



# **ORDINARY COUNCIL MEETING**

## **AGENDA**

**Wednesday 10 June 2020**

**Commencing at 7.00pm**

**Wycheproof Supper Room**

**Or Via Zoom**

**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**

**Cr David Vis – (Leave of Absence)**

### **3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 13 May 2020.

### **4. REQUESTS FOR LEAVE OF ABSENCE**

### **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

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	NIL	
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	NIL	
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	NIL	
<b>10.</b>	<b>MEETING CLOSE</b>	

**NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 8 JULY 2020 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 Budget Briefing Record - 4 May 2020
- 2 [↓](#) Councillor Briefing Record - 6 May 2020
- 3 [↓](#) Councillor Briefing Record - 20 May 2020
- 4 [↓](#) Councillor Project Pipeline Briefing Record - 22 May 2020

**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 the reports of the Assembly of Councillor Meeting held on 4,6, 20 and 22 May 2020.

#### **1. 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 Meeting held on 4 May, 6 May 20 May and 22 May 2020 attached.

**BULOKE SHIRE COUNCIL**  
**RECORD**  
**Councillor Budget Briefing**

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**Date and Time:** 4 May 2020 **Time:** 5.30pm – 6.30pm

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**Location:** Zoom

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## ITEMS

NO.	TOPIC	PURPOSE
1.	Apologies	Cr David Vis – leave of absence. Cr Daryl Warren.
2.	Attendees	Anthony Judd, Cr. Milne, Cr. Stewart, Cr. White, Cr. Simpson, Wayne O’Toole, Cr. Pollard, Travis Fitzgibbon, Rose Harris, Hannah Yu
3.	Items for Discussion-	
	3.1	Financial position
	3.2	Capital projects
	3.3	Operational initiatives
	3.4	Rates

**Briefing close**

**BULOKE SHIRE COUNCIL**  
**RECORD**  
**Councillor Briefing**

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<b>Date and Time:</b>	6 May 2020	<b>Time:</b>	5.00pm – 8.00pm
<b>Location:</b>	Zoom		

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**ITEMS**

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<b>NO.</b>	<b>TOPIC</b>	<b>PURPOSE</b>	
	<b>Councillor/ CEO only time</b>		
1.	<b>Welcome</b>		
2.	<b>Apologies</b>	Cr David Vis – leave of absence.	
3.	<b>Attendees</b>	Anthony Judd, Cr. Milne, Cr. Stewart, Cr. Warren, Cr. White, Cr. Simpson, Wayne O’Toole, Cr. Pollard, Travis Fitzgibbon, Rose Harris, Hannah Yu	
4.	<b>Visitors</b>	Nil.	
5.	<b>Declarations of Pecuniary Conflicts of Interest</b>	Nil.	
6.	<b>Confirmation of Councillor Briefing Notes</b>	Agreed.	
7.	<b>Presentations</b>		
8.	<b>Items for Discussion</b>		
	8.1 COVID-19, LGA Bill, May Meeting process, Community Forum Summit, Major Projects Update		
9.	<b>Councillor Matters</b>		
10.	<b>CEO Updates</b>		
	Draft Ordinary Meeting Agenda 13 May 2020		
11.	<b>Next Briefing:</b>		
<b>Date:</b>	20 May 2020	<b>Time:</b>	3.00pm-6.00pm
<b>Location:</b>	Zoom		

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## **12. Briefing Close**

Briefing closed at 8.44pm.

**BULOKE SHIRE COUNCIL**  
**RECORD**  
**Councillor Briefing**

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<b>Date and Time:</b>	20 May 2020	<b>Time:</b>	3.00pm – 6.00pm
<b>Location:</b>	Zoom		

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**ITEMS**

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<b>NO.</b>	<b>TOPIC</b>	<b>PURPOSE</b>
	<b>Councillor/ CEO only time</b>	
1.	<b>Welcome</b>	
2.	<b>Apologies</b>	Cr Pollard (until 5.40pm)
3.	<b>Attendees</b>	Cr Stewart, Cr White, Cr Simpson, Cr Milne, Cr Warren, Anthony Judd, Hannah Yu, Wayne O’Toole, Rose Harris, Travis Fitzgibbon, Cr Pollard(from 5.40pm)
4.	<b>Visitors</b>	Rodney Hotker – BSC Manager Development Services Item 7.1
5.	<b>Declarations of Pecuniary Conflicts of Interest</b>	Cr Milne- Item 9 - due to family involvement with discussed contractor
6.	<b>Confirmation of Councillor Briefing Notes 4 and 6 May 2020 Briefings</b>	Agreed
7.	<b>Presentations</b>	
	7.1 Rural Land Use Strategy	
	7.2 New Report Writing Template	
	7.3 Working For Victoria	
	7.4 Projects Pipeline	
8.	<b>Items for Discussion</b>	
	8.1 Procurement Workshop	
9.	<b>Councillor Matters</b>	
10.	<b>CEO Updates</b>	

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**11. Next Briefing:**

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<b>Date:</b>	22 May 2020- Project Pipeline Briefing	<b>Time:</b>	<b>2.00pm – 4.00pm</b>
<b>Location:</b>	Zoom		

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**12. Briefing Close:** 6.19pm

**BULOKE SHIRE COUNCIL**  
**PROJECT PIPELINE**  
**Councillor Briefing**  
**RECORD**

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<b>Date and Time:</b>	22 June 2020	<b>Time:</b> 2.00pm – 4.00pm
<b>Location:</b>	Zoom	

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**ITEMS**

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<b>NO.</b>	<b>TOPIC</b>	<b>PURPOSE</b>
1.	Apologies	Cr Pollard
2.	Attendees	Cr Stewart, Cr White, Cr Milne, Cr Warren, Cr Simpson, Anthony Judd, Wayne O’Toole
3.	Declarations of Pecuniary Conflicts of Interest	Nil
4.	<b>Pipeline Items for Discussion</b>	
	4.1 local roads and community projects	
	4.2 Working for Victoria priorities	
	4.3 Playgrounds and parks	
	4.4 Walking/cycling trails	
	4.5 Cultural Tourism	
	4.6 Aerodrome upgrades	
	4.7 Workshop on Streetscapes Projects	

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**5. Briefing Close 4.15pm**

## 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

**Relevance to Council Plan 2017 - 2021**

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

### RECOMMENDATION

That 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

### 7.3 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

**Attachments:** Nil

**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 record of correspondence sent and responses received.

#### Table of Correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
Requesting funding under the Roads of Strategic Importance be considered for the Baileys Road and Calder Highway intersection	The Hon Michael McCormack Deputy PM, Minister for Infrastructure (Commonwealth)	3 April 2020	27 May 2020	The Victorian Government has identified the first tranche of works along the Calder Hwy utilising Roads of Strategic Importance funding. Bailey Rd intersection has been selected for upgrades as part of an early works package. Scheduled to commence within the next three months.
8 April 2020 Ordinary Meeting  Ordinary Meetings be held by telephone or electronically during times of disaster or emergency, to be in place from 14 April until pandemic restrictions are lifted.	The Hon Adem Somyurek Minister for Local Government and Premier of Victoria The Hon Daniel Andrews MP	20 April 2020		*** Whilst no response has been received, the State Government have addressed this matter and now allow the meetings by electronic means.

## 7.4 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Statutory Administration Support

**Department:** Works and Technical Services

**File No:** DB/14/01

**Attachments:** Nil

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 May 2020 to 31 May 2020.

#### 1. Executive Summary

This report provides information on Building Permits approved by staff from 1 May 2020 to 31 May 2020.

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

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200055	8075590681810	224 Yeungroon-Woosang Road, Yeungroon East	Demolition of Feedlot Buildings	07/05/2020
20200056	1811537675334	246 Pinks Road, Chirrip	Hay Shed	07/05/2020
20200057	5526276840299	Boort-Wycheproof Road, Wycheproof	Hay Shed	21/05/2020
20200065	3431994470735	28 Sproats Lane, Donald	Dwelling	21/05/2020
20200066	9537997392621	21 King Street, Birchip	Shed	21/05/2020
20200067	1406340888826	115 Fradds Road, Glenloth East	Machinery Shed	21/05/2020
20200068	1952502294319	Boort-Wycheproof Road, Glenloth East	Machinery Shed	21/05/2020

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

<b>Permit No.</b>	<b>Address</b>	<b>Project Description</b>	<b>Date Approved</b>
20200054	101 Jeffcott South School Bus Route Road, Donald	Farm Shed	27/04/2020
20200058	1259 Tower Road, Dooboobetic	Hay Shed	01/05/2020
20200059	224 Yeungroon-Woosang Road, Yeungroon East	Farm Shed (x2)	05/05/2020
20200060	16 Elizabeth Street, Donald	Dwelling	03/05/2020
20200061	540 Rowlings Road, Narreewillock	Farm Shed Extension	05/05/2020
20200062	48 East Boundary Road, Narraport	Hay Shed	05/04/2020
20200063	Calder Highway, Boigbeat	Farm Shed	18/05/2020
20200064	1029 Austerbery Road, Sea Lake	Farm Shed	18/05/2020
20200069	2061 Birchip-Wycheproof Road, Narraport	Farm Shed	19/05/2020
20200070	192 Warren Road, Reedy Dam	Swimming Pool & Safety Barrier	13/05/2020

## 7.5 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
PPA848/20	RW & CM Parker	548 Gretgrix Road, Teddywaddy	04/03/2020	Use and development of land for dog breeding and boarding	Awaiting Report
PPA849/20	Revd. Judi Bird	5 Armstrong Street, Charlton	11/03/2020	Construction of disabled access ramp	Permit Issued
PPA850/20	Charlton Travellers Rest Committee	John Curtain Drive	23/03/2020	Construction of a footpath, fence and covered walkway structure	Permit Issued
PPA852/20	Sam Priest	89 Cumming Avenue, Birchip	07/04/2020	Construction of a storage shed ancillary to existing emergency service facility (Birchip SES)	Permit Issued

<b>Application No</b>	<b>Applicant</b>	<b>Address</b>	<b>Date Rec</b>	<b>Summary of Proposal</b>	<b>Status</b>
PPA853/20	LE Cox	7 Donald Road, Charlton	14/04/2020	Carport ancillary to a dwelling	Permit Issued
PPA854/20	Action Steel Industries Pty Ltd	408 Calder Highway, Wycheproof	14/04/2020	Construction of a hay shed	Permit Issued
PA857/20	DJ Mitchell	694 Rupanyup Road, Reedy Dam	28/04/2020	Use and development of land for animal production (increase to 68,000 bird capacity, construction of 2 sheds)	Awaiting Report
PPA858/20	Action Steel Industries Pty Ltd	729 Nullawil North Road, Warne	30/04/2020	Construction of a hay shed	Permit Issued
PPA859/20	Entegra Signature Structures	1243 Warne Road, Warne	05/05/2020	Construction of a hay shed	Permit Issued
PPA860/20	DA & LM Broad	1 M Keanes Road, Wycheproof South (CA 57 Parish of Teddywaddy)	12/05/2020	Use and development of land for a second dwelling on a lot	Notice of Application  Referral
PPA861/20	Action Steel Industries Pty Ltd	8 Racecourse Road, Donald	18/05/2020	Extension to a building	Permit Issued
PPA862/20	Hazkem Pty Ltd	94 Birchip-Sea Lake Road, Birchip	18/05/2020	Use and development of land for a refuelling facility(above ground diesel tank)	Notice of Application  Referral

## 7.6 PETITION TABLED FOR COUNCIL CONSIDERATION

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** ED/03/04

**Attachments:** 1 Birchip Silo Art Petition Cover letter - **Confidential**  
2 Birchip Silo Art Petition - **Confidential**

**Relevance to Council Plan 2017 - 2021**

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

### RECOMMENDATION

That Council:

1. Resolve to receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019; and
2. Refer the project to Regional Development Victoria to include in the Silo Art Gap Analysis Project;
3. Write to the lead petitioner, highlighting the potential for funding for this project under the Creative Activation Fund targeting the Wimmera Mallee region, scheduled to open in August; and
4. On behalf of the lead petitioner, provide representation to Graincorp to advocate their support for the project.

### 1. Executive Summary

Council received a petition in relation to Birchip Silo Art on 12 May 2020. This report considers actions to be taken by Council pursuant to its Meetings Procedure and Common Seal Local Law 2019.

### 2. Discussion

Council received a petition on 12 May 2020 which requests:

Birchip Silo Art Petition.  
Subject: "Ray Neville & Rimfire"

Council is required to table petitions received and to refer the matter for a report or appropriate action (as required) to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier, in accordance with its Meetings Procedure and Common Seal Local Law 2019.

This petition contains 529 signatures, however 356 signatures are on pages that do not include the wording of the petition. Clause 91 of Council's Meetings Procedure and Common Seal Local Law 2019 states "every page of a petition or joint letter must bear the whole of the petition or request". As such, part of the petition is non-compliant.

Given the Silo Art Gap Analysis Project is occurring now across the Wimmera Mallee region and a funding opportunity will arise shortly, officers are recommending that actions in relation to the petition commence immediately. Officers are recommending that Council refer the Birchip Silo Art Project to the authors of this study to consider as a priority project.

Officers are also recommending that the lead petitioner is sent details of round 2 of the Creative Victoria Creative Activation Fund, which targets the Wimmera Mallee region and is set to open in August.

Given the silo is owned by Graincorp, officers are also recommending that contact is made with Graincorp to request their feedback on the proposal and advocate for their support.

### **3. Financial Implications**

There are no financial implications arising in relation to this report.

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

There are no cost shift implications in relation to this report.

### **5. Community Consultation**

This petition has been discussed throughout the Birchip community and by the Birchip Forum. S

### **6. Internal Consultation**

Staff from Council's governance team and CEO have collaborated on this report.

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

Section 91 of Council's Meetings Procedure and Common Seal Local Law 2019 sets out Council's meeting procedure in relation to petitions.

### **8. Environmental Sustainability**

There are no environmental sustainability implications associated with the outcome of this report.

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

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

### **10. Conclusion**

It is recommended that Council receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019, and:

- Refer the project to Regional Development Victoria to include in the Silo Art Gap Analysis Project
- Write to the lead petitioner, highlighting the potential for funding for this project under the Creative Activation Fund targeting the Wimmera Mallee region, scheduled to open in August; and
- On behalf of the lead petitioner, provide representation to Graincorp to advocate their support for the project.

## 7.7 PETITION TABLED FOR COUNCIL CONSIDERATION

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** RO/08/01

**Attachments:** 1 Petition - Wycheproof-Birchip Road - **Confidential**

**Relevance to Council Plan 2017 - 2021**

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

### RECOMMENDATION

That Council:

1. Resolve to receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019; and
2. Write to Regional Roads Victoria and Graincorp advocating for action to be taken on the shoulders of Wycheproof-Birchip Road at the grain receival site; and
3. Write to the lead petitioner to advise of the resolution.

### 1. Executive Summary

Council received a petition in relation to sealing the road shoulders at the GrainCorp receival site in Wycheproof on 2 June 2020. This report considers actions to be taken by Council pursuant to its Meetings Procedure and Common Seal Local Law 2019.

### 2. Discussion

Council received a petition on 2 June 2020 which states:

*"We, the undersigned, are impacted by the large amount of dust generated by the trucks turning outside the GrainCorp Ltd Grain Receival Site on the Birchip-Wycheproof Road near the intersection of the Calder Highway in Wycheproof, Victoria... We request that the bitumen is applied to the shoulders of the road at this location to remedy those problems."*

Council is required to table petitions received and to refer the matter for a report or appropriate action (as required) to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier, in accordance with its Meetings Procedure and Common Seal Local Law 2019.

This petition contains 28 signatures; however, 13 signatures are on pages that do not include the wording of the petition. Clause 91 of Council's Meetings Procedure and Common Seal Local Law 2019 states "every page of a petition or joint letter must bear the whole of the petition or request". As such, part of the petition is non-compliant.

**3. Financial Implications**

There are no financial implications arising in relation to this report.

**4. Cost Shift Considerations**

There are no cost shift implications in relation to this report.

**5. Community Consultation**

There has been no community consultation in relation to this report.

**6. Internal Consultation**

Staff from Council's Governance Department and the Office of the CEO have collaborated on this report.

**7. Legislative / Policy Implications**

Section 91 of Council's Meetings Procedure and Common Seal Local Law 2019 sets out Council's meeting procedure in relation to petitions.

**8. Environmental Sustainability**

There are no environmental sustainability implications associated with the outcome of this report.

**9. Conflict of Interest Considerations**

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

**10. Conclusion**

It is recommended that Council receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019, and:

- Write to Regional Roads Victoria and Graincorp advocating for action to be taken on the shoulders of Wycheproof-Birchip Road at the grain receival site; and
- Write to the lead petitioner to advise of the resolution.

## **8. GENERAL BUSINESS**

### **8.1 POLICY REPORTS**

#### **8.1.1 PROCUREMENT POLICY**

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** CM/14/17

**Attachments:**

**Relevance to Council Plan 2017 - 2021**

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

#### **RECOMMENDATION**

That Council adopt the attached Procurement Policy for the remainder of the 2019/20 financial year and the 2020/21 financial year.

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

The *Local Government Act 1989* stipulates that Council must adopt a Procurement Policy and review it at least once each financial year. The attached policy has been reviewed and updated to reflect current Council practice and to also take into account recommendations from Council's Audit Committee and additional feedback from Councillors.

#### **2. Discussion**

The *Local Government Act 1989* stipulates that Council must adopt a Procurement Policy and review it at least once in each financial year. The intent of the annual review is to ensure principles and key processes are consistent with best practice and good governance.

Changes proposed by Council Officers as part of the 2020 review provide for the inclusion of:

- A statement in relation to Council wanting to seek ways to promote social procurement and achieve positive social outcomes;
- A section on supplier panels to promote their use once a competitive public tender process has taken place in accord with the requirements of the Act; and
- A section around the handling of complaints.

Section 108 of the *Local Government Act 2020* (the new Act) is due to commence on 1 July 2021. The new Act stipulates that a procurement policy will need to comply with a number of requirements including any matters prescribed by regulation. At the time of writing this report, the contents of any proposed regulations are unknown. Under the new Act, a Procurement Policy must be adopted within 6 months of the commencement of s 108. Council officers are proposing to do a further review in 2021 once further information is at hand.

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

The Policy states that financial delegations will be consistent with the Instrument of Delegation from Council to the Chief Executive Officer, and the instrument of Delegation from the Chief Executive Officer to Staff.

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

There are no cost shift considerations in relation to this Policy.

**5. Community Consultation**

There has been no community consultation in relation to this Policy. The adopted Procurement Policy will be available to the public on Council's website.

**6. Internal Consultation**

The Senior Leadership Team was consulted in relation to the review of the Policy. The Policy was also considered at the February 2020 Audit Committee Meeting.

Further discussion with Councillors during the review of the Policy has resulted in a strengthened organisational approach to regional economic development and sustainable procurement practices.

**7. Legislative / Policy Implications**

Section 186A of the *Local Government Act 1989* requires Council to adopt a Procurement Policy and to review the policy at least once within each financial year.

Section 108 of the *Local Government Act 2020* (the new Act) is due to commence on 1 July 2021. Under the new Act, a Procurement Policy must be adopted within 6 months of the commencement of s 108.

**8. Environmental Sustainability**

The Policy requires Council to have regard for the long-term and cumulative effects of procurement activities, including through minimising environmental impact by purchasing goods and services which reduce its environmental footprint and supporting innovation in sustainability.

**9. Conflict of Interest Considerations**

No Officer involved in the review of the policy or in the preparation of this report has a conflict of interest

**10. Conclusion**

The attached Policy has been reviewed in line with legislative requirements and best practice guidelines, and is recommended for adoption by Council.



<b>POLICY LOCATION</b>	Corporate Services	<b>POLICY TITLE</b>	Procurement Policy
<b>POLICY NUMBER</b>	CA03	<b>DATE ADOPTED</b>	[INSERT ADOPTION DATE MM/YY]
<b>REVISION NUMBER</b>	10	<b>REVISION DATE</b>	June 2021

### Purpose

The purpose of this policy is to assist Council to meet its obligations and responsibilities by providing a framework which will:

- Ensure compliance, consistency and control over procurement activities,
- Achieve value for money and continuous improvement in the provision of services,
- Demonstrate accountability to ratepayers, and
- Provide guidance on ethical behaviour in local government procurement activities.

This document represents the current policy of Council until it is revised or rescinded.

### Scope

This policy is made under Section 186A of the *Local Government Act 1989* (the Act).

This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works undertaken by Council to ensure these are procured at a competitive rate and in a transparent manner.

The procurement policy applies to the acquisition of goods, services and works by Council other than an action or decision relating to:

- Emergency response, relief or recovery
- Legal services
- Labour hire
- Electoral or valuation services
- Payroll expenses and deductions
- Refunds
- Warranties for plant and equipment
- Insurances
- Utilities

All monetary values stated in this policy include GST, except where specifically stated otherwise.

### Definitions



In this policy –

**“Delegations”** refers to the authorisation of offices to approve a range of functions in the procurement process.

**“Emergency response, relief or recovery”** refers to section 186(5)(a) of the Act, which provides that Council may resolve to enter into a contract because of an emergency.

**“GST”** refers to Goods and Services Tax. For the purposes of this policy, any amounts stated are inclusive of GST, unless expressly stated otherwise.

**“Panel contracts”** means a contract that sets out rates for goods and services which are available for the term of the agreement for two or more potential suppliers. Such agreement will not commit Council to purchase a specified value or quantity of goods or services unless specified as part of the tender process.

**“Procurement”** is the whole process of acquisition of external goods, services or works. Procurement is deemed to include the whole-of-life cycle, from initial concept through to end of useful life of an asset, including disposal, or the end of a service contract.

**“Regional businesses”** refers to businesses registered within the Shire of Buloke, and registered within municipalities which share a common boundary with the Shire of Buloke.

## Policy Statement

The Buloke Shire Council (Council) recognises developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council; will enhance achievement of Council objectives including sustainable and socially responsible procurement, and; support bottom-line cost savings, local economies, innovation and better service provision for communities.

Council understands its role in supporting regional economic benefit as major purchaser of goods and services within the municipality, and this Policy aims to ensure where possible there is a positive influence on and outcome for the local economy.

Council is committed to procurement that supports local businesses plus economic diversity and viability. This also supports socially inclusive activities as it works to stimulate the local economy and contribute to local job creation and reduces the reliance on goods and services that impact the environment through travel and transport.

Council endorses the practice of sustainable procurement and the sourcing of environmentally preferable products and services whenever they perform satisfactorily and are available at a competitive price.

Sustainable procurement practice will demonstrate to the community that Council’s purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability.

## Preamble

This Policy is designed to ensure elements of best practice applicable to Local Government procurement incorporates:



- Broad principles covering ethics, value for money, open and fair competition, responsibility and accountability, risk management, probity and transparency, and guidelines giving effect to those principles,
- A system of delegations, and
- A professional approach to all major procurements.

Council's procurement policy requires contracting and purchasing activities to support its corporate strategies, aims and objectives including, but not limited to, those related to sustainability, protection of the environment, and corporate social responsibility.

The Victorian Local Government Best Practice Procurement Guidelines 2013 will guide the approach for procurement within Council. This approach supports Council's commitment to Best Value principles within the Act, including the sustainable delivery and continuous improvement of services which best meets the interests of the Buloke community, as follows:

**a. Value for money**

Council will procure goods, services and works after consideration of cost and non-cost factors which contribute to the advancement of Council priorities and community interest as follows:

- Cost factors: whole-of-life and transactional costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.
- Non-cost factors: fit-for-purpose, quality, service and support, project delivery, risk, local economic contribution and financial capacity.

**b. Open and fair competition**

Procurement activities will be conducted, and be seen to be conducted, in an impartial, fair and ethical manner. This includes, but is not limited to, ensuring all prospective suppliers and/or vendors are provided with the same access to information about procurement to enable them to submit prices, quotations or tenders on an equal basis.

Council will take all reasonable steps to test the market in a consistent manner without bias, or perception of bias.

**c. Accountability, probity and transparency**

A consistent approach to procurement will be applied across Council through the application of authorised financial delegations, this policy and associated procedures to ensure the highest level of integrity and public interest. Council staff are required to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.

Council will work within an auditable and regular reporting mechanism to ensure adherence to procurement frameworks and legislative requirements.

**d. Risk management**

Risk management will be applied at all stages of procurement and steps will be taken to ensure associated activities will be managed to protect Council's capability to prevent, manage and recover from interruption to the supply of goods, services and works.

**e. Innovative and social practices**

Council will have a regard for the long-term and cumulative effects of procurement activities and decisions through:



- Minimising environmental impact by purchasing goods and services which reduce its environmental footprint, and supporting innovation in sustainability, and
- Seeking ways to promote social procurement when sourcing goods, services and works to generate positive social outcomes.
- Seeking continuous improvement including through embracing innovative and technological initiatives, and addressing service gaps by considering options for joint ventures between Council and external partners.
- Giving preference to goods manufactured in Australian and New Zealand wherever practicable.

**f. Environmental Sustainability**

Council is also committed to reducing its environmental impacts and will encourage the design and use of projects and services that have been produced to ethical standards which have minimal impact on the environment and human health. This includes but is not limited to:

- waste management
- recycling
- energy management
- emissions management
- water conservation
- eco-buy products
- green building design
- environmentally sustainable procurement.

**g. Buy Local Content**

Council is committed to purchasing from local and regional businesses where such purchases may be justified through value for money.

All other factors being equal, Council should where reasonably practicable to do so give preference to regional economic benefit when sourcing works, goods or services.

These benefits may take the form of:

- increased local employment
- increased activity and spend in local economies with identifiable benefits
- the level of local content in the goods, services and works including the life cycle impacts of products purchased on the local community.

Council where reasonably practicable to do so may include a local content weighting of up to 10% within request for quotation or tender evaluation criteria for projects above \$30,001 in support of the Buy Local Content principle in this Policy.



The application of regional content must have consideration of the best value principles set out in the Act.

## **Guidelines**

### **Ethics and conflict of interest**

Council and Council staff will adhere to conduct principles within the Code of Conduct for Councillors, and the Code of Conduct for Staff respectively. This both means and includes the requirement to:

- Neither seek nor receive personal gain,
- No Councillor or Council Officer may, either directly or indirectly, solicit or accept gifts or presents from any member of the public, or prospective suppliers and/or vendors, who is involved with any matter connected with the duties of the Council Officer, or in which Council is interested.
- Maintain confidentiality regarding pricing, specifications, quotations, tenders or any other commercial interests or proprietary information,
- Deal with prospective suppliers and/or vendors in an honest and impartial manner which does not allow conflicts of interest, or the perception of conflicts of interest,
- Be accountable for all decisions, and
- Present a high standard of professionalism and impartiality.

### **Governance**

Council has established a procurement responsibility framework and delegations to ensure accountability, traceability and auditability of all procurement decisions made over the lifecycle of goods, services or works.

Council procedures will be maintained to ensure appropriate internal controls are in place, including as a minimum:

- Separation of duties in transactional end-to-end activities,
- Transparency in the acquisition of goods, services or works,
- Clear and documented audit trails for procurement activities,
- Appropriate authorisations are obtained and documented,
- A regular, at least annual, review of creditor payments made over the previous two years to ensure compliance with public tender thresholds,
- Establishment of panel contracts for any goods, services or works which may result in expenditure exceeding public tender thresholds in favour of one supplier,
- Systems are established and maintained to monitor compliance with this policy and associated procedures, and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the senior leadership team, Audit Committee and Council.



### **Tenders**

Section 186 of the Act determines that the public tender threshold for contracts is valued at \$150,000 for purchase of goods or services, and \$200,000 for purchase of works.

Council may determine to allow public expressions of interests or tenders may be called for contracts below the public tender threshold amounts if it is considered the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better value for money outcome.

Council Officers must not disclose allocated tender budgets to prospective suppliers and/or vendors, without prior written authorisation by the Chief Executive Officer.

All tender processes will be conducted in accord with this policy, its associated procedures, relevant legislation and comply with Council requirements outlined within the Buloke Shire Council Tendering and Contracts Manual.

### **Panel Contracts**

Contractors may be appointed through the use of panel contracts which Council has put in place. Supplier panels may be appointed by Council after a publicly advertised tender process has taken place.

When looking to engage a supplier from a panel contract, Council officers should refer to the requirements set out in the Procurement procedure.

### **Quotations & Other Standard Purchasing Methods**

The purchase of goods, services and works below the public tender threshold shall be undertaken in accord with one of the procurement methods outlined in the Procurement procedure.

### **Delegations**

Financial delegations will be consistent with the Instrument of Delegation from Council to the Chief Executive Officer, and the Instrument of Delegation from Chief Executive Officer to Staff.

The availability of existing funds within an approved budget, or source of funds, must be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council Officers must not authorise the expenditure of funds in excess of their financial delegations. Council is solely responsible for approving the following:

- Contract term extensions which require allocation of funds in excess of Council approved budgets, and
- Awarding Contract with a value which exceed the Chief Executive Officer's financial delegations.

A quarterly report will be tabled at an Ordinary Meeting of Council outlining contracts awarded under the Chief Executive Officer's financial delegations values which meet or exceed the public tender threshold.

All tenders with a value:

- above the public tender threshold amounts under Section 186 of the Act, and



- within the financial delegation of the Chief Executive Officer

will be reported to Councillors on a monthly basis to enable Council, by majority agreement, to request the award of a contract to occur at an Ordinary Meeting of Council.

#### **Exemptions**

Where a Council Officer has taken all reasonable steps to comply with this policy and its associated procedures but is unable to meet requirements under the same, for example:

- Where there is only one known and reputable supplier or provider for the particular goods, services or works, or
- Where there is an inability to obtain sufficient quotations

the Council Officer may apply, in writing, for an exemption under this policy to the Chief Executive Officer.

Applications will only be considered for procurement activities which are below the public tender threshold (for example, where quotations are sought), as outlined in the Procurement Procedure.

Council Officers must not disclose allocated tender budgets or project budgets below the public tender threshold to prospective suppliers and/or vendors, without prior written authorisation by the Chief Executive Officer.

Such requests and approvals must be in writing and appropriate records kept.

#### **Emergency & Public Safety Situations Requiring Immediate Action**

The Council Officer appointed as the primary officer responsible for emergency management or public safety response, or an alternative officer authorised to act in the primary officer's absence, has authorisation to take immediate action in the procurement of services, goods or works during a declared emergency management situation in order to protect the Buloke community and/or Council assets, but subject to that Council Officer acting within the scope of their financial delegation.

This authority ceases where there is no further requirement to take immediate action in order to protect life or property. Emergency provisions must not be used for the procurement of extended works or services.

#### **Training**

All Council Officers with financial delegation will be provided with training and information in accord with Council policies.

#### **Record Keeping**

Council is responsible for retaining all documentation arising from procurement activities in line with the Buloke Shire Council Records Management Policy and Local Government Records Management Disposal Schedule.

#### **Complaints**

Complaints from potential suppliers, tenderers and contracted suppliers concerning Council's procurement processes should be reported in accord with Council's Complaints Handling Policy and Procurement procedure.



Complaints in relation to corrupt or fraudulent activity in relation to procurement should be made in accord with either Council's Fraud and Corruption Reporting policy and Protected Disclosure policy, as applicable.

#### **Breach of this Policy**

Council may take disciplinary action against an Employee who is found to breach this policy and its associated procedures in accord with Council's Disciplinary Action policy.

Suspected breaches of this policy by Councillors will be referred to the Chief Executive Officer in accord with Council's mandatory notification requirements.

#### **References**

This policy was developed in accordance with the following legislation:

- *Local Government Act 1989*
- *Local Government (General) Regulations 2015*
- *Consumer and Competition Act 2010*
- *National Competition and Consumer Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*

This policy was developed in accordance with the following documents:

- Code of Conduct for Councillors
- Code of Conduct for Staff
- Complaints Handling policy
- Local Government Procurement Best Practice Guidelines 2013
- MAV Procurement: Procurement Policy Model 2011
- Procurement procedure
- Protected Disclosure policy
- Records Management policy
- Risk Management policy
- Risk Management framework
- Tendering and Contracts Manual
- Fraud and Corruption Reporting policy
- Disciplinary Action policy

## 8.1.2 LOAN GUARANTEE POLICY

**Author's Title:** Manager Finance

**Department:** Corporate Services

**File No:** CM/14/10

**Attachments:** 1 [↓](#) Loan Guarantee Policy

**Relevance to Council Plan 2017 - 2021**

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

### RECOMMENDATION

That Council adopt the Loan Guarantee Policy.

#### 1. Executive Summary

At the 2019 October Ordinary Meeting, Council considered an application to act as guarantor to a ten-year \$150,000 loan for the Charlton Park 2020 Committee. The loan was sought in order for completion of landscaping works around the Charlton Park 2020 complex.

Part 4 of the resolution required Council to develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

#### 2. Discussion

Council Officers have prepared a Loan Guarantee Policy following a resolution of Council in October 2019.

The Policy provides that Council will, in limited circumstances as outlined in the Policy, consider acting as a guarantor in the form of a bank guarantee for a bank loan sought by a community organisation within the Buloke municipality for new infrastructure or projects which will upgrade existing facilities that Council owns or controls.

#### 3. Financial Implications

Council currently acts as a guarantor for two organisations within the Buloke Shire Council.

Loan guarantees must be included in Council's annual financial statements as a contingent liability. In the event of a default, Council would be required to report the loan amount as an expenditure item and as a liability, and this would increase Council's debt level. As such, the Policy proposed to restrict Council's loan guarantee commitment to \$300,000.

Additional controls to reduce Council's financial exposure are outlined within the Policy, including but not limited to, the requirement for Applicants to provide biannual reports detailing their financial operations.

#### 4. Cost Shift Considerations

Applicants must provide a minimum of one third of the capital cost of the project, including government grants and other external funding, and will also be required to pay any fees and charges applicable to a Council loan guarantee.

#### 5. Community Consultation

No consultation with the community has occurred in the development of this Policy.

Applicants must demonstrate wider community benefit in applications for Council to act as guarantor as outlined in the Policy.

**6. Internal Consultation**

Feedback from Council's Audit Committee has been incorporated into this Policy.

**7. Legislative / Policy Implications**

Loan guarantees must be included in Council's annual financial statements as a contingent liability.

**8. Environmental Sustainability**

Nil

**9. Conflict of Interest Considerations**

Nil

**10. Conclusion**

The Loan Guarantee Policy provides a means of supporting community organisations to self-fund capital projects where such applications meet best practice financial management and demonstrate broader community benefit.



<b>POLICY LOCATION</b>	Corporate Services	<b>POLICY TITLE</b>	Loan Guarantee Policy
<b>POLICY NUMBER</b>	CA31	<b>DATE ADOPTED</b>	
<b>REVISION NUMBER</b>	1	<b>REVISION DATE</b>	June 2024

### Purpose

This Policy provides a means of supporting community organisations to self-fund capital asset projects by providing:

- A mechanism to fund community assets on land owned or controlled by Council
- A funding solution enabling community organisations to manage the resultant loan agreement directly with the financial lending institution.

This Policy also outlines the criteria for Council's assessment and decision making for loan guarantees to a community organisation by a financial institution.

### Scope

This Policy is applicable to community organisations within the Buloke municipality who are seeking Council to be guarantor on a loan secured to self-fund capital asset projects on land which is owned, or controlled, by Council.

Guarantees will be considered only for new infrastructure or for projects which will upgrade existing facilities.

Council will not consider being a guarantor on loans for:

- Refinancing of existing capital projects, or
- Operational expenses

Council does not provide loans to community organisations.

### Definitions

Within this Policy:

**"Community Organisation"** refers to an organisation that is:

- Operating in line with accepted not for profit activities under Australian taxation legislation
- Registered under the *Corporations Act 2001* or the *Associations Incorporation Reform Act 2012*
- Registered or eligible for registration with the Australian Charities and Not-for-Profits Commission
- A non-political organisation
- Predominantly provides services and/or facilities to the Buloke Shire community



**“Debt Commitment”** is the calculation of finance costs and loan repayments as a percentage of rate revenue

**“Debt Management”** is the calculation of total debt as a percentage of rate revenue

**“Indebtedness”** is the calculation of non-current liabilities to own source revenue

**“Lease Agreement”** refers to the agreement between Council as landlord and the community organisation.

**“Liquidity”** is the calculation of current assets/current liabilities

### **Policy Statement**

Council will, in limited circumstances as outlined in this Policy, consider acting as a guarantor in the form of a bank guarantee for a bank loan sought by a community organisation.

Council’s exposure to loan guarantee commitment is restricted to \$300,000. Council’s total loan guarantee commitment is measured based on the outstanding balance of loans guaranteed by Council.

The total loan guarantee commitments will be considered upon each new application received to ensure the total loan guarantee commitments and Council’s external borrowings do not exceed the following Victorian Auditor General Office sustainability guidelines and Borrowing Prudential indicator thresholds:

- Liquidity: VAGO > 1.5
- Indebtedness: VAGO < 40%
- Debt management: VAGO < 25%
- Debt commitment: VAGO < 5%

The loan guarantee is to be included in Council’s annual financial statements as a contingent liability. In the event of a default, Council would be required to report the loan amount as an expenditure item and as a liability, and this would increase Council’s debt level.

Loan guarantees will only be considered when all of the criteria set out within this Policy have been met.

### **Guidelines**

1. Loan guarantee applications (applications) can only be approved by Council resolution.
2. Council has the right to refuse an application even when the application meets the policy and evaluation criteria.
3. Applications must be assessed and considered by Council during the business case development stage of the project and prior to the commencement of the project procurement and tender process.
4. Applications to Council to act as guarantor must clearly demonstrate the intended project will provide essential services or a demonstrable benefit to the wider community. Consideration will also be given to matters including but not limited to:
  - Alignment of the project’s aim with the Council Plan and other relevant Council strategies



- Skills and experience of the Applicant to ensure their ability to deliver the project and minimise Council’s financial exposure
  - Provision of independently audited financial statements for the previous three years, and cash flow projections for the guarantee term
  - Demonstration that all other avenues for funding have been sought prior to the application
  - Nature of the project
  - Plans and costings (including obtaining a minimum of three quotes)
  - Responsibility for ongoing maintenance of the asset
5. The Applicant must provide a minimum of one third of the capital cost of the project, including government grants and other external funding.
  6. The Applicant is responsible for payment of any fees and charges applicable to a Council loan guarantee.
  7. The Guarantee term will only be considered within the following benchmark terms:

Guarantee Amount (\$)	Maximum Term of Guarantee
Up to 49,999	5 years
50,000 – 99,999	10 years
100,000 and above	15 years

8. Applicants must complete and agree to the terms and conditions set out by Council.
9. Borrowings may only be used for the construction and/or acquisition of capital assets on Council owned or controlled land that will be vested in and ultimately controlled by Council.
10. The Applicant must be a “not for profit” organisation and have an incorporated status.
11. The life of the asset must exceed the life of the loan guarantee.
12. The term of the loan shall not exceed the term of the existing lease agreement.
13. The Applicant must provide biannual reports detailing financial operations of the applicant.
14. The loan must not include a redraw facility.

