	-	20	(20)	40	40
Infra_Other	I00096 - Donald Skuta Park	-	-	-	-	10
<b>Sub-Total_Infrastructure_Other</b>		<b>1,022</b>	<b>2,838</b>	<b>(1,816)</b>	<b>3,396</b>	<b>1,828</b>
Infra_Roads_R2R	R7206 - Road Reseal Program	-	-	-	790	790
Infra_Roads_R2R	R7240 - Road Seal - Yarragreen Road	59	70	(11)	70	70
Infra_Roads_R2R	R7241 - Northern earth-road seal works	-	300	(300)	150	150
Infra_Roads_R2R	R7242 - Corack East-Chinap Rd (Corack) (1600m)	140	127	13	127	140
Infra_Roads_R2R	R7243 - Main A Rd (Harrowlock) (1150m)	38	36	2	36	38
Infra_Roads_R2R	R7244 - Cooks and Rivers Rd (Yarragreen) (1000m)	112	84	28	84	112
Infra_Roads_R2R	R7245 - Sea Lake Springfield Rd (Sea Lake) (1850m)	74	80	(6)	80	74
Infra_Roads_R2R	R7246 - Speed Estate School Bus Rd (Quandilly) (5000m)	150	145	5	145	147
Infra_Roads_R2R	R7247 - Chalkton - Swan Hill Road (Blenholme) (1000m)	15	64	(49)	64	64
Infra_Roads_R2R	R6807 - Major Patch Program 2016/2017	10	300	(290)	100	100
Infra_Roads_R2R	R6815 - Birchip-Corak Pavement Renewal	47	400	(353)	621	621
Infra_Roads_R2R	R6816 - Yarragreen Road Pavement Renewal	740	-	740	960	960
Infra_Roads_R2R	R6821 - Watchem Warracknabeal Road - Ch 10.810km to Ch 12	-	-	-	-	521
<b>Sub-Total_Infrastructure_Roads</b>		<b>1,384</b>	<b>1,296</b>	<b>88</b>	<b>3,336</b>	<b>3,995</b>
Infra_FcPth	F0025 - Heane Street, Sea Lake (St Marys)	-	36	(36)	36	36
Infra_FcPth	F0026 - Davies Street, Charlton (Charlton College)	-	56	(56)	50	50
<b>Sub-Total_Infrastructure_Footpaths</b>		<b>-</b>	<b>92</b>	<b>(92)</b>	<b>86</b>	<b>86</b>
Infra_Drainage	D0020 - Donald Road Study - Linear Development Stage 2	72	120	(48)	120	120
Infra_Drainage	D0023 - Charlton Drainage Design	18	70	(52)	70	59
Infra_Drainage	D0024 - Charlton Road Linear - Feasibility	-	-	-	-	10
<b>Sub-Total_Infrastructure_Drainage</b>		<b>90</b>	<b>190</b>	<b>(100)</b>	<b>190</b>	<b>189</b>
<b>Total Capital Works Program</b>		<b>6,561</b>	<b>9,525</b>	<b>(2,964)</b>	<b>14,454</b>	<b>12,789</b>

Ref: Notes  
 \* Project Carried Forward from 2017/18

\*1 Delays in the commencement of the Charlton Park project therefore funding delayed.

\*2 Expenditure and income for Museum project expected in Feb. 2019

\*3 IT System Project has had a change in scope due to opportunities with the Rural Council's Transformation Fund whereby monies will be allocated to rural Councils in a shared service arrangement for a new Corporate System. Council along with Loddon Shire intend to proceed with procurement of a new Records Management System.

\*4 Project completed and capitalised (Transferred from WIP to appropriate Asset Category).

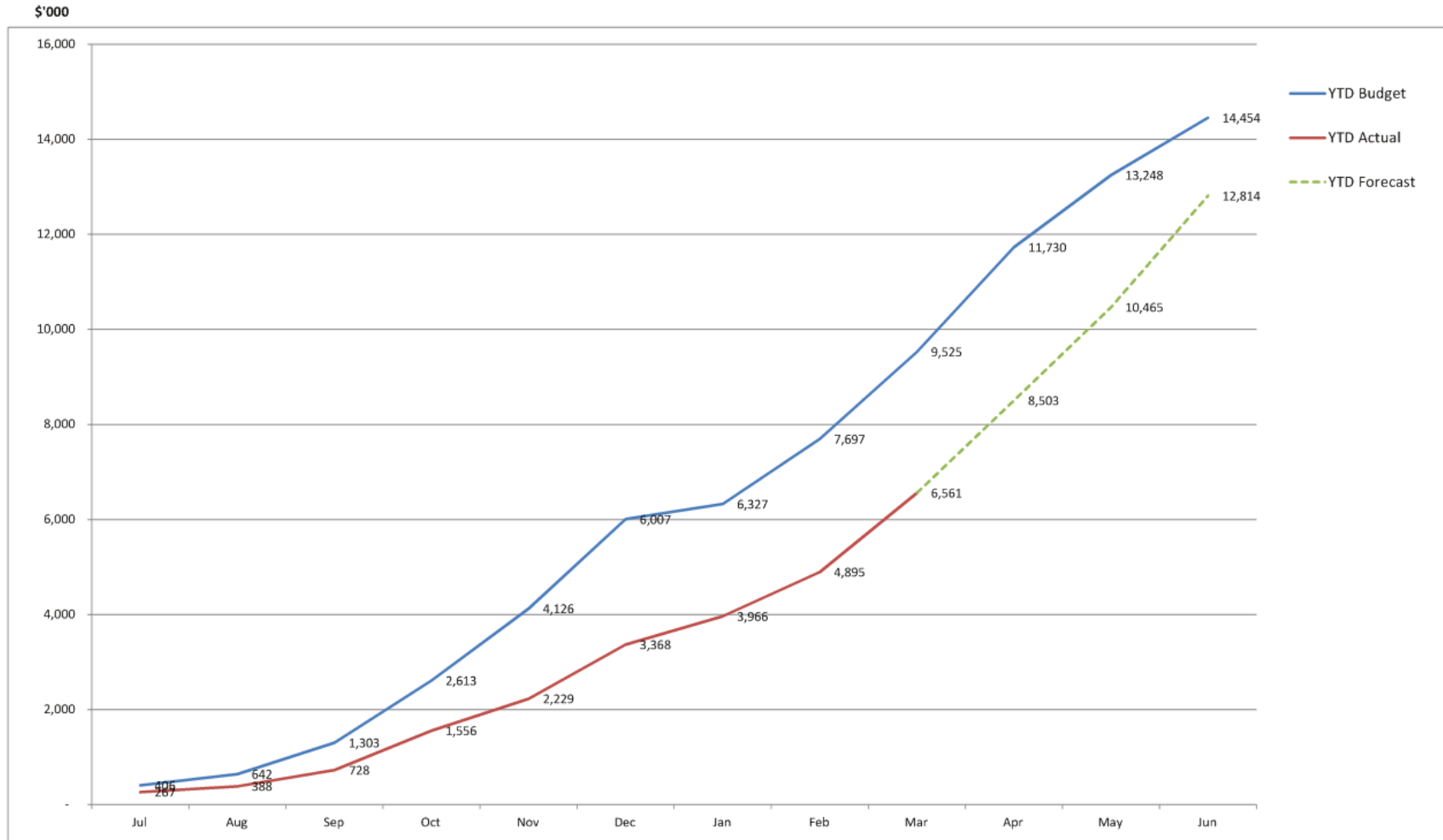
\*5 The Lake Tyrrell project has experienced delays mainly due to heritage boxes. Forecast has been downgraded significantly.

31 March 2019

	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
<b>Capital Income</b>					
Grants - Capital (recurrent)	500	818	(318)	1,224	1,252
Grants - Capital (non-recurrent)	3,068	5,038	(1,970)	6,327	6,574
Contributions - Capital	518	1,863	(1,344)	2,271	1,732
Council Cash	-	-	-	4,641	4,641
<b>Total Capital Income</b>	<b>4,577</b>	<b>7,819</b>	<b>(3,242)</b>	<b>14,464</b>	<b>14,199</b>
Total Expenditure on Capital Works	5,413	9,525	(4,112)	14,454	12,789
<b>Capital Works Program Net Result</b>	<b>(836)</b>	<b>(1,706)</b>	<b>(865)</b>	<b>(890)</b>	<b>(590)</b>

\*6 Refer Income Statement Notes 10-12 regarding capital income variance YTD

**Buloke Shire Council**  
**Capital Works Program 2018/19**  
**Cummulative Capital Expenditure as at 31 March 2019**



## 8.4 ORGANISATIONAL REPORTS

### 8.4.1 MEETINGS PROCEDURE & COMMON SEAL LOCAL LAW

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** LA/08/15

**Attachments:** 1 [↓](#) Meetings Procedure and Common Seal Local Law 2019

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Support our councillors, staff, volunteers and the community to make informed and transparent decisions.

#### RECOMMENDATION

That Council:

1. Having had regard to the Ministerial Guidelines for making Local laws issued under section 111A of the *Local Government Act 1989*, makes the Meetings Procedure and Common Seal Local Law 2019;
2. In accordance with Section 119 of the Local Government Act 1989, gives notice in the Victoria Government Gazette, and in a newspaper generally circulating in the municipal district of Council that it has made the Meetings Procedure and Common Seal Local Law 2019, specifying the purpose and general purport of the local law and that a copy of the local law is available on Council's website and may be inspected at Council's Wycheproof office; and
3. Sends a copy of the Meetings Procedure and Common Seal Local Law 2019 to the Minister for Local Government.

#### 1. Executive Summary

The purpose of this report is for Council to consider making the Meetings Procedure and Common Seal Local Law 2019, under Section 111 of the *Local Government Act 1989*.

The Buloke Shire Council Meetings Procedure and Common Seal Local Law No. 15 came into operation on 14 October 2015 and will cease to operate on 14 October 2025.

At the 2017 February Ordinary Meeting Council moved a motion of urgent business to review the Meetings Procedure and Common Seal Local Law. This review was deferred at the 2017 August Ordinary Meeting and recommenced in March 2018.

Section 119 of the Act requires Council, before making a local law, to conduct a community consultation and statutory notification process under section 223 of *Local Government Act 1989*. A community consultation process was undertaken from 19 March 2019 to 17 April 2019 and no submissions were received in relation to the draft Meetings Procedure and Common Seal Local Law. It is now proposed that Council makes the Meetings Procedure and Common Seal Local Law 2019.

#### 2. Discussion

Council is required under the *Local Government Act 1989* to develop a Local Law in relation to how it conducts its formal meetings and how it utilises its Common Seal.

The Buloke Shire Council Meetings Procedure and Common Seal Local Law No. 15 came into operation on 14 October 2015 and will cease to operate on 14 October 2025.

At the 2017 February Ordinary Meeting, Council moved a motion of urgent business to review the Meetings Procedure and Common Seal Local Law. The request highlighted that some practices during Council Meetings were not in line with the Meetings Procedure Local Law. At the 2017 August Ordinary Meeting, Council determined to defer the review as a result of the foreshadowed changes to the Local Government Act.

The review of the Meetings Procedure and Common Seal Local Law recommenced in March 2019. Council engaged an appropriately qualified and experienced facilitator to undertake the review.

The review considered the requirements of the *Local Government Act 1989*, as it applies to local laws and matters which must be taken into consideration. The review also incorporated an assessment against the *Charter of Human Rights and Responsibilities Act 2016*.

Council considered the draft Meeting Procedure and Common Seal Local Law, and proposed changes to same, at its 2018 July Ordinary Meeting.

The Draft Meetings Procedure and Common Seal Local Law 2018 was submitted to Council at its November 2018 Ordinary Meeting. Council resolved to advertise its intention to make the Meetings Procedure and Common Seal Local Law 2018 and to consider submissions pursuant to section 223 of the *Local Government Act 1989*.

Council undertook the statutory consultation process pursuant to section 223 of the *Local Government Act 1989*, from the 19 March 2019 with the date for submissions closing at 5:00pm on 17 April 2019. No submissions were received from the public as part of this process.

A range of minor amendments were made throughout the final draft of the Meetings Procedure and Common Seal Local Law to improve clarity. It is to be noted that the Meetings Procedure & Common Seal Local Law 2018 has been amended to the Meetings Procedure & Common Seal Local Law 2019 to be in line with the proposed year of adoption.

### **3. Financial Implications**

Legal advice has been sought to ensure the final document complies with the requirements under the *Local Government Act 1989*. The legal fees incurred have been paid for from the existing budget allocation for legal advice.

### **4. Cost Shift Considerations**

There have been no cost shift considerations in relation to the preparation of the Meetings Procedure & Common Seal Local Law.

### **5. Community Consultation**

The community consultation has been conducted in accordance with Section 223 of the Local Government Act 1989 from 19 March 2019 to the closing date of submissions on 17 April 2019. Notice was placed on Council's website, in the Government Gazette on 21 March 2019 and in The Buloke Times on 19 March 2019 and 26 March 2019, The North Central News on 20 March 2019 and 27 March 2019 and The Sea Lake Times Ensign on 21 March 2019 and 28 March 2019.

### **6. Internal Consultation**

Internal consultation has taken place with Senior Management.

### **7. Legislative / Policy Implications**

This report has been prepared in accordance with the *Local Government Act 1989*.

**8. Environmental Sustainability**

There are no environmental sustainability considerations.

**9. Conflict of Interest Considerations**

No officer involved with the preparation of this report has a conflict of interest.

**10. Conclusion**

That Council make the Meetings Procedure and Common Seal Local Law 2019, pursuant to section 111 of the *Local Government Act 1989*.

# MEETINGS PROCEDURE AND COMMON SEAL

## LOCAL LAW 2019

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**MEETINGS  
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 LOCAL LAW 2019

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# PART 1 - PRELIMINARY

## 1. TITLE

This Local Law is the Council's Meeting Procedures and Common Seal Local Law 2019 and referred to within this document as the Local Law.

## 2. PURPOSE

The purpose of this Local Law is to:

- (1) Provide a mechanism to facilitate the good government of the Council through its formal meeting procedure to ensure effective and efficient Council decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;
- (2) Promote and encourage community participation in the system of local government by providing mechanisms for the Council to ascertain the community's views and expectations;
- (3) Regulate and control the election of Mayor, any Deputy Mayor and the chairperson of any Special Committees;
- (4) Regulate and control the procedures governing the conduct of meetings including:
  - (a) The notice required for meetings;
  - (b) The keeping of minutes.
- (5) Regulate the use of the Common Seal and prohibit its unauthorised use;
- (6) Provide for the administration of the Council's powers and functions;
- (7) Provide generally for the peace, order and good government of the municipal district;
- (8) Repeal Local Law No. 15 of 14 October 2015 (Meeting Procedures and Common Seal Local Law No.15)

## 3. THE POWER TO MAKE THIS LOCAL LAW

The Council's power to make this Local Law is contained in sections 5, 91 and 111 of the Act.

## 4. OPERATIONAL DATE OF THIS LOCAL LAW

This Local Law commences at the beginning of the day on which it is made in accordance with section 121 (1) of the Act.

## 5. DATE THIS LOCAL LAW CEASES OPERATION

Unless this Local Law is revoked sooner, its operation ceases on the 10th anniversary of its commencement of operation.

## 6. SCOPE OF THIS LOCAL LAW

This Local Law applies to all meetings of the Council whilst Appendix A applies to all meetings of Special Committees of the Council.

**MEETINGS  
 PROCEDURE AND  
 COMMON SEAL**  
 LOCAL LAW 2019

## 7. WORDS USED IN THIS LOCAL LAW

WORDS	MEANING
Act	<i>The Local Government Act 1989.</i>
Advisory Committee	<i>An Advisory Committee established by Council under Clause 12 of this Local Law.</i>
Assembly of Councillors	<i>An Assembly of Councillors as defined in section 3 of the Act.</i>
Agenda	<i>The notice of a meeting setting out the business to be transacted at the meeting.</i>
Business Days	<i>A normal working day of the Council, usually Monday to Friday excluding declared Public Holidays.</i>
Call of the Council	<i>The procedure whereby the Minister administering the Act calls the Council together to hold a Council meeting on a date, time and place as determined by the Minister.</i>
Chair	<i>The Chairperson.</i>
Chairperson	<i>The person who chairs a meeting of the Council or Special Committee of the Council and includes a person acting as Chairperson, a temporary Chairperson and a substitute Chairperson.</i>
Chief Executive Officer	<i>The member of Council Staff appointed to be its Chief Executive Officer, and includes a person acting as Chief Executive Officer.</i>
Clause	<i>A clause of this Local Law.</i>
Code of Conduct	<i>The Code of Conduct approved under section 76C of the Act for Councillors.</i>
Committee Meeting	<i>A meeting of a Special Committee or an Advisory Committee.</i>
Common Seal	<i>The Common Seal of the Council.</i>
Council	<i>The Buloke Shire Council.</i>

Councillor	<i>A person who is an elected member of the Council.</i>
Council Meeting	<i>Includes Ordinary and Special meetings of the Council.</i>
Deputy Mayor	<i>A Councillor who has been elected to that position by a vote of Councillors.</i>
Division	<i>A formal count and recording of those for and those against a motion.</i>
Financial Year	<i>Has the same meaning as in the Act.</i>
Formal Motion	<i>A motion which relates to a procedural matter only and which is not designed to produce any substantive result but used merely as a formal procedural measure.</i>
Lot	<i>The casting or drawing of objects from a receptacle, to decide something (e.g. to choose a person by lot).</i>
Mayor	<i>The Mayor of the Council and any person acting as the Mayor.</i>
Meeting	<i>An Ordinary and a Special meeting of Council, a Special Committee meeting or an Advisory Committee meeting.</i>
Member	<i>A person who is entitled to vote at a meeting of the Council or a Special Committee of the Council.</i>
Minister	<i>The Minister responsible for administering the Local Government Act 1989.</i>
Minutes	<i>The record of proceedings of a meeting of the Council or a Special Committee of the Council.</i>
Municipal District	<i>The area from time to time comprising the Municipal District of the Council.</i>
Municipal Offices	<i>The offices of the Council.</i>
Notice of Motion	<i>A notice setting out the text of a motion which is proposed to be moved at the next relevant meeting.</i>



WORDS	MEANING
Offence	<i>An act or default contrary to this Local Law</i>
Ordinary Meeting	<i>An Ordinary meeting of Council.</i>
Penalty Unit	<i>Has the meaning set out in section 110 of the Sentencing Act 1991.</i>
Present in the Meeting	<i>A Councillor was physically present in the Council Chamber or other room in which an Ordinary, Special or Advisory meeting of Council is being held.</i>
Recommendation	<i>The recommendation made by the Chief Executive Officer, Senior Officer or other member of staff in a report made to Council as part of the agenda. Such a recommendation has no standing unless it is moved and seconded as a motion for debate by Council.</i>
Regulations	<i>The Local Government Regulations (General Regulations) 2015 and any new regulations that may be applicable.</i>
Replica	<i>In relation to the Common Seal of the Council means any representation which purports to be, looks like or is capable of being mistaken for the Common Seal whether fixed to or printed on a document or advertisement or sign and includes any use of a symbol resembling the Common Seal which is capable of misleading a person into believing it is used with the authority of the Council.</i>

Resident	<i>A person who has a place of residence within the Municipal District.</i>
Senior Officer	<i>Has the meaning ascribed to it in section 3 of the Act.</i>
Special Committee	<i>A Special Committee established as defined in section 3 of the Act.</i>
Special Meeting	<i>A Special Meeting of the Council.</i>
Statutory Year	<i>The year commencing no earlier than the last Saturday in November and concluding no later than 31 December of the following year or as the Act may prescribe from time to time.</i>
Suspension of Standing Orders	<i>The suspension of the provisions of this Local Law to facilitate full discussion on an issue without formal constraints.</i>
Visitor	<i>Any person (other than a Councillor or member of Council staff) who is in attendance at a Council meeting or Special Committee meeting.</i>
Written	<i>Includes duplicated, lithographed, photocopied, photographed, printed, typed and emailed.</i>

## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 2 - ELECTION OF MAYOR

## 8. MUST ELECT A MAYOR

Councillors must elect a Councillor to be the Mayor.

## 9. WHEN REQUIRED

The Special meeting to elect the Mayor must be held in the period prescribed in section 71 of the Act.

## 10. SETTING MEETING TIME FOR ELECTION OF MAYOR FOR ONE YEAR

Subject to Clause 11, the Chief Executive Officer will determine the most appropriate time and date to hold a Special meeting for the election of the Mayor.

## 11. SETTING MEETING TIME FOR ELECTION OF MAYOR FOR LESS THAN ONE YEAR

If the term of the Mayor is for less than one year, the Council may fix the date for the Election of the Mayor to ensure continuity of the office.

## 12. AGENDA FOR THE MEETING TO ELECT THE MAYOR

The agenda for the Special meeting to elect the Mayor must include:

- (1) The process for Councillors to take the oath of office in accordance with section 63 of the Act;
- (2) The election of the Mayor and any Deputy Mayor in accordance with section 71 of the Act and the provisions of this Local Law;
- (3) The appointment of Councillors to any Special or Advisory Committees of the Council, other Committees of the Council, as delegates to peak bodies or Council representatives on affiliated organisations or community organisations; and
- (4) Fixing the date and time of all Council meetings and any other meetings required by the Council for the Mayoral year.

## 13. ELIGIBILITY

Any Councillor is eligible for election or re-election to the office of Mayor.

## 14. FIRST TEMPORARY CHAIRPERSON

The Chief Executive Officer will be the first Temporary Chairperson of the meeting at which the election of the Mayor is to be conducted.

## 15. SECOND TEMPORARY CHAIRPERSON

- (1) The Chief Executive Officer must invite nominations for a second temporary Chairperson.
- (2) If there is only one nomination, the candidate is deemed to have been elected.
- (3) If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates by a show of hands, and the candidate receiving a majority of votes must be declared to have been duly elected.

## 16. METHOD OF VOTING

The election of the Mayor will be carried out by a show of hands.