## References

- *Local Government Act 2020*
- *Local Government Financial and Reporting Regulations*
- *Corporations Act 2001*
- *Associations Incorporation Reform Act 2012*

### 8.1.3 ELECTION PERIOD POLICY

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

**Department:** Office of the CEO

**File No:** GO/07/08

**Attachments:** 1 [↓ Election Period 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 receive and adopt the Election Period Policy for the 2020 General Elections pursuant to section 69 of the *Local Government Act 2020*.

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

Council adopted a revised Election Period Policy in December 2019 in accordance with the requirements of the *Local Government Act 1989*. A revised Policy has been prepared following the introduction of the *Local Government Act 2020* (the Act) to ensure Council continues to meet its legislative obligations.

#### **2. Discussion**

Council Officers have undertaken a review of the Election Period Policy following the introduction of the Act. The review is timely due to the requirement to incorporate the Election Period Policy into Council's Governance Rules which must be in place by 1 September 2020 in accord with the Act's transitional arrangements.

Changes to the Policy include:

- Updated references to relevant sections of the Act
- Additional requirements for prohibited decisions to include decisions which Council considers could be reasonably deferred until the next Council is in place or which Council considers should not be made during an election period
- Additional information as to what constitutes a Council decision

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

The Policy prohibits decisions which commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year.

The Policy provides that the use of Council resources must be exclusively for normal Council business during the election period and cannot be used in connection with any election.

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

Nil

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

No community consultation has been undertaken in the development of this Policy.

Under the Policy no community engagement will be undertaken during the election period unless authorised by a decision made at a Council meeting that acknowledges the application

of the Policy and justifies to the Buloke community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

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

No internal consultation has been undertaken in the development of this Policy.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer must provide a copy of this Policy to Councillors and ensure both Councillors and Council staff are aware of the requirements of the Policy.

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

The revised Election Period Policy has been updated to reflect the changes pursuant to the Act. The Policy must be incorporated by reference into Council's Governance Rules which are recommended to be adopted in draft for community consultation at the 2020 June Council Meeting.

#### **8. Environmental Sustainability**

Nil

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

The Chief Executive Officer has no conflicts of interest to declare in relation to this Report or the Election Period Policy.

#### **10. Conclusion**

The Election Period Policy has been revised and updated to reflect the provisions of the *Local Government Act 2020*.

<b>POLICY LOCATION</b>	Executive Office	<b>POLICY TITLE</b>	Election Period Policy
<b>POLICY NUMBER</b>	CA06	<b>DATE ADOPTED</b>	[INSERT ADOPTION DATE MM/YY]
<b>REVISION NUMBER</b>	3	<b>REVISION DATE</b>	[INSERT REVISION DATE MM/YY]

## Purpose

This policy has been adopted by the Buloke Shire Council (**Council**) in compliance with the requirements of Section 69 of the *Local Government Act 2020 (Act)*.

In order to ensure general elections and by-elections for Council are conducted in a manner that is fair and equitable, and is publicly perceived as such, Council affirms the following policy principles.

## Election Period

The election period means the period that:

- a) starts at the time that nominations close on nomination day; and
- b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- a) all Councillors and members of Council staff are informed of the requirements of this policy, and
- b) a copy of this policy is given to all Councillors.

## Prohibited decisions

Council is prohibited from making any Council decision:

- a) during the election period for a general election that:
  - i. relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - ii. commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - iii. the Council considers could be reasonably deferred until the next Council is in place; or
  - iv. the Council considers should not be made during an election period; or
- b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## What is a Council decision?

For the purposes of this policy, Council decision means the following:

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a delegated committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

## Caretaker Statement

- a) During the election period, the Chief Executive Officer will ensure a Caretaker Statement is included in every agenda submitted to the Council or to a delegated committee of Council for a decision. The Caretaker Statement will appear at the start of the agenda and will state that:  
*The recommended decisions in all reports on this agenda are not prohibited decisions as defined in the Election Period Policy.*
- b) Should any report be presented to the Council or a delegated committee during an election period, which is considered does constitute a prohibited decision, this will be clearly indicated with a statement both at the commencement of the agenda and at the heading of any such report.

## Council Resources

Council will ensure due propriety is observed in the use of all Council resources, and members of Council staff are required to exercise appropriate discretion in this regard. In any circumstances where use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Director Corporate Services.

Council resources, including offices, support staff, Mayoral vehicle, meeting facilities, hospitality, equipment, photocopying and stationery will be used exclusively for normal Council business during the election period and will not be used in connection with any election.

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs incurred in the performance of normal Council duties, and not for expenses which could be perceived as supporting or being connected with a candidate's election campaign.

No Council logos, letterheads or other Buloke Shire Council logos or associated Council material will be used for, or linked in any way to, a candidate's election campaign. The Chief Executive Officer and members of Council staff will not be asked to undertake any tasks connected directly or indirectly with electioneering.

Councillors and members of Council staff are required to comply with section 304(1) of the Act which states:

*A Councillor or member of Council staff must not use Council resources in a way that—*

*(a) is intended to; or*

*(b) is likely to—*

*affect the result of an election under this Act.*

*Penalty: 60 penalty units.*

## Community Engagement

During the election period the Council will undertake procedures to limit community engagement. Whilst community engagement is an integral part of Council's policy development process and operations, Council is concerned to ensure that community engagement is not undertaken close to a general election or a by-election so as to possibly become an election issue in itself and influence voting. Councillors acknowledge that issues raised through the community engagement and decisions that follow may also unreasonably bind the incoming Council.

No community engagement will be undertaken during the election period unless authorised by a decision made at a Council meeting that acknowledges the application of this policy and justifies to the Buloke community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

## Council Events

Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by Councillors for electioneering purposes. To this end the Chief Executive Officer will ensure that no Council events will be scheduled during the election period unless there are special or exceptional circumstances making it necessary and justifying how the risks of influencing the election will be mitigated or prevented.

## Information

Council recognises all election candidates have rights to information from the Council administration. However, it is important that Councillors continue to receive information which is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from members of Council staff which might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

Information and briefing material prepared by members of Council staff for Councillors during the election period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters which are the subject of public or election debate or which might be perceived to be connected with a candidate's election campaign.

## Publicity

It is recognised that Council publicity is intended to promote Council activities and services. Council publicity will not be used in any way which might influence the outcome of a Council election.

Councillors and members of Council staff are required to comply with section 304(2) of the Act which states:

*A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.*

*Penalty: 60 penalty units.*

In addition:

- a) during the election period, no member of Council staff may make any public statement that could be construed as influencing the election;
- b) during the election period, publicity campaigns, other than for the purposes of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the election period will be restricted to promoting normal Council activities;
- c) any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer. In any event, no media advice or assistance will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors;
- d) Councillors will not use their position as an elected representative to access members of Council staff and other Council resources to gain media attention in support of an election campaign; and
- e) all Council media releases (which exclude electoral matters) in the election period will be issued in the name of the Chief Executive Officer as appropriate.

## Assistance to Candidates

- a) Council affirms that all candidates for the Council election will be treated equally.

- b) Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.
- c) All election related enquiries from candidates, whether Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or Director Corporate Services.

## **Social Media**

During the election period, Councillors standing for re-election must not include in their official Councillor emails any reference to their personal social media accounts, such as Facebook.

## **Public Availability of this Policy**

A copy of this policy is:

- a) available for inspection by the public at the Council's Wycheproof District Office; and
- b) published on the Council's internet website.

## **References**

*Local Government Act 2020*

## 8.2 MANAGEMENT REPORTS

### 8.2.1 DRAFT BUDGET 2020/2021 SUBMISSIONS

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM/05/02

**Attachments:** 1 Submission 1 - Victorian Farmers Federation - **Confidential**  
2 Submission 2 - Buloke Neighbourhood House Cluster - **Confidential**

**Relevance to Council Plan 2017 - 2021**

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

#### RECOMMENDATION

That Council receives submissions in respect of the Draft 2020/21 Annual Budget adopted for exhibition on 13 May 2020 in accordance with section 223 of the *Local Government Act 1989*.

#### 1. Executive Summary

At the Ordinary Meeting of Council 13 May 2020, Council adopted the Draft 2020/21 Annual Budget for public exhibition. Written submissions were to be received until 5pm 10 June 2020 and the public were invited to present their submissions to Council at its Ordinary Council Meeting of 10 June 2020. Council will then adopt a 2020/21 Annual Budget at a Council Meeting on 17 June 2020 after considering these submissions.

#### 2. Discussion

As at the date of this Report, the following written submissions have been received by the Buloke Shire Council:

Sub. No.	Correspondent	Purpose of Submission to Draft Budget 2020/2021
1.	Victorian Farmers Federation	Farm Rates
2.	Buloke Neighbourhood House Cluster	Allocation to each Neighbourhood House

Submissions have been attached to this report for consideration by Council.

#### 3. Financial Implications

The submissions received will inform Council's deliberations on the 2020/21 Annual Budget.

#### 4. Cost Shift Considerations

Nil.

#### 5. Community Consultation

Key budget initiatives and information on services provided by Council were highlighted on Council's social media platforms, providing Council the opportunity to receive direct comments from the community and individual residents on specific matters of interest.

A copy of the Draft 2020/21 Annual Budget was provided to all primary community forums inviting feedback and submissions.

Council advertised the Draft 2020/21 Annual Budget in local papers and made it available for

inspection on Council's website.

Those who have made a written submission were invited to make a verbal submission to the Ordinary Council Meeting on 10 June 2020.

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

Councillors have received briefings on the key assumptions underpinning the budget, and the proposed capital works program, since February 2020.

The Draft Budget has been provided to the Audit Committee for review and comment.

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

The Draft Budget has been prepared in accord with section 127 of the *Local Government Act 1989* and is in line with Council's adopted Long Term Financial Plan.

#### **8. Environmental Sustainability**

Nil

#### **9. 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.

#### **10. Conclusion**

Submissions received and presentations provided will form part of Council's consideration in respect of the Annual Budget to be adopted for 2020/21.

## 8.2.2 DRAFT GOVERNANCE RULES

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** GO/10/01

**Attachments:** 1 [↓](#) Draft Governance Rules

### **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 prepared the Draft Governance Rules in accord with section 60 of the *Local Government Act 2020* commences community engagement in relation to the Draft Governance Rules and makes the Draft Governance Rules available on Council's website;
2. Allows persons to make submissions in writing in relation on any proposal contained within the Draft Governance Rules; and
3. Allows presentations in support of written submissions to be heard at the Council Meeting on 8 July 2020.

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

Section 60 of the *Local Government Act 2020* (the Act) requires Council to adopt and apply Governance Rules (Rules) which describe the way it will conduct Council meetings and make decisions.

#### **2. Discussion**

The Local Government Act 2020 received Royal Assent on 24 March 2020.

Section 60(7) provides that a Council must adopt the first Rules on or before 1 September 2020. Prior to adoption Council must ensure a process of community engagement is followed in the development of the Rules.

In order to meet the required deadline for adoption, this report recommends Council adopt the draft Rules and apply a community engagement process allowing submissions to be received for a 28-day period. It is proposed that submissions are considered at the Council meeting scheduled 8 July 2020, and the Governance Rules be adopted at the Council meeting scheduled 12 August 2020.

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

There are no financial implications associated with the adoption of the Rules. Penalty rates applicable under the Act in relation to inappropriate use of Council resources, and publicity which might influence the outcome of a Council election are outlined in Schedule 3 – Election Period Policy.

**4. Cost Shift Considerations**

Nil.

**5. Community Consultation**

In order for members of the public to consider the Rules, Council will advertise the draft Rules in local papers and make it available for inspection on Council's website. A copy of the draft Rules will be provided to each community forum and Council's Community Asset Committees.

Written submissions will be received until 4pm 8 July 2020. Those who have made a written submission will be requested to indicate if they wish to make a verbal submission to the Council Meeting on 8 July 2020.

**6. Internal Consultation**

The Chief Executive Officer and Manager Governance have reviewed the draft Rules.

The Rules are based on the current Meetings Procedure and Common Seal Local Law 2019, which were previously revised with extensive consultation with Councillors.

**7. Legislative / Policy Implications**

The Rules contain the requirements of section 60 of the Act.

**8. Environmental Sustainability**

Nil.

**9. Conflict of Interest Considerations**

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

Division 5 of the Rules provide for procedures for the disclosure of conflicts of interest by a Councillor, a member of a Delegated Committee at a meeting of the Council or a Delegated Committee; by a Councillor at a meeting under the auspices of Council that is not a Council meeting or a Delegated Committee, and; a member of Council staff who is providing information to a meeting of the Council, a delegated committee or a community asset committee or another member of Council staff exercising a power of delegation or performing a statutory function.

**10. Conclusion**

The Draft Governance Rules demonstrate Council continues to provide good governance through the performance of its role in accordance with the overarching governance principles and supporting principles of the *Local Government Act 2020*.

**Buloke Shire Council  
Governance Rules 2020  
Draft**

Draft for Consultation

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Draft for Consultation

## Part 1 – Preliminary

### 1. Purpose

The purpose of these Governance Rules is to provide for:

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (e) the appointment of an Acting Mayor;
- (f) an election period policy;
- (g) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee at a meeting of the Council or a delegated committee;
- (h) the procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a delegated committee;
- (i) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- (j) the consideration and making of decisions on any matter being considered by the Council fairly and on the merits;
- (k) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered; and
- (l) any other matters prescribed by the regulations made under the Act.

### 2. Role of Council

- 1) The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the Buloke municipal community.
- 2) Council will provide good governance through —
  - (a) the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
  - (b) the Councillors of the Council performing their roles in accordance with the requirements of the Act.
- 3) In performing its role, Council may—
  - (a) perform any duties or functions or exercise any powers conferred on Council by or under the Act or any other Act; and
  - (b) perform any other functions that Council determines are necessary to enable Council to perform its role.
- 4) If it is necessary to do so for the purpose of performing its role, Council may perform a function outside its municipal district.

### **3. Overarching governance principles and supporting principles**

- 1) Council will in the performance of its role give effect to the overarching governance principles.
- 2) The following are the overarching governance principles—
  - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
  - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
  - (e) innovation and continuous improvement is to be pursued;
  - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - (g) the ongoing financial viability of the Council is to be ensured;
  - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
  - (i) the transparency of Council decisions, actions and information is to be ensured.
- 3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles—
  - (a) the community engagement principles;
  - (b) the public transparency principles;
  - (c) the strategic planning principles;
  - (d) the financial management principles; and
  - (e) the service performance principles.

### **4. Council decision making**

- 1) Council must consider, and make decisions on, any matter being considered by Council fairly and on the merits.
- 2) Any person whose rights will be directly affected by a decision of the Council is entitled to:
  - (a) communicate their views by written submission;
  - (b) subsequently speak to their submission or to have a person speak on their behalf; and
  - (c) have their interests considered.
- 3) For the purposes of subclauses (1) and (2), a decision of Council means the following—
  - (a) a resolution made at a Council meeting;
  - (b) a resolution made at a meeting of a Delegated Committee; or
  - (c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.

## 5. General power

Subject to any limitations or restrictions imposed by or under the Act or any other Act, Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

## 6. Definitions

In these Governance Rules, the following words are defined to mean:

Words	Meaning
Act	The <i>Local Government Act 2020</i>
Agenda	The notice of a meeting setting out the business to be transacted at the meeting
Business Days	A normal working day of the Council, usually Monday to Friday excluding declared Public Holidays
Chair	The Chairperson
Chairperson	The person who chairs a meeting of the Council, a Delegated Committee or a Community Asset Committee, and includes a person acting as Chairperson, a temporary Chairperson or a substitute Chairperson
Chief Executive Officer	The member of Council staff appointed to be its Chief Executive Officer, and includes a person acting as Chief Executive Officer
Clause	A clause of these Governance Rules
Councillor Code of Conduct	The Councillor Code of Conduct approved under section 139 of the Act
Committee Meeting	A meeting of a Delegated Committee or a Community Asset Committee
Common Seal	The Common Seal of the Council
Community Asset Committee	A Community Asset Committee established by Council under section 65 of the Act
Council	The Buloke Shire Council
Councillor	A person who is an elected member of the Council
Delegated Committee	A delegated committee established by Council under section 63 of the Act
Deputy Mayor	A Councillor who has been elected to that position by a vote of Councillors
Division	A formal count and recording of those for and those against a motion
Formal Motion	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
Mayor	The Mayor of the Council and any person acting as the Mayor.
Meeting	A meeting of Council, a Delegated Committee or a Community Asset Committee
Member	A person who is entitled to vote at a meeting of the Council or a Delegated Committee or Community Asset Committee
Minutes	The record of proceedings of a meeting of the Council, a Delegated Committee or a Community Asset Committee
Municipal District	The area comprising the municipal district of the Council
Notice of Motion	A notice setting out the text of a motion which is proposed to be moved at the next relevant meeting
Present at the Meeting	A Councillor who was physically present at the Council meeting
Recommendation	The recommendation made in a report to Council as part of the agenda
Regulations	Any regulations made under the Act
Resident	A person who has a place of residence within the Municipal District
Suspension of Standing Orders	The suspension of the meetings provisions of the Governance Rules to facilitate full discussion on an issue without formal constraints
Written	Includes duplicated, lithographed, photocopied, photographed, printed, typed and emailed

## Part 2 – The Mayor, Deputy Mayor and Acting Mayor

### 7. When is a Mayor to be elected?

- 1) A Mayor is to be elected:
  - (a) no later than one month after the date of a general election; or
  - (b) within one month after any vacancy in the office of Mayor occurs.
- 2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- 3) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1 year term as is reasonably practicable.

- 4) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2 year term as is reasonably practicable.
- 5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- 6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous Mayor's term.

## **8. Election of Mayor**

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor.
- 3) The election of the Mayor must be chaired by the Chief Executive Officer.
- 4) Subject to subclauses (5) and (6), the Mayor must be elected by an absolute majority of the Councillors.
- 5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- 6) However, if only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
- 7) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.
- 8) The Chief Executive Officer will invite nominations for the office of Mayor.
- 9) Every nomination shall require a seconder.
- 10) Any Councillor nominated may refuse nomination.
- 11) Where two or more nominations are received, the method of voting will be by show of hands.
- 12) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates.
- 13) 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.
- 14) 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.

## **9. Election of Deputy Mayor**

- 1) Clause 7, other than subclause (3), applies to the election of a Deputy Mayor by the Councillors as if any reference in that clause to the Mayor was a reference to the Deputy Mayor.
- 2) Clause 8 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.

## 10. Acting Mayor

- 1) Council must appoint a Councillor to be the Acting Mayor when—
  - (a) Neither the Mayor or any elected Deputy Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
  - (b) the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason, including illness; or
  - (c) the office of Mayor and Deputy Mayor are vacant.
- 2) An appointment under subclause (1) must be for a period specified by Council.
- 3) If—
  - (a) an appointment has not been made under subclause (1) or has expired; and
  - (b) any of the circumstances specified in subclause (1)(a), (b) or (c) apply—Council must appoint a Councillor to be the Acting Mayor for a period specified by Council.
- 4) An Acting Mayor—
  - (a) must perform the role of the Mayor; and
  - (b) may exercise any of the powers of the Mayor—until the circumstances specified in subclause (1) no longer apply or the period of the appointment expires, whichever first occurs.
- 5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in the Act (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

## Part 3 – Council Meetings

### Division 1 – Notices and Agendas

#### 11. Notice of dates and times of meetings

- 1) At the Council Meeting to elect the Mayor, Council must fix the date, time and place of all meetings of Council and Delegated Committees for the following year, which may be amended where the circumstances require.
- 2) In addition to subclause 1), the Mayor may by a written notice delivered to the Chief Executive Officer call a meeting of the Council.
- 3) A notice delivered under subclause 2) must specify the date and time of the meeting and the business to be transacted.
- 4) Unless all Councillors are present and unanimously resolve to deal with another matter at a meeting called by the Mayor, only the business specified in the notice or resolution is to be transacted.
- 5) Council must provide at least 7 days' notice on Council's website of meetings of the Council and Delegated Committees unless urgent or extraordinary circumstances prevent Council from doing so in which case, Council must give notice that is practicable for the circumstances which includes advice of the reasons why the 7 days' notice of the meeting could not be given.

### **1. Council may alter meeting dates**

- 6) Council may change the date, time and place of any meeting of Council or Delegated Committee which has been fixed and must provide reasonable notice of the changes to the public.
- 7) Where meeting dates are changed, details are to be published on Council's website.

### **2. 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 at least 2 clear business days before the meeting.
- 2) The notice of meeting 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, email or online portal to each Councillor's 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.
- 4) To enable the processes of governance to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

### **3. 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 their absence.

## **Division 2 – Open meetings**

### **4. Meetings open to the public**

- 1) A meeting of Council or a Delegated Committee must be kept open to the public unless Council or the Delegated Committee considers it necessary to close the meeting to the public because a circumstance specified in subclause (2) applies.
- 2) The circumstances are—
  - (a) the meeting is to consider confidential information; or
  - (b) security reasons; or
  - (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- 3) If the circumstance specified in subclause (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or Delegated Committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.
- 4) For the purposes of subclause (3), the arrangements may include provision to view the proceedings on the Internet or on closed circuit television.
- 5) If Council or a Delegated Committee determines that a meeting is to be closed to the public to consider confidential information, the Council or Delegated Committee must record in the minutes of the meeting that are available for public inspection—

- (a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in clause 3(1); and
- (b) an explanation of why the specified ground or grounds applied.

#### **5. Councillor Code of Conduct**

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

### **Division 3 - Quorums**

#### **6. Council meetings**

The quorum required for any Council meeting shall be 4 Councillors.

#### **7. Meetings of Delegated Committees and Community Asset Committees**

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

#### **8. Urgent or emergency meetings**

In the case of an emergency the quorum required will be 5 Councillors.

#### **9. 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 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.

#### **10. Inability to maintain a quorum**

- 1) If during any meeting or any adjournment of the meeting, a quorum cannot be 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 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.

#### **11. Inability to maintain a quorum due to disclosed conflicts of interest**

- 1) This clause applies if Council cannot maintain a quorum because of the number of Councillors who have a conflict of interest in a decision in regard to a matter.
- 2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner.
- 3) For the purposes of subclause (2), an **alternative manner** may include—

- (a) resolving to split the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
  - (b) making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained.
- 4) Subject to complying with any requirements under any other Act, if Council is unable to use an alternative manner, Council must decide to establish a Delegated Committee to make the decision in regard to the matter consisting of—
  - (a) all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
  - (b) any other person or persons that Council considers suitable.
- 5) Section 63(2) of the Act applies to a Delegated Committee established under subclause (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter.

## **12. Notice of 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 Councillor, notice by telephone, facsimile, in person or by some other means will be sufficient.

## **Division 4 – Conduct of business**

### **13. 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.
- 2) 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.
- 3) In determining the agenda, the Chief Executive Officer should confer with the Mayor and 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.
- 4) 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.

#### **14. 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 Council.

#### **15. Chief Executive Officer may include items on an agenda**

After conferring with the Mayor, the Chief Executive Officer may include any matter on an agenda which he or she thinks should be considered by the meeting.

#### **16. Meetings of Delegated Committees and Community Asset Committees**

The agenda for a meeting of a Delegated Committee or a Community Asset 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 Community Asset Committee or Delegated Committee and any reference to the Council is to be read as referring to the Community Asset Committee or Delegated Committee.

#### **17. 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 – Disclosure of conflicts of interest**

### **18. Procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee**

- 1) If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause (2), and if applicable, subclause (3).
- 2) A Councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:
  - (a) the Council or delegated committee at the meeting immediately before the matter is considered at the meeting; or
  - (b) the Chief Executive Officer in writing before the meeting-  
whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.
- 3) If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause (2), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- 4) The Chief Executive Officer must—
  - (a) keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a committee; and
  - (b) destroy the written disclosure when the 3 year period referred to in paragraph (a) has expired.
- 5) While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must—
  - (a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
  - (b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- 6) The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to the meeting after—
  - (a) consideration of the matter; and
  - (b) all votes have been cast on the matter.
- 7) If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
  - (a) the declaration of the conflict of interest; and
  - (b) the classification of the interest that has given rise to the conflict; and
  - (c) if the Councillor or member has disclosed the nature of the interest to the meeting,

the nature of the interest.

**19. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee**

- 1) At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
  - (a) the names of all Councillors and members of Council staff attending;
  - (b) the matters considered;
  - (c) any conflict of interest disclosures made by a Councillor attending under subclause (3);
  - (d) whether a Councillor who has disclosed a conflict of interest as required by subclause (3) leaves the meeting.
- 2) The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
  - (a) reported at a meeting of the Council; and
  - (b) incorporated in the minutes of that Council meeting.
- 3) If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause (4), disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- 4) A Councillor must disclose the conflict of interest either—
  - (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - (b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

**20. Disclosure of a conflict of interest by a member of Council staff**

- 1) A member of Council staff who is providing information to:
  - (a) a meeting of the Council, a delegated committee or a community asset committee; or
  - (b) another member of Council staff exercising a power of delegation or performing a statutory function –

and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).

- 2) A disclosure made by a person under subclause (1) must be recorded:
  - (a) in the minutes of the applicable meeting referred to in paragraph (a); or
  - (b) in a conflict of interest disclosure register maintained by the Chief Executive Officer

- if the information is provided to another member of Council staff referred to in paragraph (b).
- 3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
    - (a) not exercise the power or discharge the duty or function; and
    - (b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
      - i. the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
      - ii. the Council by no later than the next meeting of the Council; and
    - (c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
  - 4) The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
    - (a) the adoption or amendment of a policy relating to Council staff generally;
    - (b) the adoption of a code of conduct for Council staff; or
    - (c) a decision to delegate a power, duty or function to a member of Council staff.

## Division 6 - Minutes

### 21. Keeping minutes

- 1) The Chief Executive Officer must ensure that minutes are kept of all meetings of Council, Delegated Committees and Community Asset Committee.
- 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 which 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 130 and 131 of the Act and any disclosure of conflict of interest by the Chief Executive Officer required by section 126 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) be indexed through a central indexing system established and maintained by the Chief Executive Officer.

## 22. 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.

## 23. Objection to confirmation of Minutes

If a Councillor is dissatisfied with the accuracy of the minutes, then they 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.

#### **24. Deferral of confirmation of Minutes**

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

#### **25. Availability of Minutes**

The Chief Executive Officer will make available confirmed minutes of open meetings of Council and Delegated Committees together with relevant reports on Council's website.

#### **26. Recording of meetings**

- 1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with appropriate recording equipment the proceedings of a Council meeting.
- 2) Subject to subclause (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.

### **Division 6 – Voting at meetings**

#### **27. How determined**

To determine a matter 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.

#### **28. By showing of hands**

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

#### **29. When a division is 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.

#### **30. 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.

#### **31. Between the original vote and a division**

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

### **32. 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-

- (a) for a Councillor to request that his or her opposition to the motion be recorded in the minutes; or
- (b) where a subsequent notice of motion follows a rescission motion.

### **33. 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 – Delegated Committee Meetings**

34. Schedule 1 applies to the conduct of Delegated Committee meetings.

## **Part 5 – Other meeting Procedures**

### **Division 1 – Matters not provided for**

#### **35. Matters not provided for**

Where a situation has not been provided for under these Governance Rules, Council may determine the matter by resolution.

### **Division 2 – Motions**

#### **36. Form of motion or amendment**

- 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 that forms part of an agenda item before a meeting has no standing until moved as a motion and seconded. Suggested wording of such a motion may include **"I move the recommendation"**, **"Move the recommendation"** or **"Move that the recommendation be adopted"**.

### 37. Moving a motion

- 1) The procedure for moving a motion is-
  - (a) the mover must state the motion without speaking to it;
  - (b) the Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order;
  - (c) unless the motion is a formal motion, it must be seconded by a Councillor other than the mover;
  - (d) if a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
  - (e) if the motion is seconded, the Chairperson must ask: "Is the motion opposed";
  - (f) 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;
  - (g) if a Councillor indicates opposition to the motion, then the Chairperson must call the mover to address the meeting;
  - (h) after the mover has addressed the meeting the seconder may address the meeting;
  - (i) 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;
  - (j) after a Councillor has spoken against the motion the Chairperson may call upon any other Councillor to speak for or against the motion;
  - (k) 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;
  - (l) 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;
  - (m) 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
  - (n) motions must be clear and unambiguous and not be defamatory or objectionable in language or in nature.

- 2) 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.

### **38. 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) Any such alteration shall not be regarded as an amendment to the motion.

### **39. Right of reply**

- 1) The mover of a 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 exercised, the motion must be immediately put to the vote without any further discussion or debate.

### **40. No right of reply for amendments**

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

### **41. 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 motion and framed so as to complement it as an intelligible and consistent whole.

### **42. Who may propose an amendment?**

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

### **43. Who may debate an amendment?**

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

### **44. 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 can be taken into consideration until the previous amendment has been dealt with.
- 2) A Councillor cannot move more than 2 amendments in succession.

### **45. An amendment once carried**

If the amendment 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 motion have exercised their right to do so.

### **46. Foreshadowing motions**

- 1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their 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 meeting 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 in the Minutes but may do if it is thought appropriate.

#### **47. Withdrawal of motions**

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

#### **48. 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.

#### **49. 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 or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

#### **50. 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.

#### **51. Circulated motions**

- 1) Where:
  - (a) 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 -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.

#### **52. Debating the motion**

- 1) Debate must always be relevant to the question before the Chair, and if not, the Chairperson may request the Councillor to confine debate to the subject matter.
- 2) If after being requested to confine debate to the motion before the Chair, the Councillor continues to debate irrelevant matters, the Chairperson may require the Councillor to not

speaking 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 Councillors 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 Councillors may have addressed the meeting their views may be representative of the other Councillors, 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.

### **53. 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 a person affected by or reliant on the resolution or where a statutory procedure has been actioned.

### **54. Suspension of standing orders**

- 1) The provisions of these Governance Rules 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.”**

### **55. No motions may be accepted during the suspension of standing orders**

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

### **56. Interruption for point of order**

A Councillor who is addressing the meeting must not be interrupted unless called to order when they must remain silent until the Councillor raising the point of order has been heard and the point of order determined by the Chairperson.

## **Division 3 – Speaking times**

### **57. Speaking times**

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

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

### **58. Extension of speaking times by resolution of Council**

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

### **59. When an extension can be proposed**

A motion for extension of speaking time must be proposed:

- (a) immediately before the speaker commences debate;
- (b) during the speaker's debate; or
- (c) immediately after the speaker has concluded debate.

### **60. No extension after next speaker has commenced**

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

### **61. Length of extension**

Any extension of speaking time must not exceed 3 minutes.

## **Division 4 – Points of order and other procedural matters**

### **62. Points of order**

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

- (a) contrary to these Governance Rules or the provisions of Act;
- (b) defamatory or disloyal;
- (c) irrelevant;
- (d) improper;
- (e) obscene; or
- (f) outside Council's legal powers.

### **63. 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 as follows:

- (a) identify the point of order; and
- (b) the reason for bringing it to the attention of the Chair.

#### **64. Consideration of point of order**

- 1) If called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chairperson to provide an explanation.
- 2) The Chairperson may adjourn the meeting to consider a point of order otherwise the Chairperson 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 they consider applicable to the point raised without entering into any discussion or comment.

#### **65. 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 vote in favour of 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 they will maintain their 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.

#### **66. 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.

#### **67. 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 any motion 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.

#### **68. 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.

#### **69. Adjourning the debate**

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

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

#### **70. 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 these Governance Rules, 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 any policy determined by Council from time to time, the giving of prior notice.
- 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.

#### **71. Petitions and joint letters**

- 1) All petitions or joint letters must be tabled at the next 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 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.

#### **72. Councillor presenting petition**

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

- (a) they are familiar with the contents and purpose of the petition or joint letter; and
- (b) the petition or joint letter is not derogatory or defamatory.

### **Division 5 – Notice of motion**

#### **73. Must be listed on Agenda**

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

#### **74. 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 2 clear working days prior to the meeting at which the Notice of Motion is to be considered.

#### **75. Rejection of a vague notice**

- 1) The Chief Executive Officer may reject any Notice of Motion that is 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.

#### **76. 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.

### **77. Register of notices**

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

### **78. 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.

### **79. If lost**

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

## **Division 6 – Notice of amendment or rescission**

### **80. Procedure**

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

- (a) the decision has not been acted upon; and
- (b) a notice signed by 2 Councillors is delivered to the Chief Executive Officer outlining:
  - i. the decision proposed to be amended or rescinded; and
  - ii. the meeting and date when the decision was made.
- (c) 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.

### **81. 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.

### **82. If lost**

Unless the Council resolves to relist 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 3 months from the date it was lost.

### **83. If not moved**

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

### **84. 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.

### **85. 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 or rescission is not required.
- 3) However, the following standards should apply:
  - (a) 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; and
  - (b) the Council may determine the extent to which these standards should be followed which will depend upon the circumstances of each case.

#### **86. 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**

#### **87. During meetings**

- 1) At every meeting of Council, at the discretion of the Chairperson, time may be allocated to enable any member of the community to address Council.
- 2) Sub-clause 1) does not apply during any period when Council has resolved to close the meeting in respect of a matter under section 66 of the Act.

#### **88. Meetings**

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

#### **89. Public question time**

- 1) There must be a question time at every 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 meeting using the appropriate form.
- 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 66 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) the meeting must be advised 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 the question be answered by a nominated Councillor or member of Council staff.
- 10) Questions and answers must be as brief as possible, and must not exceed 2 minutes in duration.
- 11) No debate or discussion of a question or an answer is 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 provided within 10 working days following the meeting (the question thereby being taken on notice).

#### **90. Councillor question time**

- 1) There must be a question time at every meeting of Council 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 they require time to research their answer must ensure that a response is provided to all Councillors within 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.

#### **91. Reports from Councillors**

- 1) At each meeting of Council, 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 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.

#### **92. Chairperson may remove**

- 1) 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.
- 2) Any member of the Victoria Police Force may remove from the Chamber any person who acts in breach of these Governance Rules.

### **Division 8 – Additional duties of Chairperson**

#### **93. Chairperson's duties and responsibilities**

In addition to other duties and discretions provided in these Governance Rules, the Chairperson:

- (a) 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; and
- (b) must call to order any person who is disruptive or unruly during any meeting.

### **PART 6 – Common Seal**

#### **94. Purpose**

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

#### **95. 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".

#### **96. Signatures accompanying the affixing of the Common Seal**

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

#### **97. 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 made by resolution at a Council meeting.

**98. Security of Common Seal**

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

**99. 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.

Draft for Consultation

## **SCHEDULE 1 – MEETING PROCEDURES FOR DELEGATED COMMITTEES**

### **100. Notices and Agendas**

- 1) The date, time and place of all delegated committee meetings are determined on an annual basis by the committee and at least 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 7 days' notice of the changes to the members.
- 3) The agenda for the meeting will be set by the Chairperson.

### **101. Quorums**

- 1) The quorum required for committee meetings will be not less than half the total number of elected Committee members.
- 2) If after 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 7 days from the date of the adjournment.

### **102. 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 they 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.

### **103. 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.

### **104. 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.

### **105. 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 they must sit down and remain silent until the committee member raising the point of order has been heard and the Chairperson has ruled on the point of order.

## 106. Motions and amendments

- 1) Any motion or amendment which is–
  - a) defamatory; or
  - b) objectionable in language or nature; or
  - c) 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; and
  - 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) If the amendment motion is carried, it then becomes the final motion before the Chair.
- 9) 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.
- 10) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- 11) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- 12) 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.
- 13) 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.
- 14) 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

**107. Other matters**

If the committee is required to deal with:

- a) divisions;
- b) formal motions;
- c) separation of motions;
- d) points of order;
- e) adjournment of meeting;
- f) suspension of standing orders;
- g) a notice of motion;
- h) a notice of rescission motion;
- i) maintenance of order;
- j) suspension; or
- k) removal from the meeting -

these matters should be dealt with in accordance with the relevant Governance Rules applying to a meeting of Council.

Draft for Consultation

## **SCHEDULE 2 – QUESTIONS FROM THE GALLERY**

### **Council meeting question time**

- 1) Council sets aside times at its 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 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 at the meeting.
- 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 relates to:
  - a) personnel matters
  - b) the personal hardship of any resident or ratepayer
  - c) industrial matters
  - d) contractual matters
  - e) proposed developments
  - f) legal advice
  - g) Matters affecting the security of Council property
  - h) any other matter which Council considers would prejudice it or any person
  - i) matters which may disadvantage Council or any personOr is:
  - a) defamatory, indecent, abusive or objectionable in language or substance
  - b) repetitive of a question already answered (whether at the same or an earlier meeting)
  - c) 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 – ELECTION PERIOD POLICY

### ELECTION PERIOD POLICY

#### 1. Purpose

This policy has been adopted by the Buloke Shire Council (Council) in compliance with the requirements of Section 69 of the Local Government Act 2020 (Act).

In order to ensure general elections and by-elections for Council are conducted in a manner that is fair and equitable, and is publicly perceived as such, Council affirms the following policy principles.

#### 2. Election Period

The election period means the period that:

- a) starts at the time that nominations close on nomination day; and
- b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- a) all Councillors and members of Council staff are informed of the requirements of this policy, and
- b) a copy of this policy is given to all Councillors.

#### 3. Prohibited decisions

Council is prohibited from making any Council decision:

- a) during the election period for a general election that:
  - iii. relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - iv. commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - v. the Council considers could be reasonably deferred until the next Council is in place; or
  - vi. the Council considers should not be made during an election period; or
- b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

#### 4. What is a Council decision?

For the purposes of clause 3 of this policy, **Council decision** means the following:

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a delegated committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community

Asset Committee under delegation.

## 5. Caretaker Statement

During the election period, the Chief Executive Officer will ensure a Caretaker Statement is included in every agenda submitted to the Council or to a delegated committee of Council for a decision. The Caretaker Statement will appear at the start of the agenda and will state that:

*The recommended decisions in all reports on this agenda are not prohibited decisions as defined in clause 4 of the Election Period Policy.*

Should any report be presented to the Council or a delegated committee during an election period, which is considered does constitute a prohibited decision, this will be clearly indicated with a statement both at the commencement of the agenda and at the heading of any such report.

## 6. Council Resources

The Council will ensure due propriety is observed in the use of all Council resources, and members of Council staff are required to exercise appropriate discretion in this regard. In any circumstances where use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Director Corporate Services.

Council resources, including offices, support staff, Mayoral vehicle, meeting facilities, hospitality, equipment, photocopying and stationery will be used exclusively for normal Council business during the election period and will not be used in connection with any election.

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs incurred in the performance of normal Council duties, and not for expenses which could be perceived as supporting or being connected with a candidate's election campaign.

No Council logos, letterheads or other Buloke Shire Council logos or associated Council material will be used for, or linked in any way to, a candidate's election campaign. The Chief Executive Officer and members of Council staff will not be asked to undertake any tasks connected directly or indirectly with electioneering.

Councillors and members of Council staff are required to comply with section 304(1) of the Act which states:

*A Councillor or member of Council staff must not use Council resources in a way that—*

- a) is intended to; or*
- b) is likely to—*

*affect the result of an election under this Act.*

*Penalty: 60 penalty units.*

## 7. Community Engagement

During the election period the Council will undertake procedures to limit community engagement. Whilst community engagement is an integral part of Council's policy development process and operations, Council is concerned to ensure that community engagement is not undertaken close to a general election or a by-election so as to possibly

become an election issue in itself and influence voting. Councillors acknowledge that issues raised through the community engagement and decisions that follow may also unreasonably bind the incoming Council.

No community engagement will be undertaken during the election period unless authorised by a decision made at a Council meeting that acknowledges the application of this policy and justifies to the Buloke community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

## 8. Council Events

Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by Councillors for electioneering purposes. To this end the Chief Executive Officer will ensure that no Council events will be scheduled during the election period unless there are special or exceptional circumstances making it necessary and justifying how the risks of influencing the election will be mitigated or prevented.

## 9. Information

The Council recognises all election candidates have rights to information from the Council administration. However, it is important that Councillors continue to receive information which is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from members of Council staff which might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

Information and briefing material prepared by members of Council staff for Councillors during the election period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters which are the subject of public or election debate or which might be perceived to be connected with a candidate's election campaign.

## 10. Publicity

It is recognised that Council publicity is intended to promote Council activities and services. Council publicity will not be used in any way which might influence the outcome of a Council election.

Councillors and members of Council staff are required to comply with section 304(2) of the Act which states:

*A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.*

*Penalty: 60 penalty units.*

In addition:

- a) during the election period, no member of Council staff may make any public statement that could be construed as influencing the election;
- b) during the election period, publicity campaigns, other than for the purposes of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief

Executive Officer. Council publicity during the election period will be restricted to promoting normal Council activities;

- c) any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer. In any event, no media advice or assistance will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors;
- d) Councillors will not use their position as an elected representative to access members of Council staff and other Council resources to gain media attention in support of an election campaign; and
- e) all Council media releases (which exclude electoral matters) in the election period will be issued in the name of the Chief Executive Officer as appropriate.

### **11. Assistance to Candidates**

Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

All election related enquiries from candidates, whether Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or Director Corporate Services.

### **12. Social Media**

During the election period, Councillors standing for re-election must not include in their official Councillor emails any reference to their personal social media accounts, such as Facebook.

### **13. Public Availability of this Policy**

A copy of this policy is:

- a) available for inspection by the public at the Council's Wycheproof District Office; and
- b) published on the Council's internet website.

### 8.2.3 INSTRUMENT OF DELEGATION TO CEO

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** PE/02/01

**Attachments:** 1 [↓](#) S5 - Delegation

**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 resolves that:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

#### 1. Executive Summary

Many Council decisions are not made at Council meetings. In view of the range of legislative and regulatory responsibilities of Local Government it would not be possible for the sector to function effectively if this was the case. Instead, decision-making power can be delegated to special committees or to members of Council staff. The nature and extent of these delegations are controlled through formal Instruments of Delegation.

Delegations are different from authorisations. The decision of a delegate of Council is deemed to be a decision by Council. The decision by a person appointed by Council to a statutory position, for example, an Authorised Officer, is not. That person's powers and responsibilities are quite distinct from those of Council.

Best practice governance procedures suggest delegations and associated policies should be reviewed on at least an annual basis.

This Report sets out the following proposed document Instrument of Delegation to the Chief Executive Officer (S5).

#### 2. Discussion

Most statutes impose limitations on the powers which may be delegated. Usually one of the powers which may not be delegated is the delegation power itself. However, this limitation does not apply in respect of delegation to the CEO. Under Section 11 of the *Local Government Act 2020*:

“(1)(b) The instrument of delegation to the chief executive officer may empower the chief executive officer to delegate any power of the Council other than the power, duty or function specified in subsection (2).”

The Instrument of Delegation to the Chief Executive Officer may therefore empower the CEO to exercise various powers of the Council, including the power to delegate powers to Council officers.

In this instance the Instrument of Delegation to the Chief Executive Officer has been updated to reflect the changes resulting from the *Local Government Act 2020* being enacted and to the financial delegation of the Chief Executive Officer to \$250,000.

### **3. Financial Implications**

There are no financial implications as a result of this report

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

There are no cost considerations as a result of this report

### **5. Community Consultation**

Once adopted, a copy of the instrument of delegation will be available on Council's website.

### **6. Internal Consultation**

No internal consultation is required.

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

An effective and current system of delegations is crucial to the operations and functions of Council. It is possible that the decisions taken under delegation will be reviewed in other spheres, including the judicial system. Therefore, a proper record of delegated action must be kept to ensure that the decision or action can be substantiated at a later date. This report is in accordance with the *Local Government Act 2020*.

### **8. Environmental Sustainability**

There are no environmental sustainability considerations.

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

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

### **10. Conclusion**

The effective allocation and control of decision-making powers is pivotal to the operation and functions of Council and its commitment to good governance.

***S5 Instrument of Delegation to Chief Executive Officer***

**Buloke Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

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**Instrument of Delegation**

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Buloke Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 10 June 2020;
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

**THE COMMON SEAL** of the **BULOKE SHIRE COUNCIL** was hereunto affixed in the presence of:

.....**Councillor**

.....**Chief Executive Officer**

■  
**SCHEDULE**

**The power to**

1. determine any issue;
2. take any action; or
3. do any act or thing  
arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

**Conditions and Limitations**

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 1.1 awarding a contract or making an expenditure exceeding the value of \$250,000;
  - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - 1.3 election of a Mayor or Deputy Mayor;
  - 1.4 granting of a reasonable request for leave under section 35 of the Act;
  - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - 1.6 approval or amendment of the Council Plan;
  - 1.7 adoption or amendment of any policy that Council is required to adopt under the Act;
  - 1.8 adoption or amendment of the Governance Rules;
  - 1.9 appointment of the chair or the members to a delegated committee;
  - 1.10 making, amending or revoking a local law;
  - 1.11 approval of the Budget or Revised Budget;
  - 1.12 borrowing money;
  - 1.13 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 4.1 policy; or
  - 4.2 strategy  
adopted by Council; or
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

## 8.2.4 ECONOMIC DEVELOPMENT AND TOURISM STRATEGY PROGRESS REPORT - JUNE 2020

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

**Department:** Works and Technical Services

**File No:** ED/03/08

**Attachments:** 1 [↓ Economic Deleopment Tourism Strategy Progress Report June 2020](#)

**Relevance to Council Plan 2017 - 2021**

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

### RECOMMENDATION

That Council note the progress made against the Economic Development & Tourism Strategy 2018-2021.

#### 1. Executive Summary

This report is to be provided to Council to note the progress made against the priorities and initiatives outlined in the Economic Development and Tourism Strategy.

#### 2. Discussion

In August 2018, Council adopted a new Economic Development and Tourism Strategy. One of the key actions in the Annual Plan was to report on the progress of the implementation of the Strategy twice per year.

The report in December 2019 highlighted some of the achievements:

- Establishment of the Economic Development and Tourism Advisory Committee.
- Completion of the Better Approvals Project program, which aims to streamline permits for businesses.
- Industry gap analysis project funded and underway, with a draft report received in November.
- Signed the Small Business Friendly Council charter
- Completion of a Skills Demand Profile in partnership with the Victorian Skills Commissioner.
- Supported the running of a social enterprise workshop in Nandaly in September.
- Secured additional funding for three mobile blackspots across the Shire.
- Significant investment in tourism initiatives and infrastructure, including Trading of the Trail, Lake Tyrrell, Green Lake, Watchem Lake, Wooroonook Lake, Tchum Lake, Birchip streetscape, Silo and street art and travellers rest/public toilet upgrades.
- Secured funding for infrastructure for Sea Lake and Charlton childcare centres.
- Partnering with Agriculture Victoria to deliver Internet of Things trial across the Shire.
- Applications made for a Buloke Branding Project and Investment Gap Analysis.
- Delivered the local transport solutions project
- Redevelopment of a range of travellers rest facilities throughout the Shire
- Development of street art, including painting two silos to connect to the Silo Art Trail

Since December, the following achievements have been made:

Some of the key recent highlights since the December report include:

- Draft implementation plan for the Workforce Development & Skills needs report being developed in partnership with the North Central Local Earning and Employment Network
- Draft implementation plan being developed for three-year investment attraction plan
- Draft investment guides have been developed
- Submitted funding applications for caravan park upgrades across the Shire
- Awarded the contract for Birchip streetscape upgrades
- Secured \$450,000 for streetscape upgrades in Wycheproof
- Secured \$300,000 for conversion of the Sea Lake office to a visitor information centre
- Secured \$4,000,000 for streetscape upgrades in Sea Lake, Birchip, Wycheproof, Donald and Charlton.
- Secured funding for township brochures
- Secured funding for childcare centres at Charlton, Wycheproof and Sea Lake.
- Partnered with Central Victorian Greenhouse Alliance to deliver the Loddon Mallee Renewable Roadmap
- Partnered with Wimmera Mallee Tourism in the Wimmera Mallee Visitor Servicing Strategy
- Redevelopment of a range of travellers rest facilities throughout the Shire.
- Roll out of business support team as part of COVID-19 pandemic response
- Applied for additional funding for key freight routes.

The Economic Development and Tourism Strategy is a four-year plan. Solid progress was noted in June 2019 and December 2019 and further progress has since been made with additional actions being started and completed.

### **3. Financial Implications**

Many of the initiatives have been externally funded, whilst others are being delivered through the operational budget. Further funding will need to be sought externally, and internal contributions through the operational budget should be considered in the next financial year to continue to deliver initiatives identified in the strategy. By implementing these initiatives, it is hoped the financial and economic activity of the region is strengthened.

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

There are no cost shift considerations in this report.

### **5. Community Consultation**

The Economic Development and Tourism Advisory Committee now provide a focussed consultative mechanism for Council's economic development and tourism priorities, and many of these projects will continue to be tested with the committee. Other community members and stakeholders have been consulted in the preparation of plans and implementation of initiatives in the strategy at a local, regional and state level.

### **6. Internal Consultation**

This report has been developed with input across the management team. Members of the management team are also involved in advising on and the implementation of actions in the strategy.

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

The Economic Development and Tourism Strategy is a key strategic document for Council and the implementation of the action plan is an important part of Council's role. The need to report on progress against the strategy was outlined in the Year 3 Annual Plan.

### **8. Environmental Sustainability**

There are no environmental sustainability implications within this report.

**9. Conflict of Interest Considerations**

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

**10. Conclusion**

That Council note further progress in the implementation of the Economic Development & Tourism Strategy since the last progress update in December 2019, and that there are a number of projects started, in progress and complete.

Strategy	Action No.	Action	Indicative timing	Progress Notes
<b>Enhance the role of agriculture in the Buloke Shire.</b>	<b>1.1</b>	Continue to actively seek intensive animal husbandry opportunities including achieving critical mass for value adding options from waste stream or for feed and litter	2019-Ongoing	Ongoing. Direction for this investment attraction activity has been set and supported by the industry, product and services gap analysis project, which includes a three-year investment attraction plan. The investment attraction plan is now being worked in to an implementation plan.
	<b>1.2</b>	Support and advocate for automation ventures such as AgTide.	2020-2021	Ongoing. Council is a partner to the Agriculture Victoria Internet of Things trial surrounding Birchip. Project has been tendered and roll out has commenced.
<b>Build community capacity to facilitate economic development &amp; tourism.</b>	<b>2.1</b>	Conduct research to identify gaps in services and products across the Shire and build business cases to attract private investment 2019-2020	Late 2019	Gap analysis complete February 2020. This will help to guide Buloke's key priorities in the three-year investment attraction plan.
	<b>2.2</b>	Identify knowledge and skill gaps amongst business as well as a preference for training solutions	Late 2019	Workforce Development & Skills Needs report delivered. Buloke Shire and NCLLEN are in discussion to partner with RTO. Work force development implementation plan in draft form to present to SLT early June.
	<b>2.3</b>	Establish a Buloke Economic Development & Tourism Board with representatives from a range of towns and areas (Agriculture, Retail, Tourism) to provide advisory input in to Council on local priorities.	2019	Ongoing meetings (bi-monthly). EDATAC are assisting to advise on actions in the Economic Development Strategy and support Buloke's COVID-19 response.
	<b>2.4</b>	Implement a business support system to interface with business and Council.	2020	Business support Facebook page has been developed, and online business directory is in development.

	<b>2.5</b>	Support town communities to establish and oversee community enterprises in meeting local needs	2018	Investigating opportunities for upskilling of community forums/group/chambers support the business community consistently across Buloke.
<b>Ensure Councils continued and strengthened investment in economic development support.</b>	<b>3.1</b>	Agree on a whole-of-council coordination of new business and business expansion, with nominated case officers.	Late 2018	Better Approvals Project launched, business permit applications coming through and feedback is gathered for review at fortnightly meetings between Development Services and Economic Development.
	<b>3.2</b>	Decide on the most appropriate package of business and investment incentives to send a welcoming message to businesses.	2019-early 2020	No monetary incentives budgeted for in 19/20 or 20/21. This has also been identified as an action in the Investment Attraction Plan. Economic Development continues to seek funding opportunities.
	<b>3.3</b>	Review the Municipal Strategic Statement (MSS) and other Council documents to ensure land use strategies are attractive to investment.	2020	The MSS will get a minor update as part of the amendment that is done when the Rural Land Use and Settlement Strategy (RLUSS) is adopted. The RLUSS found that the Farming Zone is suitable and appropriate for any agricultural investments that might be undertaken in the Shire. It is considered that there is enough flexibility to allow for other appropriate businesses with permits, eg. tourism ventures and renewable energy (which were identified as priorities in the Economic Development & Tourism Strategy).

<b>Secure appropriate services to improve liveability and investment.</b>	<b>4.1</b>	Lobby for equity of access for Buloke businesses in accessing new technology.	2019	Ongoing. Secured funding for three mobile blackspots, and lobbying for more blackspot funding. Economic Development & Tourism Lead involved in development of the Mallee Digital Plan, driven by the Mallee Regional Partnerships.
	<b>4.2</b>	Develop a partnership to attract new technology providers and system developed to overcome current IT challenges.	2020-2021	In progress. Economic Development & Tourism Lead involved in the development of the Mallee Digital Plan, driven by the Mallee Regional Partnerships. Ongoing investigation in to new partnerships.
	<b>4.3</b>	Ensure the Buloke Planning Scheme provides for quality housing options and potential rural residential allotments near townships.	2020	The RLUSS has considered the availability of residential land. Based on current residential building permit statistics there is adequate residential zoned land in the shire. The residential zone used in Buloke is the Township Zone which is considered to be a more flexible urban / residential zone – allowing the consideration of a range of non-residential uses subject to a permit. The RLUSS has considered the need for the introduction of the Rural Living Zone into the Buloke planning scheme, as this was put forward by community consultation. This would need to be introduced by a planning scheme amendment.

	<b>4.4</b>	Secure funding support to map current and develop new opportunities for Early Childhood education provision.	2018	Ongoing. Funding secured for Charlton Early Years Facility, Sea Lake and Wycheproof. Secured funding for Maternal Child Health support.
<b>Secure funding for our infrastructure to attract economic development.</b>	<b>5.1</b>	Regular seeking of investment for critical town and rural assets through grant programs	2019	Successful grant applications for infrastructure projects including Drought Communities Program, Wycheproof Streetscape, Sea Lake Visitor Information Centre, Buloke Town Revival Project and Caravan and Camping redevelopment.
	<b>5.2</b>	Having a clear asset management plan and project priorities pipeline to ensure shovel readiness when grants are released.	2019	Infrastructure Planning preparing asset management plans in 2020. A Project Pipeline has been developed.
	<b>5.3</b>	Actively lobby levels of government for improved rural funding models that address asset renewal.	2018-2021	Ongoing. Active advocacy for both Federal Government (Roads to Recovery, HVSP) and State Government (Roads to Market, Fixing Country Roads).
	<b>5.4</b>	With Rail Freight Alliances, campaign for improved rail freight and infrastructure	Ongoing.	Council has written to relevant ministers advocating for improved freight connectivity and continue to campaign hard for the full completion of the Murray Basin Plan. Strong Councillor representation at RFA meetings and conference.
	<b>5.5</b>	Seek opportunities to promote public transport including sustainable funding models for community and transport.	Early 2019	In Progress. All five larger towns now have community transport options. \$15k project underway from Mallee Transport for promotional material for existing transport

				connections. Council working with the Mallee Local Transport Forum, providing information to communities regarding available community transport and investigating options to public transport shortfall. Charlton Neighbourhood House are leading a project to collate and share the learnings from the Buloke CM projects to further refine local work to meet growing community need.
	<b>5.6</b>	Prioritise advocacy for streetscape updates.	2019	\$4 Million for Streetscape funding confirmed May 2020. Wycheproof Streetscape and Birchip Streetscape have green light/are underway.
<b>Maximise regional economic development and tourism potential through partnerships.</b>	<b>6.1</b>	Present the benefits of all formal partnerships to Council for consideration.	2019	Completed. Presented to two briefings in 2019. Partnerships also to be considered as part of Economic Development and Tourism Service review presented in early 2020.
	<b>6.2</b>	Active involvement in directing and participating in work programs and potential projects with partners. Consideration of how the projects lead to economic development for BSC such as preparing investment guides for legumes and oil seeds.	2020-21	Ongoing. Eco Dev & Tourism continues to be involved in collaborative projects with partners to achieve economic outcomes for BSC.
	<b>6.3</b>	Work with NPC on attracting intensive animal value add products	2019	Ongoing. Eco Dev & Tourism officer continues to consult NPC on investment enquiries.
	<b>6.4</b>	Participate and support WMT initiatives including production of new prints and online visitor information.	2020	Ongoing. Eco Dev & Tourism officer involved in development of Digital Tourism Toolkit

				with WMT in response to cancellation of trading off the trails event. Ongoing delivery of outcomes from the Wimmera Mallee Destination Management Plan.
<b>Tourism experience development.</b>	<b>7.1</b>	Continue targeted community grants program to support events.	2018-2021	Review of grants program completed. Community and events grants remain available. Community grants program supports events through sponsorship and project support grants. Work has begun on specific event planning and risk management documents to support applications. This will be a joint Economic Development and Community Development project. Preliminary discussions between departments have commenced.
	<b>7.2</b>	Assist with event promotion including calendar of events online and in print.	2020	Will be informed by the branding/marketing project and subject to resources and budget. Region wide events calendar has been discussed at WMT and WSM group meetings and highlighted with consultants in WSM Visitor Servicing Analysis project.
	<b>7.3</b>	Feasibility if chartered air services to tourism destinations.	2020	Not started. No progress.
	<b>7.4</b>	Incentivise shop owners to upgrade shop facades. Council could subsidise as part of streetscape improvement program.	Early 2019	Opportunity for EDATAC to lead discussion and action on activating vacant shopfronts. Incentives for upgrades to shop facades included in WMT BBRF funded town strategy.

<b>7.5</b>	Address the gaps in infrastructure facilities in towns to ensure the provision of essential, quality visitors amenities such as caravan parking, signage and improved public toilet facilities.	2019-2021	toilet upgrades along the Calder Highway as part of the Drought Communities Programme delivered  \$4 million funding announced for streetscape projects for Sea Lake, Birchip, Wycheproof, Donald and Charlton.  WMT BBRF Town and caravan park strategy and master plans in draft form.
<b>7.6</b>	Develop tourism signage strategy to encourage consistency in appearance.	2019	In progress. Signage gap report completed. Seeking funding to complete next phase in the project. Town entrances provided for in funded Buloke Town Revival Project.
<b>7.7</b>	Prepare Buloke Country marketing plan to includes as style guide, brand name, inclusive information and utilises commissioned photography.	2019	Started. This project has been scoped and a funding application has been made to RDV. Application was unsuccessful.  Items in this action will be picked up in Drought Communities Programme funding for township brochures.
<b>7.8</b>	Improve the online content about Buloke Shire's attractions and services.	2020	In progress, Buloke online Business directory in development. New investment guides in final draft stage. Develop page with links to WMT content.
<b>7.9</b>	Develop thematic trails with adjacent shires to connect self-drive and coach visitors with key attractions and supporting services.	2019	Executed via WMT digital innovation project was launched in October. The project is being supported by Eco Dev & Tourism Lead.

				Interactive trail maps published on Wimmera Mallee Tourism Website <a href="https://www.visitwimmeramallee.com.au/">https://www.visitwimmeramallee.com.au/</a>
	<b>7.10</b>	Improve the distribution of visitor information.	2020	<p>\$300,000 announced to fund visitor information centre in Sea Lake.</p> <p>Urban Enterprise WMT Visitor Servicing Analysis consultation complete – draft due June 2020.</p> <p>Buloke OVG (project funded by Buloke Shire Council) completed and distributed by Buloke Tourism Board.</p> <p>Photos owned by Buloke Tourism Board will be made available to EDATAC committee to be used in Town Brochures and New Residents Packs.</p>
<b>Promote the economic development advantages of sustainability in the Buloke Shire.</b>	<b>8.1</b>	Continue the land use policy support for alternative energy provision in the Buloke Planning Scheme whilst also providing support and active engagement with potential small scale programs.	2020	Ongoing. Eco Dev & Tourism is providing support and localised advice to the Loddon Mallee Renewable Energy Roadmap project and continues to seek opportunities around alternate energy provision such as solar, battery storage and biomass. Eco Dev & Tourism has provided support to multiple potential investors in renewables/sustainability.
	<b>8.2</b>	Develop a partnership to attract new technology providers and system developers to overcome IT challenges.	2018	Ongoing projects such as AgTide, Internet of Things trial. Established partnership with Hyperwave to increase fixed wireless network through northern Buloke (Sea Lake) to connect

				existing networks in Yarriambiack and Swan Hill.
	<b>8.3</b>	Investigate the options for farmers to secure native vegetation offsets on their property for investment.	2019	<p>No further progress.</p> <p>In discussions with DELWP about providing information sessions on native vegetation offset as an additional revenue opportunity for landowners.</p> <p>The Building Climate Resilience event held in October via the Drought Communities Programme also provided sessions on alternate options for revenue and adding value to existing agribusiness.</p>

## 8.2.5 SRV FUNDING APPLICATIONS

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

**Department:** Works and Technical Services

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

**Attachments:** Nil

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Responding to and enhancing our built and natural environment

### RECOMMENDATION

That Council:

1. Engage with relevant sporting clubs and apply to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program for Buloke Sports Lighting upgrades;
2. Apply to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program for Donald Community Precinct Stage Two; and
3. Utilise \$200,000 allocated to the Donald Community Precinct in the draft 2020/21 capital budget as matching funding for the broader Donald Community Precinct Stage Two project.

### 1. Executive Summary

This report is presented to Council to consider submitting two applications under Sport and Recreation Victoria's Community Sports and Infrastructure Program for Donald Community Precinct Stage Two and sports lighting upgrades across multiple recreation facilities in the Buloke Shire.

### 2. Discussion

The Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program is a \$68 million dollar fund to build and upgrade sports facilities across the state to support local sporting club, create jobs and boost economic recovery from the coronavirus (COVID-19) pandemic.

The grant is now open and supports up to three applications from local government which are a minimum of \$1 million. Each application requires a cash contribution of 10% of the total project cost. Applications close Friday 19 June, 2020.

#### Buloke Sports Lighting Upgrade

This project aims to improve sports lighting across the following sports facilities:

- Charlton Football Oval
- Charlton Tennis Courts
- Wycheproof Football Oval
- Nullawil Football Oval
- Sea Lake Hockey Field
- Birchip Netball Courts
- Birchip Tennis Courts

Officers are currently working with lighting engineers and each club to assess the costs and viability of these projects. For this project, each club will need to cover 10% of the total cost of the project, to meet the matching eligibility requirements.

### Donald Community Precinct Stage Two

This project aims to complete items which were not able to be completed within the budget and scope of stage one, including:

- Upgrades to squash courts
- Upgrades to football lighting
- Upgrades to hockey lighting
- Upgrades to netball courts
- Upgrades to Jeffcott oval

Officers are working closely with the Committee to scope and cost these projects. Council currently has \$200,000 to complete works at the Donald Community Precinct in the draft 2020/21 budget and this can be used as matching funding for this project.

### **3. Financial Implications**

Each project will require a cash co-contribution of 10% of the total project cost. User groups and sporting clubs have been consulted and requested to provide 10% cash contributions for the respective lighting upgrades. Council would need to consider allocating up to \$200,000 in matching funding for Donald Community Precinct Stage Two, which has been identified in Council's draft 2020-2021 draft budget.

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

There are no cost shift considerations in this report.

### **5. Community Consultation**

Extensive community consultation has been undertaken for both projects, through the development of a masterplan for Donald, and meetings with various stakeholders for both projects.

### **6. Internal Consultation**

Council's management team have met to discuss the project.

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

These projects align with a number of Council policy and strategy documents, including but not limited to:

- 2030 Community Plan
- Council Plan
- Economic Development and Tourism Strategy
- Investment Attraction Plan
- Inclusiveness Plan
- Donald Recreation Reserve Masterplan

### **8. Environmental Sustainability**

Both projects will consider environmental sustainability initiatives where possible.

**9. Conflict of Interest Considerations**

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

**10. Conclusion**

It is recommended that Council apply for Buloke Sports Lighting Upgrades and Donald Community Precinct Stage Two.

It is recommended that Council consider matching up to \$200,000 for the Donald Community Precinct Stage Two project from the 2020/2021 budget.

## 8.2.6 REPORT ON GRANT OUTCOMES

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

**Department:** Office of the CEO

**File No:** GS/03/02

**Attachments:** Nil

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Responding to and enhancing our built and natural environment

### RECOMMENDATION

That Council note the information provided in the grant funding outcomes report.

#### 1. Executive Summary

This report provides the Council with information on the funding applications and outcomes made over the past twelve months.

#### 2. Discussion

Over the past twelve months, Council has advocated for, and made a range of funding applications to state and federal government programs.

Over this period, Council has applied for over \$16.4million in funding for a range of infrastructure and service funding opportunities. The below table outlines the outcomes for those applications:

Successful applications:	\$13,425,659
Outcomes not yet known	\$2,994,100

This high value of funding applications submitted highlights the proactive approach by the Council in advocating and applying for funding. Importantly, Council has been able to source funding for key projects that have been identified by the community as priorities to pursue. The list of all funding submissions made over the past twelve months is below and represents a very productive and positive outcome for the Buloke community. It also represents a diverse range of priorities advocated for and is reflected in forward capital works plans.

This is a larger than expected figure, and has been impacted by both federal drought assistance and economic stimulation arising from the COVID Pandemic.

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Wycheproof Streetscape Program	\$450,000	Successful
State Government - Regional Development Victoria	Big Build - COVID Stimulus	Streetscape upgrades - Charlton, Donald, Wycheprof, Birchip and Sea Lake	\$4,000,000	Successful

State Government - Regional Development Victoria	Big Build - COVID Stimulus	Sea Lake Visitor Centre (Sea Lake Office)	\$300,000	Successful
State Government - DHHS	Community Activation and Social isolation initiative	COVID Recovery	\$50,000	Successful
State Government - DHHS	Community Activation	Place based approach to COVID responses	\$20,000	Successful
State Government - DELWP	Living Libraries Infrastructure grant	Wycheproof Library extension	\$240,000	successful
State Government - VicHealth	This Girl Can	This Girl Can (Local Area Marketing)	\$13,000	successful
State Government - Department of Education and Training	Kindergarten Infrastructure and Service Plan	Planning for Three year old kinder	\$35,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Wycheproof Early Years Centre	\$700,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Charlton Early Years Centre	\$1,200,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Sea Lake Early Years Centre	\$1,152,000	successful
Federal Government - Department of Infrastructure	Drought Communities Programme	Wycheproof Kinder, Birchip Rec Reserves,	\$1,000,000	successful
State Government - Emergency Management Victoria	Safer Together Program	Safer Together Program	\$150,000	Successful
State Government	Working for Victoria	Employment of 50 people	\$2,700,000	Successful
Federal Government - Department of Infrastructure	Building Better Regions Program	Safer Cumming Avenue Project	\$492,559	Successful
Federal Government - Department of Infrastructure	Building Better Regions Program	Upgrades to Sea Lake Lascelles Road & Culgoa Lalbert Road	\$923,100	Successful
State Government - DELWP	Camping and Caravan Park Grants	Wycheproof Caravan Park Upgrade	\$170,350	Not announced yet
State Government - DELWP	Camping and Caravan Park Grants	Wooroonook Lake Caravan Park Upgrade	\$200,000	Not announced yet

State Government - DELWP	Camping and Caravan Park Grants	Donald Caravan Park Upgrade	\$56,750	Not announced	yet
State Government - DELWP	Camping and Caravan Park Grants	Gordon Park Upgrade	\$13,000	Not announced	yet
State Government - DELWP	Camping and Caravan Park Grants	Tchum Lake Upgrade	\$114,000	Not announced	yet
Federal Government - Department of Infrastructure	Heavy Vehicle Safety and Productivity Program	Berriwillock-Birchip Road	\$1,500,000	Not announced	yet
State Government - DELWP	Visitor Assets economic stimulus package	Wycheproof Wetlands and Mount Project	\$350,000	Not announced	yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Netball Court	\$200,000	Not announced	yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Recreation Female Friendly Facilities	\$150,000	Not announced	yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Oval Lighting Project	\$240,000	Not announced	yet

### 3. Financial Implications

The funding applications have been factored into the current and forward budgets.

### 4. Cost Shift Considerations

There are no cost shift considerations within this report.

### 5. Community Consultation

There has been no community consultation completed in the preparation of this report.

### 6. Internal Consultation

Staff from within the management team have developed this report.

### 7. Legislative / Policy Implications

Many of the identified projects on this list are directly from the Council Plan, other Council strategies and master plans and the community plans.

### 8. Environmental Sustainability

There are no environmental sustainability considerations in this report

### 9. Conflict of Interest Considerations

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

### 10. Conclusion

These funding outcomes represent an extremely positive outcome for the Buloke community and are an important element in delivering on the Council and Community Plan.

## **8.2.7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM**

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

**Department:** Office of the CEO

**File No:** GS/03/05

**Attachments:** Nil

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Responding to and enhancing our built and natural environment

### **RECOMMENDATION**

That Council submit an application to the Local Roads and Community Infrastructure Program for the following projects:

- Charlton Drainage Improvements (Kaye Street);
- Pavement and sealing of Industry Drive and a section of Tower Road;
- Upgrading major road and park street lighting to energy efficient globes; and
- Streetscape and street furniture enhancements for Nandaly, Berriwillock, Culgoa, Nullawil and Watchem.

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

This report is presented to Council to consider making an application under the Local Roads and Community Infrastructure Program.

#### **2. Discussion**

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Council has been allocated \$1.6million from this fund for eligible projects. Eligible projects include local road or community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

In reviewing Council's project pipeline the projects being recommended are considered to:

- Have community support;
- Align with Council's strategic and community plans;
- Assist in Council's asset management challenges; and
- Be able to be delivered in the twelve month timeframe.

The four projects recommended include:

- \$990,000 to develop underground drainage along Kaye Street, Charlton. This project will reduce localised stormwater flooding in this precinct, and construction plans have been developed for this project in previous Council budgets.
- \$240,000 for pavement works and sealing of Tower Road and Industry Drive in Donald. This project supports the heavy freight industry and may assist in future development of the industrial estate in Donald.
- \$130,000 for street furniture upgrades for the townships of Nandaly, Berriwilllock, Culgoa, Nullawil and Watchem. This will help ensure all towns across the Shire have upgraded street furniture. (To note the State Government funding recently provided to the five larger towns).
- \$240,000 to convert major road and park street lighting to energy efficient globes. This will ensure all of Council's street lighting will be energy efficient, with the local roads lighting being converted in recent years. Based on a \$240,000 investment, the estimated payback from lower electricity bills will be seven years.

### **3. Financial Implications**

These projects will be added to Council's 2020/21 budget.

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

There are no cost shift considerations in this report.

### **5. Community Consultation**

The recommendations have been developed through a review of community and strategic plans that have been developed through close consultation with our community.

### **6. Internal Consultation**

Staff from Council's Works and Technical Services Directorate and Senior Executive Team have met to discuss this report.

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

This recommendation meets a range of Council Plans and strategies, including:

- Buloke Integrated Community Plan and individual community plans;
- Council Plan;
- Economic Development and Tourism Strategy;
- Charlton Drainage Plan;
- Asset Management Plans; and
- Regional Climate Change Plans.

### **8. Environmental Sustainability**

This project will significantly improve the environmental performance of the Council, with street lighting being a significant user of electricity. Previous audits have highlighted the importance of this project, and it is expected that Central Victorian Greenhouse Alliance will be heavily involved in joint procurement.

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

No officer involved in the development of this report has a conflict of interest.

**10. Conclusion**

It is recommended that Council submit an application to the Local Roads and Community Infrastructure Program for the following projects:

- Charlton Drainage Improvements (Kaye Street);
- Pavement and sealing of Industry Drive and a section of Tower Road;
- Upgrading major road and park street lighting to energy efficient globes; and
- Streetscape and street furniture enhancements for Nandaly, Berriwillock, Culgoa, Nullawil and Watchem.

## 8.3 FINANCIAL REPORTS

### 8.3.1 AUDIT COMMITTEE MEETING MINUTES 6 MAY 2020

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 [↓](#) Draft Audit Committee Minutes - 6 May 2020

**Relevance to Council Plan 2017 - 2021**

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

#### RECOMMENDATION

That Council notes the draft Minutes of the Audit Committee meeting held on 6 May 2020.

#### 1. Executive Summary

The Audit Committee is a statutory committee of Council which considers matters of governance, finance and risk management. The Committee is comprised of three independent members and the Mayor. The Committee provides advice on the integrity and effectiveness of Council's financial reporting and risk management system.

#### 2. Discussion

At its 6 May 2020, the Committee considered the following matters:

- Defined Benefits Superannuation Scheme
- Outstanding Actions
- Audit Committee Work Plan
- Asset Management update
- Draft Loan Guarantee Policy
- Internal Audit Progress update
- Internal Audit – Draft Scope Risk Management Audit
- VAGO Audit Strategy 2020
- Insurance Summary
- Risk Management
- Legislative Compliance
- Local Government Performance Reporting
- CEO Corporate Card Expenditure
- Financial Performance as at 31 March 2020

#### 3. Financial Implications

The cost of the Audit Committee function is incorporated into the 2019/20 Annual Budget.

#### 4. Cost Shift Considerations

There are no cost shift implications associated with the Committee.

#### 5. Community Consultation

Not applicable.

**6. Internal Consultation**

Councillors and senior staff are invited to attend, and present as required to at Committee meetings. Recommendations from the Committee are communicated to relevant staff members for action.

**7. Legislative / Policy Implications**

Council is required under the *Local Government Act 2020* to create and maintain an Audit Committee.

**8. Environmental Sustainability**

Not applicable.

**9. Conflict of Interest Considerations**

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

**10. Conclusion**

The draft Audit Committee minutes are attached for the information of Council.



# **AUDIT COMMITTEE MEETING**

## **MINUTES**

**Wednesday 6 May 2020**  
**Commencing at 2:00pm**

**Virtual Meeting**  
**Via Zoom**

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

## **ORDER OF BUSINESS**

### **1. WELCOME**

The Chair opened the meeting and welcomed those present.

### **2. RECEIPT OF APOLOGIES**

Steve Jackal (AASB Audit), Cr David Pollard

### **3. ATTENDEES**

Jessica Adler (Chair), Margaret Abbey PSM (Member), Dean Sleigh (Member), Cr Carolyn Stewart (Mayor), Anthony Judd (CEO), Hannah Yu (Director Corporate Services), Aileen Douglas (Manager Finance), Wayne O'toole (Director Works and Technical Services, Cecelia Connellan (Manager Information Services), Kathie Teasdale (RSD Audit), David Pell (AASB Audit), Zoe Watts (Manager Governance), Jen Hewett (Governance Officer)

### **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Audit Committee Meeting held on Wednesday, 5 February 2020.

Minutes were confirmed by the Chair.

Item 7.1 was brought forward in the meeting.

## **7.1 DEFINED BENEFITS SUPERANNUATION SCHEME PRESENTATION**

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** Nil

### **RECOMMENDATION**

That the Audit Committee Meeting note the presentation

**NOTED**

### **Executive Summary**

Sean Ellis (General Manager Strategy and Growth) and Paul Fillia (Business Development Manager), Vision Super, will provide a presentation on the Defined Benefits Superannuation Scheme.

### **Discussion**

Sean Ellis, Vision Super, gave a presentation on the status of the defined benefits superannuation fund. The Audit Committee was advised that the Defined Benefit fund was closed in the 1990's, however it must be 100% funded for the benefit of members. The Vested Benefit Index (VBI) is formally reviewed quarterly and as at the end of June each year the VBI should be at 100%. If it falls to 97% a restoration plan must be put in place, which may result in a call by the fund. Participating Councils must pay a contribution. Contributions to the fund are small, and the fund is dependent on growth in the market returns. As at the end of January 2020, the fund was at 109%. The impact COVID-19 reduced VBI to 99% as at end of March.