## 17. DETERMINING THE ELECTION OF MAYOR

- (1) The temporary Chairperson will invite nominations for the office of Mayor.
- (2) Every nomination shall require a seconder.
- (3) Any Councillor nominated may refuse nomination. If there is only one nomination received, the candidate nominated shall be declared elected Mayor.
- (4) Where two or more nominations are received, the method of voting will be by show of hands and the Councillor with the absolute majority of votes cast shall be declared elected.
- (5) Where there are two or more nominations and all votes cast equally divide between two or more nominees, the election must be determined by lot.

## PART 2 - ELECTION OF MAYOR

- (6) If no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates. If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Mayor.
- (7) If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.
- (8) If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated shall be determined by lot.

### 18. DETERMINING BY LOT

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- (1) Each candidate shall draw one (1) lot.
- (2) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two or more such Councillors' surnames are identical, the order shall be determined by the alphabetical order of the Councillors' first names.
- (3) As many identical pieces of paper as there are Councillors who received an equal number of votes shall be placed in a receptacle by the Chief Executive Officer.
- (4) If the lot is being conducted to determine which candidate is a defeated candidate, the word "Defeated" shall be written on one (1) of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it shall be declared the defeated candidate (in which event a further vote shall be taken on the remaining candidates); or
- (5) If the lot is being conducted to determine which candidate is to be elected, the word "Elected" shall be written on one (1) of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it shall be declared to have been duly elected.

### 19. MAYOR TO TAKE CHAIR

- (1) After the election of the Mayor is determined, the Mayor must take the Chair.
- (2) The Mayor must take the Chair at all Council meetings at which he or she is present unless precluded from doing so because of a conflict of interest. In the absence of the Mayor, a Councillor must be appointed Acting Chairperson but in making that appointment, the Council must give preference to appointing the Deputy Mayor, if there is one.
- (3) Where neither the Mayor nor a Deputy Mayor is present at a meeting, or the Mayor or Deputy Mayor are precluded from taking the Chair because of a conflict of interest, then the Chief Executive Officer will conduct an election for a temporary Chair in accordance with Clause 15 of this Local Law.

### 20. APPOINTMENT OF CHAIRPERSON OR ACTING CHAIRPERSON OF SPECIAL COMMITTEES

- (1) The process set out in Clause 14 and Clause 15 applies to the appointment of a Chairperson or Acting Chairperson of a Special Committee created under the provisions of section 86 except that references to Councillors are, in respect of section 86 Special Committees, to include any member of such Special Committee.
- (2) It is a matter of Council's discretion whether it decides to appoint a Chairperson of a Special Committee however the Committee must appoint its own Chairperson if the Council does not.
- (3) Any election by Council of a Deputy Mayor or acting Chair of a Council meeting or a chair of a Special Committee will follow the same procedure as that for an election of the Mayor.



## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 3 - MEETINGS PROCEDURE

## DIVISION 1 - NOTICES AND AGENDAS

### 21. PUBLIC NOTICE OF DATES AND TIMES OF MEETINGS

- (1) At the Statutory Meeting the Council, the Council must fix the date, time and place of all Council and Special Committee meetings of the Council, which may be amended where the circumstances require.
- (2) The Council must provide at least seven (7) days' notice of Ordinary meetings and Special meetings of the Council and meetings of any Special Committees comprised solely of Councillors unless urgent or extraordinary circumstances prevent the Council from doing so in which case, the Council must give public notice that is practicable for the circumstances which includes advice of the reasons why the seven (7) days' notice of the meeting could not be given.
- (3) In addition to the public notice given of the meeting dates, notice will be published on Council's website.

### 22. COUNCIL MAY ALTER MEETING DATES

- (1) The Council may change the date, time and place of any Council meeting and Special Committee meetings which has been fixed and must provide reasonable notice of the changes to the public.
- (2) Where meeting dates are changed details should be published in the local paper and on Council's website. However, if time does not allow for details to be published in the local newspapers then the posting of a notice setting out the details should be placed in as many public places as is practicable to inform the public of the change.

### 23. SPECIAL COUNCIL MEETINGS

The notice necessary to call a meeting in accordance with section 84 of the Act must be delivered to the Chief Executive Officer in sufficient time to ensure that at least two (2) clear business days' notice is given to Councillors unless urgent or extraordinary circumstances have necessitated the Special Council meeting.

### 24. NOTICE OF MEETING

- (1) Unless urgent or extraordinary circumstances have necessitated the meeting, a notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor:
  - (a) For an Ordinary meeting at least two (2) clear business days before the meeting and
  - (b) For a Special Council meeting at least two (2) clear business days before the meeting; and
  - (c) For a Special Committee meeting at least two (2) clear business days before the meeting.
- (2) The notice on agenda for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by post, messenger or email to each Councillors' place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.
- (3) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Councillor is held by the Chief Executive Officer.

## PART 3 - MEETINGS PROCEDURE

- (4) Agendas may be delivered to Councillors by any of the following methods:
- (a) **By Post**  
The Notice should be delivered to the local Post Office in sufficient time to enable the notice to reach the Councillor's postal address at least 48 hours prior to the meeting, according to normal mail delivery.  
  
If for any reason, the reliability of the post service is in question, attempts to contact the relevant Councillors by telephone should be made, if circumstances permit.
  - (b) **By Delivery**  
Delivery to the Councillor's place of residence, or usual place of business (if applicable) at least 48 hours before the meeting, will be sufficient to constitute delivery whether the Councillor is in attendance or not.
  - (c) **By Email**  
An email including a successful delivery report indicating the email has been successfully transmitted at least 48 hours before the meeting, will suffice to constitute delivery of the notice.
  - (d) **Online Portal**  
The uploading should occur at least 48 hours before the meeting.
- (5) To enable the processes of government to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

### 25. LEAVE OF ABSENCE

It will not be necessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of his or her absence.

## DIVISION 2 - OPEN MEETINGS

### 26. MEETINGS OPEN TO THE PUBLIC

Subject to Clause 29, all Council meetings must be open to members of the public.

### 27. MEETINGS CLOSED TO THE PUBLIC

Council may resolve that a Council meeting be closed to members of the public if the meeting is discussing:

- (1) Personnel matters;
- (2) The personal hardship of any resident or ratepayer;
- (3) Industrial matters;
- (4) Contractual matters;
- (5) Proposed developments;
- (6) Legal advice;
- (7) Matters affecting the security of Council property;
- (8) Any other matters which Council or the Special Committee considers would prejudice Council or any person; or
- (9) A resolution to close the meeting to members of the public.

### 28. CODE OF CONDUCT - COUNCILLORS

During the course of any Council meeting, Councillors must comply with the Code of Conduct.



## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 3 - MEETINGS PROCEDURE

## DIVISION 3 - QUORUMS

### 29. ORDINARY COUNCIL MEETINGS

The quorum required for Ordinary Council meetings shall be four (4) Councillors.

### 30. SPECIAL COUNCIL MEETINGS

The quorum required for Special Council meetings shall be four (4) Councillors.

### 31. SPECIAL COMMITTEE MEETINGS

The quorum for a Special Committee meeting will be determined by the Council for each Committee, but in the absence of the Council's determination, the quorum required will be not less than a majority of members.

### 32. AN URGENT OR EMERGENCY MEETING

In the case of an emergency where the Mayor, the Chief Executive Officer, or in his or her absence a Senior Officer, has acted under Clause 27, the quorum required will be five (5) Councillors.

### 33. INABILITY TO GAIN A QUORUM

- (1) If after thirty (30) minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.
- (2) If a Council meeting is adjourned, the Chief Executive Officer must ensure that the agenda for such a meeting is identical to the agenda for the meeting which is deemed to have lapsed.
- (3) The Chief Executive Officer must give all Councillors notice of the meeting and every reasonable attempt shall be made to advise the public of the revised meeting date.

### 34. INABILITY TO MAINTAIN A QUORUM

- (1) If during any meeting or any adjournment of the meeting, a quorum cannot be achieved and maintained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.
- (2) If a Council meeting lapses, the uncompleted business must be included in the agenda for the next Ordinary Council meeting.

### 35. INABILITY TO ACHIEVE OR MAINTAIN A QUORUM DUE TO INTERESTS OF COUNCILLORS

If during any meeting or adjournment a quorum cannot be achieved or maintained due to the number of disclosures of conflicts of interests by Councillors, the Chief Executive Officer, or in his or her absence, a Senior Officer may adjourn the meeting for a length of time sufficient to enable an exemption for the affected Councillors to be obtained from the Minister under section 80 of the Act.

### 36. NOTICE FOR ADJOURNED MEETING

The Chief Executive Officer may provide written notice of an adjournment but where that is not practicable because time does not permit that to occur then provided a reasonable attempt is made to contact each member, notice by telephone, facsimile, in person or by some other means will be sufficient.

## PART 3 - MEETINGS PROCEDURE

### DIVISION 4 - CONDUCT OF BUSINESS

#### 37. THE ORDER OF BUSINESS

- (1) The order of business of Council meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.

The Chief Executive Officer should endeavour to be consistent in preparing any agenda from meeting to meeting. However, this should not preclude the Chief Executive Officer from altering the order of business to enhance the fluent and open process of government of the Council or to take advantage of opportunities which may arise from time to time.

In determining the agenda, the Chief Executive Officer should consider:

- (a) The general attitude of the Council;
  - (b) Convenience to the community and interested community groups;
  - (c) The sensitivity of issues;
  - (d) The interest/s of the community and community groups; and
  - (e) Any other relevant factor which may impact on the fluent and open processes of the government of the Council.
- (2) As a guide, the Chief Executive Officer should list items, giving priority as follows:
- (a) Procedural and protocol matters which may include:
    - At the Mayor's discretion, an Acknowledgement of Country
    - At the Mayor's discretion, an opening prayer
    - Receipt of apologies
    - Confirmation of Minutes
    - Requests for leave of absence
    - Declarations of Conflict of Interest
    - Questions from the public
    - Petitions
    - Planning permits issued under delegated authority

- Letters of congratulations and recognition of achievements.

- Any other Procedural Matter

- (b) General business may include:

- Policy Reports
- Management Reports
- Financial Reports
- Organisational Reports
- Reports from Councillors
- Matters which may exclude the public

- (c) Other business may include:

- Notices of Motion
- Questions from Councillors
- Urgent business
- Any other business.

#### 38. CHANGE TO ORDER OF BUSINESS

Once an agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council.

#### 39. CHIEF EXECUTIVE OFFICER MAY INCLUDE ITEMS ON AN AGENDA

The Chief Executive Officer may include any matter on an agenda which he or she thinks should be considered by the meeting.

#### 40. MEETINGS OF SPECIAL COMMITTEES

The agenda for a Special Committee will be relevant to the issues which are to be raised at the meeting and any reference to Councillors extends to non Councillor members of a Special Committee and any reference to the Council is to be read as referring to the Special Committee.

## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 3 - MEETINGS PROCEDURE

## 41. TIME LIMIT FOR MEETINGS

- (1) A meeting must not extend beyond 10.00 pm unless a majority of Councillors present vote in favour of its extension.
- (2) In the absence of such an extension, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.
- (3) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

## DIVISION 5 – MINUTES

### 42. KEEPING OF MINUTES

- (1) The Chief Executive Officer must ensure that:
  - (a) Minutes are kept of all Council meetings and Special Committee meetings of the Council; and
  - (b) A written record is kept of and Assembly of Councillors and submitted to Council in accordance with section 80A of the Act
- (2) The minutes of any Council meeting must record:
  - (a) The date, place, time, duration and nature of the meeting;
  - (b) The names of Councillors present, including the ward they represent;
  - (c) Apologies and leaves of absence;
  - (d) The names of officers present with their organisational title;
  - (e) The arrival and departure time of Councillors during the course of the meeting (including any temporary departures or arrivals);
  - (f) Every motion and amendment moved, including the mover and seconder of any motion or amendment;
  - (g) The outcome of every motion that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED;

- (h) Procedural motions should be highlighted;
  - (i) Where a valid division is called, a table of the names of every Councillor and the way their vote was cast; either FOR, AGAINST or ABSTAINED and the Councillor's stated reason for any abstained vote;
  - (j) When requested by a Councillor, a record of their support or opposition for any motion;
  - (k) Details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - (l) Details of any question directed or taken upon notice;
  - (m) Details of any deputations made to the Council;
  - (n) The time and reason for any adjournment of the meeting or suspension of standing orders;
  - (o) Details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - (p) Disclosure by a Councillor of a conflict of interest and the details associated with that disclosure required by section 79 of the Act and any disclosure of conflict of interest by the Chief Executive Officer required by section 80B of the Act; and
  - (q) Any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading the Minutes;
  - (r) Closure of the meeting to members of the public and the reasons for such closure; and,
  - (s) any relevant reports or a summary of relevant reports considered by the Council.
- (3) In addition, every page of the Minutes should:
    - (a) Be consecutively page numbered; and
    - (b) Contain consecutive item numbers which are clearly headed with a subject, titles and where appropriated sub-title and file references.
    - (c) Every minute and the item that it relates to must be indexed through a central indexing system established and maintained by the Chief Executive Officer.

## PART 3 - MEETINGS PROCEDURE

### 43. CONFIRMATION OF MINUTES

- (1) An appropriate motion to confirm the Minutes would be:  
*"That the minutes of the (Type of Meeting) held on (Date of meeting) be confirmed."*
- (2) If some slight alteration is required to the minutes, then the following words could be added:  
*"subject to the following alteration(s)"*
- (3) If the Confirmation of the Minutes is to be postponed, an appropriate motion would be:  
*"That the Confirmation of Minutes be held over until:"* or  
*"That the Confirmation of Minutes be held over and relisted on the next Agenda."*
- (4) The Chairperson of the meeting at which the minutes were confirmed is required to verify the minutes by initialing each page of the minutes and by signature on the final page.
- (5) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

### 44. OBJECTION TO CONFIRMATION OF MINUTES

If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

- (a) State the item or items with which he or she is dissatisfied; and
- (b) Propose a motion clearly outlining the alternative wording to amend the minutes.

### 45. DEFERRAL OF CONFIRMATION OF MINUTES

The Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

### 46. RECORDING OF MINUTES

- (1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with appropriate recording equipment all the proceedings of a Council meeting.
- (2) Subject to Clause 47(1) a person must not operate any visual or sound recording equipment at any Council meeting without first obtaining the consent of Council or the Chairperson. Such consent may be at any time during the course of such meeting be revoked by Council or the Chairperson.

**Penalty: Four (4) Penalty Units**

## DIVISION 6 - VOTING AT MEETINGS

### 47. HOW DETERMINED

To determine a question before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

### 48. BY SHOW OF HANDS

- (1) In meetings that are required by the Act to be open voting on any matter will be by show of hands.

### 49. WHEN A DIVISION PERMITTED

- (1) A division may be requested by any Councillor on any matter.
- (2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.



**MEETINGS  
PROCEDURE AND  
COMMON SEAL**  
LOCAL LAW 2019

## PART 3 - MEETINGS PROCEDURE

### 50. PROCEDURE FOR A DIVISION

- (1) Once a division has been requested the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.
- (2) The Chairperson shall name those Councillors voting for the motion, those Councillors voting against the motion, and any Councillor abstaining from voting, and the names shall be recorded in the Minutes of the meeting.
- (3) Any Councillor abstaining from voting must state their reason for doing so to enable the reason to be recorded in the Minutes of the meeting.

### 51. BETWEEN THE ORIGINAL VOTE AND THE DIVISION

No Councillor is prevented from changing his or her original vote at the voting on the division, and the voting by division will determine the Council's resolution on the issue.

### 52. NO DISCUSSION ONCE DECLARED

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion is-

- (1) For a Councillor to request that his or her opposition to the motion be recorded in the minutes; or
- (2) Where a subsequent notice of motion follows a rescission motion.

### 53. APPLICATION TO ALL MEETINGS

The provisions of Clause 48 to Clause 53 apply to meetings of Special Committees of Council to the extent that they are relevant to the proceedings of any Special Committee and any reference to Councillor in those clauses extends to any member of a Special Committee.

### DIVISION 7 - ADDRESSING THE MEETING

#### 54. ADDRESSING THE MEETING

- (1) Any Councillor or person who addresses the meeting may remain seated and shall direct all remarks through the Chair.
- (2) A Chairperson may address a meeting, however if the Chairperson wished to debate a particular motion or move any motion or amendment, on any matter under discussion, the Chairperson must advise Council of that intention and vacate the Chair on such occasions for the duration of any item under discussion.
- (3) If the Chairperson vacates the Chair pursuant to sub-clause (2), a temporary Chairperson shall be elected by the meeting and shall take the Chair until the item has been voted upon.
- (4) Any person addressing the Chair should refer to the Chairperson as:
  - Madam Mayor; or
  - Mr Mayor; or
  - Madam Chairperson; or
  - Mr Chairperson;as the case may be.
- (5) All Councillors, other than the Mayor, should be addressed as Cr. ....(surname).
- (6) All Officers, should be addressed as Mrs., Ms., Miss or Mr. ....(surname).

## PART 4 - OTHER MEETING PROCEDURES

### DIVISION 1 - MATTERS NOT PROVIDED FOR

#### 55. MATTERS NOT PROVIDED FOR

Where a situation has not been provided for under this Local Law, the Council may determine the matter by resolution.

### DIVISION 2 – MOTIONS

#### 56. FORM OF MOTION

- (1) Any motion or an amendment to a motion must:
  - (a) Be moved and seconded;
  - (b) Relate to the powers or functions of Council;
  - (c) Be in writing, if requested by the Chairperson; and
  - (d) Except in the case of urgent business, be relevant to an item of business on the agenda.
- (2) A motion or amendment must not be defamatory or objectionable in language or nature.
- (3) The Chairperson may refuse to accept any motion or amendment which contravenes this Clause.
- (4) A motion or amendment cannot be withdrawn without the consent of the meeting.
- (5) A recommendation made in a report by the Chief Executive Officer, Senior Officer or any other member of staff, that forms all, or part, of an agenda item before a meeting has no standing until moved as a formal motion and seconded. Suggested wording of such a motion may include **“I move the recommendation”, “Move the recommendation” or “Move the recommendation be adopted”.**

#### 57. MOVING A MOTION

The procedure for any motion is-

- (1) The mover must state the motion without speaking to it;
- (2) The Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order;
- (3) Unless the motion is a formal motion, it must be seconded by a Councillor other than the mover;

- (4) If a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
- (5) If the motion is seconded, the Chairperson must ask: “Is the motion opposed”;
- (6) If no Councillor indicates opposition, and no Councillor wishes to speak to the motion, the motion must be declared to be carried without being voted on and will be treated as being passed unanimously;
- (7) If a Councillor indicates opposition to the motion, then the Chairperson must call the mover to address the meeting;
- (8) After the mover has addressed the meeting the seconder may address the meeting;
- (9) After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the Chairperson may call upon any Councillor who wishes to speak against the motion;
- (10) After a Councillor has spoken against the motion the Chairperson may call upon any other Councillor to speak for or against the motion;
- (11) A Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the meeting for decision;
- (12) A Councillor may be permitted by the Chairperson or by resolution to speak more than once to explain that the Councillor has been misrepresented or misunderstood;
- (13) A Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion or the amendment; and
- (14) Motions must be clear and unambiguous and not be defamatory or objectionable in language or in nature.
- (15) Prior to a motion being moved, the Chairperson may request a member of Council staff to introduce the report relevant to the item on the agenda being considered by the Meeting.

## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 4 - OTHER MEETING PROCEDURES

## 58. AGREED ALTERATION TO A MOTION

- (1) With the leave of the Chairperson, both the mover and the seconder of a motion may agree to an alteration proposed by another Councillor.
- (2) For the purpose of this Local Law, any such alteration shall not be regarded as an amendment to the motion.

## 59. RIGHT OF REPLY

- (1) The mover of an original motion which has not been amended may, once debate has been exhausted, have a right of reply to matters raised during debate but cannot introduce any new material.
- (2) After the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

## 60. NO RIGHT OF REPLY FOR AMENDMENTS

No right of reply is available where an amendment is before the Council.

## 61. MOVING AN AMENDMENT

A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole.

## 62. WHO MAY PROPOSE AN AMENDMENT

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

## 63. WHO MAY DEBATE AN AMENDMENT

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.

## 64. HOW MANY AMENDMENTS MAY BE PROPOSED

- (1) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- (2) A Councillor cannot move more than two (2) amendments in succession.

## 65. AN AMENDMENT ONCE CARRIED

If the amended motion is adopted it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson but only after Councillors who did not speak to the original motion have exercised their right to do so.

## 66. FORESHADOWING MOTIONS

- (1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The Chief Executive Officer would not be expected to record foreshadowed motions recorded in the Minutes until the foreshadowed motion is formally moved, but may do if it is thought appropriate.

## PART 4 - OTHER MEETING PROCEDURES

### 67. WITHDRAWAL OF MOTIONS

Before any motion is put to the vote, it may be withdrawn with leave of the Chairperson.

### 68. SEPARATION OF MOTIONS

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

### 69. CHAIRPERSON MAY SEPARATE MOTIONS

- (1) The Chairperson may decide to put any motion to the vote in separate parts.
- (2) Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

### 70. MOTIONS IN WRITING

- (1) Where a motion is lengthy, complicated or the exact intention of the motion is not clear the Chairperson may require a Councillor to submit their motion in writing.
- (2) The Chairperson may wish to suspend the meeting while the motion is being written or may request the Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

### 71. CIRCULARS MOTIONS

- (1) Where:
  - (a) The Council gives approval in principle to a matter subject to receiving further information; or
  - (b) A matter exceeding the Chief Executive Officer's powers of delegation requires a decision or action before the next Council meeting and it is not possible to hold a special meeting - the Chief Executive Officer may circulate a proposed motion to Councillors to obtain their approval.
- (2) The proposed motion must be in writing and must

contain a statement where a Councillor indicates his or her approval or dissent from the proposed motion in writing.

- (3) The proposed motion will not be considered to have been approved by the Council unless all members of the Council unanimously approve the proposed motion.
- (4) At the next ordinary meeting of the Council, the Chief Executive Officer must ensure that the agenda contains a report on the motion circulated and the Council's decision which must be recorded in the minutes of the meeting.

### 72. DEBATING THE MOTION

- (1) Debate must always be relevant to the question before the Chair, and if not, the Chairperson may request the speaker to confine debate to the subject matter.
- (2) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may require the speaker to not speak further in respect of the matter before the Chair.
- (3) Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor should be given an opportunity to debate.
- (4) A motion has not been sufficiently debated if opposing views (where they exist) have not been sufficiently put not so much the number of those who have spoken, but whether all minority opposing views have been put.
- (5) It may be that several speakers have addressed the meeting, but their views may be similar. In this case, differing views should be sought by the Chairperson (if they exist).
- (6) On the other hand, if only a few speakers may have addressed the meeting their views may be representative of the other members, in which case, the debate would be regarded as sufficient.
- (7) While the intention of a motion to adjourn debate is to adjourn debate until the time stated in the motion, debate can be adjourned indefinitely.
- (8) If debate is adjourned indefinitely, some indication should be given to the Chief Executive Officer as to when the matter should be relisted, otherwise it will be relisted at the discretion of the Chief Executive Officer, or upon the subsequent resolution of the Council, whichever occurs first.



## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 4 - OTHER MEETING PROCEDURES

## 73. WHEN A RESOLUTION IS ACTED UPON

- (1) The Chief Executive Officer or other Senior Officer may initiate action or cause action to be initiated on any Council resolution at any time after the close of the meeting at which it was carried.
- (2) A resolution will be considered as having been acted upon once its details have been formally communicated to person affected by or reliant on the resolution or where a statutory procedure has been acted out.

## 74. SUSPENSION OF STANDING ORDERS

- (1) The provisions of this Local Law may be suspended for a particular purpose by resolution of the Council.
- (2) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.
- (3) An appropriate motion would be:  
"That Standing Orders be suspended to enable discussion on ....."
- (4) Once the discussion has taken place, and before any motion can be put, the resumption of Standing Orders will be necessary. An appropriate motion would be:  
"That Standing Orders be resumed."

## 75. NO MOTIONS MAY BE ACCEPTED DURING SUSPENSION OF STANDING ORDERS

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

## 76. INTERRUPTION FOR POINT OF ORDER

A Councillor who is addressing the meeting must not be interrupted unless called to order when he or she must remain silent until the Councillor raising the point of order has been heard and the question disposed of.

## DIVISION 3 - SPEAKING TIMES AND EXTENSION OF SPEAKING TIMES

### 77. SPEAKING TIMES

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- (1) the mover of a motion - three (3) minutes;
- (2) the mover of a motion when exercising his or her right of reply - three (3) minutes;
- (3) any other Councillor - three (3) minutes;

### 78. EXTENSION OF SPEAKING TIME BY RESOLUTION OF THE COUNCIL

An extension of speaking time may be granted by resolution of the Council but only one extension is permitted for each speaker on any question.

### 79. WHEN AN EXTENSION CAN BE PROPOSED

A motion for extension of speaking time must be proposed:

- (1) Immediately before the speaker commences debate;
- (2) During the speaker's debate; or
- (3) Immediately after the speaker has concluded debate.

### 80. NO EXTENSION AFTER NEXT SPEAKER COMMENCED

A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced his or her debate.

### 81. LENGTH OF EXTENSION

Any extension of speaking time must not exceed three (3) minutes.

## PART 4 - OTHER MEETING PROCEDURES

### DIVISION 4 - POINTS OF ORDER AND OTHER PROCEDURAL MATTERS

#### 82. POINTS OF ORDER

A point of order is an objection that the motion, amendment or statement made is:

- (1) Contrary to this Local Law or the provisions of the *Local Government Act 1989*;
- (2) Defamatory or disloyal;
- (3) Irrelevant;
- (4) Improper;
- (5) Obscene;
- (6) Outside Council's legal powers.

#### 83. PROCEDURE FOR A POINT OF ORDER

A Councillor may make a point of order by stating, "**Point of Order**", at which time the Chairperson must suspend the debate and request the Councillor to state the point of order. A Councillor raising a point of order must:

- (1) State the point of order; and
- (2) The reason for bringing it to the attention of the Chair.

#### 84. CONSIDERATION OF POINT OF ORDER

- (1) If called to order, a Councillor must remain silent until the point of order is decided unless he or she is requested by the Chairperson to provide an explanation.
- (2) The Chairperson may adjourn the meeting to consider a point of order otherwise he or she must rule on it as soon as it is raised.
- (3) The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

- (4) All matters before the Council are to be suspended until the point of order is decided.
- (5) Expressing a difference of opinion or to contradict a speaker shall not be treated as taking a point of order.
- (6) The Chairperson's ruling on a point of order shall be final.

#### 85. DISAGREEING WITH THE CHAIRPERSON'S RULING ON A POINT OF ORDER

- (1) The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present move a motion of dissent.
- (2) A motion of dissent on a point of order must contain a provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- (3) A motion of dissent in relation to a point of order is not a motion of dissent in the Chair and the Chairperson must at all times remain in the Chair and he or she will maintain his or her right to a second vote.
- (4) A motion of dissent on a point of order will take precedence over all other business and if carried will be acted on instead of the ruling given by the Chairperson.

#### 86. ADJOURNMENT AND RESUMPTION OF MEETING

- (1) The Chairperson or the Council may adjourn any meeting until a time and place to be determined at the time of the adjournment.
- (2) For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.



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## PART 4 - OTHER MEETING PROCEDURES

### 87. PROCEDURAL MOTIONS

- (1) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (2) Procedural motions are not required to be seconded.
- (3) The mover of a procedural motion must not have moved, seconded or spoken to the question before the Chair or any amendment of it.
- (4) A procedural motion cannot be moved by the Chairperson.
- (5) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (6) Unless otherwise provided, a procedural motion cannot be amended.

### 88. THE CLOSURE

- (1) A motion **“That the motion be now put.”**
  - (a) Is a procedural motion which if carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment; and
  - (b) If carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
  - (c) If lost, allows debate to continue unaffected.
- (2) The Chairperson has the discretion to reject such a motion for closure if the motion upon which it is proposed has not been sufficiently debated.

### 89. ADJOURNING THE DEBATE

A motion **“That the motion and amendments now before the meeting be adjourned until....”**

- (1) Is a procedural motion which cannot be moved while any person is speaking or during the election of a Chairperson; and
- (2) May be debated but may only be amended in relation to the time, date and place of the proposed adjournment.

### 90. URGENT OR OTHER BUSINESS

- (1) Business which has not been listed on the Agenda may only be raised as urgent or other business by resolution of the Council.
- (2) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
  - (a) Substantially affect levels of Council service; or
  - (b) Commit Council to significant expenditure not included in the adopted budget; or
  - (c) Establish or amend Council Policy; or
  - (d) Commit Council to any contractual arrangement; or
  - (e) Require, pursuant to other policy determined by Council from time to time, the giving of prior notice; and
  - (f) The proposed motion/s are in writing and given to the Chairperson who then seeks a resolution of approval from Council to consider the item/s submitted.
- (3) Business must not be admitted as urgent business unless it:
  - (a) Relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - (b) Cannot safely or conveniently be deferred until the next Council meeting.

## PART 4 - OTHER MEETING PROCEDURES

### 91. PETITIONS AND JOINT LETTERS

- (1) All petitions or joint letters must be tabled at the next Ordinary Meeting following receipt, unless the matter which is the subject of the petition or joint letter has already been acted upon.
- (2) When presented Council must resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
- (3) A petition or joint letter must:
  - (a) Be in legible and permanent writing; and
  - (b) Not be defamatory, indecent, abusive or objectionable in language or content; and
  - (c) Not relate to matters beyond the powers of Council.
- (4) Every page of a petition or joint letter must bear the whole of the petition or request.
- (5) Any signature appearing upon a page, which does not bear the whole of the petition or request, may not be considered by Council.
- (6) Every page of a petition or joint letter, must be a single piece of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- (7) On receipt of a petition or joint letter, the Chief Executive Officer must note on the first page the total number of signatures.
- (8) A copy of the text of the petition or joint letter bearing the note of the Chief Executive Officer in accordance with paragraph (7) must be included on the agenda for the next Council meeting.
- (9) A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated Council may reply to the first or any person whose signature appears on the petition.

### 92. SIGNING PETITIONS

Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence.

**Penalty: Four (4) Penalty Units**

### 93. COUNCILLOR PRESENTING PETITION - OBLIGATION

Any Councillor presenting a petition or joint letter will be responsible for ensuring that:

- (1) He or she is familiar with the contents and purpose of the petition or joint letter; and
- (2) The petition or joint letter is not derogatory or defamatory.

## DIVISION 5 - NOTICE OF MOTION

### 94. MUST BE LISTED ON AGENDA

Councillors may give advance warning of their intention to move a particular motion at a forthcoming meeting by giving "Notice of Motion".

A Notice of Motion cannot be accepted by the Chairperson unless it has been listed on the agenda for the meeting at which it is proposed to be moved.

### 95. PROCEDURE

A Councillor wishing to have a Notice of Motion placed on the Agenda must give written notice to the Chief Executive Officer no less than two (2) clear working days prior to the meeting at which the Notice of Motion is to be considered.

### 96. REJECTION OF A VAGUE NOTICE

- (1) The Chief Executive Officer may reject any notice of motion that is too vague, but before rejecting it must give the Councillor delivering the notice an opportunity to amend it.
- (2) The Chief Executive Officer would regard a Notice of Motion as vague if the general thrust of the motion is unclear. For example, a mere heading or a motion to the effect "that the matter be discussed", or similar wording, would be insufficient. Therefore, a notice should spell out the action proposed by the motion.
- (3) The Chief Executive Officer must notify the relevant Councillor of any Notice of Motion which has been rejected and the reasons for its rejection.

## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 4 - OTHER MEETING PROCEDURES

## 97. LISTING NOTICE ON AGENDA

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the Notice of Motion and if more than one, in the order they were received, on the next appropriate meeting agenda.

## 98. REGISTER OF NOTICES

The Chief Executive Officer must sequentially number every Notice of Motion received and maintain them in a register.

## 99. MAY BE MOVED BY ANY COUNCILLOR AND AMENDED

A Notice of Motion listed on a meeting agenda, may be moved by any Councillor present and, except where the Notice of Motion is to confirm a previous resolution of the Council, may be amended.

## 100. EXCEPT FOR CONFIRMATION OF PREVIOUS RESOLUTION

If a Notice of Motion to confirm a previous resolution of the Council cannot be carried in its original form, it is lost.

## 101. IF LOST

If a Notice of Motion is lost, a similar motion cannot again be put before the Council for at least three (3) months from the date it was last lost, unless the Council resolves for the Notice to be relisted at a future meeting.

## DIVISION 6 - NOTICE OF AMENDMENT OR RESCISSION

### 102. PROCEDURE

A Councillor may propose a motion to amend or rescind a decision of the Council provided:

- (1) The previous motion has not been acted upon; and
- (2) A notice signed by two (2) Councillors is delivered to the Chief Executive Officer outlining:

- (a) The decision proposed to be amended or rescinded; and
  - (b) The meeting and date when the decision was made.
- (3) That in instances where a Notice of Motion has been lodged and accepted, any motion that proposes to rescind or amend shall not be acted upon until such time as Council considers the Notice of Motion.

## 103. LISTING NOTICE ON AGENDA

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.

## 104. CRITERIA TO AMEND OR RESCIND A MOTION

For a decision of the Council to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

## 105. IF LOST

Unless the Council resolves to re-list at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council for at least three (3) months from the date it was lost.

## 106. IF NOT MOVED

If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

## 107. MAY BE MOVED BY ANY COUNCILLOR

A notice of amendment or rescission listed on a meeting agenda may be moved by any Councillor present but cannot be amended.

## PART 4 - OTHER MEETING PROCEDURES

### 108. WHEN NOT REQUIRED

- (1) A notice of amendment or rescission is not required where the Council wishes to change a previous decision relating to policy of the Council.
- (2) If the Council wishes to change a policy, a Motion of Amendment/Rescission will not be required.
- (3) However, the following standards should apply:
  - (a) If the policy has been in force in its original or amended form for less than twelve (12) months, a formal notice of amendment/rescission should be presented to the Council;
  - (b) Any intention to change a Council policy which may result in a significant impact, should be communicated to those affected and this may require publication and consultations, either formally or informally;
  - (c) The Council may determine the extent to which these standards should be followed which will depend upon the circumstances of each case.

### 109. REGISTER OF NOTICES

The Chief Executive Officer must cause every notice of amendment or rescission received to be sequentially numbered and to be maintained in a register.

## DIVISION 7 - PUBLIC PARTICIPATION

### 110. DURING MEETINGS

- (1) At every Ordinary meeting of the Council, at the discretion of the Chairperson, time may be allocated to enable any member of the community to address the Council.
- (2) Sub-clause (1) does not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 89(2) of the Act

### 111. MEETINGS

Any member of the public or community addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.

### 112. QUESTION TIME - PUBLIC

- (1) There must be a question time at every Ordinary meeting to enable members of the public present in the gallery to address questions to Councillors.
- (2) Question time may be limited in duration and answers to individual questions may be limited at the discretion of the Chairperson.
- (3) No motions can be moved during Question Time.
- (4) A Councillor may foreshadow a motion as part of their response to a question during Question Time but cannot move the motion.
- (5) Any question must be submitted in writing to the Chief Executive Officer (or other person authorised for this purpose by the Chief Executive Officer) by 1.00pm on the day of the Ordinary meeting using the appropriate form (Appendix B).
- (6) The question should only be read to the meeting if the Chairperson has determined that the question:
  - (a) Does not relate to a matter of the type described in section 89(2) of the Act;
  - (b) Does not relate to a matter in respect of which the Council has no power;
  - (c) Is not defamatory, indecent, abusive, or objectionable in language or substance;
  - (d) Is not repetitive of a question already answered (whether at the same meeting or an earlier meeting); and
  - (e) Is not asked to embarrass a Councillor or member of Council staff.
- (7) If the Chairperson has determined that the question shall not be read to the meeting:
  - (a) He or she must advise the meeting accordingly; and
  - (b) The question shall be available to Councillors upon request.
- (8) The Chief Executive Officer must read to the meeting the name of the person who has submitted a question.
- (9) The Chief Executive Officer must read the text of the question and the Chairperson may then direct that question be answered by a nominated Councillor or member of Council staff.

## MEETINGS PROCEDURE AND COMMON SEAL LOCAL LAW 2019

# PART 4 - OTHER MEETING PROCEDURES

- (10) Questions and answers must be as brief as possible, and must not exceed two (2) minutes in duration.
- (11) No debate on or discussion of a question or an answer must be permitted other than for the purposes of clarification.
- (12) A Councillor or member of staff nominated to answer a question may:
  - (a) Seek clarification of the question from the person who submitted it;
  - (b) Seek assistance of another person in answering the question; and
  - (c) Defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the meeting (the question thereby being taken on notice).

### 113. QUESTION TIME - COUNCILLORS

- (1) There must be a question time at every Ordinary meeting to enable Councillors to address questions to members of Council staff.
- (2) Questions may be asked with or without notice.
- (3) No motions can be moved during Question Time.
- (4) A Councillor may foreshadow a motion as part of their response to a question during Question Time but cannot move the motion.
- (5) A Councillor may contribute to an answer to a question made by a member of Council staff.
- (6) A member of Council staff is not obliged to answer a question without notice.
- (7) A member of Council staff who elects to answer a question without notice by indicating that he or she requires time to research his or her answer must ensure that a response is provided to the Councillors within ten (10) working days following the meeting.
- (8) An answer must only be given to the meeting if the Chairperson has determined that the relevant question:
  - (a) Does not relate to a matter which is outside Council's power or authority;
  - (b) Is not defamatory, indecent, abusive or objectionable in language or substance;
  - (c) Is not repetitive of a question already answered (whether at the same or an earlier meeting);
  - (d) Is not asked to embarrass a member of Council staff or a Councillor; and

- (e) Does not raise an issue which might be more appropriately dealt with by way of Notice of Motion.
- (9) Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

### 114. REPORTS FROM COUNCILLORS

- (1) At each Ordinary meeting, Councillors, including the Mayor, will have the opportunity to speak on any meetings, delegations, conferences or events which they have recently attended.
- (2) The duration of any report from a Councillor will be limited to three (3) minutes.
- (3) If a Councillor requests that details of their activities be recorded in the minutes, they will provide details in writing to the Chief Executive Officer (or the staff member nominated to receive such information) by 12.00pm on the day following the meeting.

### 115. CHAIRPERSON MAY REMOVE

- (1) Any person who has been called to order including any Councillor who fails to comply with the Chairperson's direction will be guilty of an offence.

#### Penalty: Four (4) Penalty Units

- (2) The Chairperson has the discretion to cause the removal of any person including a Councillor who disrupts any meeting or fails to comply with a direction.
- (3) Any member of the Victoria Police Force may remove from the Chamber any person who acts in breach of the Local Law.

## DIVISION 8 - ADDITIONAL DUTIES OF CHAIRPERSON

### 116. THE CHAIRPERSON'S DUTIES AND DISCRETIONS

In addition to other duties and discretions provided in this Local Law, the Chairperson-

- (1) Must not accept any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public;
- (2) Must call to order any person who is disruptive or unruly during any meeting.

## PART 5 COMMON SEAL

### 117. PURPOSE

The purpose of this Part is to provide for the security and proper use of Council's Common Seal.

### 118. USE OF COMMON SEAL

The Common Seal of Council must:

- (1) Be in a form specified by Council resolution; and
- (2) Include the words "Buloke Shire Council".

### 119. SIGNATURES TO ACCOMPANY COMMON SEAL

Every document to which the Common Seal is affixed must be signed by one (1) Councillor and the Chief Executive Officer or, in the absence of the Chief Executive Officer, one (1) Councillor and any other member of staff acting as Chief Executive Officer or authorised by Council.

### 120. AUTHORITY FOR USE OF COMMON SEAL

The Common Seal must be affixed to a document only for the purpose of giving effect to a decision which has been:

- (1) Made by Council resolution;
- (2) Made by resolution of a Special Committee to which the power to use the Common Seal has been delegated; or
- (3) Made by the Chief Executive Officer or a Senior Officer to whom power to use the Common Seal has been delegated.

### 121. WHO KEEPS THE COMMON SEAL

The Chief Executive Officer must ensure the security of the Council's Common Seal at all times.

### 122. COMMON SEAL REGISTER

The use of the Common Seal must be recorded in a register maintained by the Chief Executive Officer or a member of Council staff to whom this duty has been delegated.

### 123. UNAUTHORISED USE OF THE COMMON SEAL

- (1) Any person who uses the Council's Common Seal without authority is guilty of an offence.

**Penalty: Four (4) Penalty Units**

- (2) Any person who uses any replica of the Council's Common Seal without authority is guilty of an offence.

**Penalty: Four (4) Penalty Units**





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## PART 6 - ENFORCEMENT AND PENALTIES

### 124. INFRINGEMENT NOTICES AND PENALTIES

As an alternative to prosecution an Authorised Officer may issue an infringement notice to any person whom the Authorised Officer reasonably considers has committed an offence against this Local Law.

- (1) A person issued with an infringement notice is entitled to disregard the notice and defend the prosecution in court.
- (2) The penalty fixed in respect of an infringement for which an infringement notice is issued is the amount set out in Schedule 1.
- (3) A person issued with an infringement notice may pay the penalty amount to the Buloke Shire Council at the address indicated in the notice.
- (4) To avoid prosecution and subject to the *Infringements Act 2006*, the penalty indicated in the infringement notice must be paid within 28 days after the day on which the infringement notice is issued.

### 125. WAIVER AND WITHDRAWAL

- (1) Within 28 days of receiving an infringement notice a person may make a written request to the Chief Executive Officer, that the infringement notice be withdrawn.
- (2) The Chief Executive Officer may consider the written request and may make a decision or a recommendation to the Council that the infringement notice be withdrawn.
- (3) Where an infringement notice is withdrawn, the person upon whom it was served is entitled to a refund of any payment which that person has made other than any costs which the Council has paid as part of the enforcement process."

### 126. OFFENCES

- (1) It is an offence for a Councillor to not withdraw an expression considered by the Chairperson to be offensive or disorderly and satisfactorily apologise when called upon twice by the Chairperson to do so.
- (2) It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct and who does not leave when requested by the Chairperson to do so.
- (3) Where any provision in this Local Law requires that something must be done, any person who fails to do that act is guilty of an offence.

**Penalty: Five (5) Penalty Units**

### 127. PENALTIES

Schedule 1 of this Local Law sets out penalties for infringement notice purposes which may be issued as an alternative to prosecution in respect of offences against this Local Law where the Council or its authorised officers determine to proceed by infringement notice.

## SCHEDULE 1 – PENALTIES FIXED FOR INFRINGEMENTS

Provision	Offence	Penalty Amount
46	Unauthorised recording of meeting	4
92	Fraudulent signing of a Petition	4
115	Failure to comply with to Chairman's direction	4
123(1)	Using the Common Seal without authority	4
123(2)	Using a replica of the Common Seal without authority	4
123(3)	Failure to act as directed under Local Law	5



**MEETINGS  
PROCEDURE AND  
COMMON SEAL**  
LOCAL LAW 2019

# SCHEDULE 2 – MEETING PROCEDURES FOR SECTION 86 SPECIAL COMMITTEES

## 1. NOTICES AND AGENDAS

- (1) The date, time and place of all committee meetings are determined on an annual basis by the committee and at least seven (7) days' notice must be provided to the public.
- (2) The committee may change the date, time and place of any committee meeting which has been fixed and must provide at least seven (7) days' notice of the changes to the members.
- (3) The agenda for the meeting will be set by the Secretary, in consultation with the Chair.