In response to a question regarding the sensitivity of the fund to the property markets, the Committee were advised the fund portfolio has a high level of liquid investments. The investment objective of DBS is 6% in order to pay members.

The Committee noted the Government's decision to allow 2 x \$10,000 withdrawal of funds from beneficiaries account due to COVID-19 is likely to be minimal due to the number of beneficiaries eligible.

The Committee noted long range projections accounted for CPI and inflation.

## 5. CHIEF EXECUTIVE BRIEFING

Briefing by Chief Executive Officer to the Audit Committee Meeting including any legal matters.

The Chief Executive Officer briefed the Audit Committee on the following matters;

### COVID-19

- There have been no confirmed cases of COVID-19 within Buloke Shire to date.
- COVID-19 has resulted in a refocus on some services.
- Business Continuity plans have been activated with a number of critical plans reviewed.
- COVID-19 working group was established, with communication strategy identified as a priority for staff and the community.
- Developed and utilised 5 principles to guide decision making: safety; workforce; service delivery; leadership and agility, and; the future.
- Council committed to keep staff on as long as possible, and redeployed some staff engaged in aged services in accord with this commitment. A number of corporate administration staff commenced working from home, and works and technical operational staff procedures around vehicle use have been relaxed to ensure appropriate social distancing.
- Establishment of a Community Support team and Business Support team to assist communities and local businesses. Council is concerned about the economic impact of COVID-19 on the food, accommodation, tourism and retail sector. Council adopted a COVID-19 Financial Hardship Policy and some businesses have applied for support under this Policy.
- Council is reviewing government initiative announcements for application to Council. Council has made a submission for 50 vacancies within the Working for Victoria stimulus package.

### 2020/21 Annual Budget

- Notwithstanding the Minister Local Government's announcement allowing for an extension on Annual Budget adoption to August, Council intends to adopt the 2020/21 Budget prior to 30 June. The proposed Budget will be circulated to the Audit Committee following adoption for public exhibition.
- The proposed capital program reflects Council's success in attracting grant funding as well as increased investment in road renewal. There are limited operational initiatives proposed in 2020/21, noting the costs associated with the 2020 Local Government elections are contained within the budget. Council's budget proposes an adjustment to farm property differentials to 80% in accordance with Council's Revenue and Rating Strategy, and Rating policy.

The Committee noted a Heard Sun article reporting Buloke Shire Council was one of nine Council's 'on the brink'. The Committee were advised this is not accurate, however Council is mindful of monitoring it's financial sustainability and this remains a key advocacy matter.

### Local Government Act 2020

- The Local Government Bill 2019 received royal assent in March, The following documents will be required within Phase 1 of the implementation due 1 September 2020:
  - Governance Rules
  - Expense Policy
  - Delegated Committee and Assets Committees
  - Audit and Risk Committee and Charter
  - Public Transparency Policy
- A Project Control Board has been established and LGV are creating guidelines and templates.
- Elections are anticipated to occur in October 2020.

### **Rural Council's Transformation Program (RCTP)**

- RCTP has been delayed as a result of COVID-19. The revised business case has been submitted to LGV.

### **Cyber Risk Update – Cecelia Connellan, Manager Information Technology**

- The Australian Security Directorate (ASD) have informed Council that there has been an increase in cyber attacks and cyber crime during the COVID-19 lockdown.
- Buloke has experienced an increase of malicious and phishing emails and has been notified of several incidents.
- ASD notified Council in April that an IP address with a malicious reputation attempted to access our website. Security implemented in recent months prevented access.
- VMWare advised Council of a vulnerability in their servers software used by Council. The recommended fixes were implemented
- Council's firewall vendor notified Council on 25 April that they had located a vulnerability in their software by injecting malicious code. The recommended fixes were implemented.
- A further 6 incidents were identified that did not impact Council's systems so no mitigations were required.

## **6. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

There were no declarations of interest.

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## **8. ANY OTHER BUSINESS**

## **9. MEETING CLOSE**

### **NEXT MEETING**

Buloke Shire Council Audit Committee Meeting Minutes

Wednesday, 6 May 2020

THE NEXT AUDIT COMMITTEE MEETING WILL BE HELD IN WYCHEPROOF SUPPER ROOM  
367 BROADWAY WYCHEPROOF ON WEDNESDAY, 2 SEPTEMBER 2020 AT 10:00AM.

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

## **7. MATTERS FOR DECISION / DISCUSSION / NOTING**

Item - 7.1. Defined Benefits Superannuation Scheme Presentation - has been moved.  
Presentation to occur before the CEO briefing accommodate the attendance of guests providing the presentation.

## 7.2 OUTSTANDING ACTION ITEMS

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Outstanding Action Items

### RECOMMENDATION

That the Audit Committee note the status of the outstanding action items and approves the completed actions.

### Executive Summary

The attachment to this report contains outstanding actions from internal and external audits and regulatory reports and provides their current status. It identifies the source of the action, whether from an audit or regulatory report.

Council staff are required to provide updated commentary and to advise when an action is complete. Once completed items are to the satisfaction of the Audit Committee, the action will be removed from the report.

Current comments are indicated by red font.

### Discussion

Audit Committee noted the report and acknowledged the work that has been undertaken, and that the impact of COVID-19 is reflective of the changed due dates.

In regards to the waste management item (Item 2 of the attachment), the Audit Committee acknowledged that an action plan is in place and maybe this item could be completed. The CEO indicated that he would review this against the Audit report and confirm. There was an acknowledgement by the Audit Committee that not everything could be completed.

The Audit Committee asked about the work required to close Item 20 regarding record keeping. They were advised that the Rural Council Transformation Project funding is in place and deadlines must be monitored. It was noted that it is unlikely that any Council will be able to meet all of the requirements of the PROV standards.

A discussion was held regarding the timeframes for the Plant and Fleet actions. The Committee noted 31 December 2020 was more realistic, however there are some outstanding items which must be completed by 30 June 2020 for the preparation of the Year End Financial Statements.

The Chair advised acceptance for the items marked as complete.

### **7.3 AUDIT COMMITTEE WORK PLAN REVIEW**

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Audit Committee Work Plan

#### **RECOMMENDATION**

That the Audit Committee review the work plan.

#### **Executive Summary**

The work plan incorporates all matters that have been considered or will be considered by the Audit Committee over a twelve-month period. It has been set out to include matters outlined in the Audit Committee Charter that has been reviewed by the Audit Committee and adopted by Council on 13 November 2019.

The attached annual work plan has been populated to show the status of current documents and processes, and key documents and initiatives to be to be considered within the 2020 meeting schedule, that are known.

There has been some adjustments to the plan;

- Risk Management Policy – deferred to later in the year pending the internal audit on Risk Management.
- Rates and Financial Hardship Policy – deferred to later in the year to take into account changes resulting from the *Local Government Act 2020*.
- Review of financial controls – deferred to the September meeting
- Review of abnormal transactions – deferred to the September meeting

The work plan is a dynamic document. It will be reviewed and adjusted at each meeting of the Audit Committee and additional items shall be added as they become known.

#### **Discussion**

The Audit Committee noted the report and accepted the deferred items. Discussion held regarding the impact of the caretaker period Council's ability to adopt some of its policies prior to the review date. The Committee agreed to consider a special Audit Committee meeting if required.

## **7.4 ASSET MANAGEMENT UPDATE**

**Author's Title:** Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** FM/02/09

**Attachments:** Nil

### **RECOMMENDATION**

That the Committee:

1. Note the contents of this report

### **Executive Summary**

Previous internal and external audits conducted at Council have highlighted a number of concerns with its asset management processes and frameworks. Prior year open findings are incorporated into Council's regular Outstanding Action report.

The Audit Committee has requested separate key milestone reports to give a level of assurance to Council that recording and financial reporting of assets is progressing in accordance with Council's action plan. Council Officers propose a status report is presented to the Audit Committee on a quarterly basis.

Focus in the previous quarter has been on updating all of Council's Asset Management Plans, while continuing the implementation of the Confirm Asset Management system.

Buloke Shire Council Audit Committee Meeting Minutes

Wednesday, 6 May 2020

7	Internal Audit – Asset Management	Medium	Director Works and Technical Services	The Asset Management Plan will be reviewed annually. A bi-annual review of action plans will be conducted to update status.	All Plans have been reviewed and are in final draft, target date for all plans to be complete is 30 June 2020.
8	Infrastructure team produce an asset maintenance plan/strategy for presentation to Council. Even though the budget for asset maintenance and replacement is quite limited, Council is currently unable to make informed decisions regarding this without all the scenarios demonstrating the impact of expenditure on the assets. Consideration should also be given to the best method of maintaining Council assets.	High	DWTS		Building Maintenance Plans continue to be developed, particular focus has been on asbestos management procedures.

Rollout of Confirm continues, additional tablets have been purchased for use in the Urban team.

Council is participating in a Finance and Support Team (FAST) funded program with eight regional Councils to investigate the feasibility of a regional approach to asset management. There is a belief that such an approach could deliver significant cost savings, improve the asset management capability and capacity across the participating councils and derive increased community benefits through engagement and reporting. A consultant will be appointed to do this work throughout June and July this year, with a final report to be presented at the end of July.

Council is also applying for the Working for Victoria scheme, which funds government agencies to hire unemployed workers. One of the initiatives under this fund will be to have asset officers in the field to gather more asset data and enter into the confirm system.

Buloke Shire Council Audit Committee Meeting Minutes

Wednesday, 6 May 2020

**Discussion**

The Audit Committee noted the report and were informed that some action plans are completed and the remainder are in draft. A FAST program for asset management has commenced, and the outcomes from this program will provide support to Council's asset management program.

Council has made a submission under the Working for Victoria program for 50 positions including positions with responsibility for undertaking asset data collection and populating the Confirm System.

## **7.5 DRAFT LOAN GUARANTEE POLICY**

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Draft Guarantee Policy

### **RECOMMENDATION**

That the Audit Committee note the draft Loan Guarantee Policy

### **Executive Summary**

At the 2019 October Ordinary Meeting, Council considered an application to act as guarantor to a ten-year \$150,000 loan for the Charlton Park 2020 Committee. The loan was sought in order for completion of landscaping works around the Charlton Park 2020 complex.

Part 4 of the resolution required Council to develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

Council acts as a guarantor for the Birchip Housing Group for a total loan amount of \$150,000. This loan is referenced in Council's annual financial statements.

### **Discussion**

The Audit Committee noted the policy and commented that the definition of Community Organisations should include incorporated associations.

It was also noted that the guarantee levels reflect a very conservative approach, and that perhaps any bank guarantee should step down overtime in line with the level of risk. It was also noted that there should be some level of assurance given back to Council that the groups benefiting should be required to demonstrate the project delivery is meeting the community benefit as well as financially benefit.

## **7.6 INTERNAL AUDIT PROGRESS UPDATE**

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Internal Audit Progress Report

### **RECOMMENDATION**

That the Audit Committee note the Progress Update from Council's Internal Auditors – RSD Audit

### **Executive Summary**

The 2020-2022 Audit Plan was endorsed by the Audit Committee at its meeting on 5 February 2020. The objectives of the Internal Audit program are to provide a risk based, cyclical, strategic plan which focuses on the organisations risks and internal control systems. The progress update provides an update on the status of the Internal Audit program.

RSD Audit has provided a summary of recent reports and publications by government agencies and other sources that may impact on public sector agencies.

The Internal Audit Progress update is attached

### **Discussion**

RSD Audit provided an outline of upcoming Audits. The next scheduled internal audit is in relation to the risk management framework. Attention was also brought to the listing of recent investigations and reports on the last page of the attachment, also to a report not listed: NSW ICAC – Managing corrupt conduct during the COVID-19 outbreak published April 2020. The report highlights risks that may be encountered.

The Audit Committee noted the report.

## **7.7 INTERNAL AUDIT PROGRAM - DRAFT SCOPE RISK MANAGEMENT AUDIT**

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Draft Scope - Risk Management Audit 2020

### **MOTION:**

That the Audit Committee Meeting note and approves the draft scope for the Internal Audit for Risk Management.

**MOVED: DEAN SLEIGH**

**SECONDED: MARGARET ABBEY**

**CARRIED.**

### **Executive Summary**

At the February 2020 Audit Committee meeting, the Audit Committee agreed with the Internal Audit Plan. This plan included an Audit on Council's Risk Management Framework.

The proposed draft scope for the Risk Management Framework Audit indicates for testing to commence in May 2020. A discussion draft is scheduled for June 2020, with the final report available for the September 2020 Audit Committee meeting.

The draft scope for the audit has been attached for consideration and approval by Audit Committee.

### **Discussion**

The Audit Committee were informed of the proposed scope of the Risk Management Framework Audit in May 2020. It is proposed that the audit will be conducted offsite, with council officers providing the required documents electronically.

The Audit will consider corporate values and culture, as processes have already been discussed, and bring it all together to assess if values and culture align with plans.

The Audit Committee approved the report indicating that findings will add value to Council and the Audit Committee.

## 7.8 VAGO AUDIT STRATEGY 2020

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 VAGO Audit Strategy 2020

### RECOMMENDATION

That the Audit Committee note the 2020 Audit Strategy issued by the Victorian Auditor-Generals Office.

### Executive Summary

The Victorian Auditor-General's Office, through Accounting and Audit Solutions Bendigo, has released the 2020 Audit Strategy for the Buloke Shire Council. The Strategy is provided for consideration by the Audit Committee.

### Discussion

David Pell from AASB addressed the Audit Committee providing an overview of the statutory audit issued by VAGO, and the planned approach to the audit on financial, performance and roads to recovery statements.

It was also highlighted that there are 3 new accounting standards, mentioned in the strategy, however there is no material impact on the statements expected.

Due to the impact of COVID-19 outbreak, audit will spend time identifying procedural changes during the period and their impact on controls, ensuring the controls are working as intended.

Timing of the audits and the final report are noted on the strategy. If necessary a revised strategy may be provided.

The key risks will be looked into in relation to the new accounting standards, procedures and a review of journals. The assumptions and processes used to value infrastructure, plant and equipment will be reviewed, as will systems used to capture data for the performance statements. Management will also be asked to identify any incidents of fraud.

In response to a question regarding the reliance on general controls on IT systems, Mr Pell confirmed these had been reviewed in the past, but the changes to new financial software will require a further review of the controls.

The Audit Committee noted valuations are being undertaken by a qualified valuer employed by Council and the valuations will be submitted to the employee's former employer for review.

## 7.9 INSURANCE SUMMARY

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Insurance Summary

### RECOMMENDATION

That the Audit Committee note the report on insurance.

### Executive Summary

Each year Council provides information to JLT insurance brokers to enable them to go to market and obtain competitive rates for insurance. Council requires insurance for over 200 structures, over 100 registered vehicles, works of art and heritage items, 5 aerodromes, public and product liability insurance and other risks such as cyber, commercial crime and indemnity.

Whilst Council's claims history is considered low, during 2018/19 a total of 10 claims were made across its entire corporate insurance portfolio.

### Discussion

The Audit Committee noted the report. The Audit Committee were advised that assets are insured under the JMAPP scheme (a discretionary trust). It is a mechanism for reducing Council's insurance premium. A claim against the Councillor and Officer Liability Policy was also noted, along with 6 motor vehicle claims and 1 property damage claim. There has been a 5% cost increase (on average) across all policies.

## 7.10 RISK MANAGEMENT

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Risk Listing - Extreme and High Risks  
2 Risk Audit Report - Extreme and High Risks

### RECOMMENDATION

That the Audit Committee Meeting note the Risk Management reports

#### Executive Summary

Council and management are responsible for reviewing all major strategies, plans and actions to identify risks to the organisation. Additionally, management is responsible for establishing and maintaining an effective system of internal controls that support the achievement of Council's objectives.

The risk register is a useful tool in providing an analysis of Council's key risks. It ensures there is a common and consistent understanding of risks to Council. The register is also a means of communicating key risks to the Audit Committee.

Council is currently documenting the risks that exist within each directorate into Council's Risk Management System. This work is ongoing and the identified risks, the registers they are sitting in, controls and tasks will be further refined as part of the ongoing review process over the coming months.

The Risk Audit Report attachment shows extreme and high risks to Council. Staff are working on refining the report to show strategic risks.

The Risk Register attachment shows all identified risks in Council's risk register. This is a listing of all risks that have been identified, by register and their evaluated risk level.

It is noted that Council's risk management policy and overarching framework is due for review in 2020 and these documents will be further refined as part of the ongoing review following the Risk Management Framework audit which is due to be undertaken by RSD in May 2020.

#### Discussion

The Audit Committee noted the report and also noted that the upcoming risk management audit will add value in future.

## 7.11 LEGISLATIVE COMPLIANCE

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Compliance Register - May 2020

### RECOMMENDATION

That the Audit Committee note the Legislative Compliance report.

### Executive Summary

A legislative compliance register has been developed, containing items for compliance pursuant to the *Local Government Act 1989* and associated regulations. Inclusion of items for compliance to other legislation is being added progressively as these items are identified.

The Legislative Compliance Framework places the responsibility on individual departments to identify compliance items and to notify the Governance Team for inclusion into the register. The register also provides for identification of items of compliance / non-compliance, and a review of due dates, in accord with the Act and best practice, which in effect, provides Council with a gap analysis to ensure that all the key elements under same are met. Overdue items and items due within 3 months are reported to the responsible staff.

The *Local Government Act 2020* (the Act) received royal assent in March 2020. The implementation of *the Act* is being phase in. Compliance obligations have been included in the report, taking into consideration the commencement dates of the various sections of the Act.

The register is reviewed regularly and is still being developed and will expand to incorporate Council's obligations pursuant to other legislation and standards. It does not contain all compliance items at this stage. The register highlight items that are either overdue or near due for appropriate action to be taken.

### Discussion

The Audit Committee noted the report and the due dates for legislative compliance items. The Audit Committee recommended a review of timeframes occur due to the Caretaker Period.

## 7.12 LOCAL GOVERNMENT PERFORMANCE REPORTING

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 LGPRF Service Indicators 31 Dec 2019  
2 LGPRF - Performance Statement to 31 Dec 2019

### RECOMMENDATION

That the Audit Committee note the mid-year Local Government Performance report.

### Executive Summary

The Victorian Government Established the Local Government Performance Reporting Framework (LGPRF) to give consistency to the way Councils measure and report on their performance.

Council is not in a position to provide a full data set within the biannual review due to the diversion of some of Council's resources into COVID response and recovery, as well as changes to Council's financial system. Further, it is noted that some data is only available at the end of the financial year. However, Council is keen to ensure known performance and reporting data is provided to the Audit Committee as required under the Governance Checklist.

It is important to note that the data shown under 2020 is to 31 December 2019. The Forecasts shown in the capacity and sustainability indicators have been obtained from the Long Term Financial Plan, and will be updated to reflect the 2020/21 budget in the end of year reports.

There are several new, redundant or changed indicators resulting from a review of the indicators that was undertaken by Local Government Victoria, taking effect from this reporting period.

### Discussion

The Audit Committee noted the report.

## 7.13 CEO CORPORATE CARD EXPENDITURE

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 CEO Expenditure

### RECOMMENDATION

That the Audit Committee note the report on CEO Corporate Card Expenditure.

#### 1. Executive Summary

As part of Council's review of the Victorian Auditor General's Report on *Fraud and Corruption Control – Local Government*, a recommendation was made that Local Government Authorities ensure the council's chief financial officer or equivalent approves chief executive officer expenditure and reports all expenditure by, or on behalf of, the chief executive officer to the Audit and/or Risk Committee and/or the council for periodic review.

The previous self-assessment undertaken by Council in relation to this recommendation acknowledges that although CEO Corporate Card expenditure is subject to review and sign off by the Mayor, Director Corporate Services and Manager Finance, expenditure is not reported to Council or Council's Audit Committee.

In response to the recommendation in the Report, Council advised that it would commence periodic reporting of CEO Corporate Card expenditure to the Audit Committee.

Council commenced its reporting on CEO expenditure at the December 2019 Audit Committee Meeting.

The attached statements show the transactions incurred on the CEO Corporate Card from 1 January 2020 to 29 April 2020.

The CEO has cancelled his corporate card over this period and will now utilise reimbursement process. Details of CEO reimbursement will be presented to the Audit Committee.

#### Discussion

The Audit Committee noted the debit balance was due to Council's use of debit cards.

## 7.14 FINANCIAL STATEMENTS AS AT 31 MARCH 2020

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 Income Statement  
2 Balance Sheet  
3 Cashflow Statement  
4 Cashflow Forecast  
5 Cashflow Forecast Chart

6 Capital Program

**RECOMMENDATION**

That the Audit Committee Meeting note the Draft Financial Statements as at 31 March 2020

**1. Executive Summary**

Based on the reported Annual Forecast, the Income Statement, Cashflow Forecast and Chart demonstrates **worse-case scenario** for Buloke based on:

- Delay with funding on Lake Tyrrell project (\$2m) and Dec-18 Flood recovery (\$3m)
- Reset to timing of the Financial Assistance Grant to quarterly instalments with no advanced payment in June (\$2m)
- Provision for a call regarding the defined benefits superannuation scheme commitments (\$1m)

The table below outlines the summary of the impact on reported results:

**Income Statement — Buloke Shire Council**

JUL 2019 - MAR 2020						
	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)	Annual Forecast (\$)	Budget v Forecast Variance
<b>Normal Operating Surplus/Deficit</b>	753,157	2,270,878	(1,517,721)	(1,431,645)	(1,292,280)	139,365
<i>Special Projects Surplus/Deficit (Dec 18 Flood)</i>	(112,616)	106,250	(218,866)	25,000	(3,714,587)	(3,739,587)
<i>Covid-19 - Change in timing of FAG</i>					(2,116,110)	(2,116,110)
<i>Covid-19 - Provision for defined benefits super call</i>					(1,000,000)	(1,000,000)
<b>Operating Surplus/Deficit</b>	<b>640,541</b>	<b>2,377,128</b>	<b>(1,736,587)</b>	<b>(1,406,645)</b>	<b>(8,122,977)</b>	<b>(6,716,332)</b>
<b>Capital Income</b>	<b>4,999,749</b>	<b>7,756,000</b>	<b>(2,756,251)</b>	<b>7,847,000</b>	<b>9,919,443</b>	<b>2,072,443</b>
<b>Net Surplus/Deficit</b>	<b>5,640,289</b>	<b>10,133,128</b>	<b>(4,492,838)</b>	<b>6,440,355</b>	<b>1,796,466</b>	<b>(4,643,889)</b>

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual operations. Capital grant income is included in the calculation of the Council's total surplus/ (deficit) but is presented separately to distinguish operational activities. Capital grant income is specifically used to fund expenditure on Council assets which is reported on the balance sheet.

The reported surplus as at 31 March 2020 is \$6.14m. Excluding capital grant income of \$5.50m, the operating surplus is \$0.640m. Variances to budget have now been revised in the forecast and mostly related to issues outlined above.

The **Balance Sheet** summarises of the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$279m. Net worth is anticipated to decrease by 30 June 2020 as result the change in timing of the FAG and advance expenditure on the Dec 18 Flood events but will recover in the next financial year as funding is received.

The **Cashflow Statement** reflects actual results for the year to date (July – March) in line with statutory financial reporting. At 31 March 2020, Council's Cash and Cash Equivalents were \$17.809m following the February rate instalment payments.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 31 March 2020, the monthly budgets and specified timing parameters (such when BAS/super are due and quarterly rate receipts).

The **Cashflow Chart** visually depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.

The cashflow chart shows:

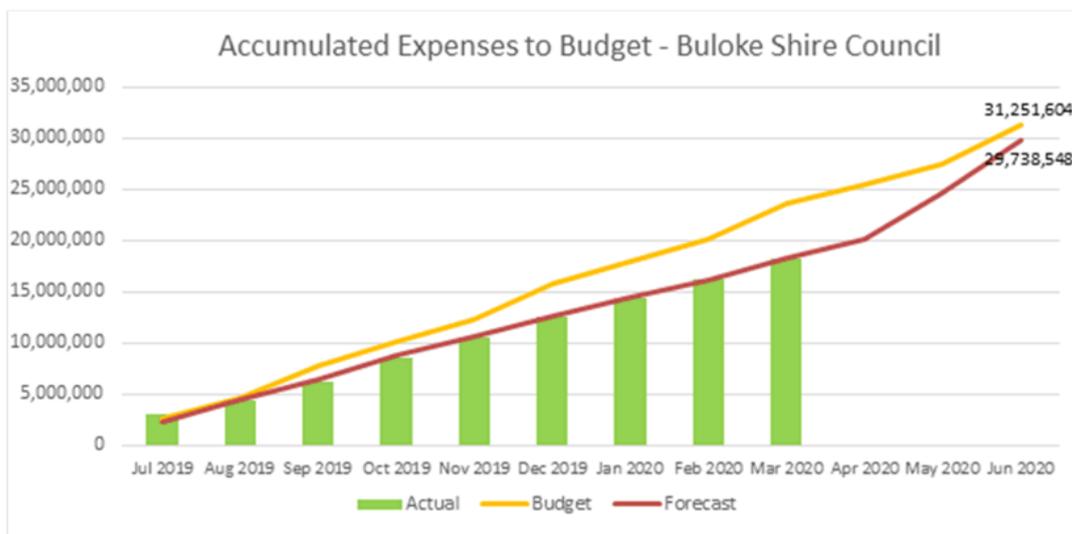
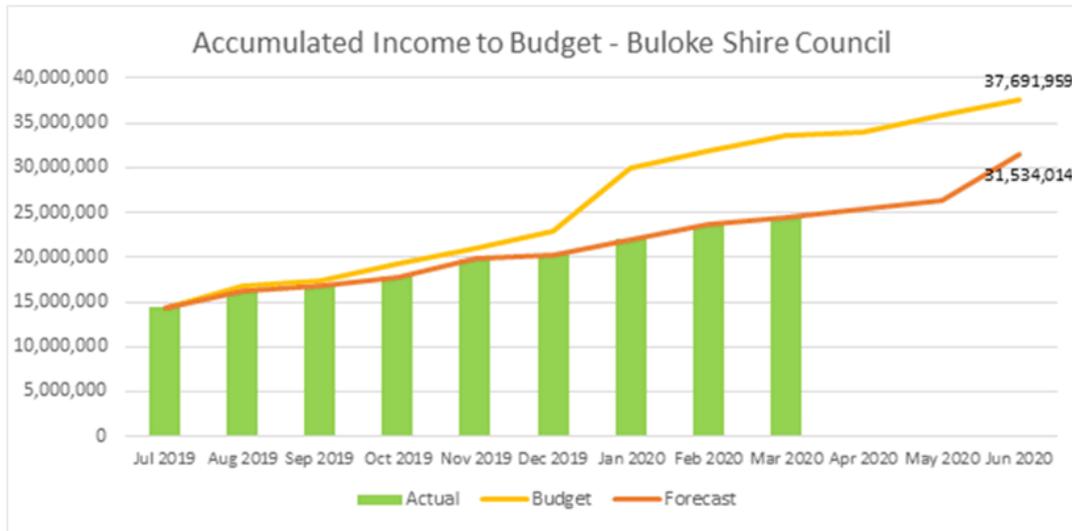
1. The line graph to reflect the ending bank balance each month for the year to date and a projection of the ending bank balance for the rest of the year; and
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance.

The bank balance is expected to remain positive throughout the 2019/20 financial year. However, as demonstrated in the forecast (prepared on a worse-case basis) the potential impact of upfront cash outlays for the December 2018 flood, Lake Tyrrell projects and Covid-19 could bring cashflow below comfortable limits. Potential use of short-term overdraft funding may be necessary during low cashflow periods.

The **Capital Works Program** depicts \$9.1m of the annual capital works budget of \$11.754m has been expended or committed during July to March. Progress of project completion is detailed by percentage and chart. Completion details will be further updated in April.

#### **Financial Implications**

The tables below provide an overview of Council's financial performance as at 30 March 2020. The format has been changed to add the forecast (draft).



**2. Community Consultation**

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

**3. Internal Consultation**

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

**4. Legislative / Policy Implications**

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

**5. Environmental Sustainability**

This report has no direct impact on environmental sustainability.

**6. Conflict of Interest Considerations**

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

**7. Conclusion**

Although, normal operations remain aligned to annual budget, forecasted results indicate low cashflow periods due to potential delays in project funding and the impact of COVID-19 based

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on worse-case modelling. Use of overdraft funding may be required should worse-case eventuate.

**Discussion**

The Audit Committee noted the report and commented that the income statement identifies Council's conservative approach in providing for a possible call on superannuation defined benefits fund and the change in timing for Federal Assistance Grants (FAG).

Officers advised reports may be reformatted to include notes for items exceeding a determined threshold. In response to a question regarding FAGs to shift to Quarterly, the Committee were advised there was no assurance of a pre-paid amount as in previous years due to the delay in the Federal Budget to October 2020.

The Committee noted capital expenditure items where expenditure exceeded budget related to multi-year projects.

The Committee noted Council anticipated the impact of the COVID-19 Financial Hardship Policy is likely to be identified within 2020/21 year.

## **8. ANY OTHER BUSINESS**

The Audit Committee indicated that they will have an in-camera meeting once the proposed 2020/21 Annual Budget is distributed to discuss the contents.

## **9. MEETING CLOSE**

Meeting was closed at 4:35 pm

## 8.3.2 FINANCE PERFORMANCE REPORT AS AT THE 30 APRIL 2020

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

**Attachments:**

1	<a href="#">Income Statement</a>
2	<a href="#">Cashflow Forecast</a>
3	<a href="#">Cashflow Forecast Chart</a>
4	<a href="#">Balance Sheet</a>
5	<a href="#">Cashflow Statement</a>
6	<a href="#">Capital Program 19-20</a>

**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 30 April 2020.

#### 1. Executive Summary

The Annual Forecast has been updated to reflect favourable outcomes of potentially critical issues:

- The Financial Assistance Grant (FAG) has been confirmed for the next financial year higher than first anticipated and Buloke will received 50% upfront in May 2020. Previous forecast was based on potential worse-case scenario of funding timing but pleasingly this has resolved in our favour.
- Dec-18 Flood recovery expenditure has been confirmed for the rest of this financial year at \$2m less than previous forecast. The remaining expenditure will be incurred next financial year and the budget will be updated accordingly prior to final adoption.

However, the Annual Forecast is still impacted by the following significant variance from the Approved Annual Budget

- Delay with funding on Lake Tyrrell project (\$2m) and Dec-18 Flood recovery (\$3m)

## Income Statement — Buloke Shire Council

JUL 2019 - APR 2020								
	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)	Annual Forecast (\$)	Budget v Forecast Variance	Updated Annual Forecast (\$)	Budget v Updated Forecast
<b>Normal Operating Surplus/Deficit</b>	(1,261,420)	927,112	(2,188,532)	(1,431,645)	(1,292,280)	139,365	(1,688,366)	(256,721)
<i>Special Projects Surplus/Deficit (Dec 18 Flood)</i>	(1,132,161)	(121,932)	(1,010,229)	25,000	(3,714,587)	(3,739,587)	(1,224,817)	(1,249,817)
<i>Covid-19 - Change in timing of FAG</i>					(2,116,110)	(2,116,110)		0
<i>Covid-19 - Provision for defined benefits super call</i>					(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
<b>Operating Surplus/Deficit</b>	<b>(2,393,581)</b>	<b>805,180</b>	<b>(3,198,761)</b>	<b>(1,406,645)</b>	<b>(8,122,977)</b>	<b>(6,716,332)</b>	<b>(3,913,183)</b>	<b>(2,506,538)</b>
<b>Capital Income</b>	<b>5,851,426</b>	<b>7,756,000</b>	<b>(1,904,574)</b>	<b>7,847,000</b>	<b>9,919,443</b>	<b>2,072,443</b>	<b>9,613,331</b>	<b>1,766,331</b>
<b>Net Surplus/Deficit</b>	<b>3,457,845</b>	<b>8,561,180</b>	<b>(5,103,335)</b>	<b>6,440,355</b>	<b>1,796,466</b>	<b>(4,643,889)</b>	<b>5,700,148</b>	<b>(740,207)</b>

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual operations. Capital grant income is included in the calculation of the Council's total surplus/(deficit) but is presented separately to distinguish operational activities. Capital grant income is specifically used to fund expenditure on Council assets which is reported on the balance sheet.

The reported surplus as at 30 April 2020 is \$3.457m. Excluding capital grant income of \$5.851m, the operating result is a loss of \$2.393m. The variance to budget mostly relates to major project funding delays and a potential call on defined superannuation benefit obligations depicted in the table above. Some earlier than anticipated expenditure occurred in April but this should level out over May-June.

The **Balance Sheet** summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$276m.

The **Cashflow Statement** reflects actual results for the year to date (July – March) in line with statutory financial reporting. At 30 April 2020, Council's Cash and Cash Equivalents were \$14.707m following the February rate instalment payments.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 30 April 2020, the monthly budgets and specified timing parameters (such as when BAS/super are due and quarterly rate receipts).

The **Cashflow Chart** visually depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.

The cashflow chart shows:

1. The line graph to reflect the ending bank balance each month for the year to date and a projection of the ending bank balance for the rest of the year; and
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance.

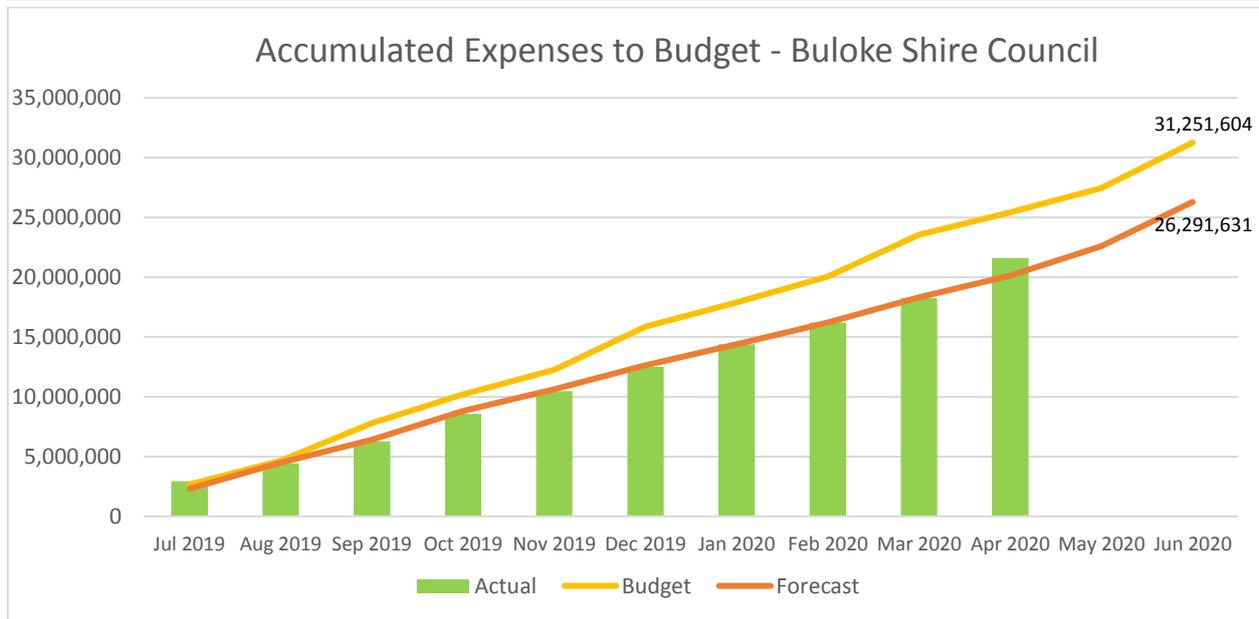
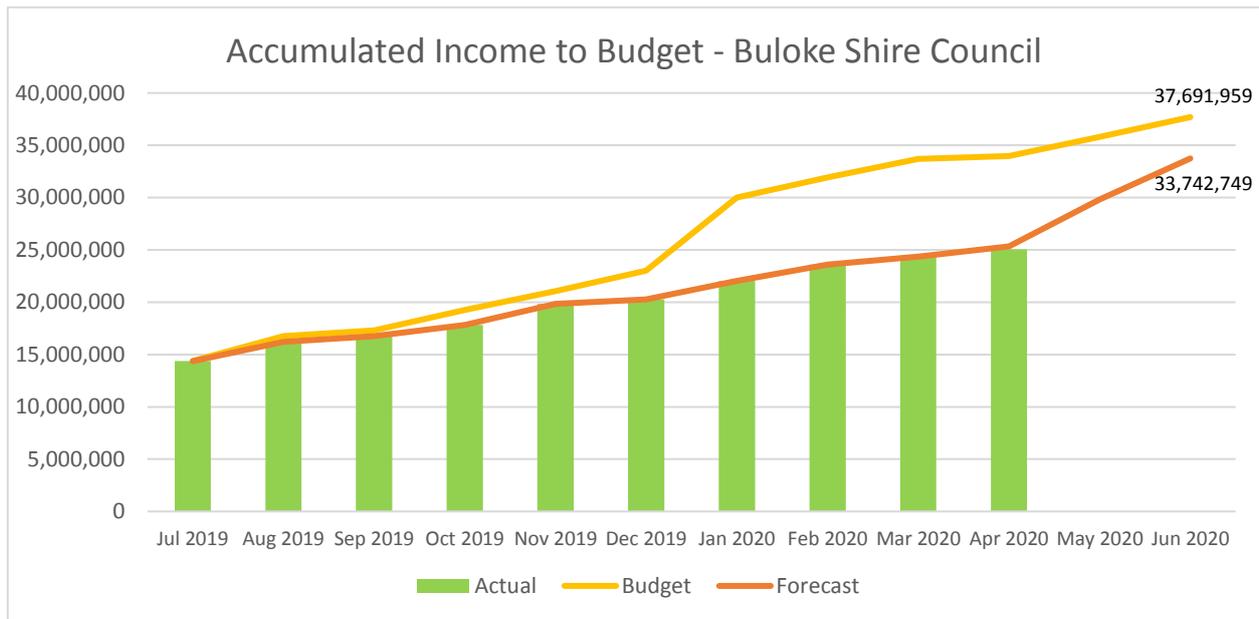
The bank balance is expected to remain positive throughout the 2019/20 financial year. However, as demonstrated in the forecast the potential impact of upfront cash outlays for the

December 2018 flood, Lake Tyrrell projects and other capital projects could bring cashflow below comfortable limits. Potential use of short-term overdraft funding may be necessary during low cashflow periods.

The **Capital Works Program** depicts \$10.334m of the annual capital works budget of \$11.754m has been expended or committed during July to April. Progress of project completion is detailed by percentage and chart.

**Financial Implications**

The tables below provide an overview of Council’s financial performance as at 30 April 2020. The format has been changed to add the forecast (draft).



**2. Community Consultation**

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

**3. Internal Consultation**

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

**4. Legislative / Policy Implications**

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

**5. Environmental Sustainability**

This report has no direct impact on environmental sustainability.

**6. Conflict of Interest Considerations**

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

**7. Conclusion**

Some issues previously forecast in worse-case scenario have been resolved in Buloke's favour improving the anticipated year end result. Normal operations remain aligned to the annual budget allowing for some timing variations in expenditure. Overall results remain impacted by funding delays (flood recovery and Lake Tyrrell) and a potential call defined benefit superannuation. Forecasted results indicate potentially low cashflow period September to January. Overdraft funding may be required during this period.

## Income Statement — Buloke Shire Council

JUL 2019 - APR 2020

	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)	Annual Forecast (\$)	Variance (\$) Annual Forecast to
<b>Operating Income</b>						
Rates and charges	13,740,566	13,678,159	62,407	13,691,489	13,765,799	74,310
Statutory fees and fines	289,599	173,630	115,969	187,550	319,433	131,883
User fees	580,753	621,342	(40,589)	777,612	720,439	(57,173)
Grants - operating	4,014,554	11,516,787	(7,502,233)	14,938,943	8,429,121	(6,509,822)
Contributions	131,131	47,356	83,775	52,536	141,311	88,775
Other Income	441,677	189,962	251,714	196,829	459,222	262,393
<b>Total Operating Income</b>	<b>19,198,279</b>	<b>26,227,236</b>	<b>(7,028,957)</b>	<b>29,844,959</b>	<b>23,835,325</b>	<b>(6,009,634)</b>
<b>Operating Expense</b>						
Employee Costs	8,032,090	8,016,030	(16,061)	9,890,819	10,819,790	928,971
Materials and services	6,843,863	10,579,291	3,735,427	13,189,089	8,410,078	(4,779,011)
Depreciation	6,098,730	6,098,727	(3)	7,318,458	7,305,443	(13,015)
Bad and doubtful debts	21,055	0	(21,055)	50,000	468,064	418,064
Borrowing costs	105,539	147,994	42,455	147,994	105,539	(42,455)
Other expenses	490,583	580,015	89,432	655,244	639,594	(15,650)
<b>Total Operating Expense</b>	<b>21,591,860</b>	<b>25,422,056</b>	<b>3,830,196</b>	<b>31,251,604</b>	<b>27,748,508</b>	<b>(3,503,096)</b>
<b>Operating Surplus/Deficit</b>	<b>(2,393,581)</b>	<b>805,180</b>	<b>(3,198,761)</b>	<b>(1,406,645)</b>	<b>(3,913,183)</b>	<b>(2,506,538)</b>
<b>Capital Income</b>						
Grants - capital	5,117,460	7,665,000	(2,547,540)	7,665,000	8,529,365	864,365
Other Capital Income	733,966	91,000	642,966	182,000	1,083,966	901,966
<b>Total Capital Income</b>	<b>5,851,426</b>	<b>7,756,000</b>	<b>(1,904,574)</b>	<b>7,847,000</b>	<b>9,613,331</b>	<b>1,766,331</b>
<b>Net Surplus/Deficit</b>	<b>3,457,845</b>	<b>8,561,180</b>	<b>(5,103,335)</b>	<b>6,440,355</b>	<b>5,700,148</b>	<b>(740,207)</b>



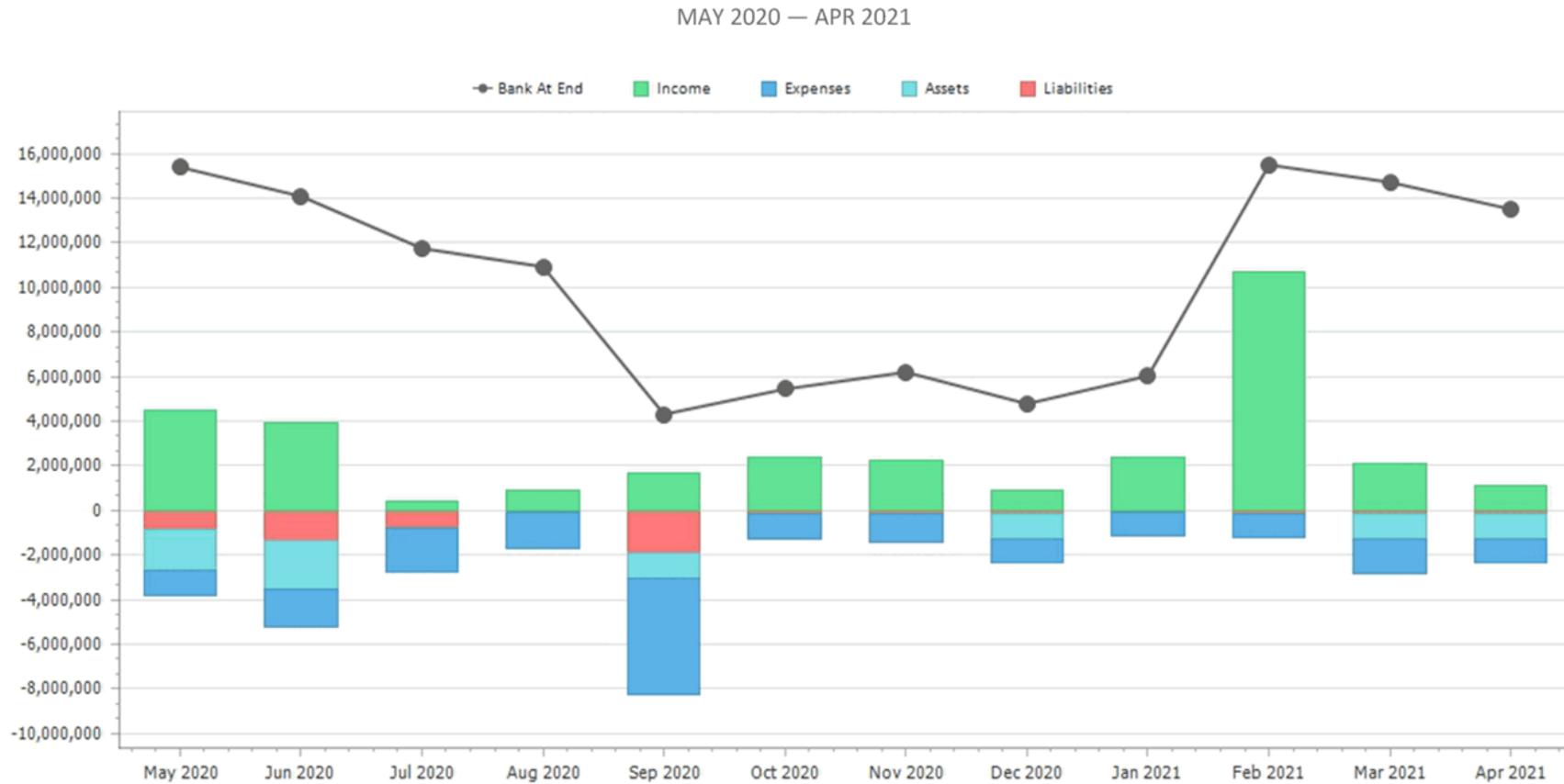
## Cashflow Forecast — Buloke Shire Council

MAY 2020

	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
<b>Bank at Beginning</b>	<b>14,707,707</b>	<b>15,397,072</b>	<b>14,090,240</b>	<b>11,754,006</b>	<b>10,931,288</b>	<b>4,315,072</b>	<b>5,446,558</b>	<b>6,204,869</b>	<b>4,786,603</b>	<b>6,036,471</b>	<b>15,497,621</b>	<b>14,719,856</b>	<b>14,707,707</b>
<b>Income</b>													
<b>Operating Activities</b>	<b>4,496,913</b>	<b>3,946,505</b>	<b>432,690</b>	<b>894,316</b>	<b>1,659,059</b>	<b>2,404,996</b>	<b>2,207,874</b>	<b>933,133</b>	<b>2,406,446</b>	<b>10,675,635</b>	<b>2,083,801</b>	<b>1,145,075</b>	<b>33,286,443</b>
Cash Inflows - Capital Income	20,000	3,451,905	0	0	0	0	0	528,000	799,685	0	1,932,000	799,685	7,531,275
Cash Inflows - Operational Income	4,476,913	494,600	432,690	894,316	1,659,059	2,404,996	2,207,874	405,133	1,606,761	10,675,635	151,801	345,390	25,755,168
<b>Cash Inflows from Operation</b>	<b>4,496,913</b>	<b>3,946,505</b>	<b>432,690</b>	<b>894,316</b>	<b>1,659,059</b>	<b>2,404,996</b>	<b>2,207,874</b>	<b>933,133</b>	<b>2,406,446</b>	<b>10,675,635</b>	<b>2,083,801</b>	<b>1,145,075</b>	<b>33,286,443</b>
<b>Expense</b>													
<b>Operating Activities</b>	<b>(1,144,108)</b>	<b>(1,705,326)</b>	<b>(1,955,351)</b>	<b>(1,615,446)</b>	<b>(5,204,338)</b>	<b>(1,136,703)</b>	<b>(1,313,869)</b>	<b>(1,049,981)</b>	<b>(1,096,791)</b>	<b>(1,042,201)</b>	<b>(1,590,788)</b>	<b>(1,079,050)</b>	<b>(19,933,951)</b>
Cash Outflows	(1,144,108)	(1,705,326)	(1,955,351)	(1,615,446)	(5,204,338)	(1,136,703)	(1,313,869)	(1,049,981)	(1,096,791)	(1,042,201)	(1,590,788)	(1,079,050)	(19,933,951)
<b>Cash Outflows from Operation</b>	<b>(1,144,108)</b>	<b>(1,705,326)</b>	<b>(1,955,351)</b>	<b>(1,615,446)</b>	<b>(5,204,338)</b>	<b>(1,136,703)</b>	<b>(1,313,869)</b>	<b>(1,049,981)</b>	<b>(1,096,791)</b>	<b>(1,042,201)</b>	<b>(1,590,788)</b>	<b>(1,079,050)</b>	<b>(19,933,951)</b>
<b>Asset</b>													
<b>Current assets</b>	<b>242,386</b>	<b>79,283</b>	<b>0</b>	<b>321,669</b>									
Trade and other receivables	242,386	79,283	0	0	0	0	0	0	0	0	0	0	321,669
<b>Non-current assets</b>	<b>(2,049,256)</b>	<b>(2,288,474)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>(1,126,950)</b>	<b>(8,845,531)</b>
Property, infrastructure, plant and...	(2,049,256)	(2,288,474)	0	0	(1,126,950)	0	0	(1,126,950)	0	0	(1,126,950)	(1,126,950)	(8,845,531)
<b>Movement in Assets</b>	<b>(1,806,870)</b>	<b>(2,209,191)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>0</b>	<b>0</b>	<b>(1,126,950)</b>	<b>(1,126,950)</b>	<b>(8,523,862)</b>

	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Total
<b>Liability</b>													
<b>Current liabilities</b>	<b>(856,570)</b>	<b>(1,338,821)</b>	<b>(813,573)</b>	<b>(101,588)</b>	<b>(1,943,986)</b>	<b>(136,806)</b>	<b>(135,695)</b>	<b>(174,467)</b>	<b>(59,787)</b>	<b>(172,285)</b>	<b>(143,828)</b>	<b>(148,502)</b>	<b>(6,025,908)</b>
Trade and other payables	(852,867)	(1,827,857)	(814,034)	(101,588)	(1,791,467)	(136,806)	(135,695)	(174,467)	(59,787)	(172,285)	(143,828)	(148,502)	(6,359,182)
Trust funds and deposits	(3,703)	489,036	460	0	(152,520)	0	0	0	0	0	0	0	333,274
<b>Net Movement</b>	<b>689,365</b>	<b>(1,306,833)</b>	<b>(2,336,233)</b>	<b>(822,718)</b>	<b>(6,616,216)</b>	<b>1,131,486</b>	<b>758,311</b>	<b>(1,418,265)</b>	<b>1,249,867</b>	<b>9,461,150</b>	<b>(777,765)</b>	<b>(1,209,427)</b>	<b>(1,197,278)</b>
<b>Bank at End</b>	<b>15,397,072</b>	<b>14,090,240</b>	<b>11,754,006</b>	<b>10,931,288</b>	<b>4,315,072</b>	<b>5,446,558</b>	<b>6,204,869</b>	<b>4,786,603</b>	<b>6,036,471</b>	<b>15,497,621</b>	<b>14,719,856</b>	<b>13,510,429</b>	<b>13,510,429</b>

## Cashflow Chart — Buloke Shire Council



## Balance Sheet — Buloke Shire Council

APR 2020

	Apr 2020	Jun 2019	Variance	% Variance
<b>Asset</b>				
<b>Current assets</b>	<b>17,742,531</b>	<b>23,848,089</b>	<b>(6,105,558)</b>	<b>(26%)</b>
Cash and cash equivalents	14,707,707	20,278,391	(5,570,684)	(27%)
Trade and other receivables	2,835,958	3,191,773	(355,815)	(11%)
Inventories	181,057	111,133	69,924	63%
Other assets	17,809	266,792	(248,983)	(93%)
<b>Non-current assets</b>	<b>267,780,323</b>	<b>262,470,688</b>	<b>5,309,635</b>	<b>2%</b>
Accrued Interest	0	87,269	(87,269)	(100%)
Property, infrastructure, plant and equipment	267,780,323	262,383,419	5,396,904	2%
<b>Total Asset</b>	<b>285,522,853</b>	<b>286,318,777</b>	<b>(795,924)</b>	<b>0%</b>
<b>Liability</b>				
<b>Current liabilities</b>	<b>7,499,224</b>	<b>11,805,231</b>	<b>4,306,007</b>	<b>36%</b>
Trade and other payables	4,948,644	2,173,399	(2,775,245)	(128%)
Trust funds and deposits	263,204	292,876	29,672	10%
Provisions	2,287,376	2,338,957	51,581	2%
Interest-bearing liabilities	0	7,000,000	7,000,000	100%
<b>Non-current liabilities</b>	<b>1,445,611</b>	<b>1,445,611</b>	<b>0</b>	<b>0%</b>
Provisions	1,445,611	1,445,611	0	0%
<b>Total Liability</b>	<b>8,944,835</b>	<b>13,250,842</b>	<b>4,306,007</b>	<b>32%</b>
<b>Unallocated Liability</b>				
HACC hour adjustment	52,239	0	(52,239)	N/A
<b>Total Unallocated Liability</b>	<b>52,239</b>	<b>0</b>	<b>(52,239)</b>	<b>N/A</b>
<b>Net Assets</b>	<b>276,525,780</b>	<b>273,067,935</b>	<b>3,457,845</b>	<b>1%</b>
<b>Equity</b>				
<b>Equity</b>	<b>276,525,780</b>	<b>273,067,935</b>	<b>3,457,845</b>	<b>1%</b>
Accumulated Surplus	105,135,810	105,135,810	0	0%

	Apr 2020	Jun 2019	Variance	% Variance
Reserves	167,932,125	167,932,125	0	0%
Current Earnings	3,457,845	0	3,457,845	N/A
<b>Total Equity</b>	<b>276,525,780</b>	<b>273,067,935</b>	<b>3,457,845</b>	<b>1%</b>

## Cashflow Statement — Buloke Shire Council

JUL 2019 - MAR 2020

		Jul 2019 - Mar 2020
<b>Bank at Beginning</b>		<b>20,278,391</b>
<b>Cashflow from Operating Activities:</b>		
<b>Net Profit</b>		<b>6,143,174</b>
<b>Adjustments to Net Profit for Non-Cash Activities:</b>		
<b>Non - Cash expenses</b>		<b>5,488,857</b>
Depreciation		5,488,857
		<b>5,488,857</b>
<b>Adjustments to Net Profit for Non-Operating Activities:</b>		
<b>Operating Activities</b>		<b>111,647</b>
Interest - Borrowings		111,647
<b>Total Adjustments to Net Profit for Non-Operating Activities</b>		<b>111,647</b>
<b>Adjustments for Balance Sheet Movement on Operating Activities:</b>		
<b>Current assets</b>		<b>389,491</b>
Trade and other receivables		444,548
Inventories		(55,057)
<b>Non-current assets</b>		<b>87,269</b>
Accrued Interest		87,269
<b>Current liabilities</b>		<b>2,180,238</b>
Trade and other payables		2,179,344
Trust funds and deposits		894
<b>Total Adjustments for Balance Sheet Movement on Operating Activities</b>		<b>2,656,998</b>
<b>Net Cashflow from Operating Activities</b>		<b>14,400,677</b>
<b>Cashflow from Investing Activities:</b>		
<b>Non-current assets</b>		<b>(9,818,548)</b>
Property, infrastructure, plant and equipment		(9,818,548)
<b>Current liabilities</b>		<b>60,015</b>
Trade and other payables		86,028
Trust funds and deposits		(26,013)
<b>Net Cashflow from Investing Activities</b>		<b>(9,758,533)</b>

Cashflow from Financing Activities:

<b>Current liabilities</b>	<b>(6,999,999)</b>
Trade and other payables	1
Interest-bearing liabilities	(7,000,000)
<b>Operating Activities</b>	<b>(111,647)</b>
Interest - Borrowings	(111,647)
<b>Net Cashflow from Financing Activities</b>	<b>(7,111,646)</b>
<b>Net Cashflows</b>	<b>(2,469,502)</b>
<b>Bank at End</b>	<b>17,808,889</b>



**BULOKE SHIRE COUNCIL - CAPITAL PROGRAM**

<i>Expenditure</i>															
Actual YTD	Budget Full Year	Works % Complete	PERIOD	Plan Duration		Actual Start		% Complete		Actual (beyond plan)					
\$000	\$000			19/20											
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>PROPERTY</b>															
<b>Land Improvements</b>															
Parks and Gardens - Park Irrigation Upgrades	34	40	80%												
Parks and Gardens - Park and Street Furniture/BBQUpgrade	19	20	100%												
Birchip Streetscape Improvement	82	440	10%												
Parks and Gardens - Town Entrances - Tree Planting & Bins	5	10	85%												
<b>Buildings</b>															
Donald Community Precinct Construction	1,437	950	95%												
Charlton Park 2020 Redesign	486	560	100%												
Charlton Early Years Centre	0	350	15%												
Our Region Our Rivers - Buloke Shire: Charlton Riverfront Development (Weir Upgrade)	219	450	50%												
Our Region Our Rivers - Buloke Shire: Donald Rivefront Development	131	450	55%												
Lake Tyrell Infrastructure	2,016	526	45%												
Birchip Community Leisure Centre Oval Sprinkler System	187	85	90%												
Berrwillock Tynan Park Toilets Replacement	177	135	95%												
Culgoa Public Toilets Replacement	97	100	95%												

	Actual YTD	Budget Full Year	Works % Complete	PERIOD											
	\$000	\$000		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				19/20											
Nandaly Travellers Rest Development	117	122	95%												
Nullawil Public Toilet Replacement	161	95	95%												
Wycheproof Centenary Park Toilet Replacement	149	140	95%												
<b>Building Improvements</b>															
Municipal Offices - Depot Safety Improvements	14	30	100%												
Municipal Offices - Renewal Program	0	20	0%												
Split System Replacement	6	15	5%												
Buloke Sustainability Upgrade Project	19	100	80%												
Birchip Leisure Centre Changerooms	9	145	6%												
Donald Skatepark (Our Region Our Rivers - Buloke Shire: Donald Rivefront Development)	224	193	95%												
Wycheproof Golf Club Kitchen		60	0%												
Wycheproof Bowls Club Kitchen	41	60	10%												
Donald Kindergarten Decking	63	70	10%												
<b>PLANT &amp; EQUIPMENT</b>															
<b>Plant, Machinery and Equipment</b>															
Major Plant Purchase	604	650	90%												
Small Plant Purchase	18	20	100%												
Wycheproof Saleyards Masterplan	30	25	75%												
Wycheproof Saleyards Ramp Replacement	33	45	100%												

	Actual YTD	Budget Full Year	Works % Complete	PERIOD											
	\$000	\$000		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Library Books Purchase	42	50	80%												
<b>Computers and Telecommunications</b>															
IT Equipment Replacement	99	160	100%												
Asset Management System	63	40	95%												
IT Systems Renewel	0	200													
Purchase Engineering Design Equipment	29	30	100%												
<b>INFRASTRUCTURE</b>															
<b>Roads</b>															
Roads to Recovery - Road Resealing Program		1,008	55%												
Roads to Recovery - Birchip/Corack Road Final Seal	75	75	100%												
Roads to Recovery - Yeungroon Road Final Seal	75	75	100%												
Roads to Recovery - Watchem/Warrack Road Final Seal	80	80	100%												
Roads to Recovery - Major Patch Program	91	100	100%												
Watchem/Warrack #2	376	450	100%												
Roads to Recovery - Gravel Road Resheeting Program	446	560	95%												
Road Renewal - Culgoa/Ultima Road	1,328	2,250	90%												
<b>Footpaths and Cycleways</b>															
Footpath Renewal Program	54	70	100%												
Donald/Avon Plains Road Culvert	29	60	40%												

	Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD												
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
				19/20												
<b>Drainage</b>																
Donald -Walker Street	5	75	20%													
Charlton Levee Bank Detailed Design	72	115	95%													
<b>Recreational, Leisure &amp; Community Facilities</b>																
Swimming Pool Renewal Program	103	80	100%													
Parks and Gardens - Playground Replacement Program	79	80	60%													
<b>Waste Management</b>																
Wycheproof Transfer Station Fence Upgrade	38	40	100%													
Solar Power to Charlton Transfer Station	22	25	100%													
Solar Power to Wycheproof Transfer Station	22	25	100%													
E-Waste Storage Sheds Donald, Charlton and Wycheproof	24	30	100%													
<b>Aerodromes</b>																
Donald Aerodrome Runway Reseal		170	75%													
<b>TOTAL CAPITAL PROGRAM</b>	<b>9,536</b>	<b>11,754</b>														
<b>CARRIED FORWARD PROJECTS FY19</b>																
Green Lake Stage 2	205		32%													
Roads and E-waste	593		100%													
	<b>10,334</b>	<b>11,754</b>														

	Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD	19/20											
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>NEW PROJECTS FY20</b>																
Direl (Lake Tyrrell)	356		0%													
Charlton-Swan Hill Rd Glenloth Blackspot	293		80%													
Wycheproof Library - Funding received FY21	0		20%													
Project management oncosts	68		83%													
	<b>717</b>	<b>0</b>														
<b>Special Projects - Non Capital</b>																
Charlton Township Arts Mural	29	30	100%													
Sea Lake Silo Art	90	85	95%													
Donald Pony Club Facilites Upgrade	78	70	95%													
Watchem Hall Toilet Upgrade	99	80	95%													
Small Halls/Fire Sheds Upgrade Program	29	35	95%													
Climate Change/Farming Event	35	30	100%													
	<b>359</b>	<b>330</b>														

## **8.4 ORGANISATIONAL REPORTS**

### **8.4.1 2020 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY RESULTS**

**Author's Title:** Manager Customer Engagement

**Department:** Office of the CEO

**File No:** GS/02/01

**Attachments:** 1 [Community Satisfaction Survey Results 2020](#)

**Relevance to Council Plan 2017 - 2021**

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

#### **RECOMMENDATION**

That Council:

1. Notes the results of the 2020 Local Government Community Satisfaction Survey;
2. Considers the future actions in response to the results; and
3. Publishes the results of the survey to the community.

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

The 2020 Local Government Community Satisfaction Survey Report is attached for Council to note. The report is coordinated on behalf of all Victorian Councils by the Department Environment of Land, Water and Planning.

#### **2. Discussion**

The survey demonstrates an overall performance index score of 58 for Buloke Shire Council represents a three-point improvement on the 2019 result, continuing a multi-year trend of improvement from 2016 and is the best overall result since 2012.

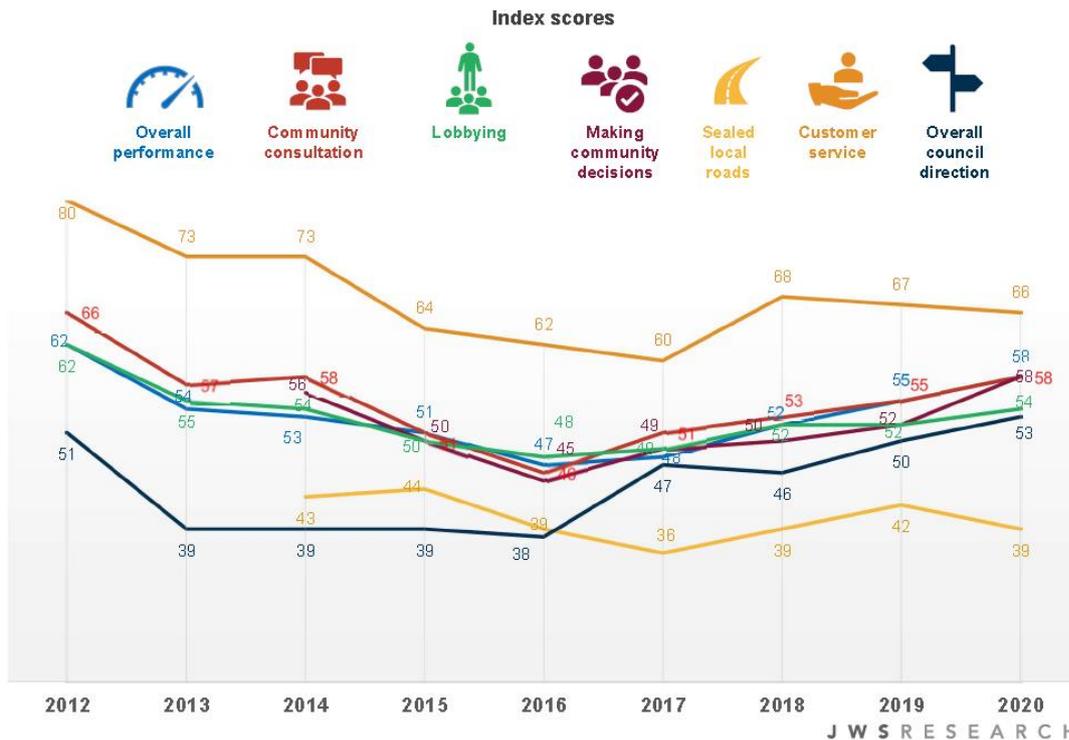
These overall results are on par with the state average and two points higher than Council's Small Rural cohort.

Overall Council Direction is at a record high and is two points higher than the state average and three points higher than the Small Rural cohort. This would demonstrate rising satisfaction in Council's strategic planning from the Council Plan 2017-21 through to subsequent strategic plans and community plans.

Excluding service areas relating to roads, Council performs in line with, or significantly higher than, the Small Rural group and State-wide averages on the service areas evaluated. Council's best performing areas were Recreational Facilities and Elderly Support Services whilst maintenance of unsealed roads and the condition of sealed roads are Council's lowest performing areas.

A graphic of the summary of core measures, included in the survey report, is included below.

**Summary of core measures**



**3. Financial Implications**

There are no financial implications to consider in this report.

**4. Cost Shift Considerations**

There are no cost shift implications to be considered in this report.

**5. Community Consultation**

A telephone survey was conducted by JWS Research, who contacted random residents on behalf of Council, that were 18 years or above, residing in Buloke Shire. Council advertised the approaching survey in local newspaper advertisements and on social media in the weeks leading up to the survey which was conducted in February of this year.

**6. Internal Consultation**

The Senior Leadership Team has been consulted in the preparation of this report.

**7. Legislative / Policy Implications**

There are no legislative or policy implications.

**8. Environmental Sustainability**

There are no environmental sustainability considerations in 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 that Council notes the results of the 2020 Local Government Community Satisfaction Survey for future strategic planning of the organisation and to ensure it is being responsive to the evolving needs of the community.

# **2020 Local Government Community Satisfaction Survey**

## **Buloke Shire Council**

Coordinated by the Department of  
Environment, Land, Water and Planning  
on behalf of Victorian councils





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## Background and objectives

**The Victorian Community Satisfaction Survey (CSS) creates a vital interface between the council and their community.**

**Held annually, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.**

Now in its twenty-first year, this survey provides insight into the community's views on:

- councils' overall performance with benchmarking against State-wide and council group results
- community consultation and engagement
- advocacy and lobbying on behalf of the community
- customer service, local infrastructure, facilities and
- overall council direction.

When coupled with previous data, the survey provides a reliable historical source of the community's views since 1998. A selection of results from the last nine years shows that councils in Victoria continue to provide services that meet the public's expectations.

### Serving Victoria for 21 years

Each year the CSS data is used to develop this State-wide report which contains all of the aggregated results, analysis and data. Moreover, with 21 years of results, the CSS offers councils a long-term measure of how they are performing – essential for councils that work over the long term to provide valuable services and infrastructure to their communities.

Participation in the State-wide Local Government Community Satisfaction Survey is optional.

Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.



## **Key findings and recommendations**

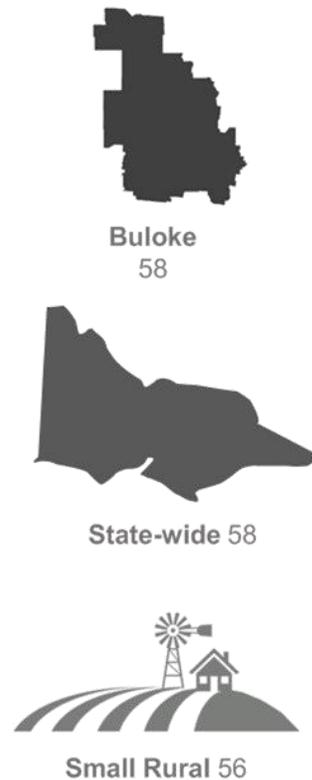
J W S R E S E A R C H 4



## Buloke Shire Council – at a glance

### Overall council performance

Results shown are index scores out of 100.



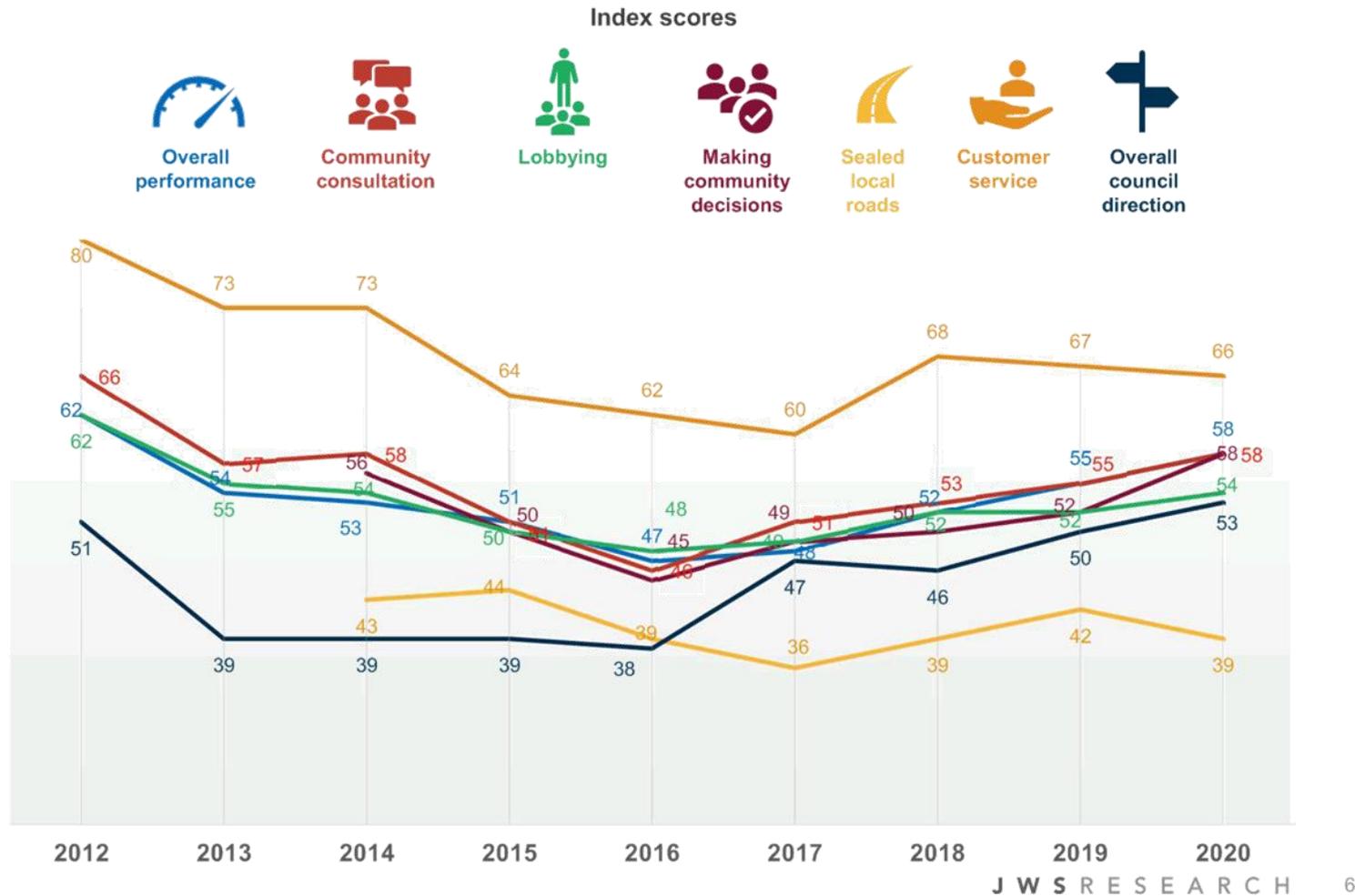
### Council performance compared to State-wide and group averages



J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



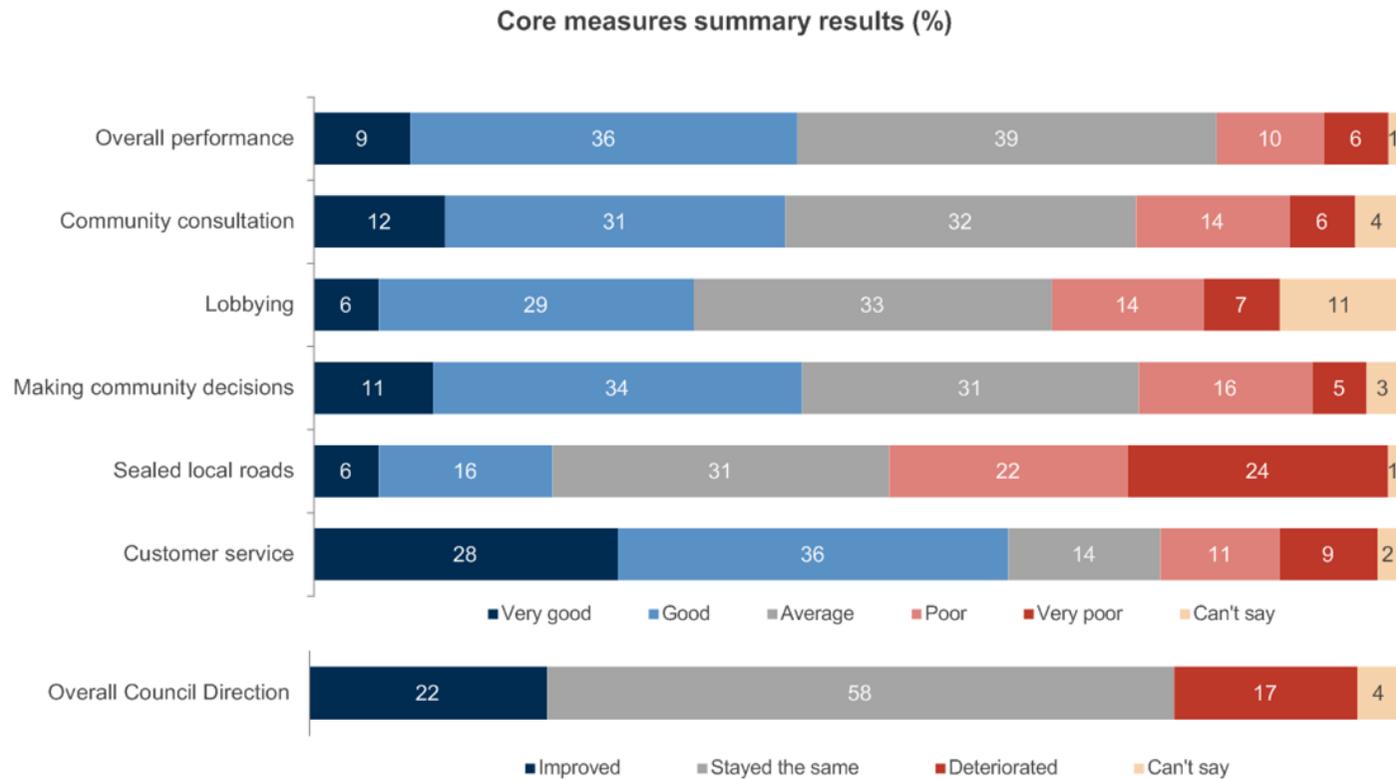
## Summary of core measures



J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Summary of core measures





## Summary of Buloke Shire Council performance

Services	Buloke 2020	Buloke 2019	Small Rural 2020	State-wide 2020	Highest score	Lowest score
Overall performance	58	55	56	58	Aged 65+ years	Aged 50-64 years
Overall council direction	53	50	50	51	Charlton residents	Aged 50-64 years
Customer service	66	67	70	70	Aged 18-34 years	Aged 50-64 years
Recreational facilities	74	69	68	70	Charlton residents	Aged 50-64 years
Appearance of public areas	71	68	72	72	Charlton residents	Sea Lake residents
Elderly support services	69	67	71	68	Aged 18-34 years, Charlton residents, Aged 65 years	Sea Lake residents
Waste management	65	65	64	65	Aged 65+ years	Aged 50-64 years
Enforcement of local laws	62	61	62	63	Aged 18-34 years	Aged 50-64 years
Bus/community dev./tourism	62	56	58	59	Sea Lake residents	Aged 50-64 years
Environmental sustainability	59	57	57	60	Aged 18-34 years, Aged 65+ years	Aged 50-64 years

Significantly higher / lower than Buloke Shire Council 2020 result at the 95% confidence interval. Please see Appendix A for explanation of significant differences and index scores.