## 2. QUORUMS

- (1) The quorum required for committee meetings will be not less than half the total number of elected Committee members.
- (2) If after thirty (30) minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those committee members present may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

## 3. MINUTES

- (1) The Secretary is responsible for the keeping of minutes on behalf of the committee.
- (2) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- (3) If a committee member is dissatisfied with the accuracy of the minutes, then he or she must:
  - (a) State the item or items with which they are dissatisfied; and
  - (b) Propose a motion clearly outlining the alternative wording to amend the minutes

## 4. BUSINESS OF THE MEETING

- (1) The order of business will be determined by the Secretary to facilitate and maintain open, efficient and effective processes of governance and must include the opportunity for members to declare any conflict of interest on items on the agenda.
- (2) Once an agenda has been sent to committee members the order of business for that meeting may only be altered by resolution of the committee.

## 5. VOTING

- (1) To determine a matter before a meeting, the Chair will first call for those in favour of the motion and then those opposed to the motion, and will declare the result of the motion.
- (2) Unless the committee resolves otherwise, voting on any matter will be by a show of hands.
- (3) If there is an equality of votes, the Chair has a second casting vote.

## 6. ADDRESSING THE MEETING

- (1) Except for the Chair, any committee member or person who addresses the meeting must address all remarks through the Chair.
- (2) A committee member who is speaking must not be interrupted unless called to order when he or she must sit down and remain silent until the committee member raising the points of order has been heard and the Chairperson has ruled on the point of order.

## SCHEDULE 2 – MEETING PROCEDURES FOR SECTION 86 SPECIAL COMMITTEES

### 7. MOTIONS

- (1) Any motion or amendment which –
  - (a) Is defamatory; or
  - (b) Is objectionable in language or nature; or
  - (c) Is outside the powers of the committee; or
  - (d) Stated to be an amendment but is not  
Must not be accepted by the Chairperson
- (2) The procedure for any motion is –
  - (a) The mover must state the motion without speaking to it;
  - (b) It must be seconded by a committee member other than the mover;
  - (c) If a motion is not seconded, the motion will lapse for want of a seconder;
  - (d) If the motion is seconded the Chair must ask if the mover wishes to address the committee on the motion and if the seconder wishes to address the committee on the motion or if they wish to reserve his or her address until later in the debate.
  - (e) The Chair will then ask if any committee member is opposed to the motion and if they wish to speak. Other committee members for and against the motion can then debate in turn
- (3) The mover of a motion shall have a right of reply after the debate, after which the motion shall be immediately put to the vote. No right of reply is available where an amendment is before the committee.
- (4) An amendment may be proposed or seconded by a committee member, except the mover or seconder to the original motion. An amendment shall not be a direct negative of the motion.
- (5) A committee member may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- (6) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- (7) If the amendment motion is carried, it then becomes the final motion before the Chair.

- (8) At any time during debate a committee member may foreshadow a motion to inform the committee of his or her intention to move a motion at a later stage in the meeting.
- (9) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- (10) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- (11) Debate must always be relevant to the question before the Chair and, if not, the Chairperson will request the speaker to confine debate to the subject motion.
- (12) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair.
- (13) Unless a motion for an extension of time has been carried, the maximum speaking times will be:
  - (a) The mover of a motion – 5 minutes;
  - (b) The mover of a motion when exercising their right of reply – 2 minutes
  - (c) Any other committee member – 3 minutes

### 8. OTHER MATTERS

If the committee are required to deal with:

- (1) Divisions
- (2) Formal Motions
- (3) Separation of Motions
- (4) Points of Order
- (5) Adjournment of Meeting
- (6) Suspension of Standing Orders
- (7) Notice of Motion
- (8) Notice of Rescission Motion
- (9) Maintenance of Order
- (10) Suspension
- (11) Removal from the meeting

These matters should be dealt with in accordance with the Meetings Procedure and Common Seal Local Law 2019.



**MEETINGS  
PROCEDURE AND  
COMMON SEAL**  
LOCAL LAW 2019

# SCHEDULE 3 – QUESTIONS FROM THE GALLERY

## COUNCIL MEETING QUESTION TIME

1. The Council sets aside times at its Ordinary Council meetings to consider written questions submitted by the public. Members of the public who are present at the meeting are permitted to prepare in writing up to two (2) questions on any Council matter.
  2. Members of the public may submit questions from the gallery on the form printed on the reverse side of this sheet. In most cases, an answer will be given on the spot.
  3. Sometimes it may be indicated that further time is required to research an answer. In such cases, the relevant officer will advise the person when an answer will be provided.
  4. Questions will not be read out and answered if the Chairperson has determined that the relevant question related to:
    - b) Personnel matters
    - c) The personal hardship of any resident or ratepayer
    - d) Industrial matters
    - e) Contractual matters
    - f) Proposed developments
    - g) Legal advice
    - h) Matters affecting the security of Council property
    - i) Any other matter which Council considers would prejudice it or any person
    - j) Matters which may disadvantage Council or any person
- Or is:
- k) Defamatory, indecent, abusive or objectionable in language or substance
  - l) Repetitive of a question already answered (whether at the same or an earlier meeting)
  - m) Asked to embarrass an Officer or Councillor.
5. No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.



# SCHEDULE 3 – QUESTIONS FROM THE GALLERY

## QUESTION FORM

ANY QUESTION MUST BE SUBMITTING IN WRITING TO THE CHIEF EXECUTIVE OFFICER (OR OTHER PERSON AUTHORISED FOR THIS PURPOSE BY THE CHIEF EXECUTIVE OFFICER) BY 1.00PM ON THE DAY OF THE ORDINARY MEETING USING THIS FORM.

MEETING DATE:

NAME:

PHONE:

ADDRESS:

QUESTION:

SIGNED:

DATE:

OFFICE USE ONLY

QUESTION ANSWERED AT COUNCIL MEETING: (TICK)

Yes

No

BY WHOM:

WRITTEN RESPONSE PREPARED BY:

SUMMARY OF VERBAL RESPONSE:

OFFICER'S SIGNATURE:

POSITION:



P. 1300 520 520  
F. 03 5493 7395  
A. PO Box 1, Wycheproof VIC 3527  
367 Broadway, Wycheproof VIC 3527

 Buloke Shire Council

## 8.4.2 PUBLIC SUBMISSIONS - DRAFT REVENUE AND RATING STRATEGY AND POLICY

**Author's Title:** Chief Executive Officer

**Department:** Office of the CEO

**File No:** RV|11|01

**Attachments:** 1 [↓ Rating Strategy](#)  
2 [↓ Rating Policy](#)

### **Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Support our councillors, staff, volunteers and the community to make informed and transparent decisions.

### **RECOMMENDATION**

That Council note and consider any written or verbal submissions received following the public exhibition of the draft Revenue and Rating Strategy and draft Rating policy.

#### **1. Executive Summary**

This report is for Council to note and consider any written and verbal submissions that may be received as a result of this public exhibition at its Ordinary Meeting 8 May 2019.

#### **2. Financial Implications**

Council, at its 10 April Ordinary Meeting, considered the proposed Revenue and Rating Strategy 2019-23, and the Rating policy, and resolved to exhibit and call for public submissions.

Council advertised and invited written submissions from the public which must be provided to Council by 12.00pm on Friday 3 May 2019. As part of the submission process, residents are given the opportunity to speak to their submissions at the May Ordinary meeting.

The Revenue and Rating Strategy will be a key source document in the preparation of the 2019/20 Annual Budget and the long term financial plan.

Given the lack of submissions at the time of publishing the agenda, Council may consider the following alternate recommendation:

#### **ALTERNATIVE RECOMMENDATION**

That Council:

1. Note that no written submissions were made during the public exhibition of the draft Revenue and Rating Strategy and draft Rating policy.
2. Adopt the Revenue and Rating Strategy 2019-23, and the Rating policy.

#### **3. Cost Shift Considerations**

There are no new cost shift considerations relevant to this report.

#### **4. Community Consultation**

Council has advertised and invited submissions from the public and allows presentations in support of written submissions to be heard at Council's Ordinary Meeting 8 May 2019 at the Wycheproof District Council Offices.



**5. Internal Consultation**

Councillors attended two briefings in relation to the development and content of the proposed Revenue and Rating Strategy, and the Rating policy.

**6. Legislative / Policy Implications**

The Revenue and Rating Strategy, and Rating policy, will allow Council to meet best practice guidelines for Local Government, but is not currently a legislative obligation. The Local Government Bill 2018 identifies that Local Government will be required to adopt a Revenue and Rating Strategy.

The Rating Strategy is to be undertaken within the following context:

- *Local Government Act 1989*
- Local Government Bill 2018
- Ministerial Guidelines for Differential Rating
- Local Government Better Practice Guide 2014 'Revenue and Rating Strategy'
- Council Plans

**7. Environmental Sustainability**

Not applicable.

**8. Conflict of Interest Considerations**

No Officer involved in the preparation of this report has a conflict of interest.

Interests of Councillors and Officers who reside in the Buloke municipality do not exceed the interest generally held by Buloke Shire ratepayers.

**9. Conclusion**

That Council note and consider any written or verbal submissions received following the public exhibition of the draft Revenue and Rating Strategy, and aligned draft Rating policy.



# **REVENUE AND RATING STRATEGY 2019-23**

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

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## 1. INTRODUCTION

### 1.1 Purpose

The purpose of the Revenue and Rating Strategy is to set out the system of rates and charges adopted by the Buloke Shire Council (the Council) for the purposes of distributing the rates burden across the municipality on a fair and equitable basis. The Strategy is reviewed and adopted every four years following a general election of the Council. This Revenue and Rating Strategy is for the four year period 2019-23.

### 1.2 Background

In 2018 Council decided to prepare a Revenue and Rating Strategy following the adoption of the Annual Budget 2018-19 which included significant increases in the valuations and rates for farm land as a result of the general revaluation of properties as at 1 January 2018. The objective was to develop a Revenue and Rating Strategy ensuring it meets statutory requirements, the Tax Design Principles and needs of ratepayers.

The development of the Revenue and Rating Strategy included:

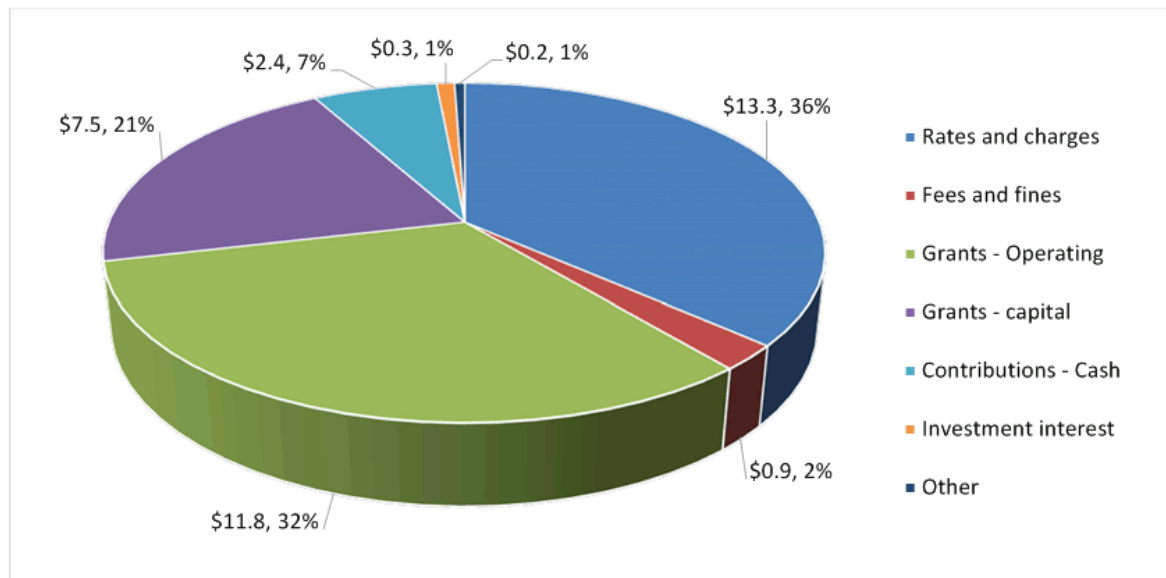
- Consultation with the Revenue and Rating Strategy Reference Group (the Reference Group)
- Consultation with the wider Shire community
- Review of the appropriateness of the current residential rate
- Review of the appropriateness of the current commercial/industrial rates
- Review of the appropriateness of the current farm land differential rate
- Review of the municipal charge in the context of a broader rating strategy
- Consideration of other rates and charges
- Comparisons/benchmarking with rating strategies of similar councils but taking into account the type and property dispersal patterns in the municipality
- Modelling and impact of various scenarios.

This draft Revenue and Rating Strategy for 2019-2023 has been prepared for endorsement by Council and consultation with the community.

## 2. REVENUE COMPOSITION

### 2.1 Revenue Composition

The composition of Council’s revenue for the 2018-19 year is shown in the graph below.



Note: All \$numbers on the graph are shown in millions.

### 2.2 Revenue Balance

In determining if services should be funded through rates or other revenue sources, Council considers whether services are either entirely or partially “public goods”. That is, is a service providing a broad benefit to the community or a particular benefit to individuals or groups. In the case of public goods it is often difficult or impractical to exclude non-ratepayers from the benefits or to attribute costs.

Where possible, Council sets user charges based on the cost of provision of those services where there is clearly a direct benefit to users, such as the garbage collection service, in which the revenue from the charges for household garbage services are set to meet the total cost of all waste services, including collection, treatment and disposal. At the same time small scale services or those where it would be difficult to attribute costs or collect fees are funded through rates.

### 2.3 Rate Capping

The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For the 2018-19 year the FGRS cap was set at 2.25%. For the 2019-20 year it has been set at 2.50%. The cap applies to both general rates and municipal charges and is calculated on the basis of council’s average rates and charges.

From the 2019 year general revaluations of all properties will be undertaken on an annual basis. As a result the actual rate increase for an individual rateable property may differ from the rate cap percentage due to changes in its valuation. Where the change in an individual property valuation is higher than the average for all rateable properties, the rate increase for that property may be greater than the cap. Where the change in the property valuation is lower than the average for all properties, the rate increase may be lower than the cap.

### 3. CURRENT RATING STRUCTURE

#### 3.1 Rating System

The rating system used by Council for the 2018-19 year is as follows:

- General Rates levied using differential rates based on Capital Improved Valuations multiplied by specified rates in the dollar, being: Residential rates at 100% of the General rate (2018-19: 0.7715 cents/\$CIV), Farm rates at 88% of the General rate (2018-19: 0.6789 cents/\$CIV) and Commercial/Industrial rates at 100% of the General rate (2018-19: 0.7715 cents/\$CIV)
- Municipal Charge levied on all rateable properties, representing 6.4% of total revenue from the municipal charge and general rates, with exemptions for properties making up single farm enterprises and cultural and recreational lands (2018-19: \$170 per property)
- Service Rates and Charges levied for kerbside garbage and recycling for eligible properties (2018-19: \$414)
- Deferments and/or waivers of rates and charges in specific hardship cases
- Rebates and Concessions offered in some circumstances as set out in legislation such as for the State funded Pensioner Rebate Scheme and as per Council policy and other agreements.

#### 3.2 Comparison with Other Councils

A comparison of the Council's rates and charges for the 2018-19 year with other comparable councils is shown in the tables below.

Council	Residential	Commercial	Industrial	Farm
<b>Differential rates</b>				
West Wimmera	100%	100%	100%	100%
Mildura	100%	120%	120%	95%
Hindmarsh	100%	90%	90%	90%
<b>Buloke</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>88%</b>
Swan Hill <sup>1</sup>	100%	125%	100%	82%-96% <sup>1</sup>
Horsham	100%	100%	100%	80%
Yarriambiack	100%	100%	100%	72%
Ararat	100%	100%	100%	55%
Northern Grampians <sup>2</sup>	100%	100%	100%	47% <sup>3</sup>

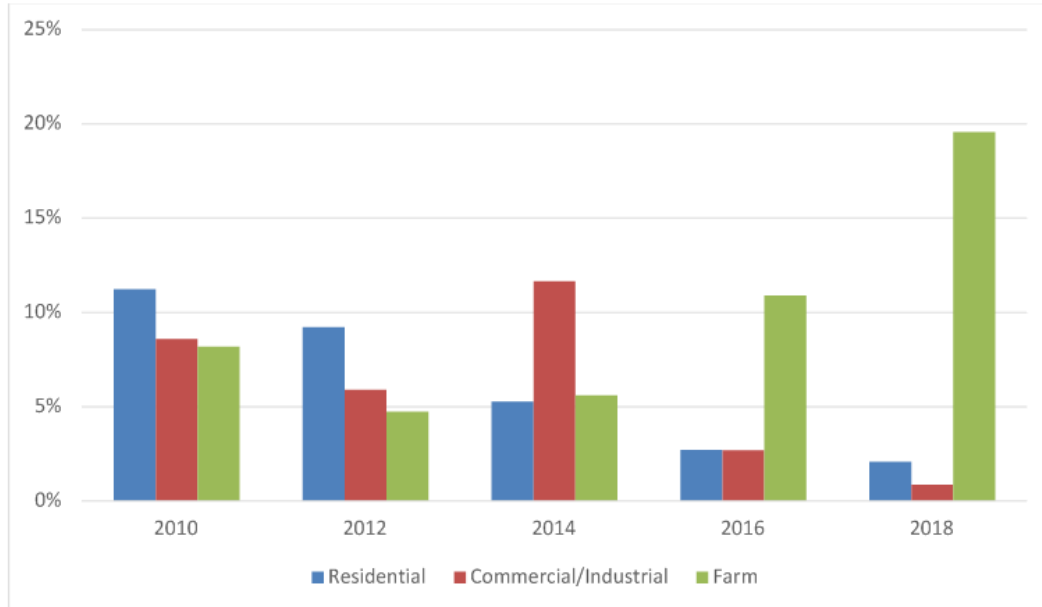
<sup>1</sup> Dry land 82%; Irrigation land 96%

<sup>2</sup> Northern Grampians reduced its differential rate on farms by 18% to achieve a 2.25% average rate increase

Council	Charge
<b>Municipal Charge</b>	
Horsham	\$287
Hindmarsh	\$199
<b>Buloke</b>	<b>\$170</b>
Northern Grampians	\$156
West Wimmera	\$147
Mildura	\$100
Ararat	\$92
Yarriambiack	\$73
Swan Hill	\$0

### 3.3 Valuation and Rating Analysis

#### General Revaluation Outcomes – Valuations



The above graph shows the general revaluation outcomes since 2010 for property valuations. Residential had the highest valuation growth in 2010 and 2012, business in 2014 and farm for the 2016 and 2018 revaluation years. The largest disparity in valuation outcomes occurred in the 2016-17 and 2018-19 years resulting in a significant shift in the rate burden to farm land (see graph below).

The Council Valuer, Mr Ben Sawyer has advised that the preliminary general revaluation results as at 1 January 2019 are likely to be similar to the 2018 results albeit for a 12 month period. The highest average valuation increase by differential rate category is expected to be approximately 11% and the lowest 1%.

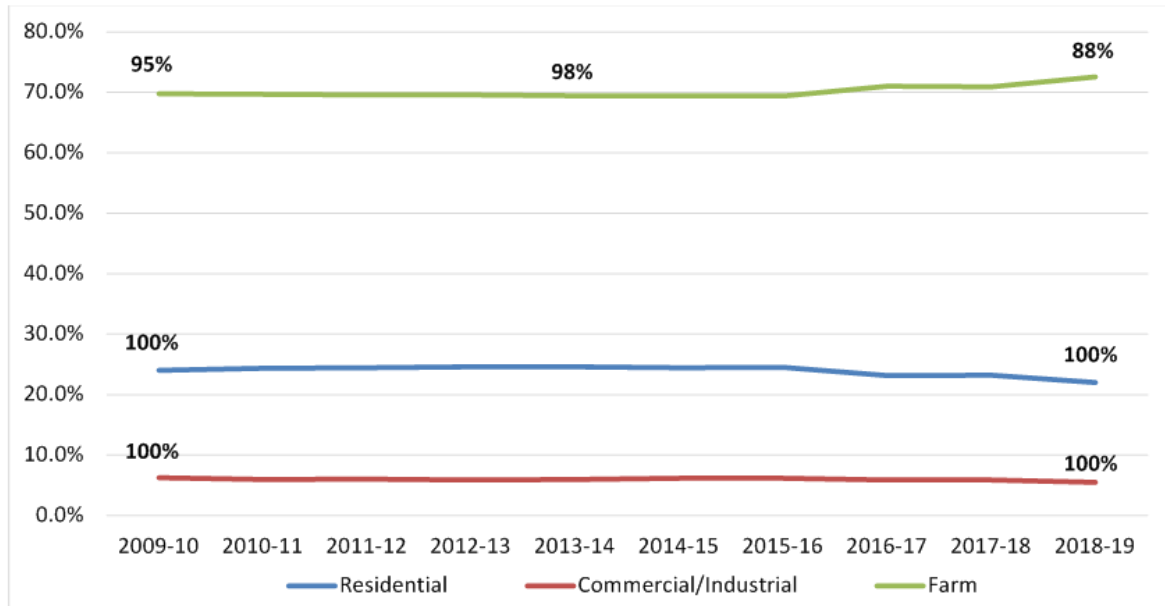
#### General Revaluation Outcomes – Rates



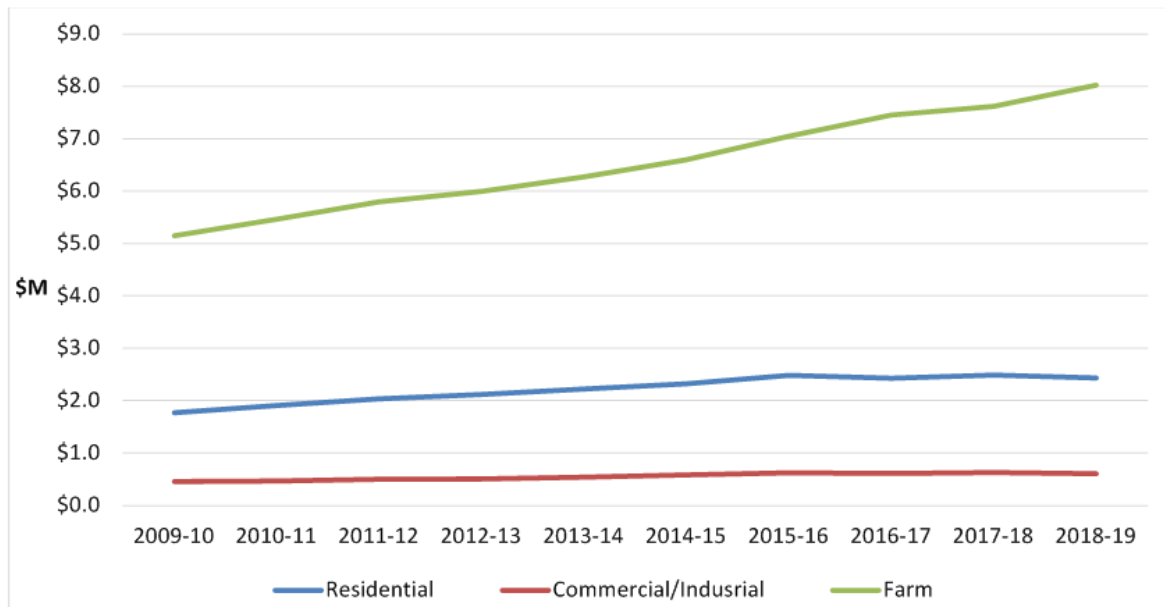
The above graph shows the general revaluation outcomes since 2010 for general rates. For the 2016 and 2018 revaluation years both residential and commercial/industrial properties experienced general rate decreases compared to farm properties which experienced general rate increases of 5.3% and 5.7% respectively.

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

General Rate Burden Outcomes



The above graph shows the proportion of the total general rates raised, that each category of land (residential, commercial/industrial, farm) has paid over the past 10 years. This is often referred to as the general rate burden. Over the past 10 years the farm general rate burden has increased from 70% to 73% with the farm differential rate increasing from 95% to 98% of the residential rate in 2013-14 and decreasing to 88% in 2018-19. Over the same period the residential general rate burden has decreased from 25% to 22% and commercial/industrial has decreased from 6.0% to 5.5% with no change in the differential rate.

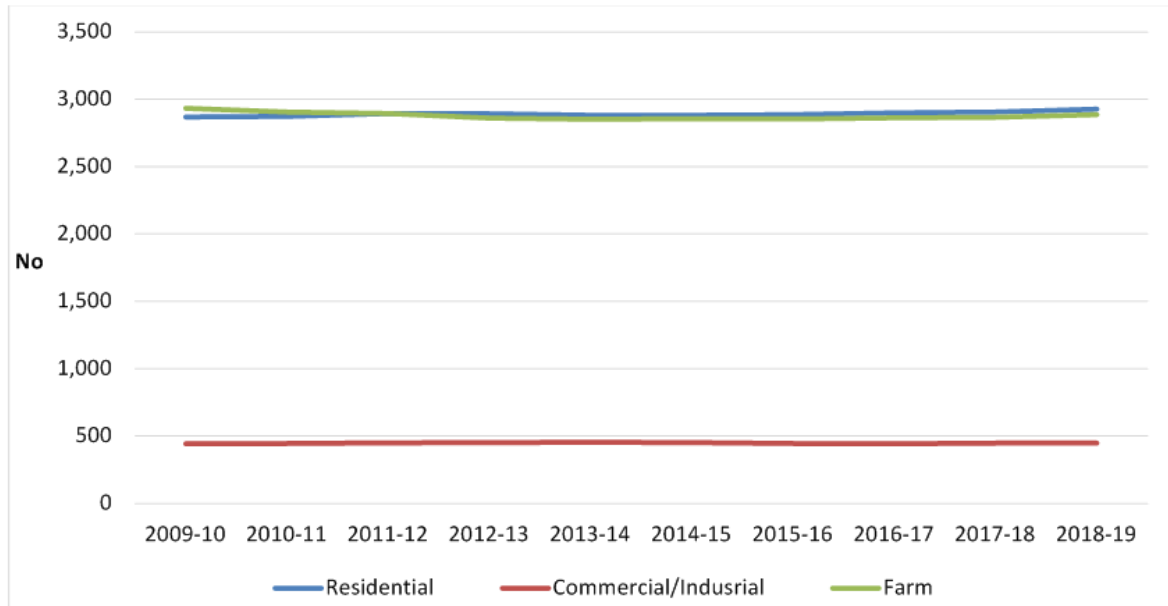


The above graph shows the general rates that each category of land (residential, commercial/industrial, farm) has paid over the past 10 years. This shows the general rate burden in absolute dollar terms. Over the past 10 years the farm general rate burden has increased from \$5.2 million to \$8.0 million. Over the same period the residential general rate burden has increased from \$1.8 million to \$2.4 million and commercial/industrial has increased from \$0.5 million to \$0.6 million.



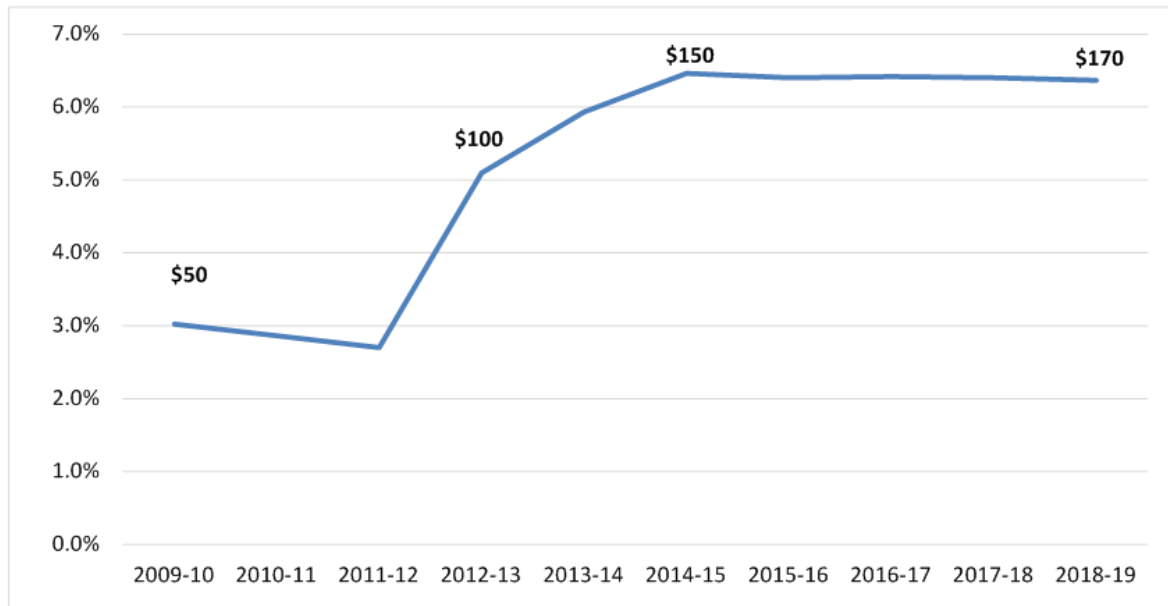
BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

Rate Assessments



The above graph shows that the number of residential assessments has increased by 2.0% over the 10 year period from 2,868 in 2009-10 to 2,926 in 2018-19. This is compared with farm assessments which has declined by 1.6% or 47 assessments and business assessments which has increased by 1.1% or 5 assessments over the same period. Since 2013-14 the number of farming entities has decreased from 1,113 to 1,046.

Municipal Charge



The above graph shows the proportion of revenue from general rates and municipal charge represented by the municipal charge over the past 10 years. The municipal charge has increased from 3.0% of total revenue from general rates and the municipal charge in 2009-10 to 6.4% in 2018-19. Over that time the municipal charge has increased from \$50 to \$170 per property.

## 4. STAKEHOLDER ENGAGEMENT

Stakeholder engagement was undertaken as part of the review and consisted of an on-line survey, written submissions and listening posts. The feedback has been provided by type of engagement and where possible, aligned to the good taxation principles. The comments are ratepayer verbatim.

### 4.1 Summary

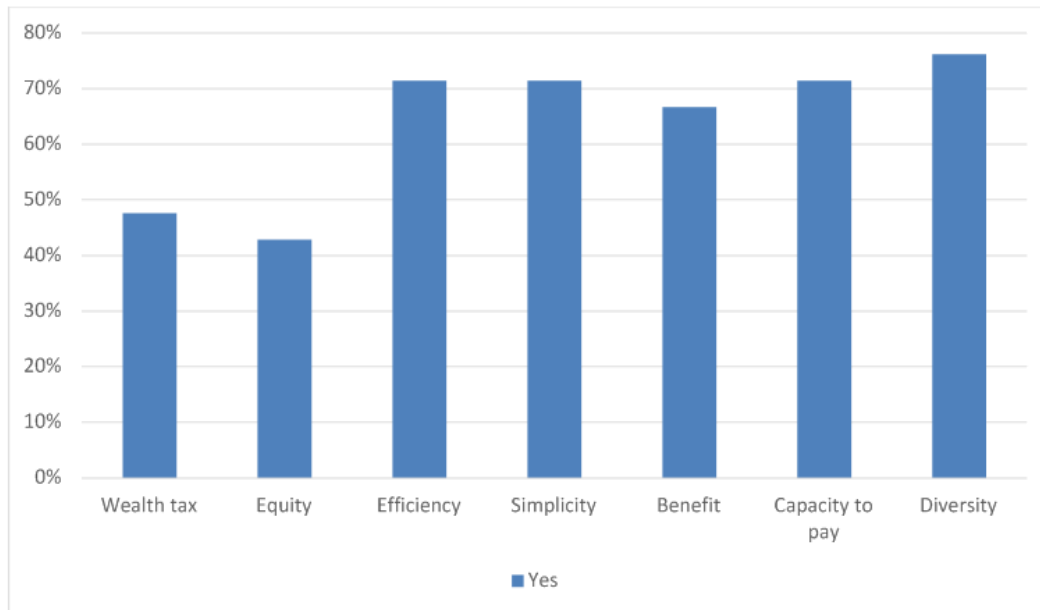
The table below provides a summary of stakeholder engagement undertaken as part of the review.

Source	Type	Total
Survey	Completed surveys	21
Submissions	Received submissions	0
Listening posts	Copies of proposition paper	261

### 4.2 Survey

The on-line survey consisted of multiple-choice questions and free text. The results for each question are shown in the graphs below.

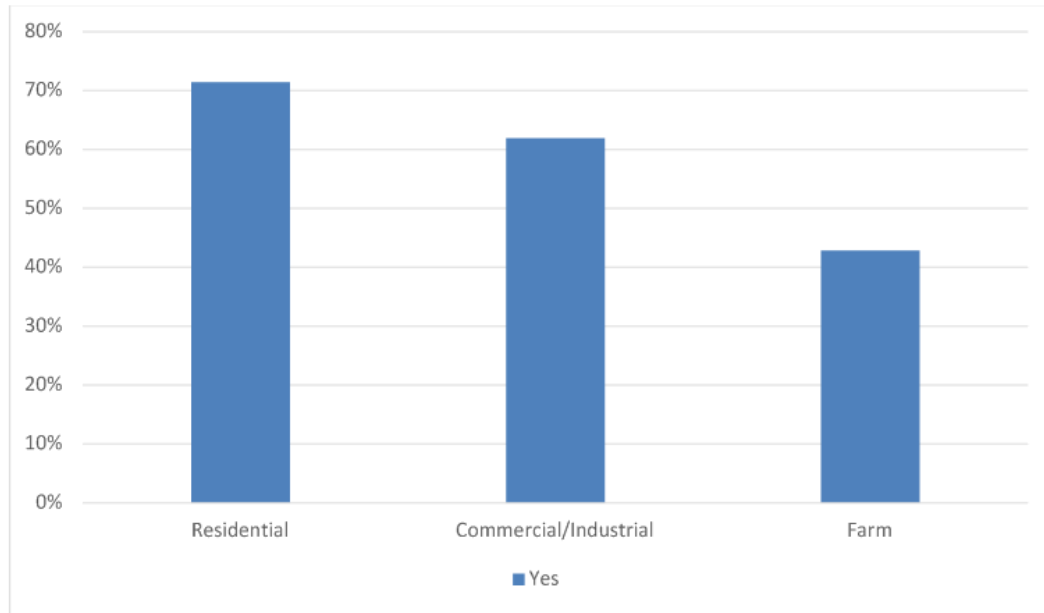
#### Appropriateness of the taxation principles when setting rates and charges



The above results indicate that most people agreed that the taxation principles of diversity, efficiency, simplicity and capacity to pay were the most appropriate.

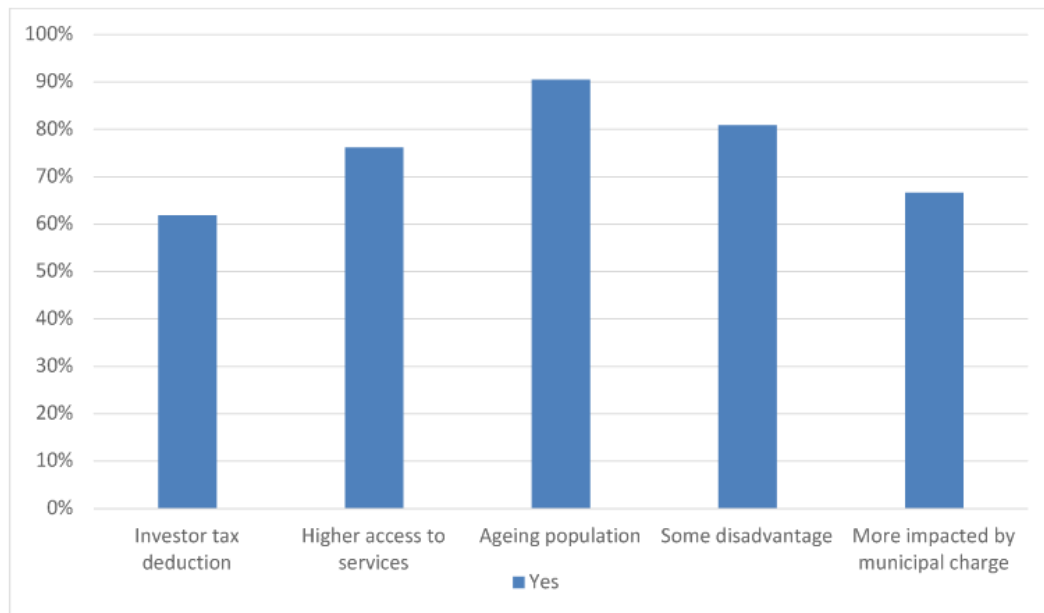
**BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023**

**Appropriateness of the current differential rates**



The above results indicate that most people agreed that the differential rate level for residential properties is appropriate but the differential rate for farm properties was not appropriate.

**Appropriateness of the residential rate factors**



The above results indicate that most people agreed that the residential category has an ageing population, a high level of disadvantage and higher access to services.

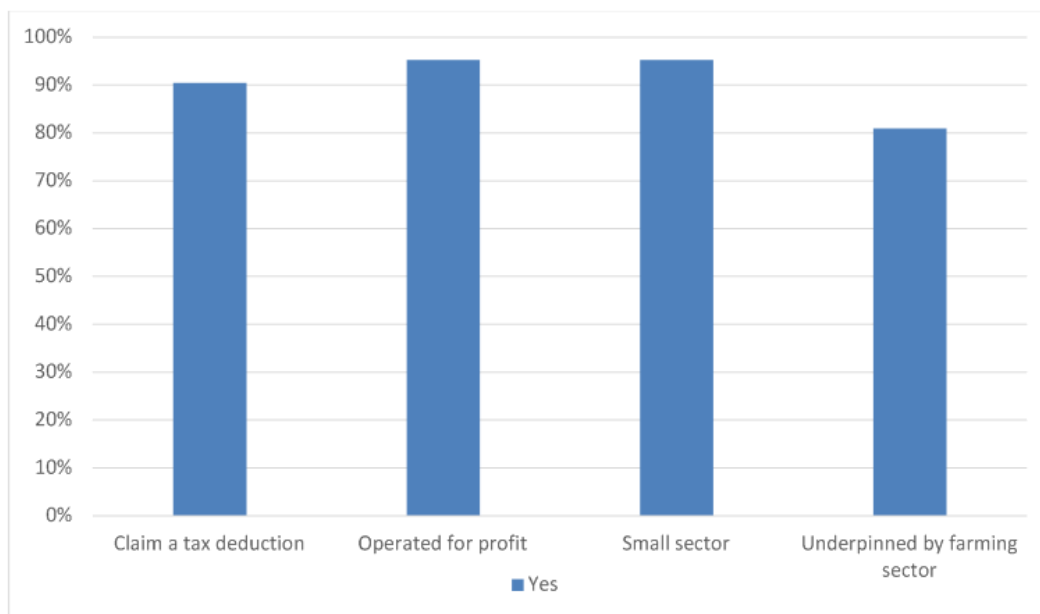
BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

**Appropriateness of the commercial rate factors**



The above results indicate that most people agreed that the commercial rate factors were appropriate.

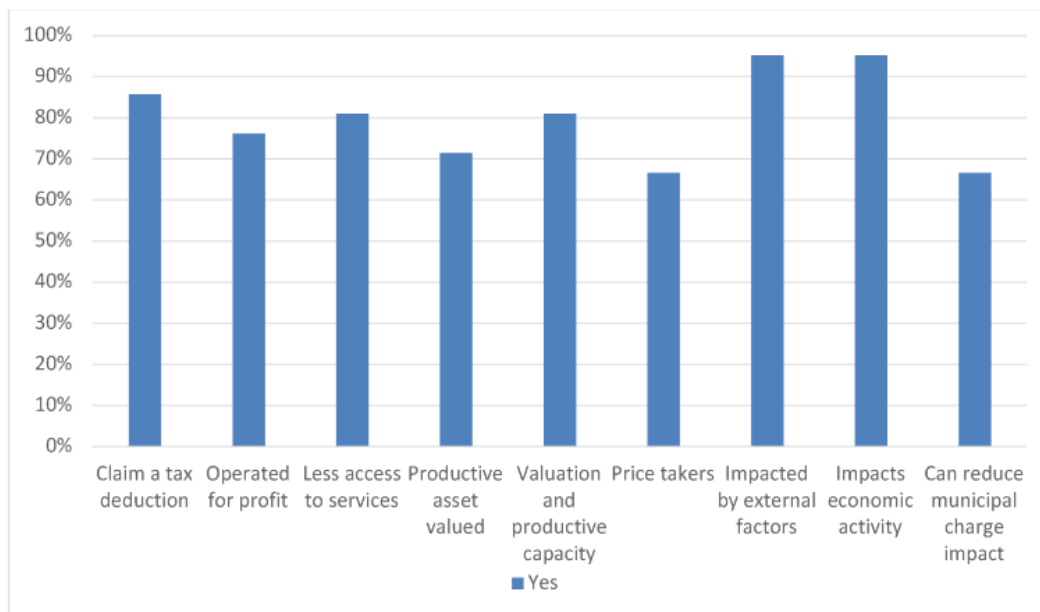
**Appropriateness of the industrial rate factors**



The above results indicate that most people agreed that the industrial rate factors were appropriate.

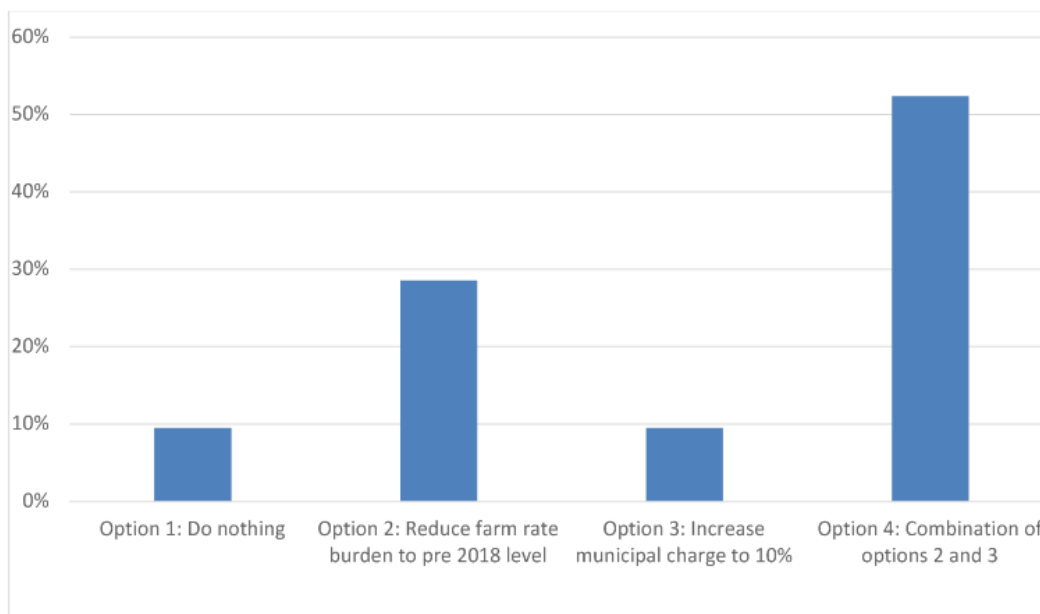
BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

**Appropriateness of the farm rate factors**



The above results indicate that most people agreed that the farm rate factors were appropriate.

**Most equitable option for sharing the rate burden**



The above results indicate that most people agreed that option 4 provided the most equitable sharing of the rates burden (refer Section 9. Rate Modelling).