## Summary of Buloke Shire Council performance

Services	Buloke 2020	Buloke 2019	Small Rural 2020	State-wide 2020	Highest score	Lowest score
Consultation & engagement	58	55	54	55	Aged 18-34 years	Aged 50-64 years
Community decisions	58	52	53	53	Aged 65+ years	Aged 50-64 years
Lobbying	54	52	52	53	Charlton residents	Sea Lake residents
Sealed local roads	39	42	51	54	Charlton residents	Aged 35-49 years
Unsealed roads	35	37	43	44	Charlton residents	Sea Lake residents

Significantly higher / lower than Buloke Shire Council 2020 result at the 95% confidence interval. Please see Appendix A for explanation of significant differences and index scores.



## Focus areas for the next 12 months

### Overview

Perceptions of Council's performance largely improved or stayed the same across almost all service areas evaluated in the past year. This is a positive result for Council. Perceptions of Council's overall performance improved by three points from 2019, which is a continuing upward trend from a low in 2016 and brings Council into line with the Small Rural group and State-wide averages.

### Key influences on perceptions of overall performance

Buloke Shire Council should focus on maintaining and improving performance in the individual service areas that most influence perception of overall performance: decisions made in the interest of the community and community consultation and engagement. Being a relatively low performing area, and one of the service areas with a significant influence on overall performance perceptions, maintaining the gains made on community decisions should be a focus over the next 12 months.

### Comparison to state and area grouping

Barring service areas relating to roads, Council performs in line with, or significantly higher than, the Small Rural group and State-wide averages on the service areas evaluated. Maintenance of unsealed roads and the condition of sealed roads are Council's lowest performing areas – given they are rated significantly lower than the Small Rural group average, attention should be paid to delivery of these services.

### Maintain gains achieved to date

Council should endeavor to consolidate the gains made on most service areas over the coming year. Council should also not lose sight of those areas in which it is currently performing well and is influential on overall perceptions, namely recreational facilities. Finally, as a cohort that is most consistently critical of Council's performance, it is recommended that extra attention be paid to interactions with residents aged 50 to 64 years (customer service among these).

# DETAILED FINDINGS



# Overall performance



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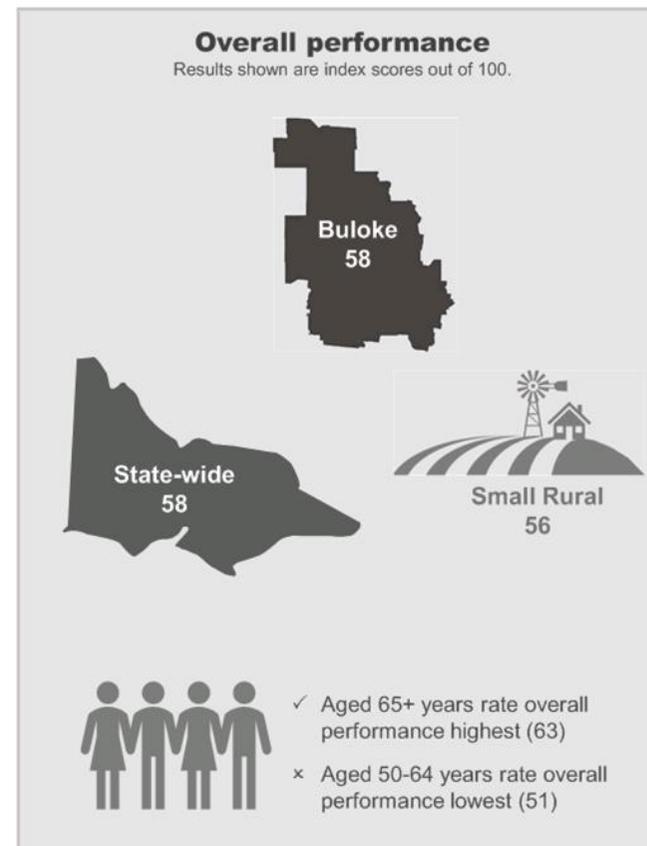
## Overall performance

The overall performance index score of 58 for Buloke Shire Council represents a three-point improvement on the 2019 result, continuing a multi-year trend of improvement from 2016. Overall performance is at its highest level since 2012.

Buloke Shire Council's overall performance is rated in line with the average rating for councils in the Small Rural group and the State-wide average (index scores of 56 and 58 respectively).

- Overall performance is rated statistically significantly higher (at the 95% confidence interval) among residents aged 65 years and over (index score of 63) than the Council average.
- The rating among residents aged 50 to 64 years (index score of 51) is significantly lower than average.
- The improvement in overall performance perceptions in 2020 have been driven by women (index score of 61, up a significant five points from 2019) and residents aged 35 to 49 years (55, up nine points).

Almost three times as many residents rate Buloke Shire Council's overall performance as 'very good' or 'good' (45%) as those who rate it as 'very poor' or 'poor' (16%). A further 39% sit mid-scale, rating Council's overall performance as 'average'.

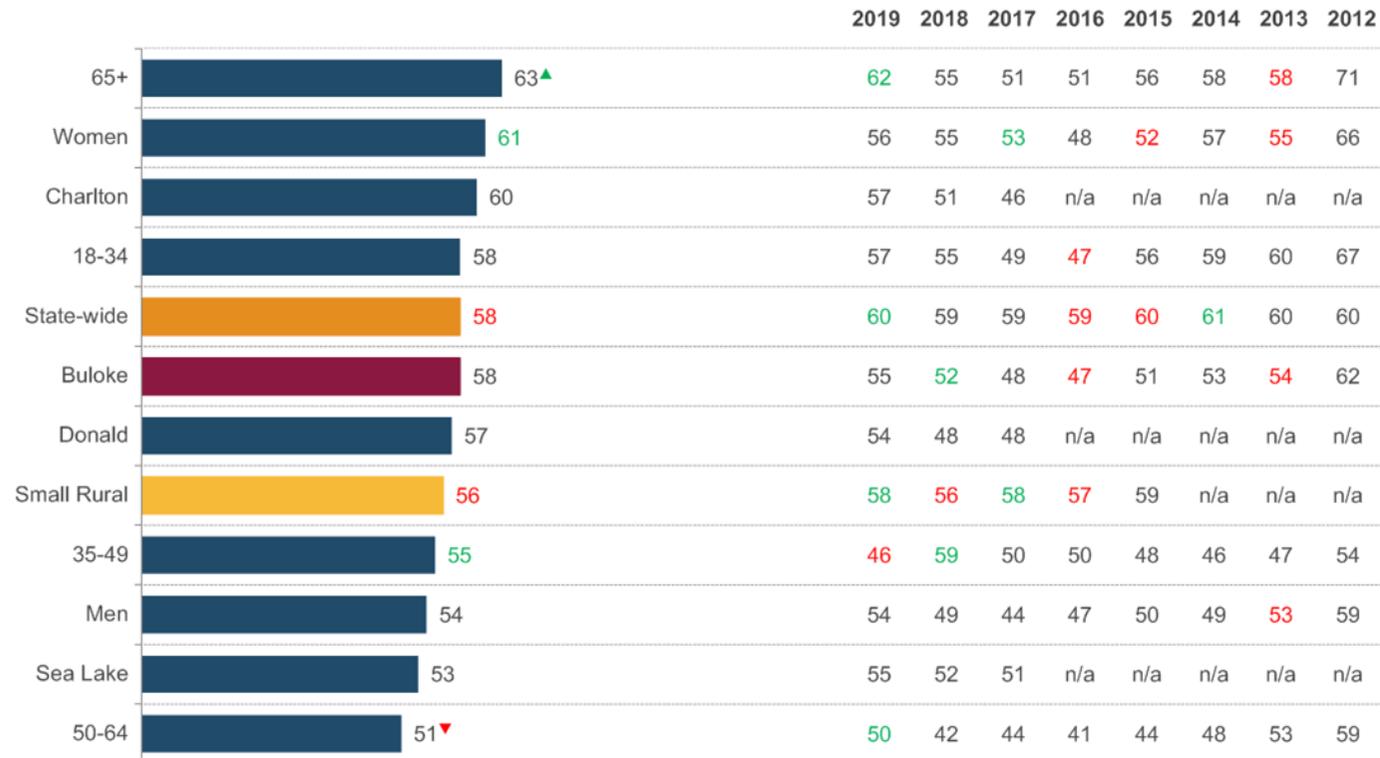


J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Overall performance

2020 overall performance (index scores)



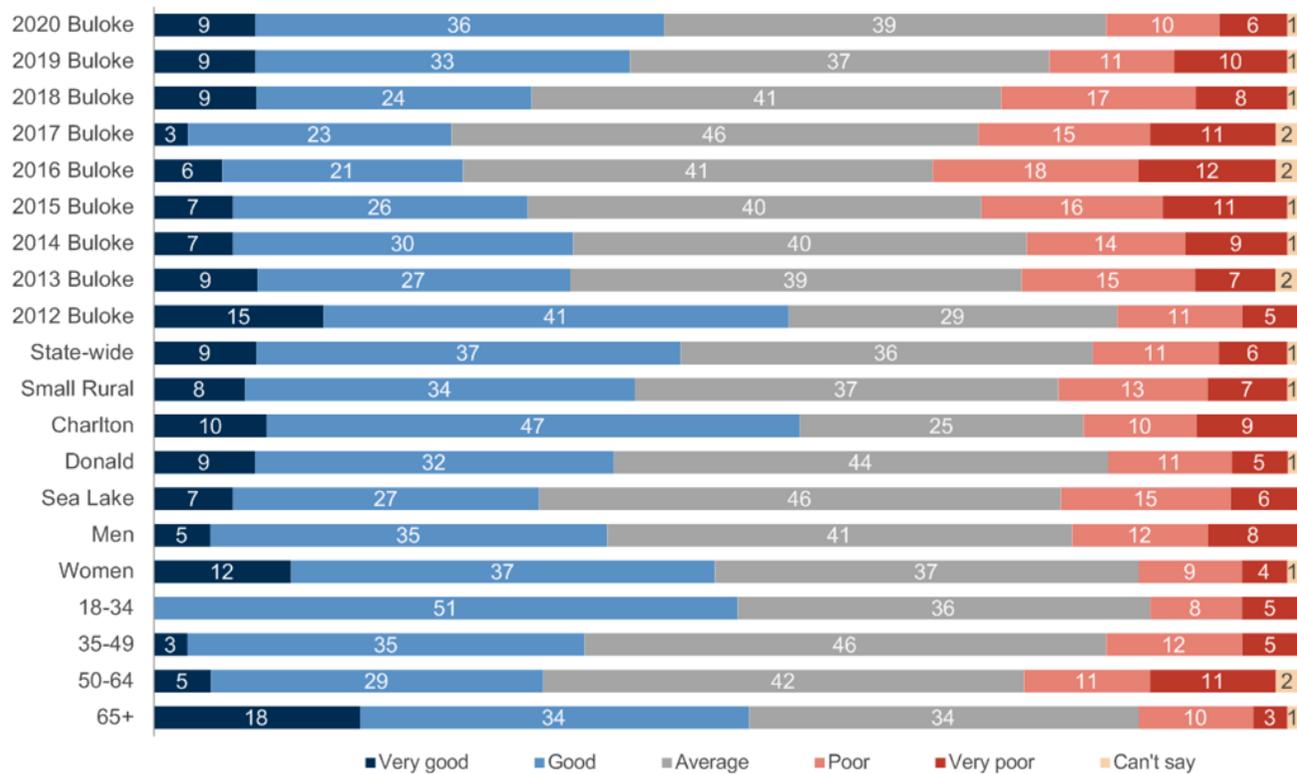
Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Buloke Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Overall performance

2020 overall performance (%)



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Buloke Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18



## Top performing service areas

Recreational facilities (index score of 74) is the area where Council performed best in 2020, improving by a significant five index points from 2019. This is a positive result, and one to maintain, as recreational facilities is one of the service areas with a key influence in driving overall performance perceptions.

- Council performs significantly higher than the Small Rural group and State-wide averages in this service area (index scores of 68 and 70 respectively).
- With an index score of 83, Charlton residents rate Council significantly higher than average.

Appearance of public areas is Council's next highest rated service area (index score of 71).

- Here, Council performs in line with the Small Rural group and State-wide averages (index score of 72 for each).

Elderly support services is Council's next highest rated service area (index score of 69). The significant gains made here last year have been maintained.

- Residents aged 18 to 34 years and 65 years and over (both with an index score of 74) provide significantly higher than average ratings.
- Sea Lake residents and those aged 35 to 49 years (index scores of 58 and 61 respectively) rate Council lower than average.



**Recreational facilities (index score of 74) is the area where Council performed best in 2020, improving by a significant five index points from 2019.**



## Low performing service areas



**Council rates lowest – relative to its performance in other areas – in the areas of unsealed roads (index score of 35) and sealed local roads (index score of 39).**

Council rates lowest in the areas of the maintenance of unsealed roads (index score of 35) and the condition of sealed local roads (index score of 39).

- For both of these service areas, Council rates significantly lower than the Small Rural group and State-wide averages.
- Charlton residents are most complimentary of Council's performance on roads, significantly so for sealed local roads.
- Residents aged 35 to 49 years give Council a significantly lower than average rating for the condition of sealed local roads (index score of 31). Conversely, those aged 65 years and over are significantly more positive (index score of 48).

Both sealed and unsealed roads should remain a focus over the coming twelve months, as Council is currently performing 'poorly' here and improvements will have a moderate influence on overall perceptions.

- The maintenance of unsealed roads also exhibits the greatest disparity between perceived importance and performance (a net differential of -48).

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## Individual service area performance

2020 individual service area performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
Recreational facilities	74	69	67	n/a	n/a	63	69	70	72
Appearance of public areas	71	68	67	n/a	n/a	71	74	74	76
Elderly support services	69	67	63	n/a	n/a	64	71	71	72
Waste management	65	65	69	n/a	n/a	70	73	74	74
Enforcement of local laws	62	61	58	n/a	n/a	63	65	63	66
Bus/community dev./tourism	62	56	54	n/a	n/a	56	60	58	62
Environmental sustainability	59	57	58	n/a	n/a	n/a	n/a	n/a	n/a
Consultation & engagement	58	55	53	51	46	51	58	57	66
Community decisions	58	52	50	49	45	50	56	n/a	n/a
Lobbying	54	52	52	49	48	50	54	55	62
Sealed local roads	39	42	39	36	39	44	43	n/a	n/a
Unsealed roads	35	37	35	n/a	n/a	40	41	39	43

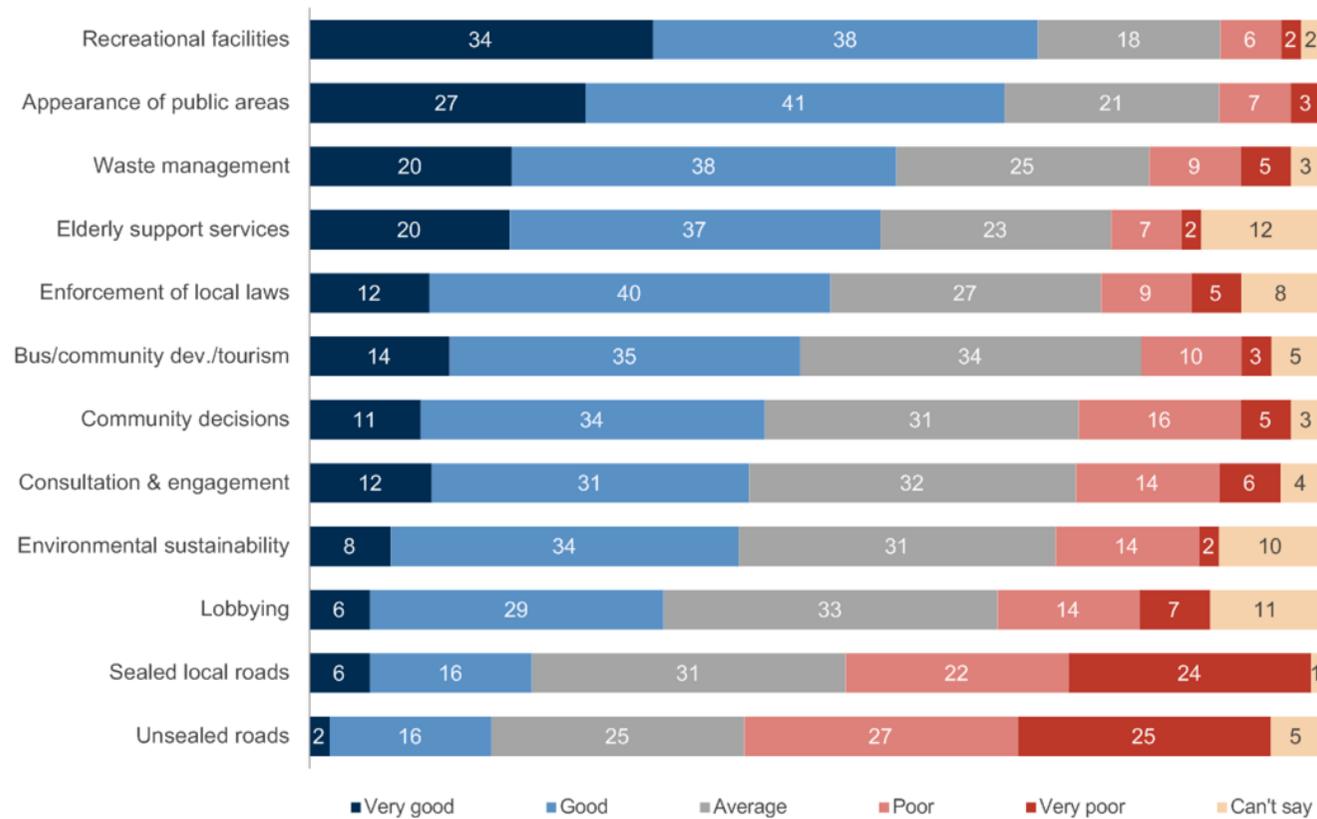
Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Individual service area performance

2020 individual service area performance (%)



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Individual service area importance

2020 individual service area importance (index scores)

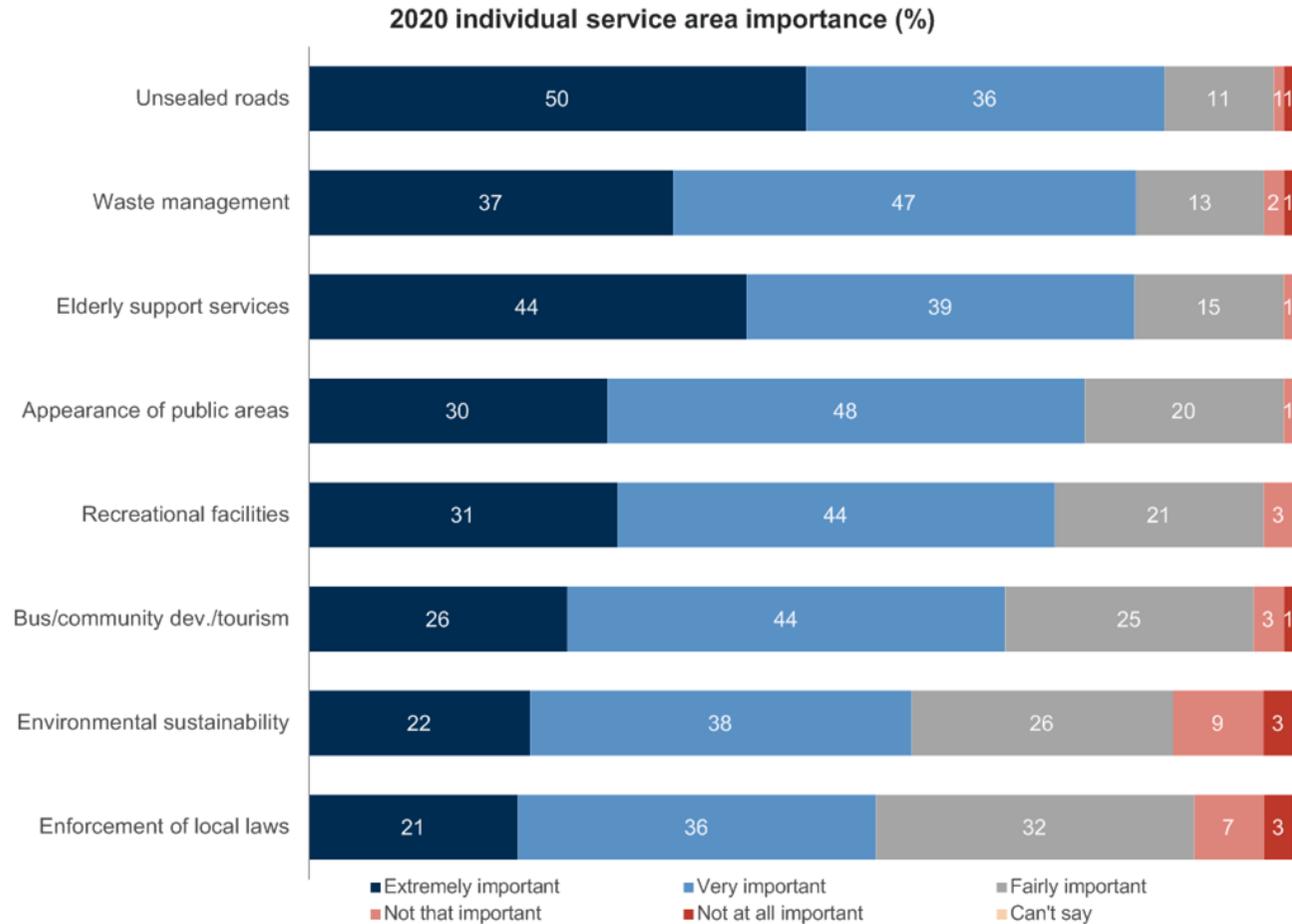
		2019	2018	2017	2016	2015	2014	2013	2012
Unsealed roads	84	82	85	n/a	n/a	81	82	81	83
Elderly support services	82	81	83	n/a	n/a	83	82	81	82
Waste management	80	77	78	n/a	n/a	76	76	76	76
Appearance of public areas	76	75	74	n/a	n/a	74	74	74	75
Recreational facilities	76	74	77	n/a	n/a	75	76	73	77
Bus/community dev./tourism	73	72	76	n/a	n/a	72	72	71	73
Environmental sustainability	67	65	65	n/a	n/a	n/a	n/a	n/a	n/a
Enforcement of local laws	66	66	64	n/a	n/a	69	70	69	71

Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 30 Councils asked group: 6  
 Note: Please see Appendix A for explanation of significant differences.

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## Individual service area importance

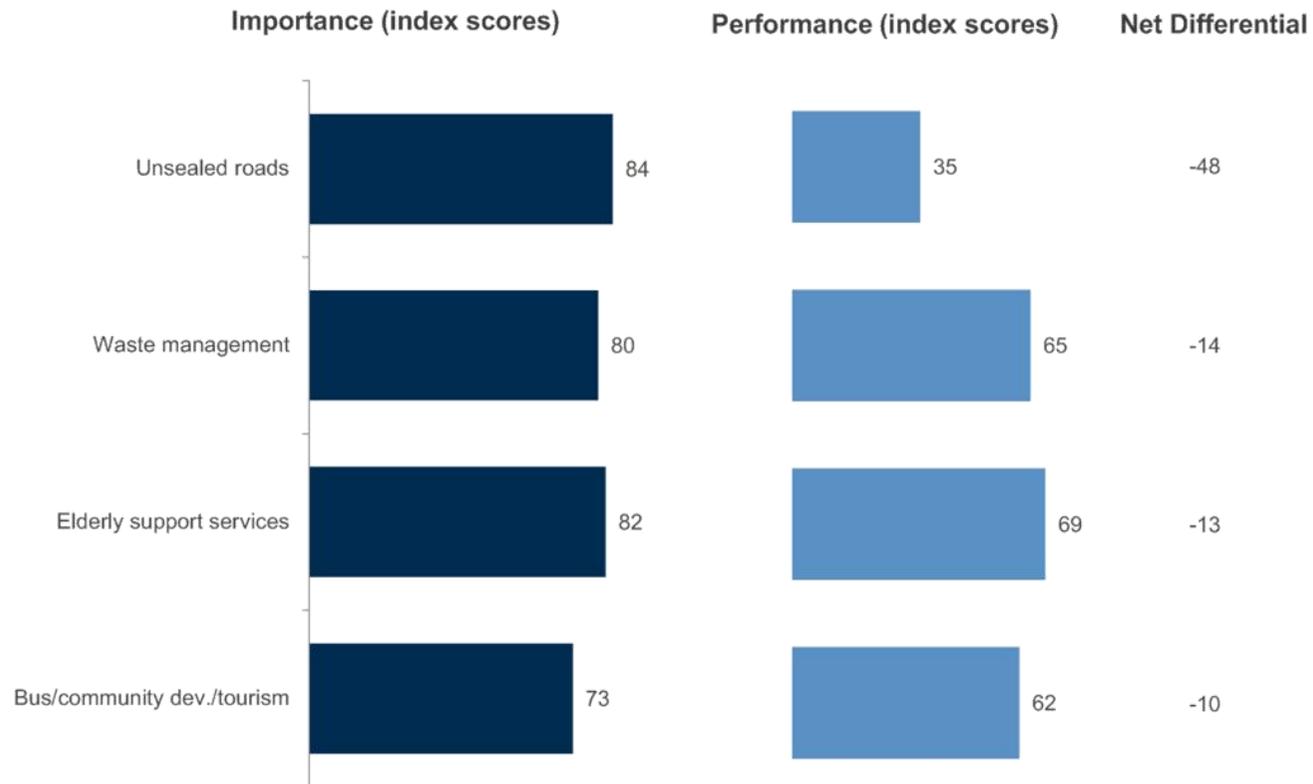


Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 30 Councils asked group: 6



## Individual service areas importance vs performance

Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary.



Note: Net differentials are calculated based on the un-rounded importance and performance scores, then rounded to the nearest whole number.



## Influences on perceptions of overall performance

The individual service area that has the strongest influence on the overall performance rating (based on regression analysis) is:

- Community consultation and engagement.

**Good communication and consultation with residents as part of Council decision making provides the greatest opportunity to drive up overall opinion of Council performance.**

Following on from that, other individual service areas with a moderate to strong influence on the overall performance rating are:

- Recreational facilities
- Decisions made in the interest of the community
- Environmental sustainability
- The condition of sealed local roads (excl VicRoads)
- Maintenance of unsealed roads
- Lobbying on behalf of the community

Looking at these key service areas, recreational facilities has a high performance index (74) and a moderate positive influence on the overall performance rating, so maintaining this positive result should remain a focus.

Other service areas that have a positive influence on overall perceptions, but perform relatively less well, are environmental sustainability, community decisions, and lobbying (performance index of 59, 58 and 54 respectively).

**A focus on transparency about Council decisions, as well as demonstrating Council's efforts to advance and defend the interests of its residents, can also help shore up positive opinion of Council overall. Promoting sustainability initiatives can also contribute to perceptions of overall performance.**

However, most in need of Council attention are the condition of sealed local roads and maintenance of unsealed roads, which are poorly rated (performance index of 39 and 35 respectively) and have a moderate influence on perceptions of overall performance.

**It will be important to attend to resident concerns about local roads to help improve perceptions of Council's performance.**



## Regression analysis explained

We use regression analysis to investigate which individual service areas, such as community consultation, condition of sealed local roads, etc. (the independent variables) are influencing respondent perceptions of overall council performance (the dependent variable).

In the charts that follow:

- The horizontal axis represents the council performance index for each individual service. Service areas appearing on the right-side of the chart have a higher performance index than those on the left.
- The vertical axis represents the Standardised Beta Coefficient from the multiple regression performed. This measures the contribution of each service area to the model. Service areas near the top of the chart have a greater positive effect on overall performance ratings than service areas located closer to the axis.

The regressions are shown on the following two charts.

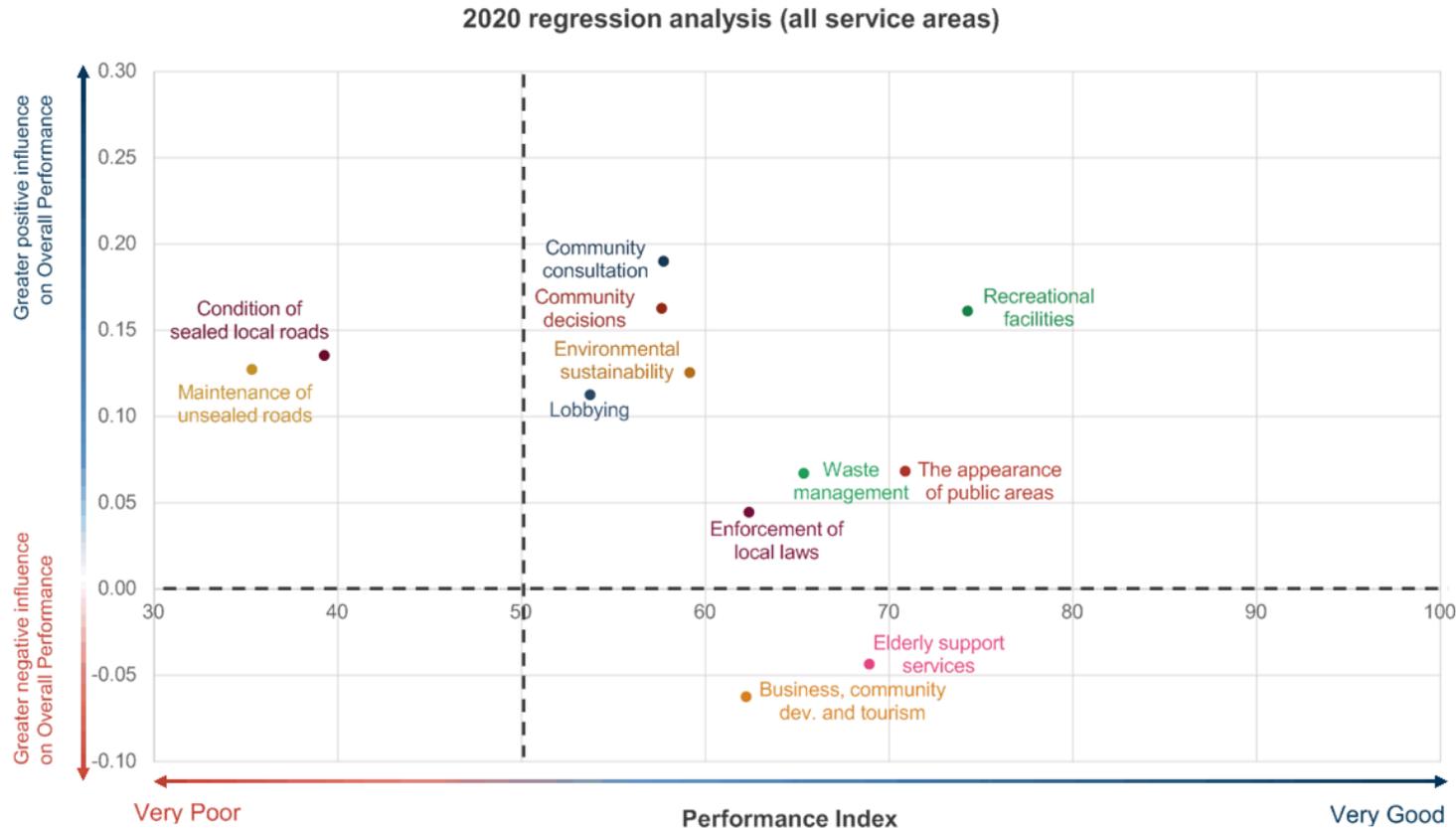
1. **The first chart** shows the results of a regression analysis of *all* individual service areas selected by Council.
2. **The second chart** shows the results of a regression performed on a smaller set of service areas, being those with a moderate-to-strong influence on overall performance. Service areas with a weak influence on overall performance (i.e. a low Standardised Beta Coefficient) have been excluded from the analysis.

**Key insights from this analysis are derived from the second chart.**

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## Influence on overall performance: all service areas

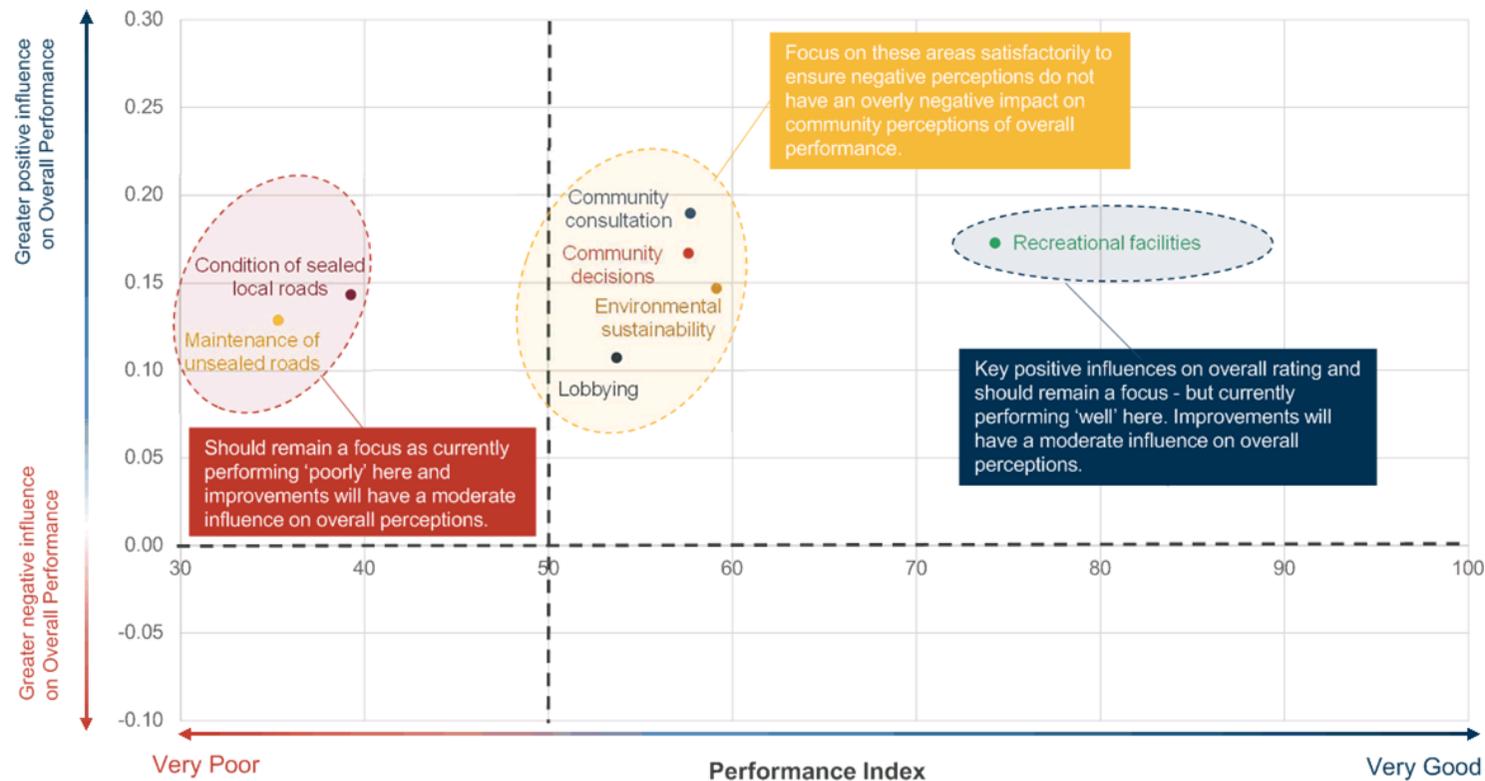


The multiple regression analysis model above (all service areas) has an R-squared value of 0.558 and adjusted R-square value of 0.544, which means that 56% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at  $p = 0.0001$ ,  $F = 40.7$ . This model should be interpreted with some caution as some data is not normally distributed and not all service areas have linear correlations.



## Influence on overall performance: key service areas

2020 regression analysis (key service areas)



The multiple regression analysis model above (reduced set of service areas) has an R-squared value of 0.545 and adjusted R-square value of 0.537, which means that 55% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at  $p = 0.0001$ ,  $F = 67.2$ .



## **Customer service**

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## Contact with council and customer service

### Contact with council

More than three in five Council residents (65%) have had contact with Council in the last 12 months. Rate of contact is up four percentage points on last year, trending up over time from a low point in 2016.

- Residents aged 35 to 49 years (78%) had significantly more contact with Council than average.
- Residents aged 65 years and over had the least contact with Council (53%).



### Customer service

Council's customer service index of 66 is significantly lower than both the Small Rural group and State-wide averages (index scores of 70 each).

- This score marks a small slide from a recent peak of 68 in 2018.

Perceptions of customer service are significantly more positive among residents aged 18 to 34 years (index score of 77, up four points from 2019).

- There are no other significant differences across the demographic and geographic cohorts compared to the 2020 Council average.

Customer service ratings are higher for those who contact council via telephone and in person (index score of 69 and 67 respectively) compared to those who contacted Council via email (index score of 55).