**Other comments by survey participants**

- Farmers need to be looked after to the best ability of council.
- We believe that the farming differential should be much lower than 82%. Farmers are carrying way too much of the rate burden whilst receiving the lowest access to services and also having a low capacity to pay compared to their land value.
- Separate rates from land value as the value of land has nothing to do with productivity and ability to pay
- Most farmers will agree the only services they see from council is roads and they are far from adequate

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

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- The rates need to be fair both for farmers but also for a lot of the towns that have lost access to council services, be they shire offices, proper tips, etc.
- Rates in the Buloke Shire are a too high for the amount the shire actually does for the town. They have done nothing to upgrade facilities in regard to sewage etc. They make building in the towns almost impossible because they won't condemn places that shouldn't be lived in and are leaving the value of the properties at a low level that the banks don't see viable to lend in these small towns.
- Buloke Shire rates for residential properties are too high for the value of the property. Farmers get government help whereas wage earners can't
- The current rating system is inequitable. Farmers are paying 72.5% of the rates but are way less than 50% of the rate payers. For that rate burden we might get our road graded once every 1 or 2 years. No other services are provided to rural rate payers. It is absurd you can have a situation that a town-based business can turn over a million dollars but pay rates on the property value of say \$250,000 and a farmer turns over say \$250,000 and pays rates on a property value of say a million dollars
- In the period 2009-10 to 2018-19 the farm rate revenue has risen by 53%. This is in comparison to Residential rate increasing by 33%, and commercial/industrial by 20%. As the farm rate per enterprise is huge in comparison to individual residences or commercial properties, this excess increase is multiplied in dollar terms by a factor of 5 or more.

### 4.3 Listening Posts

Listening posts were held at the following locations:

- Birchip (34 papers distributed)
- Wycheproof (65 papers distributed)
- Donald (70 papers distributed)
- Sea Lake (44 papers distributed)
- Charlton (48 papers distributed).

## 5. CAPACITY TO PAY

An analysis was undertaken of the capacity of different categories of Buloke ratepayers to pay rates and charges. The analysis included review of ABS census data, ABARES data and other relevant sources.

### 5.1 Differential Rates

The *Ministerial Guidelines for Differential Rating (Guidelines) 2013* state that differential rates are a useful tool to address equity issues that may arise from the setting of Council rates derived from property valuations. Circumstances whereby common types and classes of land consistently demonstrate significant relative rate disparities, including access to services arising from the use of a uniform rate, may be addressed by use of differential rates. The *Local Government Better Practice Guide: Revenue and Rating Strategy 2014* (the Guide) also suggests that capacity to pay is another ground for considering differential rates.

A council may decide that capacity to pay is fundamentally reflected by property value or that the application of the wealth tax and benefit principles should be moderated for groups of ratepayers because of capacity to pay considerations. As rates are levied on unrealised wealth in the form of property, their nexus with ratepayers' capacity to pay may be tenuous (ratepayers may be asset rich but cash poor or vice versa).

The Guide suggests that on equity and good public policy grounds, it is appropriate that the meaning and assessment of capacity to pay is agreed, at least from a practical point of view, and that decisions are influenced by a strong understanding of the factors relevant to particular property classes in order to make informed, albeit, generalised observations about their capacity to pay rates.

### 5.2 Data Analysis

#### ABS Data

The following key indicators are based on the 2016 ABS census data:

- Median total household income in Buloke was \$839 per week compared to Victoria at \$1,419 per week
- Buloke ranked 5<sup>th</sup> out of 79 Victorian councils for the percentage of individuals with an income less than \$400 per week
- Median age in Buloke was 51 years compared to Victoria at 37 years
- 28.2% of Buloke residents were aged 65 or over compared to Victoria at 15.6%
- 5.4% of Buloke residents were aged 85 or over compared to Victoria at 2.2%
- 4.1% of Buloke residents had attended a university or tertiary institution compared to Victoria at 17.8%
- 10.6% of Buloke residents had completed year 12 compared to Victoria at 15.9%
- Buloke was ranked 24th most disadvantaged out of 79 Victorian councils in terms of the level of relative socio-economic disadvantage.

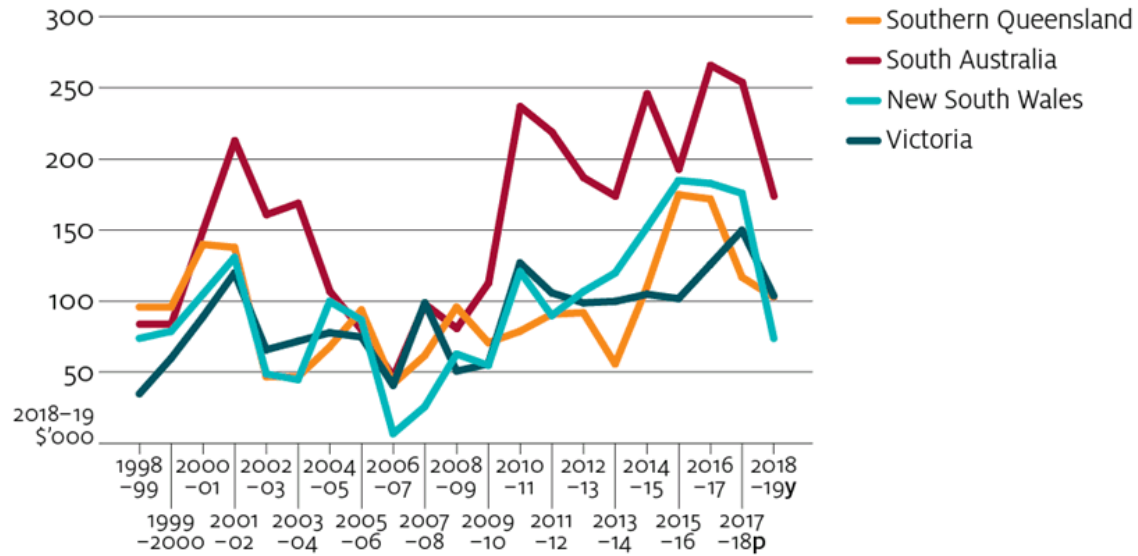
The above indicators show that the Buloke generally had worse statistical results over a broad range of key indicators than Victoria as a whole, particularly in regard to the level of household incomes

#### Farm Incomes

ABARES (Australian Bureau of Agricultural Research Economics) regularly publishes research and reports on business performance outcomes in the farming sector. Farming is broad term and there are many different factors that come into play in its various segments and sub-segments that impact of profitability. Notably, these include international commodity prices and local climatic conditions. It is noted, in this respect, the current severe drought conditions that are impacting on Australian agriculture in general and the Wimmera in particular. Drought conditions directly impact on market prices, quality of produce and cost of production and therefore have a direct and significant impact of farm profitability.

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

The following chart shows farm cash incomes (broad acre and dairy) for Victoria and three other states over the past 20 years. It is based on a Report on Drought Impacts released by ABARES in December 2018.



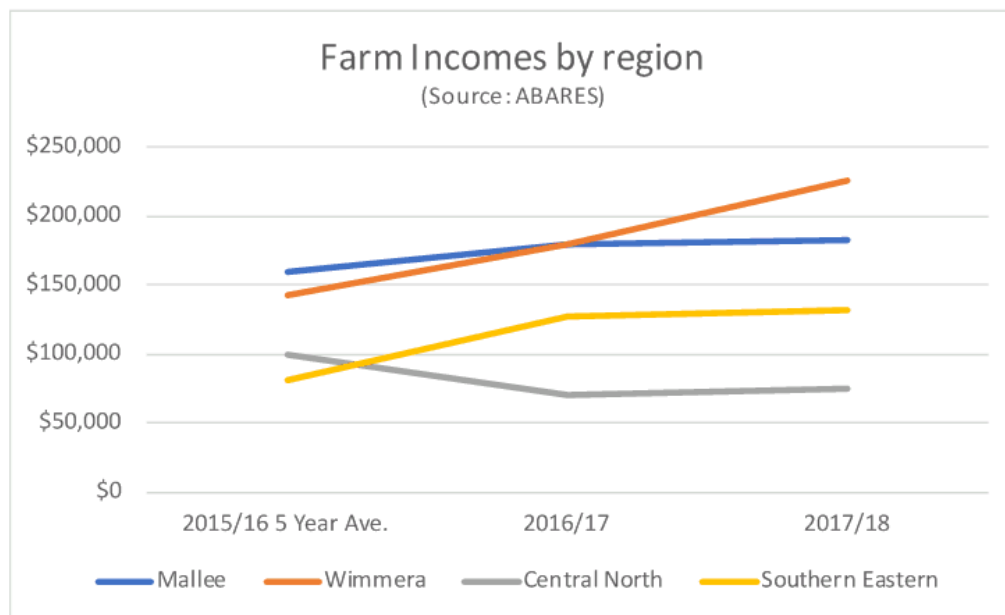
Source: ABARES, Drought Impacts on Broadacre and Dairy Farms in South-Eastern Australia, Dept of Agriculture and Water Resources, 2018

In aggregate, broadacre farms accounted for 65 per cent of Australian farm businesses and an estimated 60 per cent of the total gross value of Australian agricultural production in 2016–17.

The ABARES Report notes that the impacts of the 2018 drought on farm incomes may not be as severe as experienced in previous droughts, but that aggregate and average trends would likely mask significant variation in performance across different industries and regions.

It states that across South-Eastern Australia, average farm cash income on broadacre farms will decline by nearly \$70,000 per farm in 2018-19 (from \$169,700 to \$102,000) and that farm profit will be the lowest it has been in a decade.

The following chart shows the trend in cash farm incomes by region in Victoria over the past 3 years.



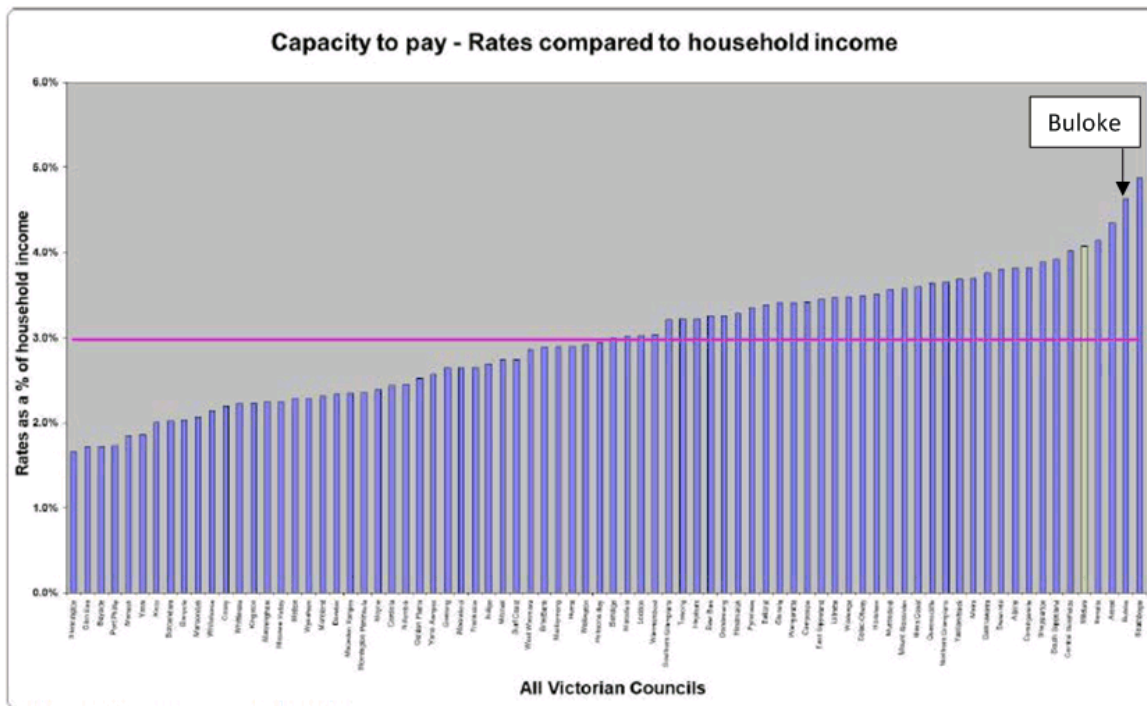
Source: ABARES



BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

This data shows that farm incomes generally have increased nationally and in Victoria, as well as in the Wimmera region over the past 3 years. This is expected to decline in 2018-19 as shown in the previous graph.

**Rates Compared to Household Data**



Source: Strategy Plus 2016/2017

The above chart indicates that in 2016-17 Buloke was the second highest Victorian council at more than 4% when comparing the proportion of household income represented by rates.

## 6. PROPOSED RATING STRUCTURE

### 6.1 Rating System

Based on the analysis in the previous sections, Council believes that the current rating system does not provide for an equitable imposition of rates and charges. It therefore proposes the following rating system for the 2019-23 years:

- General Rates levied using differential rates based on Capital Improved Valuations multiplied by specified rates in the dollar, being:
  - Residential rates at 100% of the General rate
  - Farm rates at 82% of the General rate
  - Commercial rates at 100% of the General rate
  - Industrial rates at 100% of the General rate.
- Municipal Charge levied on all rateable properties, representing approximately 6% of total revenue from the municipal charge and general rates, with exemptions for properties making up single farm enterprises
- Service Rates and Charges levied for kerbside garbage and recycling for eligible properties on the basis of full cost recovery
- Deferments and/or waivers of rates and charges in specific hardship cases
- Rebates and Concessions offered in some circumstances as set out in legislation such as for the State funded Pensioner Rebate Scheme and as per Council policy and other agreements
- Rates may be paid by quarterly instalment or as a yearly lump sum payment in February.

### 6.2 General Rates

The Council introduced a farm differential in recognition of the high value of land as an input to farm operations, the contribution that the farm sector makes to the economic activity of the Shire and the lower level of service usage associated with their rural isolation. Over the past 10 years the farm differential rate has increased from 95% to 98% of the residential rate in 2013-14 and then was decreased to 88% in 2018-19 in recognition of the significant increase in farm property values relative to other property categories following the 2018 general revaluation of properties.

For the 2019-23 years, Council proposes to reduce the farm differential rate by a further 6% to 82% of the general rate in recognition of the significant change to relative property values expected from the 2019 general revaluation of properties. Council proposes to maintain the differential rate of 100% of the general rate for all other property categories. A definition of each type of land is included in Appendix A.

### 6.3 Municipal Charge

The municipal charge is intended to cover some of the “administrative costs” of a Council. Over the past 10 years, the municipal charge has increased from 3.0% of total revenue from general rates and the municipal charge budgeted in 2009-10 to 6.4% in 2018-19. Over that time the municipal charge has increased from \$50 to \$170 per property.

For the 2019-23 years, Council proposes to maintain the municipal charge at \$170 on the grounds that while it is regressive in nature and it has an adverse impact on lower valued properties, all properties should contribute to its administrative costs.

### 6.4 Service Rates and Charges

Council has service rates and charges for kerbside garbage and recycling. The Council’s policy in regard to setting the charges is full cost recovery for the waste collection services.

For the 2019-23 years, Council proposes no change to its policy on service rates and charges.

## 6.5 Rebates and Concessions

The Municipal Rates Pension Concession is set at half the rates and charges levied on eligible pensioners up to a maximum of \$218.30 for the 2018-19 year and is fully funded by the State Government. Eligible pensioners are also entitled to receive a concession on the Fire Services Property Levy. Ratepayers may also apply for a rate rebate to protect remnant native vegetation. This rebate is administered in accordance with the Rate Rebate Scheme for Protection of Indigenous Vegetation Guidelines.

For the 2019-23 years, Council proposes no change to its policy on rebates and concessions.

## 6.6 Deferments, Discounts and Waivers

Council has a separate and specific policy, “Hardship Policy” for the handling of hardship cases which allows deferment of all or part of rates for varying times depending on circumstances, interest may also be waived in hardship cases.

For the 2019-23 years, Council proposes no change to its policy on deferments, discounts or waivers.

## 6.7 Payment of Rates

Rates may be paid by quarterly instalment or as a yearly lump sum payment in February. The Council also widely publicises the opportunity it allows for paying rates by arrangement throughout the year and encourages ratepayers who may be having difficulty to discuss payment arrangements with rates staff.

For the 2019-23 years, Council proposes no change to its policy on payment of rates.

## 7. FINANCIAL IMPACT OF PROPOSED CHANGES

### 7.1 Modelling

For the purposes of determining the financial impact of the proposed Revenue and Rating Strategy on each category or class of ratepayer, the current and proposed rating structures have been modelled over the next five years based on the assumptions below.

### 7.2 Assumptions

The following assumptions have been made in regard to future rating years for the purposes of modelling the financial impact of the proposed rating structure:

- Future rate cap increases have been set at 2.5%
- Future property valuation increases have been based on the average growth over the past two general revaluations (i.e. 2016 and 2018) period and applied annually
- The growth in the number of assessments has been based on the average growth over the past two general revaluations period and applied annually.

### 7.3 Financial Impact

#### Summary

Measure	Residential	Farm	Commercial	Industrial
Rate burden: Current 2018-19	24.8%	69.4%	2.0%	3.8%
Rate burden: Proposed 2019-20	26.4%	67.9%	2.0%	3.8%
<b>Change</b>	<b>+1.6%</b>	<b>-1.5%</b>	<b>0%</b>	<b>0%</b>

Note: The rate burden includes the general rate and municipal charge

Measure	Residential	Farm	Commercial	Industrial
Average rate: Current 2018-19	\$1,001	\$2,851	\$1,098	\$1,864
Average rate: Proposed 2019-20	\$1,062	\$2,852	\$1,120	\$1,917
<b>Change (\$)</b>	<b>+\$61</b>	<b>+\$1</b>	<b>+\$22</b>	<b>+\$53</b>
<b>Change (%)</b>	<b>+6.1%</b>	<b>0%</b>	<b>+2.0%</b>	<b>+2.8%</b>
<b>Rate cap (%)</b>	<b>+2.5%</b>	<b>+2.5%</b>	<b>+2.5%</b>	<b>+2.5%</b>

Note: The average rate includes the general rate and municipal charge

The above table compares the rate burden and average rate (general rate and municipal charge) for the 2018-19 year and that which would exist in the 2019-20 year under the proposed rating structure. It shows that under the proposed rating structure, farm land would experience a decrease in the rate burden of -1.5% to 67.9%, which is the same level that existed prior to the 2018 general revaluation.

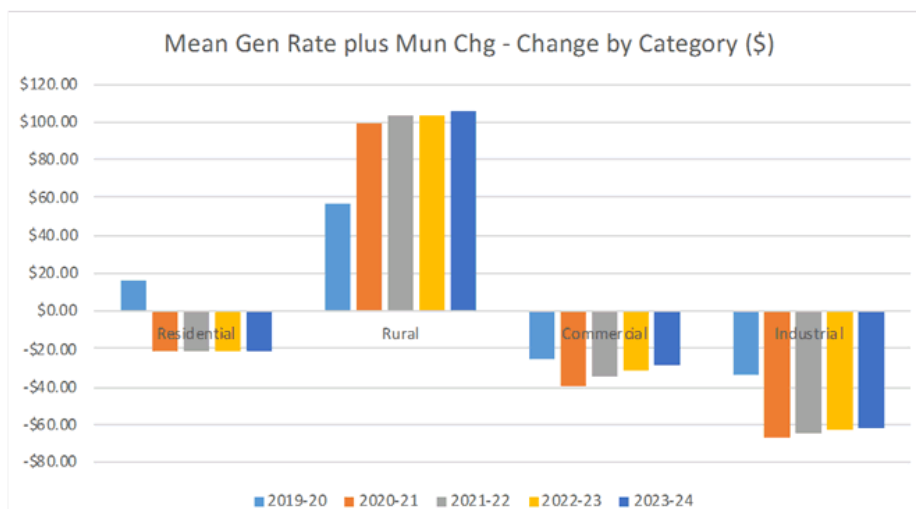
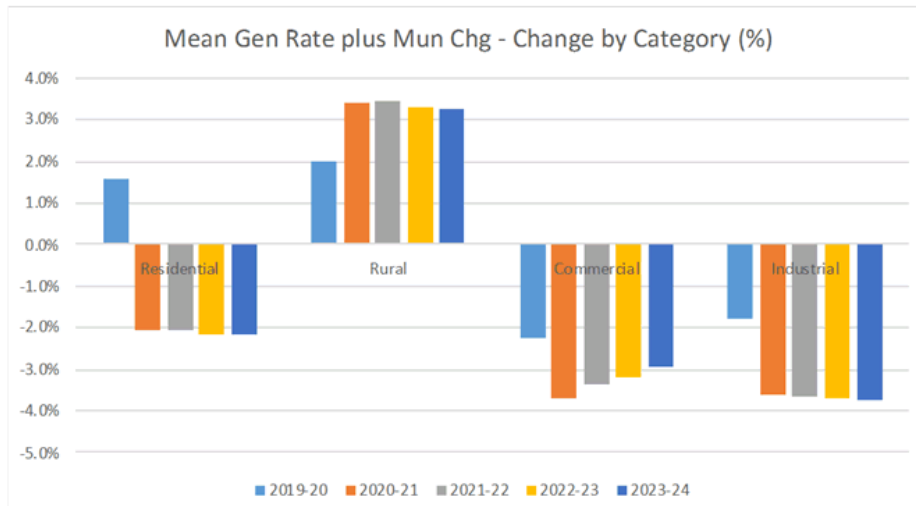
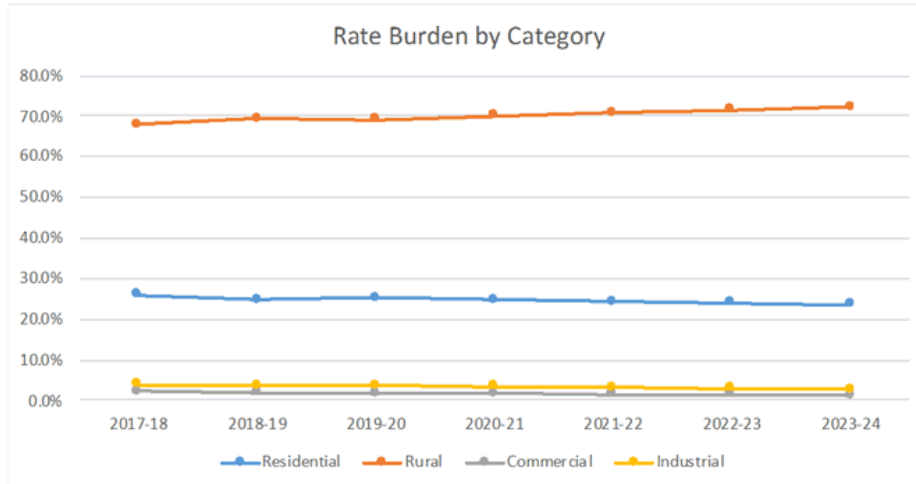
The reduction in the farm rate burden would be transferred to the other rating categories with residential land bearing most of the change. The average rate impact for residential properties would be an increase of +\$61 or +6.1% (rate cap 2.5%) compared to commercial properties which would increase by +\$22 or +2.0% (rate cap 2.5%) and industrial properties which would increase by +\$53 or +2.8% (rate cap 2.5%) on average.