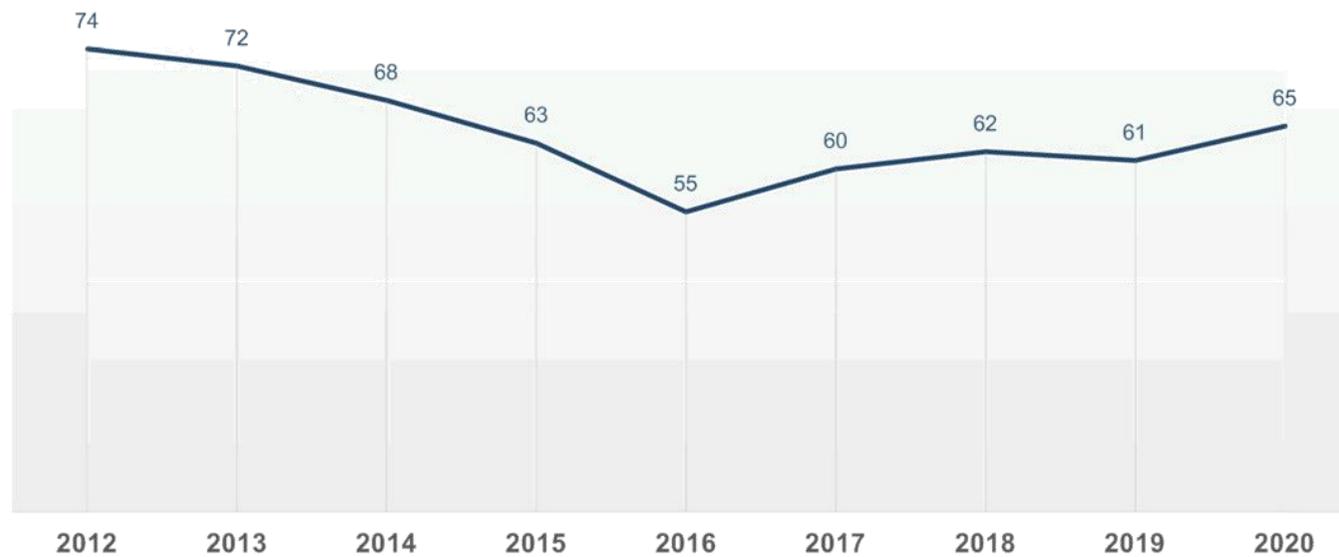
Contact by telephone (41%) and in person (30%) are the main methods of contacting Council. Council should focus on the efficacy of contact via email – this is increasing as a method of contact (18%, up three points), but as mentioned, holds a lower customer service rating.

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## Contact with council

2020 contact with council (%)  
Have had contact



Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?  
Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6

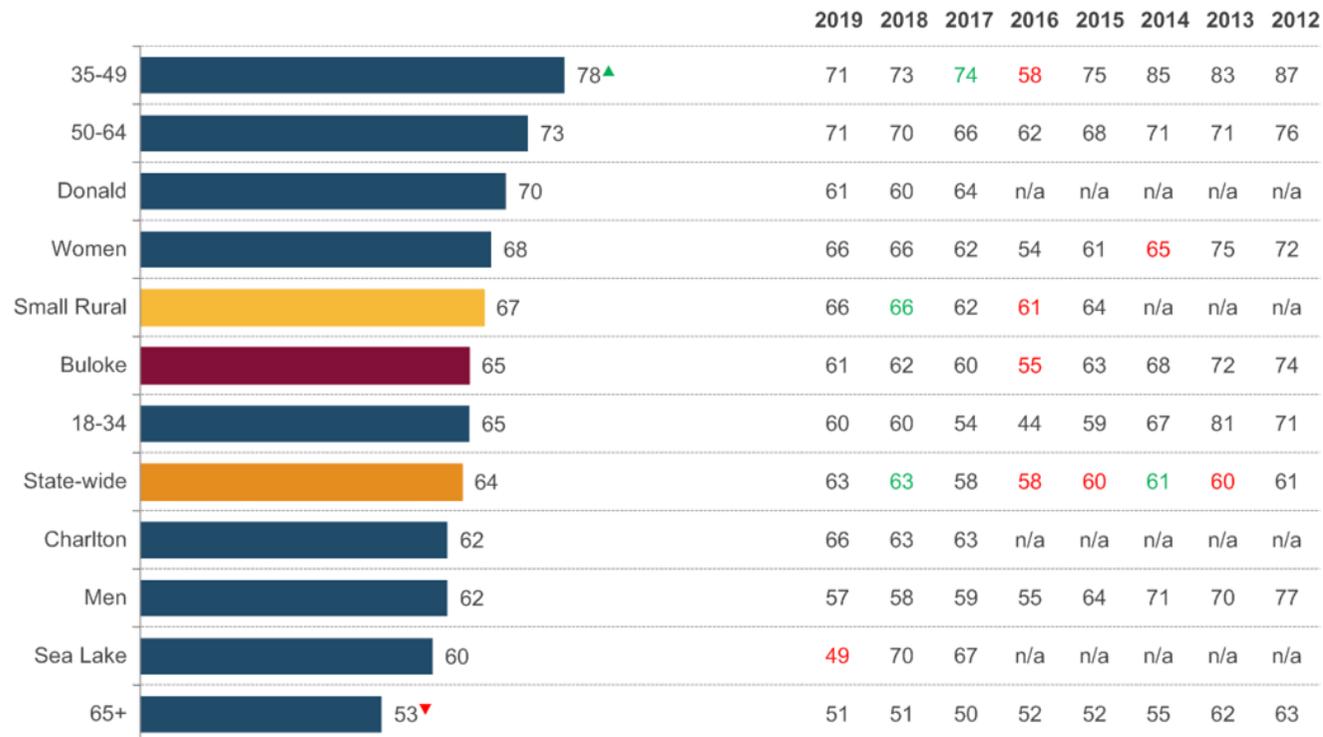
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## Contact with council

2020 contact with council (%)



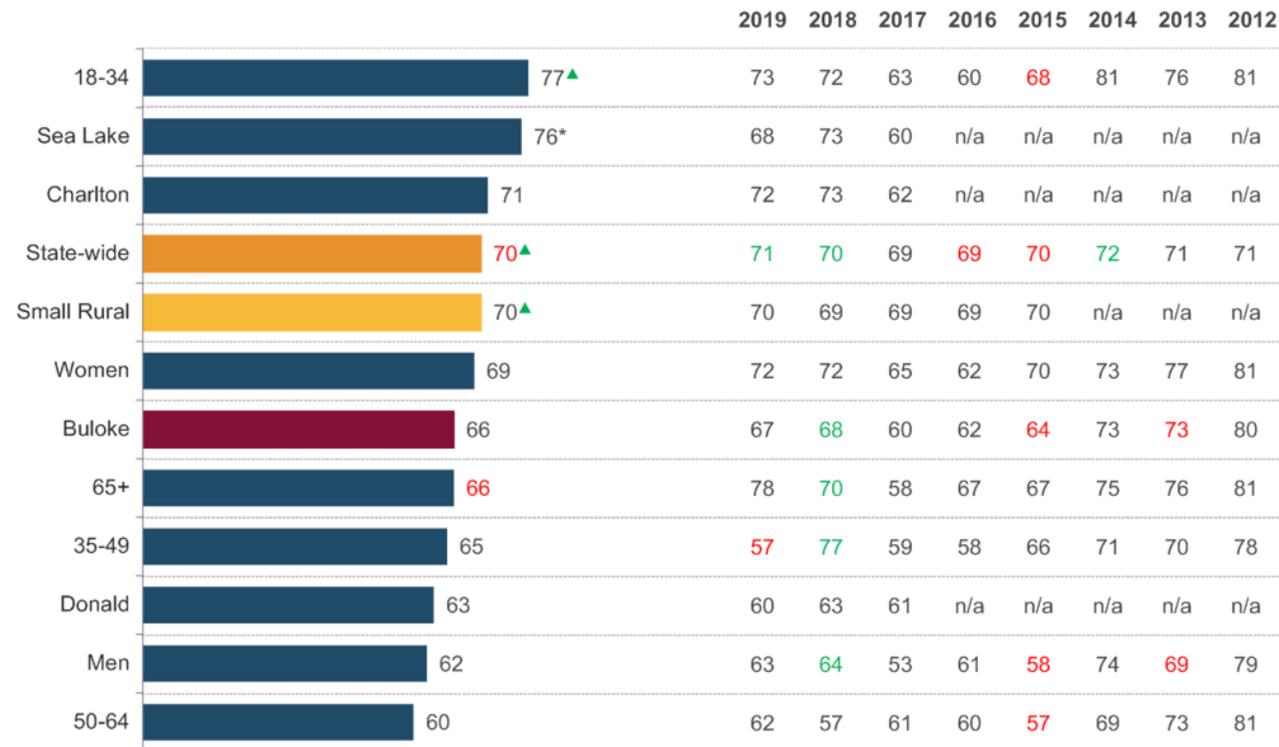
Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?  
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6  
 Note: Please see Appendix A for explanation of significant differences.

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## Customer service rating

2020 customer service rating (index scores)



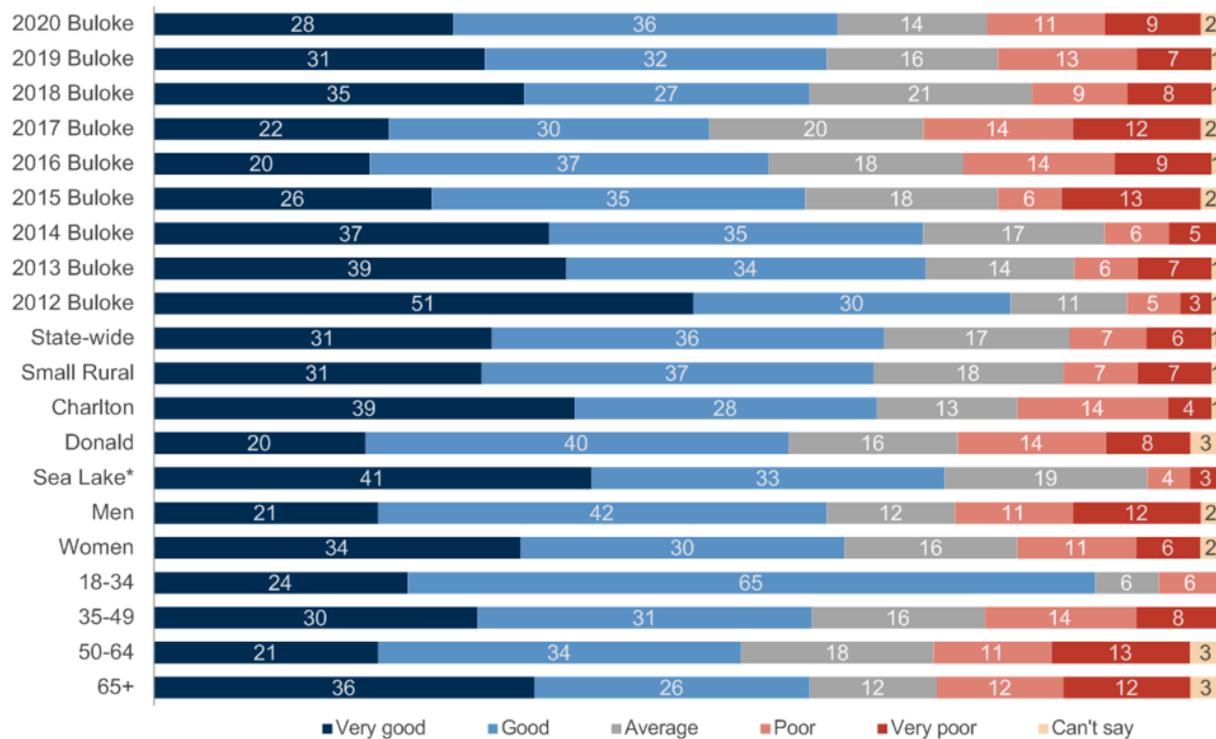
Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?  
 Please keep in mind we do not mean the actual outcome but rather the actual service that was received.  
 Base: All respondents who have had contact with Council in the last 12 months.  
 Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.  
 \*Caution: small sample size < n=30

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Customer service rating

2020 customer service rating (%)



Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?  
 Please keep in mind we do not mean the actual outcome but rather the actual service that was received.  
 Base: All respondents who have had contact with Council in the last 12 months.  
 Councils asked state-wide: 62 Councils asked group: 18  
 \*Caution: small sample size < n=30

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## Method of contact with council

2020 method of contact (%)



Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?  
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6  
 Note: Respondents could name multiple contacts methods so responses may add to more than 100%

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## Customer service rating by method of last contact

2020 customer service rating (index score by method of last contact)



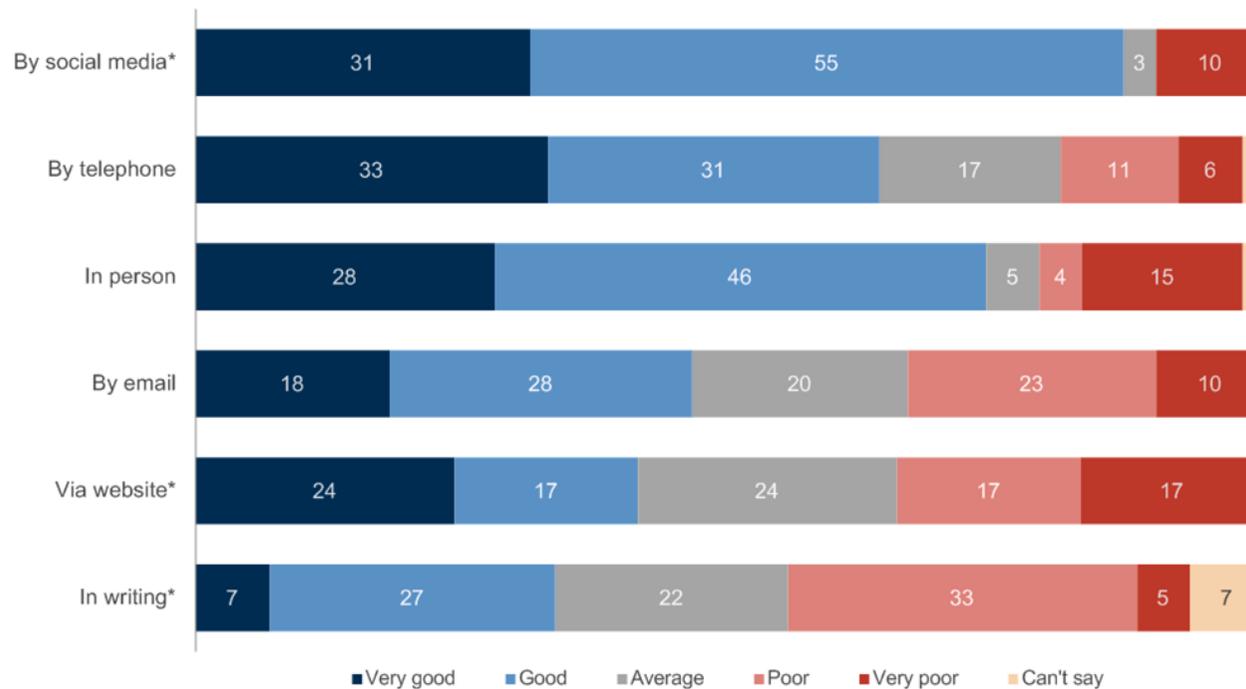
Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?  
 Please keep in mind we do not mean the actual outcome but rather the actual service that was received.  
 Base: All respondents who have had contact with Council in the last 12 months.  
 Councils asked state-wide: 26 Councils asked group: 6  
 Note: Please see Appendix A for explanation of significant differences.  
 \*Caution: small sample size < n=30

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Customer service rating by method of last contact

2020 customer service rating (% by method of last contact)



Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?  
 Please keep in mind we do not mean the actual outcome but rather the actual service that was received.  
 Base: All respondents who have had contact with Council in the last 12 months.  
 Councils asked state-wide: 26 Councils asked group: 6  
 \*Caution: small sample size < n=30



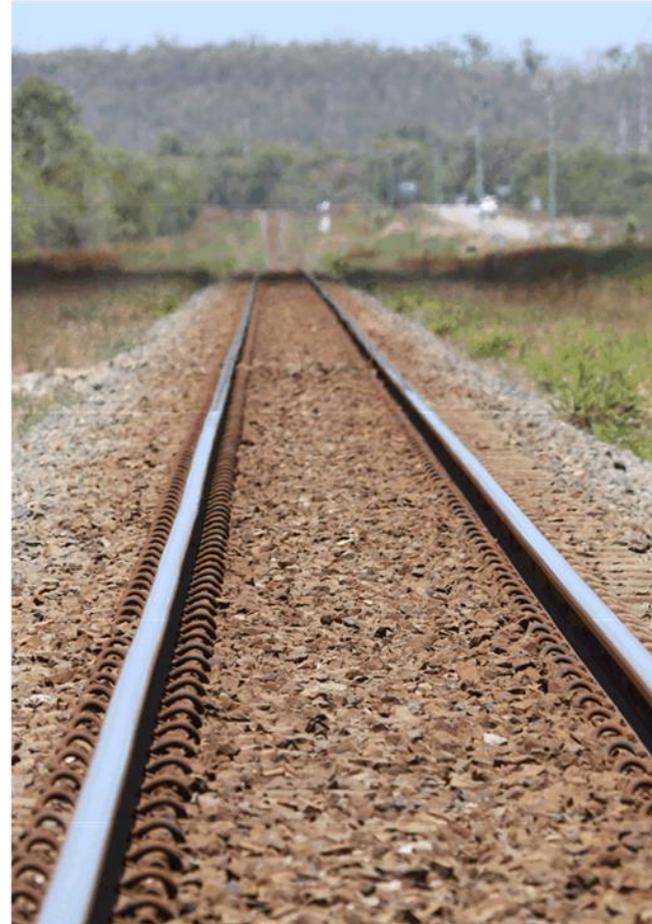
## **Council direction**



## Council direction

Over the last 12 months, 58% of residents believe the direction of Council's overall performance has stayed the same, down six percentage points on 2019 – a shift from the proportion who view Council's direction as improving.

- 22% believe the direction has improved in the last 12 months (up six points on 2019) .
- 17% believe it has deteriorated, in line with 2019.
- The most satisfied with council direction are Charlton residents and those aged 18 to 34 years.
- The least satisfied with council direction are those aged 50 to 64 years and Donald residents.

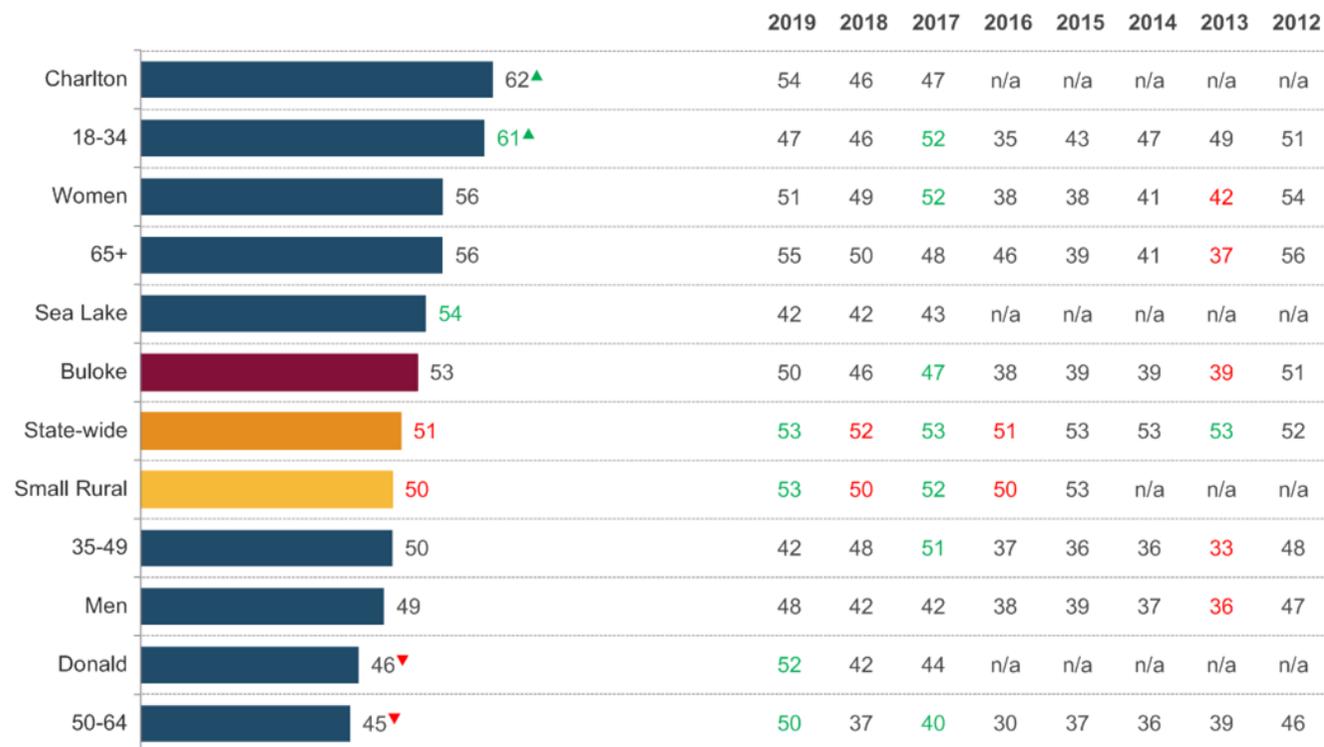


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## Overall council direction last 12 months

2020 overall direction (index scores)



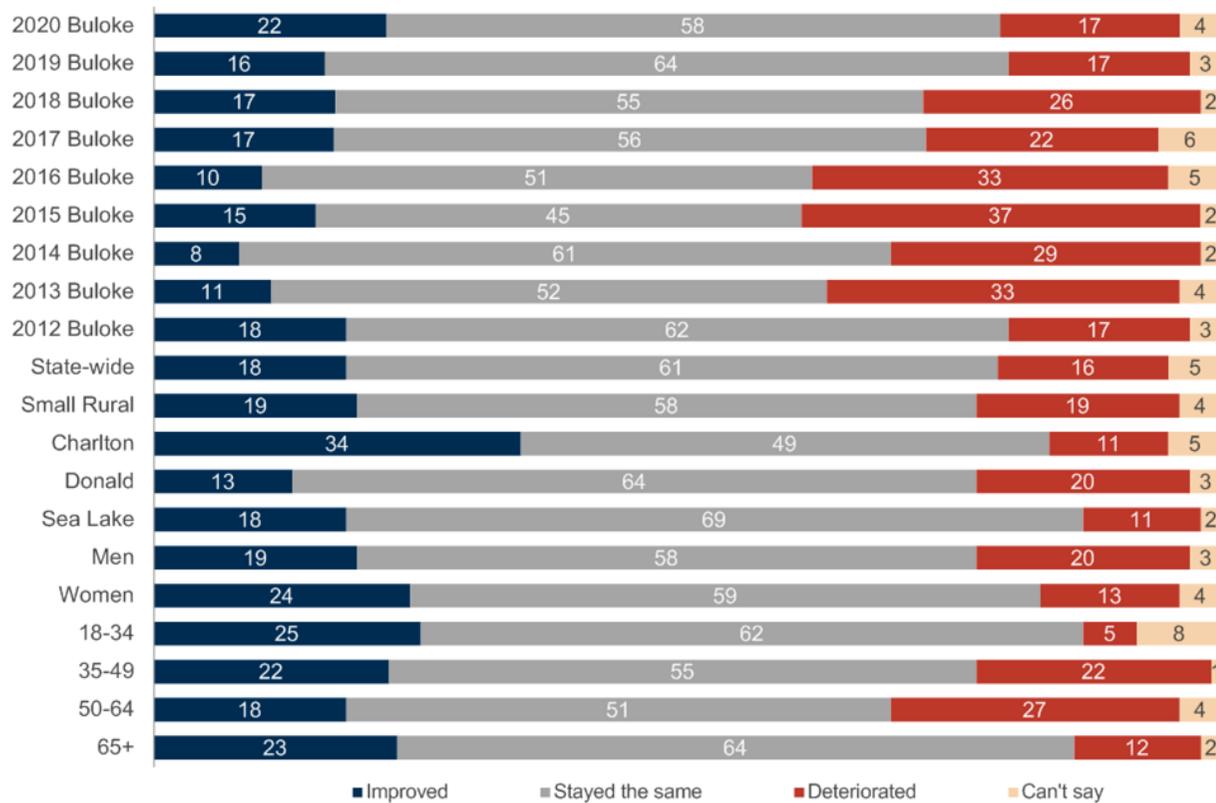
Q6. Over the last 12 months, what is your view of the direction of Buloke Shire Council's overall performance?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

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## Overall council direction last 12 months

2020 overall council direction (%)



Q6. Over the last 12 months, what is your view of the direction of Buloke Shire Council's overall performance?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18



## **Individual service areas**

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## Community consultation and engagement performance



2020 consultation and engagement performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
18-34	68▲	62	59	49	44	58	61	63	66
Sea Lake	64	53	48	58	n/a	n/a	n/a	n/a	n/a
Charlton	60	50	51	46	n/a	n/a	n/a	n/a	n/a
Women	60	56	55	54	48	51	57	59	67
65+	59	60	57	52	49	53	61	59	71
Buloke	58	55	53	51	46	51	58	57	66
Donald	58	57	54	51	n/a	n/a	n/a	n/a	n/a
35-49	57	50	55	55	50	48	55	50	62
Men	55	53	51	47	44	50	58	56	64
State-wide	55▼	56	55	55	54	56	57	57	57
Small Rural	54▼	56	54	55	55	56	n/a	n/a	n/a
50-64	49▼	48	43	45	41	45	55	56	62

Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

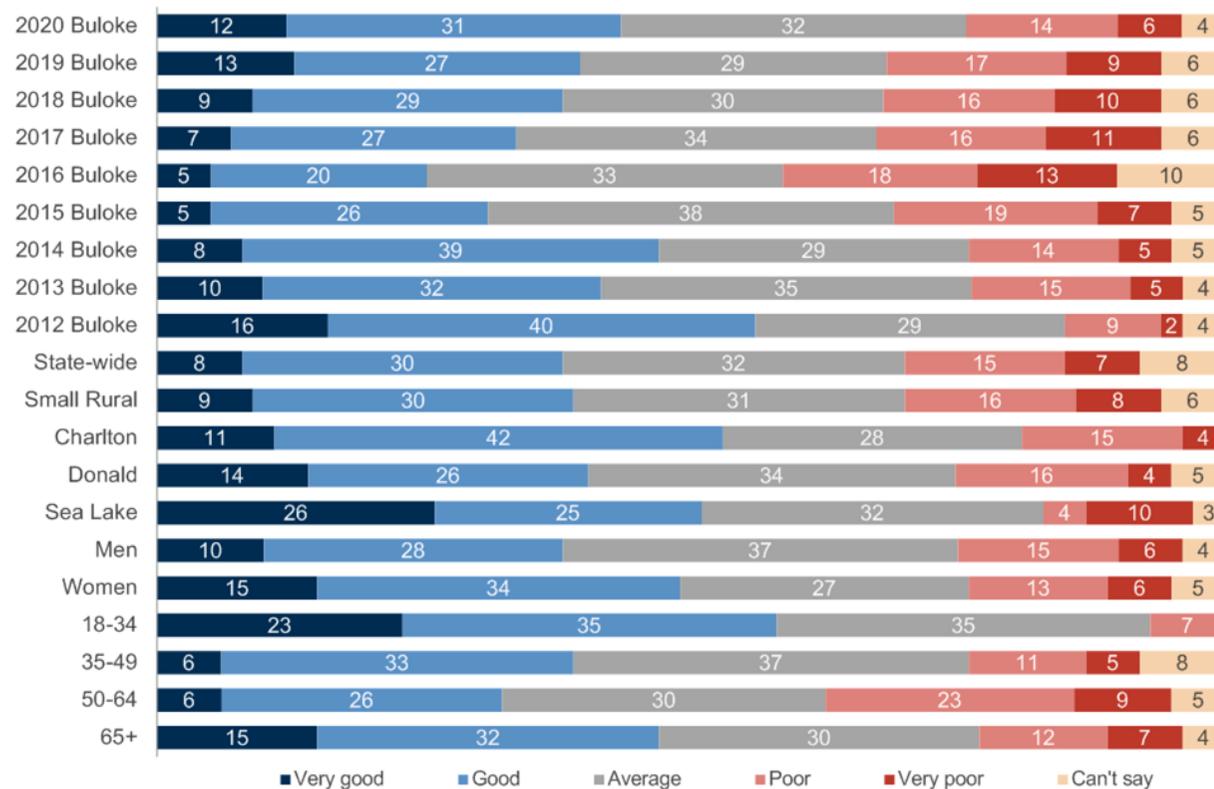
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## Community consultation and engagement performance



2020 consultation and engagement performance (%)



Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Lobbying on behalf of the community performance



2020 lobbying performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
Charlton	61▲	52	51	46	n/a	n/a	n/a	n/a
18-34	59	55	56	48	46	49	56	58
65+	55	60	56	53	53	57	59	69
Women	55	55	54	52	49	52	56	63
Buloke	54	52	52	49	48	50	54	62
Donald	53	52	49	49	n/a	n/a	n/a	n/a
State-wide	53	54	54	54	53	55	56	55
35-49	53	44	58	50	48	47	52	48
Men	53	49	50	46	46	48	52	61
Small Rural	52	55	53	55	54	56	n/a	n/a
50-64	49	46	42	44	41	45	50	54
Sea Lake	47	52	56	48	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Lobbying on behalf of the community' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

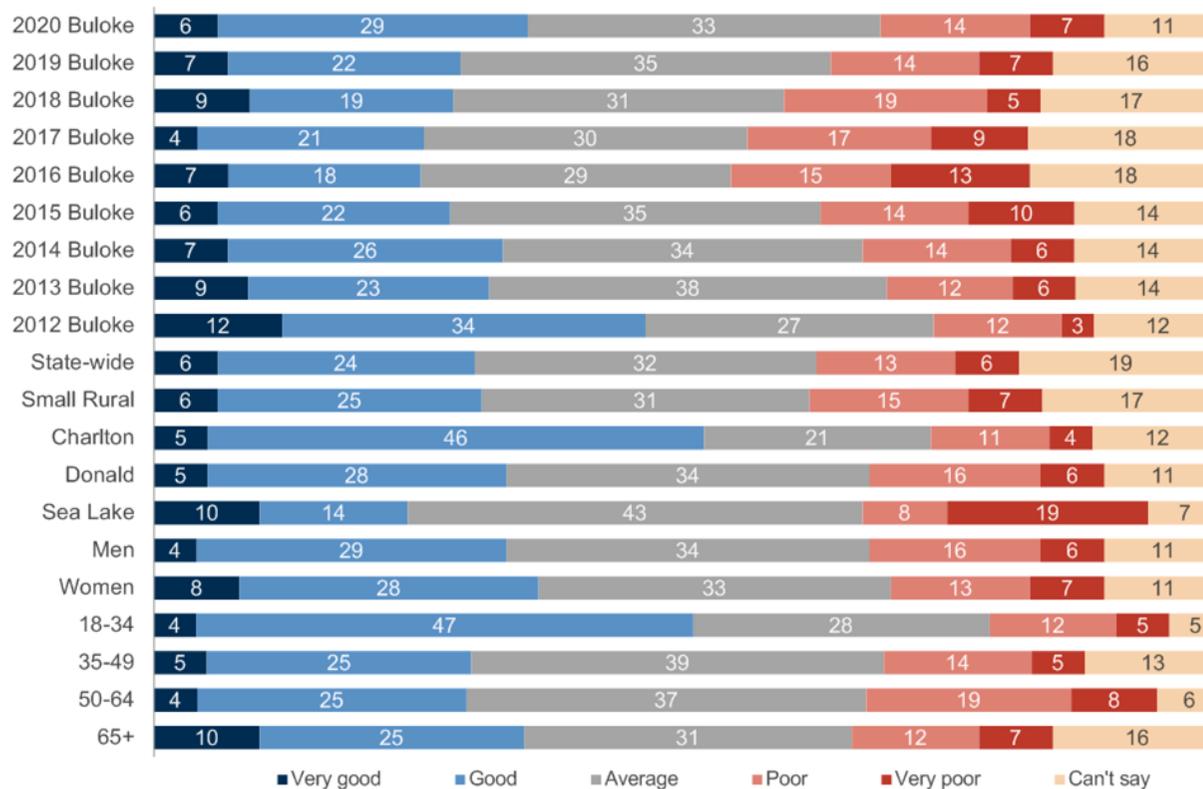
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## Lobbying on behalf of the community performance



2020 lobbying performance (%)



Q2. How has Council performed on 'Lobbying on behalf of the community' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Decisions made in the interest of the community performance



2020 community decisions made performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
65+	62	59	54	51	49	56	60	n/a	n/a
18-34	61	58	47	48	43	57	61	n/a	n/a
Charlton	61	52	47	43	n/a	n/a	n/a	n/a	n/a
Women	59	56	52	52	46	50	57	n/a	n/a
35-49	59	43	56	52	48	46	49	n/a	n/a
Donald	58	54	47	51	n/a	n/a	n/a	n/a	n/a
Buloke	58	52	50	49	45	50	56	n/a	n/a
Sea Lake	56	52	45	50	n/a	n/a	n/a	n/a	n/a
Men	56	49	48	47	44	50	54	n/a	n/a
State-wide	53	55	54	54	54	55	57	n/a	n/a
Small Rural	53	55	52	55	53	56	n/a	n/a	n/a
50-64	48	46	41	46	39	42	52	n/a	n/a

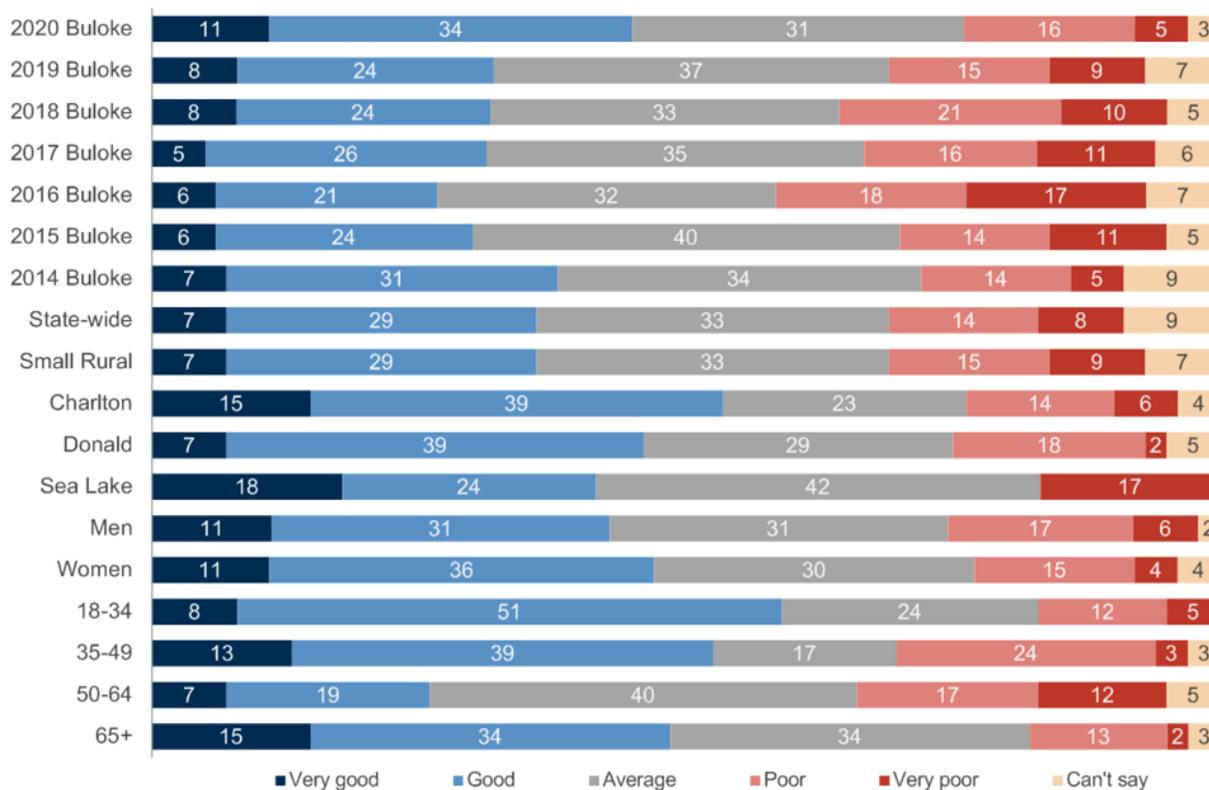
Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Decisions made in the interest of the community performance



2020 community decisions made performance (%)



Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## The condition of sealed local roads in your area performance



2020 sealed local roads performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	56	53	53▲	54	55	55	n/a	n/a
Charlton	51	45	38	n/a	n/a	n/a	n/a	n/a
Small Rural	53	49	50	52	52	n/a	n/a	n/a
65+	51	47	41	46	53	54	n/a	n/a
Men	40	45	34	41	42	41	n/a	n/a
Buloke	39	39	36	39	44	43	n/a	n/a
Women	39	40	39	38	46	44	n/a	n/a
50-64	35	36	33	36	42	41	n/a	n/a
18-34	35	40	32	32	41	40	n/a	n/a
Sea Lake	34	40	38	n/a	n/a	n/a	n/a	n/a
Donald	34	36	35	n/a	n/a	n/a	n/a	n/a
35-49	31▼	32	36	32	38	34	31	n/a

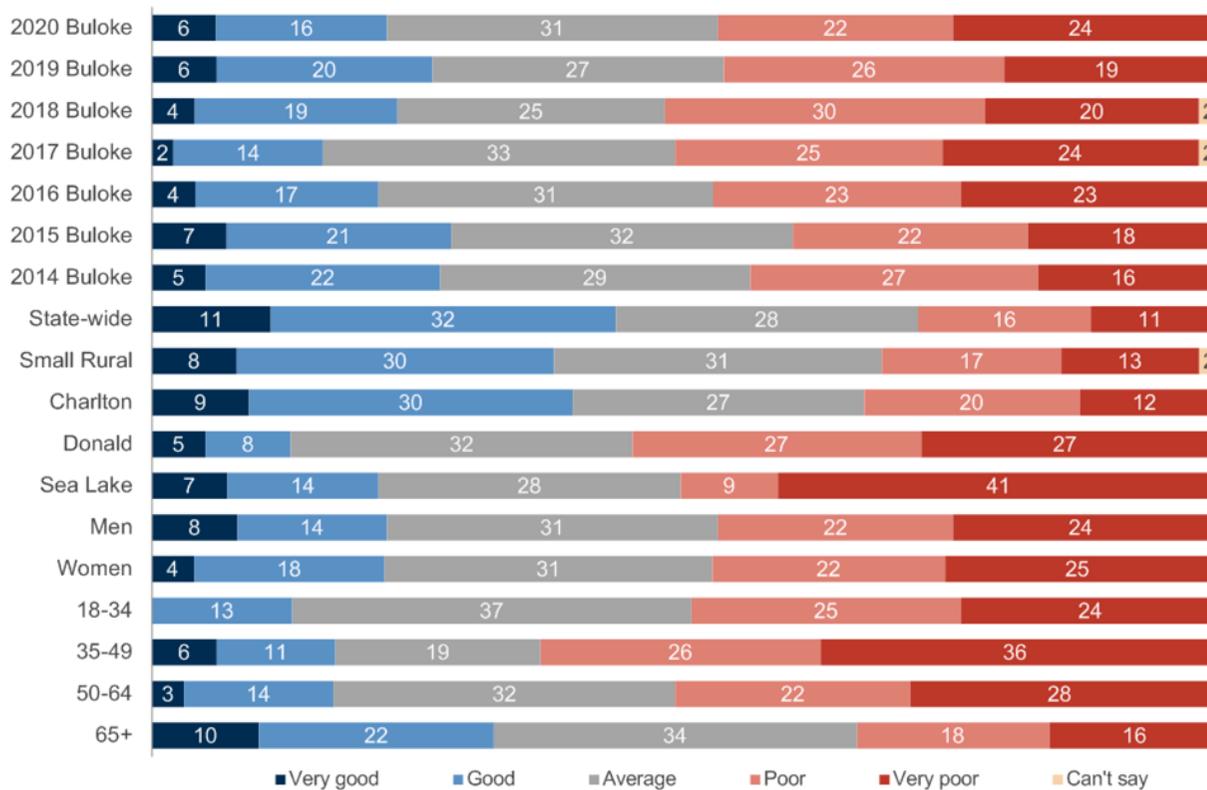
Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## The condition of sealed local roads in your area performance



2020 sealed local roads performance (%)



Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Enforcement of local laws importance



2020 law enforcement importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
Women	71▲	75	71	n/a	n/a	76	74	71	77
Sea Lake	70	61	63	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	70▲	71	71	71	70	71	70	71	70
65+	68	70	67	n/a	n/a	67	68	73	69
50-64	66	62	65	n/a	n/a	70	70	69	73
Buloke	66	66	64	n/a	n/a	69	70	69	71
Small Rural	66	68	66	67	69	68	n/a	n/a	n/a
18-34	66	69	56	n/a	n/a	72	76	70	76
Donald	65	69	62	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	64	69	65	n/a	n/a	n/a	n/a	n/a	n/a
35-49	63	65	65	n/a	n/a	66	67	62	69
Men	61▼	59	57	n/a	n/a	61	66	66	65

Q1. Firstly, how important should 'Enforcement of local laws' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 22 Councils asked group: 4  
 Note: Please see Appendix A for explanation of significant differences.