**Note: The farm differential of 82% proposed for the 2019-20 year is based on the expected outcome of the 2019 general revaluation of properties. The actual farm differential for the 2019-20 year may differ from this once the final outcomes of the 2019 general revaluation are known and will need to be recalculated to ensure that the farm rate burden (general rate and municipal charge) equals the 2017-18 level.**

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

**Current Rating Structure**

The following graphs show the impact of the current rating structure on the rate burden and mean (average) general rate and municipal charge over the next five years.



## BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

Under the current rating structure, the general rate and municipal charge burden for farm land will increase from 69.4% in 2018-19 to 72.4% by 2023-24. This will result in average rate increases for farm land of between +2.0% and +3.4% per annum over the five year period. This is compared to residential land which will experience average rate changes of +1.6% and -2.2% per annum, commercial land of -2.3% and -3.7% and industrial land of -1.8% and -3.8% over the same period.

The tables below show the impact of the current rating structure including the rate cap increase of 2.5% for 2019-20 on the general rate and municipal charge, for a range of residential, farm, commercial and industrial property valuations.

CIV Range		Assessments	Residential		Change \$	Change %
From	To		2018-19	2019-20		
	\$99,999	1,367	\$595.99	\$584.72	-\$11.27	-1.9%
\$100,000	\$199,999	1,290	\$1,243.54	\$1,217.74	-\$25.81	-2.1%
\$200,000	\$299,999	228	\$1,976.60	\$1,934.02	-\$42.58	-2.2%
\$300,000	\$399,999	35	\$2,709.33	\$2,649.72	-\$59.61	-2.2%
\$400,000	\$499,999	3	\$3,402.59	\$3,316.90	-\$85.69	-2.5%
\$500,000	\$599,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$600,000	\$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000	\$799,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$800,000	\$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000	\$999,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$1,000,000		1	\$63,317.28	\$61,903.83	-\$1,413.44	-2.2%
<b>Total/mean:</b>		<b>2,924</b>	<b>\$1,038.96</b>	<b>\$1,017.70</b>	<b>-\$21.26</b>	<b>-2.0%</b>

CIV Range		Assessments	Rural		Change \$	Change %
From	To		2018-19	2019-20		
	\$99,999	228	\$433.66	\$447.37	+\$13.71	+3.2%
\$100,000	\$199,999	550	\$1,071.35	\$1,107.45	+\$36.09	+3.4%
\$200,000	\$299,999	543	\$1,734.94	\$1,794.19	+\$59.25	+3.4%
\$300,000	\$399,999	495	\$2,432.86	\$2,516.12	+\$83.25	+3.4%
\$400,000	\$499,999	351	\$3,089.13	\$3,195.52	+\$106.38	+3.4%
\$500,000	\$599,999	217	\$3,816.94	\$3,946.87	+\$129.93	+3.4%
\$600,000	\$699,999	129	\$4,510.58	\$4,665.22	+\$154.63	+3.4%
\$700,000	\$799,999	91	\$5,160.78	\$5,339.08	+\$178.30	+3.5%
\$800,000	\$899,999	62	\$5,882.32	\$6,083.13	+\$200.81	+3.4%
\$900,000	\$999,999	57	\$6,548.95	\$6,776.65	+\$227.70	+3.5%
\$1,000,000		153	\$10,124.44	\$10,475.27	+\$350.83	+3.5%
<b>Total/mean:</b>		<b>2,876</b>	<b>\$2,811.39</b>	<b>\$2,907.76</b>	<b>+\$96.37</b>	<b>+3.4%</b>

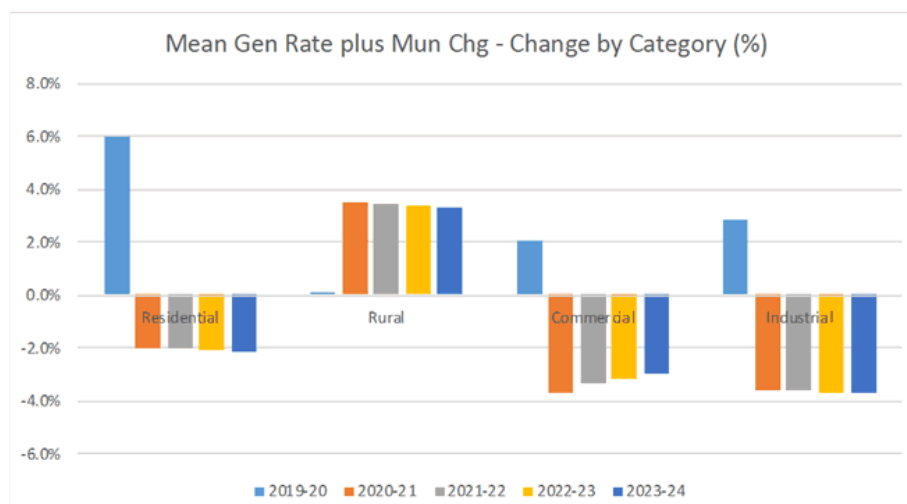
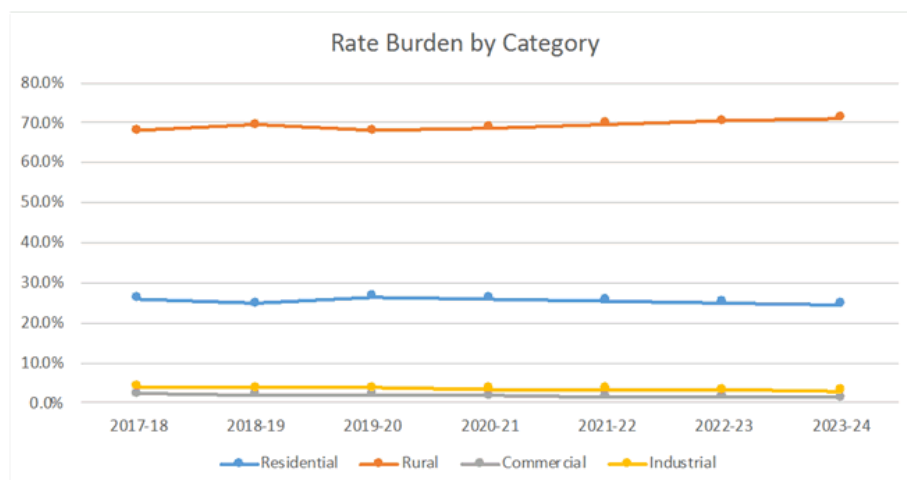
CIV Range		Assessments	Commercial		Change \$	Change %
From	To		2018-19	2019-20		
	\$99,999	128	\$541.10	\$523.88	-\$17.21	-3.2%
\$100,000	\$199,999	52	\$1,200.69	\$1,149.55	-\$51.15	-4.3%
\$200,000	\$299,999	16	\$2,047.64	\$1,963.75	-\$83.89	-4.1%
\$300,000	\$399,999	13	\$2,866.69	\$2,756.32	-\$110.37	-3.9%
\$400,000	\$499,999	8	\$3,681.29	\$3,349.56	-\$331.73	-9.0%
\$500,000	\$599,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$600,000	\$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000	\$799,999	1	\$5,956.25	\$5,942.73	-\$13.52	-0.2%
\$800,000	\$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000	\$999,999	1	\$7,653.55	\$7,636.06	-\$17.49	-0.2%
\$1,000,000		0	\$0.00	\$0.00	\$0.00	0.0%
<b>Total/mean:</b>		<b>219</b>	<b>\$1,117.74</b>	<b>\$1,070.60</b>	<b>-\$47.15</b>	<b>-4.2%</b>

BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

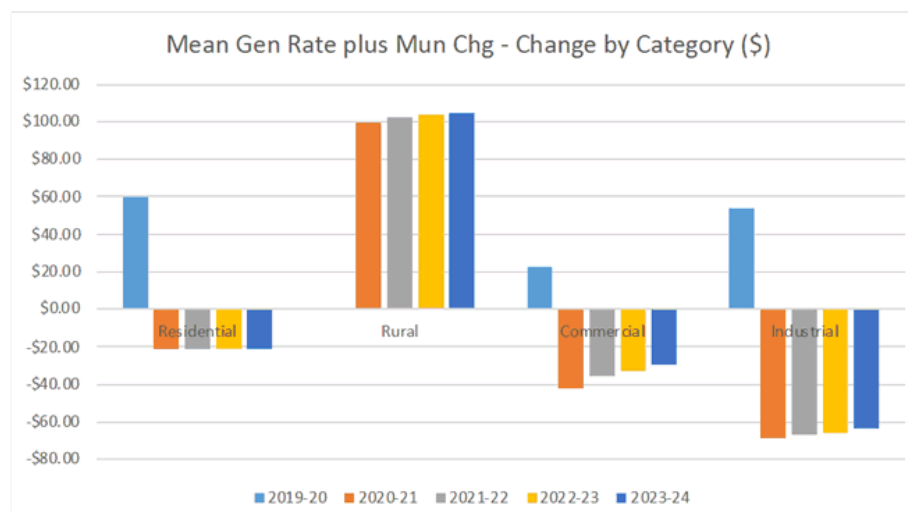
CIV Range From To	Assessments	Industrial		Change \$	Change %
		2018-19	2019-20		
\$99,999	149	\$470.01	\$457.99	-\$12.02	-2.6%
\$100,000 \$199,999	41	\$1,277.01	\$1,232.67	-\$44.34	-3.5%
\$200,000 \$299,999	15	\$1,984.57	\$1,911.89	-\$72.68	-3.7%
\$300,000 \$399,999	12	\$2,716.59	\$2,614.60	-\$102.00	-3.8%
\$400,000 \$499,999	2	\$3,483.59	\$3,350.88	-\$132.72	-3.8%
\$500,000 \$599,999	5	\$4,329.93	\$4,163.32	-\$166.61	-3.8%
\$600,000 \$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000 \$799,999	1	\$6,303.43	\$6,057.77	-\$245.65	-3.9%
\$800,000 \$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000 \$999,999	3	\$7,296.09	\$7,010.68	-\$285.41	-3.9%
\$1,000,000	10	\$21,066.08	\$20,229.15	-\$836.93	-4.0%
<b>Total/mean:</b>	<b>238</b>	<b>\$1,900.11</b>	<b>\$1,830.81</b>	<b>-\$69.29</b>	<b>-3.6%</b>

Proposed Rating Structure

The following graphs show the impact of the proposed rating structure on the rate burden and mean (average) general rate and municipal charge over the next five years.



BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023



Under the proposed rating structure, the general rate and municipal charge burden for farm land will decrease from 69.4% in 2018-19 to 67.9% in 2019-20 which is equivalent to the 2017-18 level. It will then continue to increase to 71.1% by 2023-24. This will result in average rate increases for farm land of between +0% and +3.5% per annum over the five year period. This is compared to residential land which will experience average rate changes of +6.0% and -2.1% per annum, commercial land +2.0% and -3.7% and industrial land +2.9% and -3.7% over the same period.

The tables below show the impact of the proposed rating structure including the rate cap increase of 2.5% for 2019-20 on the general rate and municipal charge, for a range of residential, farm, commercial and industrial property valuations.

CIV Range		Assessments	Residential			
From	To		2018-19	2019-20	Change \$	Change %
	\$99,999	1,367	\$595.99	\$606.33	+\$10.33	+1.7%
\$100,000	\$199,999	1,290	\$1,243.54	\$1,272.16	+\$28.61	+2.3%
\$200,000	\$299,999	228	\$1,976.60	\$2,025.63	+\$49.03	+2.5%
\$300,000	\$399,999	35	\$2,709.33	\$2,778.75	+\$69.42	+2.6%
\$400,000	\$499,999	3	\$3,402.59	\$3,480.32	+\$77.73	+2.3%
\$500,000	\$599,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$600,000	\$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000	\$799,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$800,000	\$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000	\$999,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$1,000,000		1	\$63,317.28	\$65,109.65	+\$1,792.37	+2.8%
<b>Total/mean:</b>		<b>2,924</b>	<b>\$1,038.96</b>	<b>\$1,061.76</b>	<b>+\$22.80</b>	<b>+2.2%</b>

CIV Range		Assessments	Rural			
From	To		2018-19	2019-20	Change \$	Change %
	\$99,999	228	\$433.66	\$439.21	+\$5.55	+1.3%
\$100,000	\$199,999	550	\$1,071.35	\$1,086.13	+\$14.78	+1.4%
\$200,000	\$299,999	543	\$1,734.94	\$1,759.51	+\$24.57	+1.4%
\$300,000	\$399,999	495	\$2,432.86	\$2,467.50	+\$34.64	+1.4%
\$400,000	\$499,999	351	\$3,089.13	\$3,133.50	+\$44.36	+1.4%
\$500,000	\$599,999	217	\$3,816.94	\$3,870.86	+\$53.92	+1.4%
\$600,000	\$699,999	129	\$4,510.58	\$4,574.84	+\$64.26	+1.4%
\$700,000	\$799,999	91	\$5,160.78	\$5,235.52	+\$74.74	+1.4%
\$800,000	\$899,999	62	\$5,882.32	\$5,965.13	+\$82.81	+1.4%
\$900,000	\$999,999	57	\$6,548.95	\$6,644.77	+\$95.82	+1.5%
\$1,000,000		153	\$10,124.44	\$10,270.65	+\$146.21	+1.4%
<b>Total/mean:</b>		<b>2,876</b>	<b>\$2,811.39</b>	<b>\$2,851.45</b>	<b>+\$40.06</b>	<b>+1.4%</b>



## BULOKE SHIRE COUNCIL REVENUE AND RATING STRATEGY 2019 – 2023

CIV Range		Assessments	Commercial		Change \$	Change %
From	To		2018-19	2019-20		
	\$99,999	128	\$541.10	\$542.56	+\$1.46	+0.3%
\$100,000	\$199,999	52	\$1,200.69	\$1,200.47	-\$0.23	-0.0%
\$200,000	\$299,999	16	\$2,047.64	\$2,057.00	+\$9.36	+0.5%
\$300,000	\$399,999	13	\$2,866.69	\$2,890.77	+\$24.08	+0.8%
\$400,000	\$499,999	8	\$3,681.29	\$3,514.85	-\$166.44	-4.5%
\$500,000	\$599,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$600,000	\$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000	\$799,999	1	\$5,956.25	\$6,242.83	+\$286.58	+4.8%
\$800,000	\$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000	\$999,999	1	\$7,653.55	\$8,024.19	+\$370.64	+4.8%
\$1,000,000		0	\$0.00	\$0.00	\$0.00	0.0%
Total/mean:		219	\$1,117.74	\$1,117.58	-\$0.17	-0.0%

CIV Range		Assessments	Industrial		Change \$	Change %
From	To		2018-19	2019-20		
	\$99,999	149	\$470.01	\$472.97	+\$2.96	+0.6%
\$100,000	\$199,999	41	\$1,277.01	\$1,287.91	+\$10.91	+0.9%
\$200,000	\$299,999	15	\$1,984.57	\$2,002.44	+\$17.88	+0.9%
\$300,000	\$399,999	12	\$2,716.59	\$2,741.68	+\$25.09	+0.9%
\$400,000	\$499,999	2	\$3,483.59	\$3,516.23	+\$32.64	+0.9%
\$500,000	\$599,999	5	\$4,329.93	\$4,370.91	+\$40.98	+0.9%
\$600,000	\$699,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$700,000	\$799,999	1	\$6,303.43	\$6,363.85	+\$60.42	+1.0%
\$800,000	\$899,999	0	\$0.00	\$0.00	\$0.00	0.0%
\$900,000	\$999,999	3	\$7,296.09	\$7,366.29	+\$70.20	+1.0%
\$1,000,000		10	\$21,066.08	\$21,271.92	+\$205.85	+1.0%
Total/mean:		238	\$1,900.11	\$1,917.15	+\$17.04	+0.9%

## APPENDIX A: Definition of Land

### Residential Land

<b>Definition</b>	Residential land is any rateable land which is occupied for the principal purpose of physically accommodating persons; or unoccupied but zoned residential under the Buloke Shire Planning Scheme and which is not commercial or industrial land
<b>Objectives</b>	The objectives of the rate are to: <ul style="list-style-type: none"> <li>• Ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the: <ul style="list-style-type: none"> <li>– Construction and maintenance of infrastructure assets</li> <li>– Development and provision of health and community services</li> <li>– Provision of general support services</li> </ul> </li> </ul>
<b>Characteristics</b>	The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to residential land.  The vacant land affected by this rate is that which is zoned residential under the Buloke Shire Planning Scheme.  The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning
<b>Types and classes</b>	The types and classes of rateable land within this rate are those having the relevant characteristics described above
<b>Use of rate</b>	The money raised by this rate will be applied to the items of expenditure described in the Budget by Council.  The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land
<b>Level of rate</b>	100% of the general rate
<b>Use of land</b>	Is any use permitted under the Buloke Shire Planning Scheme
<b>Geographic location</b>	The geographic location of the land is wherever it is located within the municipal district
<b>Planning scheme zoning</b>	The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Buloke Shire Planning Scheme
<b>Types of buildings</b>	The types of buildings on the land within this rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2018/19 financial year

## Commercial Land

<b>Definition</b>	Commercial land is identified as any rateable land which is occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or unoccupied but zoned commercial under the Buloke Shire Planning Scheme
<b>Objectives</b>	The objectives of the rate are to: <ul style="list-style-type: none"> <li>• Ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the: <ul style="list-style-type: none"> <li>– Construction and maintenance of infrastructure assets</li> <li>– Development and provision of health and community services</li> <li>– Provision of general support services</li> </ul> </li> </ul>
<b>Characteristics</b>	The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to commercial land.  The vacant land affected by this rate is that which is zoned commercial and/or industrial under the Buloke Shire planning scheme.  The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning
<b>Types and classes</b>	The types and classes of rateable land within this differential rate are those having the relevant characteristics described above
<b>Use of rate</b>	The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council.  The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land
<b>Level of rate</b>	100% of the general rate
<b>Use of land</b>	Is any use permitted under the Buloke Shire Planning Scheme
<b>Geographic location</b>	The geographic location of the land is wherever it is located within the municipal district
<b>Planning scheme zoning</b>	The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Buloke Shire Planning Scheme
<b>Types of buildings</b>	The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2018/19 financial year

## Industrial Land

<b>Definition</b>	Commercial land is identified as any rateable land which is occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or unoccupied but zoned industrial under the Buloke Shire Planning Scheme
<b>Objectives</b>	The objectives of the rate are to: <ul style="list-style-type: none"> <li>• Ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the: <ul style="list-style-type: none"> <li>– Construction and maintenance of infrastructure assets</li> <li>– Development and provision of health and community services</li> <li>– Provision of general support services</li> </ul> </li> </ul>
<b>Characteristics</b>	The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to commercial land.  The vacant land affected by this rate is that which is zoned commercial and/or industrial under the Buloke Shire planning scheme.  The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning
<b>Types and classes</b>	The types and classes of rateable land within this differential rate are those having the relevant characteristics described above
<b>Use of rate</b>	The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council.  The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land
<b>Level of rate</b>	100% of the general rate
<b>Use of land</b>	Is any use permitted under the Buloke Shire Planning Scheme
<b>Geographic location</b>	The geographic location of the land is wherever it is located within the municipal district
<b>Planning scheme zoning</b>	The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Buloke Shire Planning Scheme
<b>Types of buildings</b>	The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2018/19 financial year

## Farm Land

<b>Definition</b>	Is farm land that is: not less than 2 hectares in area; used primarily for grazing (including agistment), dairying, pig farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or growing of crops of any kind or any combination of those activities; used by a business that has significant and substantial commercial purpose or character, seeks to make a profit on a continuous or repetitive basis and is either making a profit or has reasonable prospect of making a profit from its activities
<b>Objectives</b>	<p>The objectives of the rate are to:</p> <ul style="list-style-type: none"> <li>• Ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the: <ul style="list-style-type: none"> <li>– Construction and maintenance of infrastructure assets</li> <li>– Development and provision of health and community services</li> <li>– Provision of general support services.</li> </ul> </li> <li>• Recognise the changes to property values relative to other categories, the high value of land as an input to farm operations, the contribution that the farm sector makes to the economic activity of the Shire and in recognition of a lower level of service usage associated with their rural isolation.</li> </ul>
<b>Characteristics</b>	<p>The characteristics of planning scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to farm land.</p> <p>The vacant land affected by this rate is that which is zoned farming under the Buloke Shire Planning Scheme.</p> <p>The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning</p>
<b>Types and classes</b>	The types and classes of rateable land within this differential rate are those having the relevant characteristics described above
<b>Use of rate</b>	<p>The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council.</p> <p>The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land</p>
<b>Level of rate</b>	82% of the general rate
<b>Use of land</b>	The use of the land within this differential rate, in the case of improved land, is any use of land
<b>Geographic location</b>	The geographic location of the land within this differential rate is wherever it is located within the municipal district
<b>Planning scheme zoning</b>	The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Buloke Shire Planning Scheme
<b>Types of buildings</b>	The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the 2018/19 financial year



# **RATING POLICY**

## **2019-23**

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## 1. PURPOSE

The purpose of the Rating Policy is to establish the framework for setting the Buloke Shire Council's (the Council) Revenue and Rating Strategy. The Rating Policy and Revenue and Rating Strategy are reviewed and adopted every four years following a general election of Council. The Revenue and Rating Strategy is reviewed in the intervening years and adjusted where Council is of the opinion that the Strategy does not provide for the equitable imposition of rates and charges.

Council's policy in regard to rates and charges as set out in the *Local Government Act 1989* (the Act) is set out below. Further details are provided in Appendix A and Appendix B.

## 2. COUNCIL POLICY

### 2.1 Objectives

#### 2.1.1 Legislation

Under Section 3C of the Act, the primary objective of a council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions. Further in seeking to achieve its primary objective, a council must ensure the equitable imposition of rates and charges.

Under Section 136 of the Act, a Council must pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden.

#### 2.1.2 Policy

Council will give consideration to the good practice taxation principles when determining the equitable imposition of rates and charges.

### 2.2 Valuation Method

#### 2.2.1 Legislation

A council may use the site value, net annual value or capital improved value system of valuation. For the purposes of calculating the site value, net annual value or capital improved value of rateable land, a council must use the current valuations made in respect of the land under the *Valuation of Land Act 1960*.

Valuations occurring up to January 2018 were undertaken on a two-year basis, with supplementary valuations able to be done where there are sales in subdivisions and consolidations, as well as following the construction and demolition of buildings. Changes were made to the *Valuation of Land Act 1960* that from 2019 it will require property valuations to be undertaken through the Valuer General's Office on an annual basis.

#### 2.2.2 Policy

Council will use the capital improved value valuation method as this satisfies the equity principles and allows council to utilise differential rates in its rating structure.

### 2.3 Rates and Charges

#### 2.3.1 Legislation

Under Section 155 of the Act, a council may declare the following rates and charges on rateable land:

- General rates under
- Municipal charges
- Service rates and charges



- Special rates and charges.

### **2.3.2 Policy**

Council's policy in regard to the rates and charges able to be declared under the Act, are set out in the following sections.

## **2.4 Differential Rates**

### **2.4.1 Legislation**

Under Section 158 of the Act, a council when declaring rates and charges must declare whether the general rates will be raised by the application of a uniform rate or differential rates.

Under Section 161 of the Act, if a council declares a differential rate for any land, the council must:

- Specify the objectives of the differential rate including a definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate
- Specify the characteristics of the land which are the criteria for declaring the differential rate.

A council must have regard to any Ministerial Guidelines before declaring a differential rate for any land. The Minister issued Guidelines in April 2013. These guidelines attempt to spell out clearly what types and classes of land may be considered for differentials and also those that are not appropriate for differentials or need to be "carefully considered".

The highest differential rate must be no more than four times the lowest differential rate.

### **2.4.2 Policy**

Council will provide a differential rate for farms in recognition of the changes to property values relative to other categories, the high value of land as an input to farm operations, the contribution that the farm sector makes to the economic activity of the Shire and in recognition of a lower level of service usage associated with their rural isolation.

Council does not consider any other differential rate is appropriate for any of the other listed categories of land use within the Ministerial Guidelines.

Council gives consideration to the good practice taxation principles as set out Section 2.11 when setting differential rates. Council's policy on the taxation principles is provided in Appendix B.

## **2.5 Municipal Charge**

### **2.5.1 Legislation**

Under Section 159 of the Act, a council may declare a municipal charge to cover some of the administrative costs of the council. A council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the sum total of the council's total revenue from a municipal charge and total revenue from general rates. The *Local Government Bill 2018* proposes that this be reduced to 10%.

A person may apply to a council for an exemption from the payment of a municipal charge on rateable land if the rateable land is farm land, the rateable land forms part of a single farm enterprise and an exemption is not claimed in respect of at least one other rateable property which forms part of the single farm enterprise. In the case of a single farm enterprise which is occupied by more than one person, an exemption cannot be claimed in respect of more than one principal place of residence.

### **2.5.2 Policy**

Council recognises the regressive nature of the municipal charge but will levy a municipal charge on the grounds that all properties should contribute to its administrative costs.

## 2.6 Service Rates and Charges

### 2.6.1 Legislation

Under Section 162 of the Act, a council may declare a service rate or charge for any of the following services:

- Provision of a water supply
- Collection and disposal of refuse
- Provision of sewage services
- Any other prescribed service.

### 2.6.2 Policy

Council will levy a charge for kerbside garbage and recycling services on the basis of full cost recovery.

## 2.7 Special Rates and Charges

### 2.7.1 Legislation

Under Section 163 of the Act, a council may declare a special rate or charge for the purposes of defraying any expenses or repaying (with interest) any advance made to or debt incurred or loan raised by the Council, in relation to the performance of a function or the exercise of a power of the council, if it will be of special benefit to the persons required to pay the special rate or special charge.

### 2.7.2 Policy

Council will levy special rates and charges wherever it believes these may be appropriate.

## 2.8 Payment Options and Incentives

### 2.8.1 Legislation

Under Section 167 of the Act, a council must allow rates and charges to be paid in four instalments. A council may also allow rates and charges to be paid in a lump sum. Under Section 168 of the Act a council may also provide incentives for prompt payment.

### 2.8.2 Policy

Council will allow payment of rates and charges by lump sum in February as well as quarterly instalments. A discount for early payment of rates will not be offered.

## 2.9 Rebates and Concessions

### 2.9.1 Legislation

Under Section 169 of the Act, a council may grant a rebate or concession in relation to any rate or charge:

- To assist the proper development of the municipal district; or
- To preserve buildings or places in the municipal district which are of historical or environmental interest; or
- To restore or maintain buildings or places of historical, environmental, architectural or scientific importance in the municipal district; or
- To assist the proper development of part of the municipal district.

A council resolution granting a rebate or concession must specify the benefit to the community as a whole resulting from the rebate or concession.

## 2.9.2 Policy

Council ratepayers may apply for the state government pensioner rebate if they hold an eligible Centrelink Pensioner Concession Card or DVA Gold Card specifying TPI or War Widow. Ratepayers may also apply for a rate rebate to protect remnant native vegetation. This rebate is administered in accordance with the 'Rate Rebate Scheme for Protection of Indigenous Vegetation Guidelines'.

## 2.10 Deferments, Discounts and Waivers

### 2.10.1 Legislation

Under Section 170 of the Act, a council may defer in whole or in part the payment by a person of any rate or charge which is due and payable for a specified period and subject to any conditions determined by the council if it considers that an application by that person shows that the payment would cause hardship to the person.

Under Section 171 of the Act, a council may waive the whole or part of any rate or charge or interest in relation to:

- An eligible recipient
- Any other class of persons determined by the Council for the purpose of waiving rates or charges on the grounds of financial hardship.

### 2.10.2 Policy

Council has a separate and specific policy, 'Hardship Policy' for the handling of hardship cases which allows deferment of all or part of rates for varying times depending on circumstances. Interest may also be waived in hardship cases.

## 2.11 Taxation Principles

### 2.11.1 Legislation

#### Wealth Tax

The Victorian Government's *Local Government Better Practice Guide: Revenue and Rating Strategy 2014* states that when developing a rating strategy, in particular with reference to differential rates, a council should give consideration to the following key good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

#### Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation). Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden).

**Efficiency**

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

**Simplicity**

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

**Benefit**

The extent to which there is a nexus between consumption/benefit and the rate burden.

**Capacity to Pay**

The capacity of ratepayers or groups of ratepayers to pay rates.

**Diversity**

The capacity of ratepayers within a group to pay rates.

**2.11.2 Policy**

Council will give consideration to the good practice taxation principles when determining the equitable imposition of rates and charges. Council's policy on the taxation principles is provided in Appendix B.

### **3. CHANGES TO THE RATING STRATEGY**

Council has established the following parameters for the purposes of deciding when a detailed review of the Revenue and Rating Strategy is required in any budget year:

- The 2019-20 rate burden for any differential rate category changes by +/- 1% or greater following a general revaluation of properties
- Any change in the legislative framework that materially impacts the equitable imposition of rates and charges.

## APPENDIX A: Policy on Rates and Charges

### Residential Land

<b>Principle:</b>	A differential may be offered for residential land
<b>Rationale:</b>	A differential is considered appropriate for residential land under the Ministerial Guidelines for use of differentials
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Rates are an allowable deduction for tax purposes for residential properties held for investment purposes and homebased businesses in relation to the portion of the home that is used for business purposes</li> <li>• Residential properties generally have a higher access to services</li> <li>• Residential properties tend to be lower in valuation and therefore are adversely impacted by the regressive nature of the municipal charge</li> </ul>
<b>Council Policy:</b>	Council does not consider it appropriate to have a separate differential for residential land

### Commercial Land

<b>Principle:</b>	A differential may be offered for commercial land
<b>Rationale:</b>	A differential is considered appropriate for commercial land under the Ministerial Guidelines for use of differentials
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Rates are an allowable deduction for tax purposes for commercial properties</li> <li>• Commercial properties are operated for profit</li> <li>• A large number of commercial properties are held for investment purposes</li> <li>• The commercial category is much smaller in size than the residential or farm categories</li> <li>• Commercial business activity is underpinned by the farm sector</li> </ul>
<b>Council Policy:</b>	Council does not consider it appropriate to have a separate differential for commercial land

### Industrial Land

<b>Principle:</b>	A differential may be offered for industrial land
<b>Rationale:</b>	A differential is considered appropriate for industrial land under the Ministerial Guidelines for use of differentials
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Rates are an allowable deduction for tax purposes for industrial properties</li> <li>• Industrial properties are operated for profit</li> <li>• The industrial category is much smaller in size than the residential or farm categories</li> <li>• Industrial business activity is underpinned by the farm sector</li> </ul>
<b>Council Policy:</b>	Council does not consider it appropriate to have a separate differential for industrial land

## Farm Land

<b>Principle:</b>	A differential may be offered for farming land
<b>Rationale:</b>	A differential is considered appropriate for farm land under the Ministerial Guidelines for use of differentials, and it is a specific requirement of these Guidelines for Council to consider a reduced differential for this category of land use
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Rates are an allowable deduction for tax purposes for farm properties</li> <li>• Farm properties are operated for profit</li> <li>• Farm properties generally have a lower access to services due to their remoteness</li> <li>• An excessive rate burden is applied on farmers due to their land holding having a significantly greater value than for other small businesses</li> <li>• Farmers are unable to pass on increases in costs to prices</li> <li>• Farms are seen as more susceptible or fragile than other business operations to external factors</li> <li>• Farm activity underpins the economic activity of the Shire</li> <li>• Farms are less impacted by the municipal charge as they pay on a business entity basis rather by assessment</li> </ul>
<b>Council Policy:</b>	Council considers it appropriate to have a separate differential for dryland farms in recognition of the distinct characteristics of this type of farm land and of changes to relative property values, the high value of land as an input to farm operations, and in recognition of a lower level of service usage associated with their rural isolation than other categories

## Municipal Charge

<b>Principle:</b>	A Municipal Charge may be levied
<b>Rationale:</b>	A fixed charge may be levied in recognition of the fact that all rateable properties have an obligation to contribute to the administrative functions of Council. The charge cannot be more than 20% of total revenue from general rates and the municipal charge
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• As the municipal charge is a fixed charge, it is regressive, meaning that as the value of properties decrease, the municipal charge increases as a percentage of rates paid, thus the total burden is reduced on higher value properties</li> <li>• A reduction in the level of the municipal charge would benefit lower valued properties</li> <li>• Any reduction in the charge would need to be offset by an increase in the general rate which would increase the general rates on all properties across all sectors</li> <li>• The higher the municipal charge the greater is the benefit to farms with multiple assessments that are eligible for the "single farm enterprise" exemption.</li> </ul>
<b>Council Policy:</b>	Council recognises the regressive nature of this charge but will levy a municipal charge on the grounds that all properties should contribute to its administrative costs

## Service Rates and Charges

<b>Principle:</b>	Council may declare a service rate or charge for the provision of a water supply, collection and disposal of refuse, provision of sewage services and any other prescribed service
<b>Rationale:</b>	It is appropriate to have a user charge for the collection of kerbside garbage and recycling
<b>Issues:</b>	<ul style="list-style-type: none"> <li>The calculation of the garbage charge is on a full cost recovery basis</li> <li>During 2017-18 the acceptable levels of contaminants in recyclable product delivered to China was reduced thereby impacting the recycling market. This resulted in a significant cost increase to council for the recycling service. Council has passed this charge on through the recycling charge to those properties receiving the service</li> </ul>
<b>Council Policy:</b>	Council will levy a charge for kerbside garbage and recycling services on the basis of full cost recovery

## Special Rates and Charges

<b>Principle:</b>	Special rates and charges may be declared for the purposes of defraying any expenses or repaying (with interest) any advance made to or debt incurred or loan raised by the Council, if it will be of special benefit
<b>Rationale:</b>	Special rates and charges have been utilised principally for drainage, footpaths and road schemes where the “benefit” to individual ratepayers can be clearly identified. They can also be used for marketing and promotion schemes
<b>Issues:</b>	<ul style="list-style-type: none"> <li>Greater use of Special Charges when there are clearly “special benefits” that can be identified would help address some of the equity issues around the benefit principle</li> </ul>
<b>Council Policy:</b>	Council will levy special rates and charges wherever it believes these may be appropriate

## Payment Options

<b>Principle:</b>	Council must offer quarterly instalments but may also offer other options such as a lump sum payment
<b>Rationale:</b>	The lump sum payment option has remained in February largely due to the preference by the farming community to pay annually at this time. Interest can be charged on overdue payments
<b>Issues:</b>	<ul style="list-style-type: none"> <li>Farming practises have changed in recent years and farm incomes are now often spread differently across the year</li> <li>Compulsory quarterly payments would offer opportunities for improved efficiencies in how the rates department operates and better debt management and cash-flow management for Council and potentially ratepayers alike</li> </ul>
<b>Council Policy:</b>	Council considers it appropriate to allow payment of rates and charges by lump sum in February as well as quarterly payments

## Rebates and Concessions

<b>Principle:</b>	Rebates and Concessions may be offered for a number of reasons as defined in Section 169 of the Act
<b>Rationale:</b>	Primarily “to assist the proper development of the municipal district” or to assist the preservation and /or restoration of places “of historical or environmental interest”
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Council may offer rebates and concessions as it deems appropriate, and as established through clear policy direction</li> <li>• Council provides for the state funded pensioner rebate scheme and protection of remnant vegetation</li> </ul>
<b>Council Policy:</b>	Council administers the State Government funded pensioner rebate scheme. Ratepayers may apply for the state government pensioner rebate if they hold an eligible Centrelink Pensioner Concession Card or DVA Gold Card specifying TPI or War Widow. Ratepayers may also apply for a rate rebate to protect remnant native vegetation. This rebate is administered in accordance with the Rate Rebate Scheme for Protection of Indigenous Vegetation Guidelines

## Deferments, Discounts and Waivers

<b>Principle:</b>	Deferments, discounts and/or waivers of rates and charges are allowable in specific hardship cases
<b>Rationale:</b>	It is appropriate to assist ratepayers in the payment of rates and charges where there are demonstrated individual cases of hardship
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Council has granted few waivers or discounts</li> <li>• Deferrals mean little lost revenue to Council and it picks up on the equity issue of capacity to pay, by delaying payment until assets are realised at a later date</li> </ul>
<b>Council Policy:</b>	<p>Council has a separate and specific policy, “Hardship Policy” for the purposes of providing financial relief to ratepayers who are experiencing difficulty in meeting their financial obligations. Deferring or waiving of rates or charges or interest is only available to a ratepayer’s principal place of residence on properties rated as residential or retirement village properties. No option is available to defer or waive rates and charges on properties rated as vacant, commercial, industrial, or farm land.</p> <p>Ratepayers may have interest on outstanding rates or charges or part thereof, waived or rates or charges or interest deferred subject to a range of conditions. The total amount deferred on a single assessment cannot exceed 5% of the Capital Improved Value of the subject property</p>



## APPENDIX B: Policy on Taxation Principles

### Wealth Tax

<b>Principle:</b>	Council supports the principle that rates paid are dependent upon the value of the ratepayer's real property
<b>Rationale:</b>	To ensure that people in similar economic circumstances are treated similarly
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• There is a direct relationship between property holdings and disadvantage</li> <li>• Less wealthy people tend to own lower valued housing stock</li> <li>• Property owners with higher valued assets generally have a greater capacity to pay</li> </ul>
<b>Council Policy:</b>	Council considers the wealth tax principle is a good starting point in developing its rating strategy

### Equity (Horizontal)

<b>Principle:</b>	Council considers issues of horizontal equity when developing its rating strategy
<b>Rationale:</b>	To ensure that people in similar economic circumstances are treated similarly
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• It is difficult to assess individual economic circumstances</li> <li>• Levels of Government with more diverse taxing powers struggle to achieve this despite using a broad range of taxing instruments from income and assets tests, consumption versus income taxation etc</li> </ul>
<b>Council Policy:</b>	Council will consider issues of horizontal equity in its rating strategy

### Equity (Vertical)

<b>Principle:</b>	Council considers issues of vertical equity when developing its rating strategy
<b>Rationale:</b>	To ensure that people in different economic circumstances are treated differently
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• It is difficult to assess individual economic circumstances</li> <li>• Levels of Government with more diverse taxing powers struggle to achieve this despite using a broad range of taxing instruments from income and assets tests, consumption versus income taxation etc</li> </ul>
<b>Council Policy:</b>	Council will consider issues of vertical equity in its rating strategy

### Efficiency

<b>Principle:</b>	Council considers issues of economic efficiency when developing its rating strategy
<b>Rationale:</b>	The level of rates burden can affect the extent to which production and consumption decisions are made by people
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Being more efficient, means that the burden on ratepayers can be reduced or ratepayer's utility can be increased by limited resources being diverted to more productive areas</li> <li>• For services where users are price sensitive, direct charging can influence demand</li> </ul>

	patterns and thus lead to greater allocative efficiency
<b>Council Policy:</b>	Council will consider issues of efficiency in its rating strategy

## Simplicity

<b>Principle:</b>	Council considers issues of simplicity when developing its rating strategy
<b>Rationale:</b>	The complexity of the rating system affects how easily it can be understood by ratepayers and the practicality and ease of administration
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• The simpler the rating system is, the easier it is for ratepayers to understand</li> <li>• Some complexity maybe required in the rating system to ensure there is equity in the imposition of rates</li> <li>• The simplicity principle can often conflict with other principles</li> </ul>
<b>Council Policy:</b>	Council will consider issues of simplicity in its rating strategy

## Benefit

<b>Principle:</b>	Council considers issues of “benefit” or “user pays” principle when developing its rating strategy
<b>Rationale:</b>	The benefit principle points to the fact that some groups may have more access to Council services
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• User charges, special rates and service charges lend themselves better to dealing with the issue of benefit</li> <li>• A user charge can be used where the benefit of a particular service can be mapped to an individual ratepayer</li> <li>• While rural ratepayers derive less benefit from library services or street lighting than their town counterparts the reverse may be argued with respect to the cost of repairing rural roads that are seldom travelled on by the urban ratepayer</li> <li>• Many services are not location specific</li> <li>• Access is not synonymous with consumption</li> <li>• Residents can travel or use technology to access services</li> <li>• Services provided in different locations within the municipality have different costs (e.g. waste collection in rural areas may be more costly than in urban areas)</li> <li>• Rates are a property wealth tax based on valuation of properties and not based upon access to services</li> <li>• Services are available on a “whole of life” basis (i.e. different services are accessed at different points during a person’s life)</li> </ul>
<b>Council Policy:</b>	Council will consider issues of benefit in its rating strategy

## Capacity to Pay

<b>Principle:</b>	Council considers issues of capacity to pay when developing its rating strategy
<b>Rationale:</b>	Some groups may have a greater or lesser capacity to pay (i.e. asset rich but income poor)
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Council does not have access to income information for all ratepayers to make an informed assessment</li> <li>• Individuals may apply on hardship grounds to have their rates deferred or interest waived and in doing so need to provide Council with some of this information</li> </ul>
<b>Council Policy:</b>	Council will consider issues of capacity to pay in its rating strategy

## Diversity

<b>Principle:</b>	Council considers issues of diversity when developing its rating strategy
<b>Rationale:</b>	Some ratepayers within a group may have a greater or lesser capacity to pay (i.e. city versus rural)
<b>Issues:</b>	<ul style="list-style-type: none"> <li>• Establishing sub-groups may lead to an overly complex rating system</li> <li>• Council does not have access to income information for all ratepayers</li> <li>• Individuals may apply on hardship grounds to have their rates deferred or interest waived and in doing so need to provide Council with some of this information</li> </ul>
<b>Council Policy:</b>	Council will consider issues of diversity in its rating strategy

**8.5      REPORTS FROM COUNCILLORS**

Nil

## **9. OTHER BUSINESS**

### **9.1 NOTICES OF MOTION**

#### **9.1.1 SUPPORT FOR IDAHOBIT - RAISE THE RAINBOW PRIDE FLAG**

**Author's Title:** Councillor David Vis

**Department:** Office of the CEO

**File No:** CS/16/46

**Attachments:** Nil

#### **RECOMMENDATION**

That Council show its support for IDAHOBIT (International Day against Homophobia, Biphobia, Interphobia and Transphobia) and the LGBTIQ community by raising the rainbow pride flag at the Wycheproof Office from 13 May 2019 until 17 May 2019.

#### **Discussion**

Council recently received a presentation from representatives from the Engage Youth Program, highlighting the challenges faced by younger members of the LGBTIQ community growing up within rural communities.

There is an opportunity to support the LGBTIQ community by actively participating and promoting the International Day against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) on Friday May 17.

To show its support I table this Notice of Motion that Council show its support for IDAHOBIT and the LGBTIQ community by raising the rainbow pride flag for the week of 13 May 2019 until 17 May 2019 at our Wycheproof office.

**9.2 QUESTIONS FROM COUNCILLORS**

Nil

**9.3 URGENT BUSINESS**

Nil

**9.4 ANY OTHER BUSINESS**

Nil

**9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC**

Nil

**10. MEETING CLOSE**