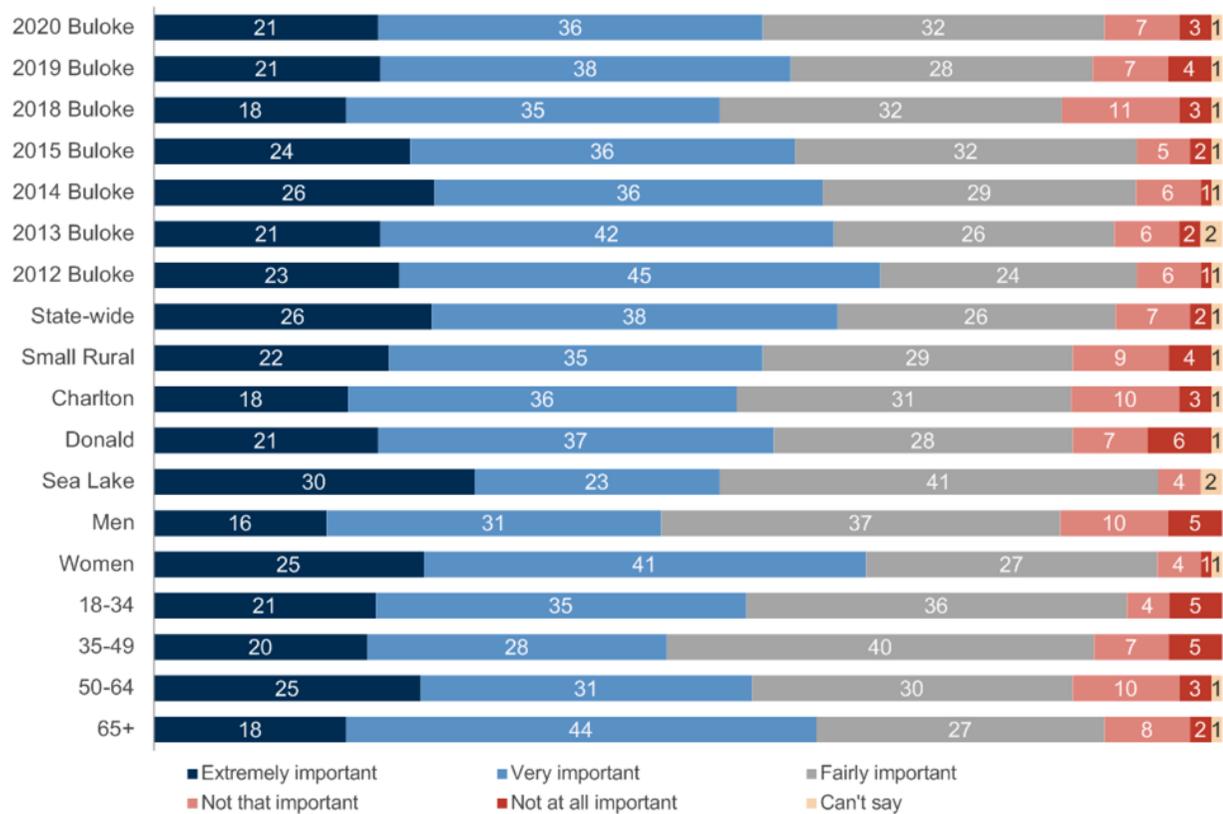
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Enforcement of local laws importance



2020 law enforcement importance (%)



Q1. Firstly, how important should 'Enforcement of local laws' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 22 Councils asked group: 4

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Enforcement of local laws performance



2020 law enforcement performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
18-34	72 <sup>▲</sup>	63	54	n/a	n/a	72	70	70	73
State-wide	63	64	64	63	66	66	65	65	
Charlton	63	60	50	n/a	n/a	n/a	n/a	n/a	
65+	63	65	61	n/a	n/a	63	62	66	68
Men	63	58	56	n/a	n/a	61	65	60	63
Buloke	62	61	58	n/a	n/a	63	65	63	66
Small Rural	62	63	63	65	64	66	n/a	n/a	n/a
Women	62	63	61	n/a	n/a	66	65	66	68
Sea Lake	62	59	58	n/a	n/a	n/a	n/a	n/a	
Donald	61	60	61	n/a	n/a	n/a	n/a	n/a	
35-49	60	57	65	n/a	n/a	61	68	57	61
50-64	57	56	52	n/a	n/a	59	62	62	64

Q2. How has Council performed on 'Enforcement of local laws' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 34 Councils asked group: 10  
 Note: Please see Appendix A for explanation of significant differences.

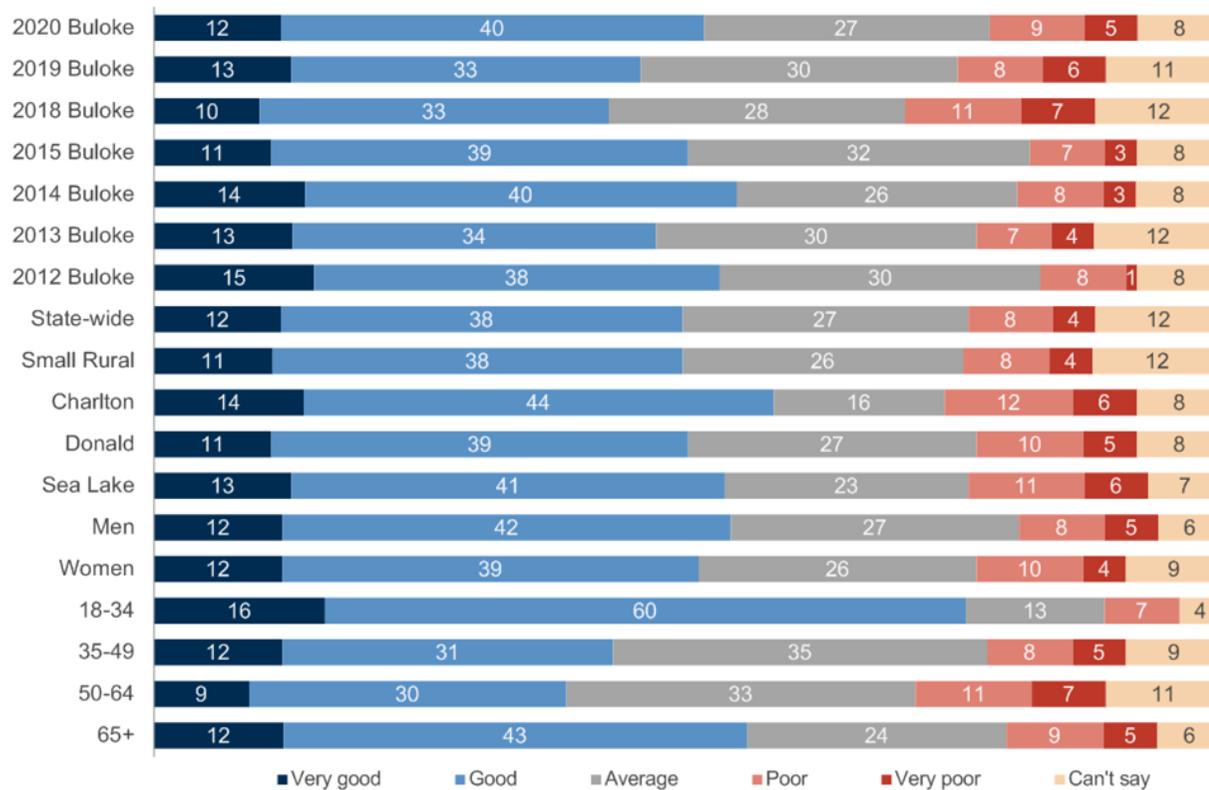
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Enforcement of local laws performance



2020 law enforcement performance (%)



Q2. How has Council performed on 'Enforcement of local laws' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 34 Councils asked group: 10

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Elderly support services importance



2020 elderly support importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
Women	87▲	85	87	n/a	n/a	88	87	85	84
35-49	85	80	85	n/a	n/a	86	84	85	84
65+	84	80	80	n/a	n/a	81	80	78	79
Sea Lake	83	80	83	n/a	n/a	n/a	n/a	n/a	n/a
50-64	82	81	83	n/a	n/a	85	82	80	83
Buloke	82	81	83	n/a	n/a	83	82	81	82
Small Rural	81	80	80	79	79	80	n/a	n/a	n/a
Donald	81	80	82	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	80	80	83	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	80▼	80	79	78	78	79	79	79	80
Men	77▼	76	79	n/a	n/a	77	78	78	80
18-34	73▼	82	86	n/a	n/a	80	84	84	80

Q1. Firstly, how important should 'Elderly support services' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 19 Councils asked group: 4  
 Note: Please see Appendix A for explanation of significant differences.

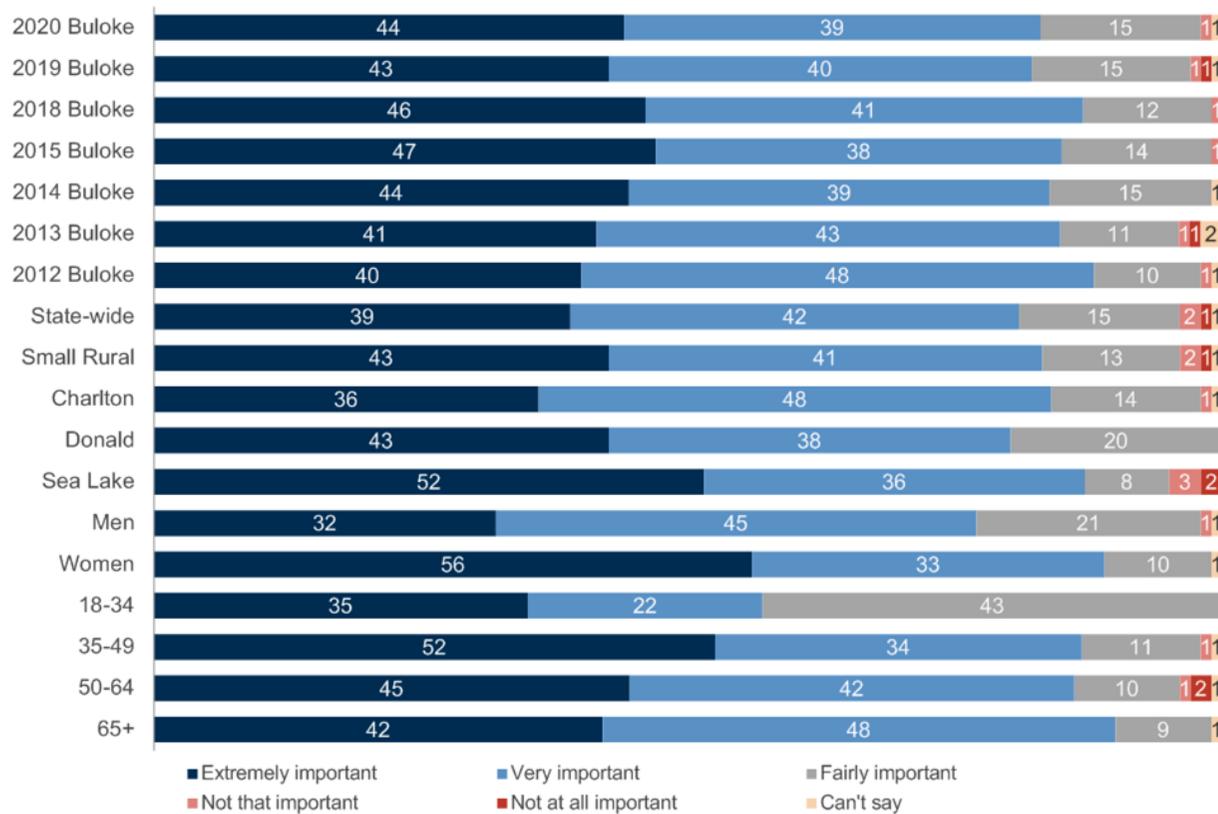
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Elderly support services importance



2020 elderly support importance (%)



Q1. Firstly, how important should 'Elderly support services' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 19 Councils asked group: 4

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Elderly support services performance



2020 elderly support performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
18-34	74▲	66	61	n/a	n/a	73	75	80	69
Charlton	74	66	60	n/a	n/a	n/a	n/a	n/a	n/a
65+	74▲	70	65	n/a	n/a	67	73	75	80
Donald	73	74	59	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	71	71	69	71	70	72	n/a	n/a	n/a
Women	69	67	60	n/a	n/a	64	70	71	75
Buloke	69	67	63	n/a	n/a	64	71	71	72
Men	69	68	66	n/a	n/a	65	72	71	69
State-wide	68	68	68	68	69	70	69	69	69
50-64	64	64	57	n/a	n/a	58	67	67	71
35-49	61▼	68	70	n/a	n/a	61	69	63	65
Sea Lake	58▼	56	66	n/a	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Elderly support services' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 30 Councils asked group: 9  
 Note: Please see Appendix A for explanation of significant differences.

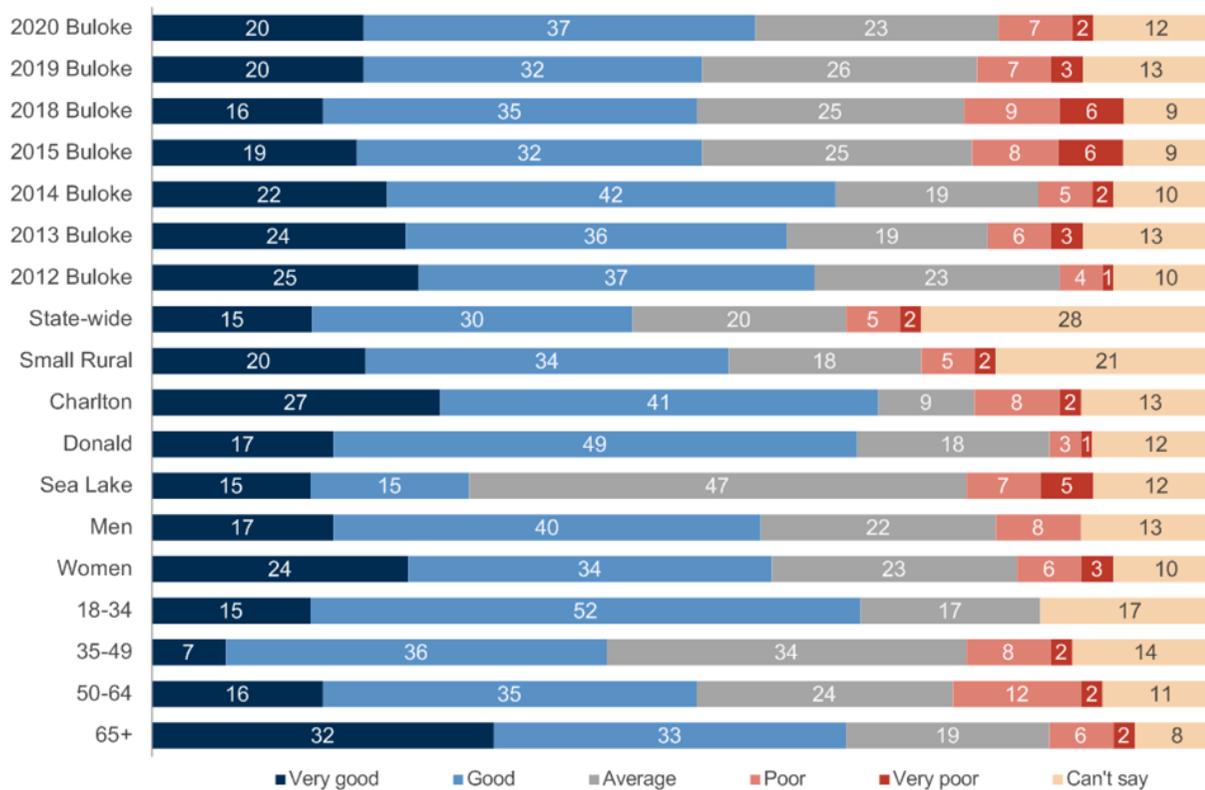
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## Elderly support services performance



2020 elderly support performance (%)



Q2. How has Council performed on 'Elderly support services' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 30 Councils asked group: 9

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Recreational facilities importance



2020 recreational facilities importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
35-49	80	80	82	n/a	n/a	80	75	76	79
Sea Lake	78	76	76	n/a	n/a	n/a	n/a	n/a	n/a
Women	78	77	75	n/a	n/a	78	78	75	80
Buloke	76	74	77	n/a	n/a	75	76	73	77
50-64	76	72	74	n/a	n/a	77	77	72	75
18-34	75	76	82	n/a	n/a	78	76	75	80
65+	74	72	73	n/a	n/a	70	74	70	74
Men	74	72	78	n/a	n/a	73	73	71	73
Charlton	73	73	74	n/a	n/a	n/a	n/a	n/a	n/a
Donald	73	77	78	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	73	72	72	71	72	73	n/a	n/a	n/a
State-wide	72	72	73	72	73	72	72	72	72

Q1. Firstly, how important should 'Recreational facilities' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5  
 Note: Please see Appendix A for explanation of significant differences.

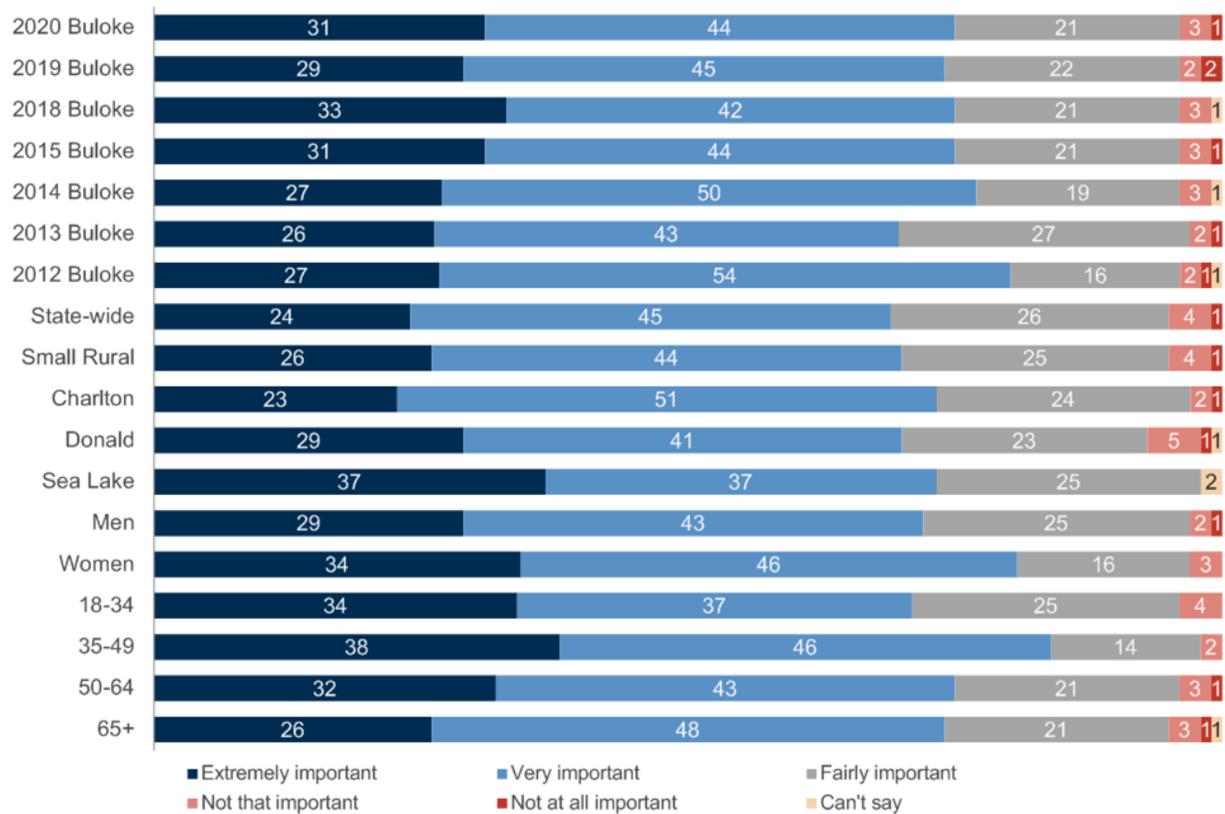
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## Recreational facilities importance



2020 recreational facilities importance (%)



Q1. Firstly, how important should 'Recreational facilities' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Recreational facilities performance



2020 recreational facilities performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
Charlton	83▲	71	63	n/a	n/a	n/a	n/a	n/a
65+	80▲	75	72	n/a	n/a	74	74	78
18-34	78	70	61	n/a	n/a	52	73	73
Women	77	70	68	n/a	n/a	65	69	70
Buloke	74	69	67	n/a	n/a	63	69	70
Donald	72	68	60	n/a	n/a	n/a	n/a	n/a
Men	72	68	65	n/a	n/a	62	69	70
35-49	72	58	72	n/a	n/a	59	64	58
State-wide	70▼	70	69	70	69	70	71	70
Sea Lake	69	67	62	n/a	n/a	n/a	n/a	n/a
Small Rural	68▼	68	69	69	68	70	n/a	n/a
50-64	66▼	67	59	n/a	n/a	62	65	69

Q2. How has Council performed on 'Recreational facilities' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 39 Councils asked group: 11  
 Note: Please see Appendix A for explanation of significant differences.

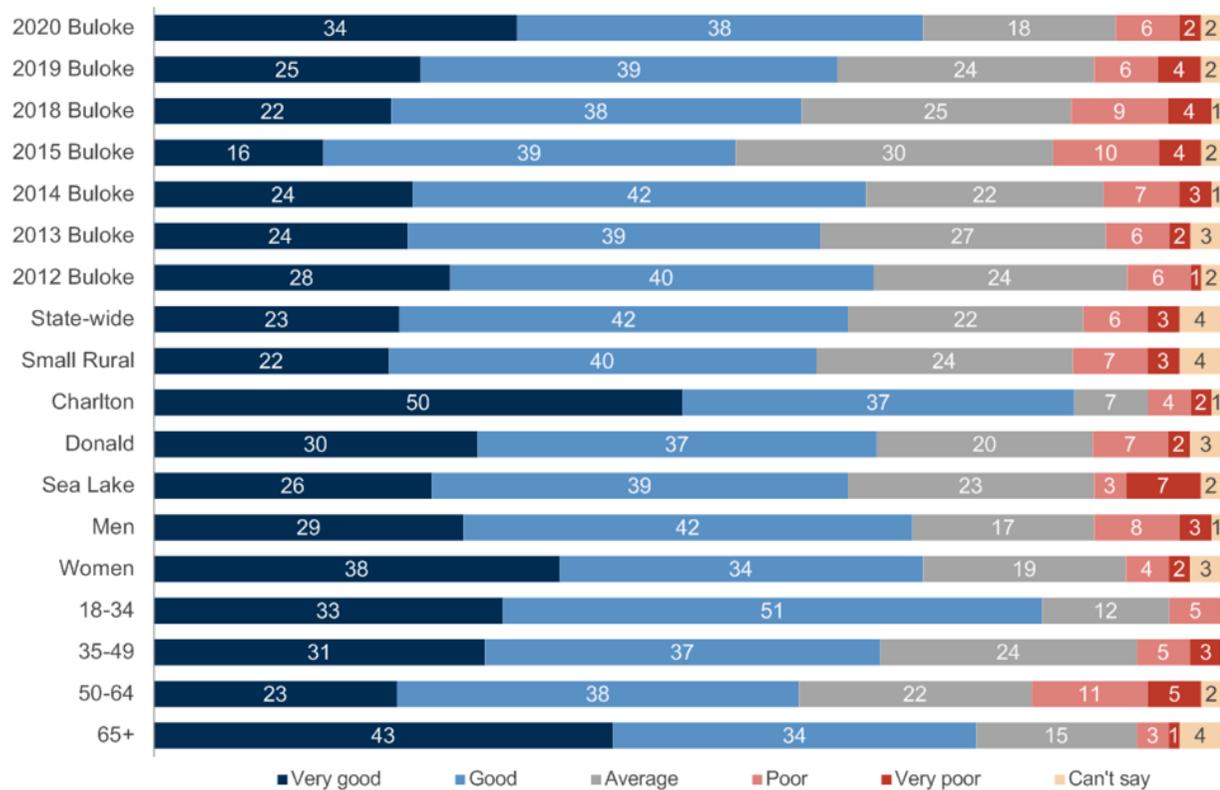
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Recreational facilities performance



2020 recreational facilities performance (%)



Q2. How has Council performed on 'Recreational facilities' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 39 Councils asked group: 11

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## The appearance of public areas importance



2020 public areas importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
35-49	81▲	73	79	n/a	n/a	75	78	71	77
Women	81▲	77	76	n/a	n/a	77	77	78	78
Sea Lake	80	75	73	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	77	74	76	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	76	75	74	n/a	n/a	74	74	74	75
50-64	75	71	74	n/a	n/a	78	77	76	74
65+	75	76	73	n/a	n/a	73	72	73	74
18-34	74	79	73	n/a	n/a	72	71	75	74
Small Rural	74	74	74	74	73	n/a	n/a	n/a	n/a
Donald	74	73	75	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	74▼	73	74	74	73	73	74	73	73
Men	72▼	73	73	n/a	n/a	72	72	69	72

Q1. Firstly, how important should 'The appearance of public areas' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 27 Councils asked group: 5  
 Note: Please see Appendix A for explanation of significant differences.

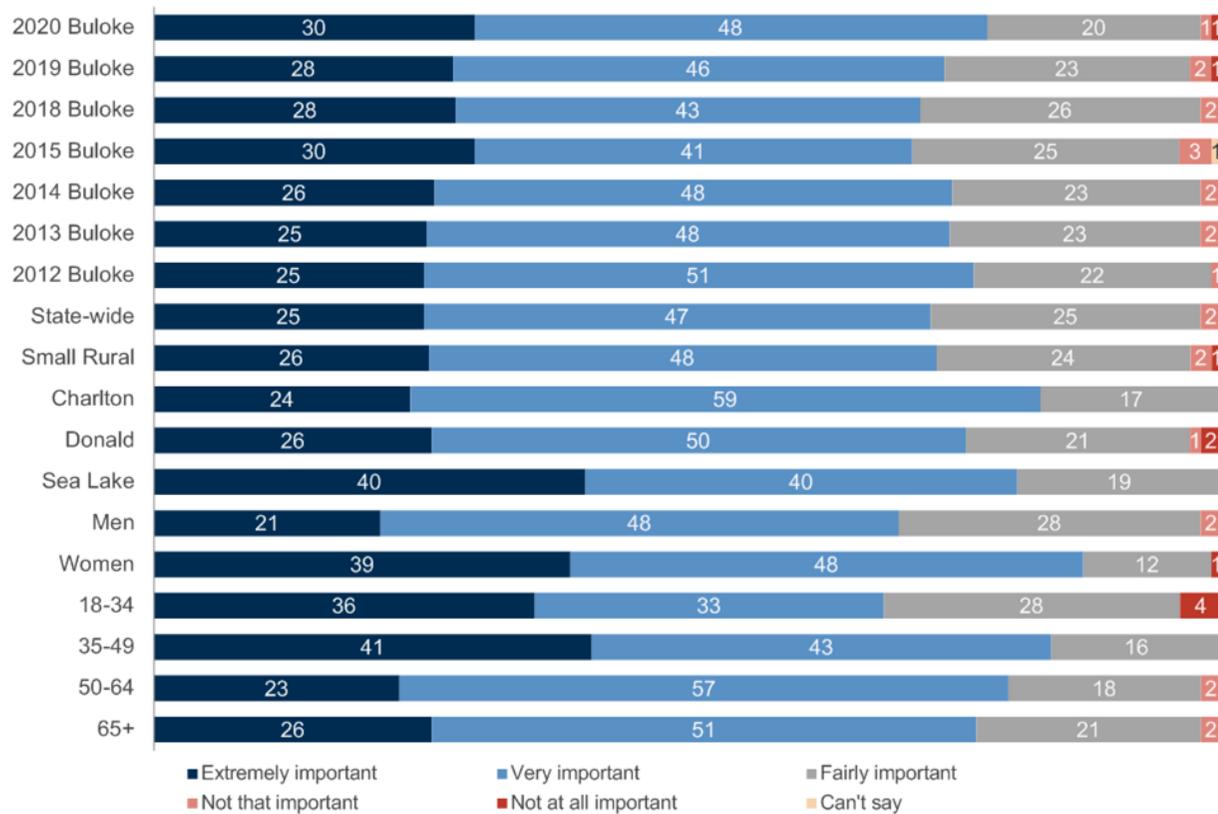
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## The appearance of public areas importance



2020 public areas importance (%)



Q1. Firstly, how important should 'The appearance of public areas' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 27 Councils asked group: 5

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## The appearance of public areas performance



2020 public areas performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
Charlton	75	70	67	n/a	n/a	n/a	n/a	n/a
65+	74	72	69	n/a	n/a	73	75	76
Small Rural	72	73	72	74	73	74	n/a	n/a
18-34	72	72	62	n/a	n/a	78	75	80
State-wide	72	72	71	71	71	72	72	71
Donald	71	70	62	n/a	n/a	n/a	n/a	n/a
Men	71	67	65	n/a	n/a	68	74	73
Buloke	71	68	67	n/a	n/a	71	74	74
Women	71	69	69	n/a	n/a	74	73	75
35-49	68	55	70	n/a	n/a	66	75	68
50-64	67	69	65	n/a	n/a	69	70	72
Sea Lake	64	58	60	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 38 Councils asked group: 12  
 Note: Please see Appendix A for explanation of significant differences.

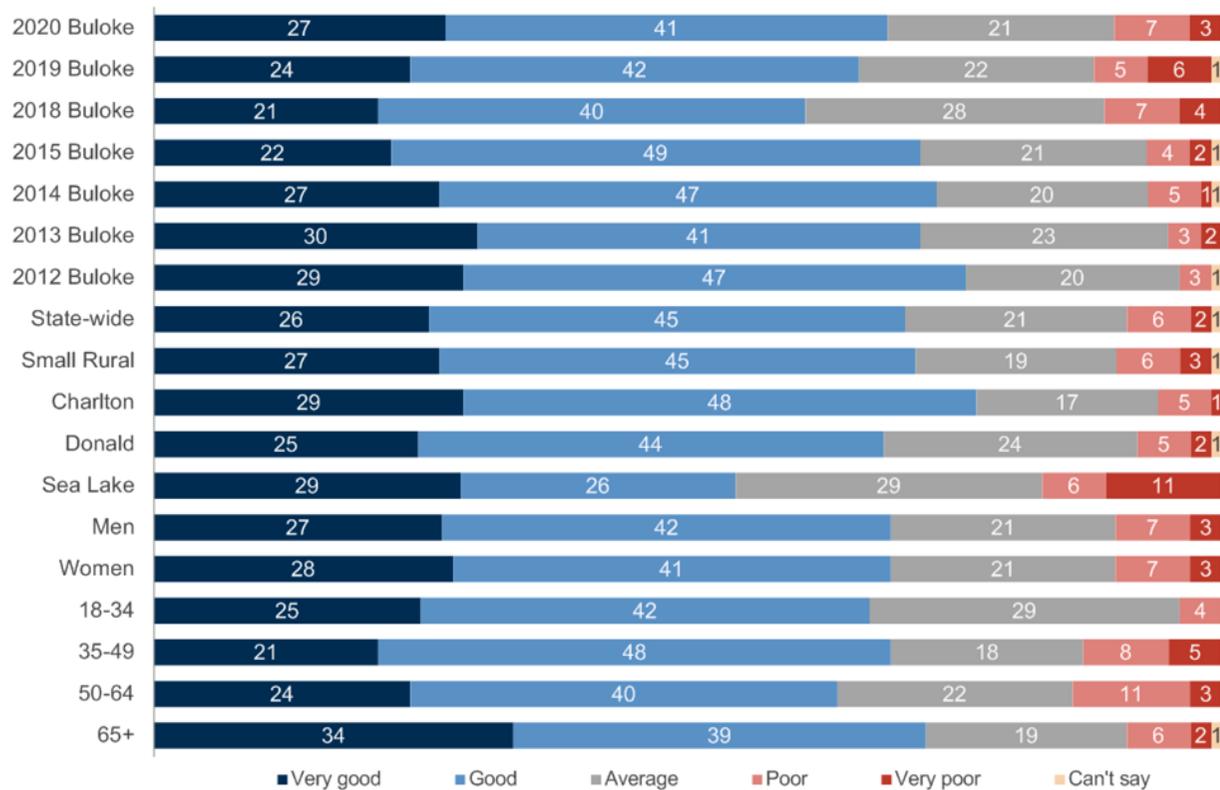
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## The appearance of public areas performance



2020 public areas performance (%)



Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 38 Councils asked group: 12

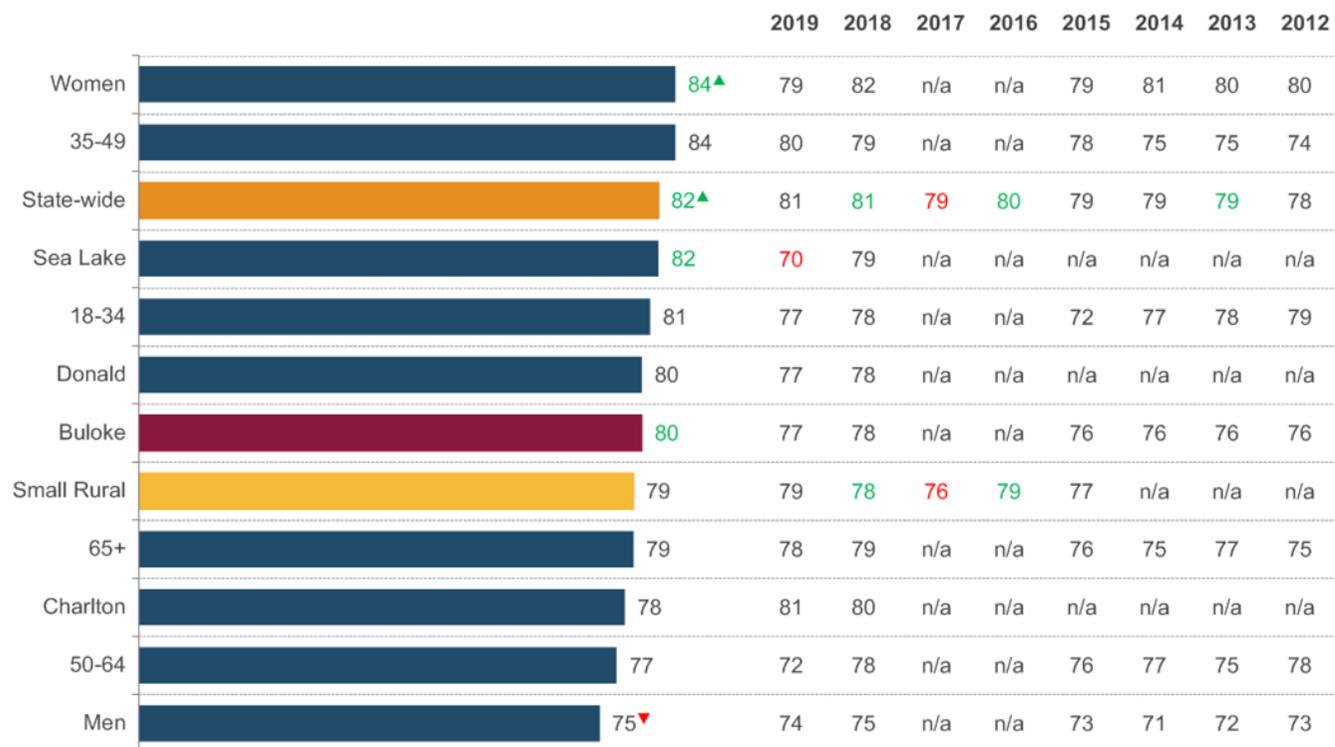
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Waste management importance



2020 waste management importance (index scores)



Q1. Firstly, how important should 'Waste management' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5  
 Note: Please see Appendix A for explanation of significant differences.

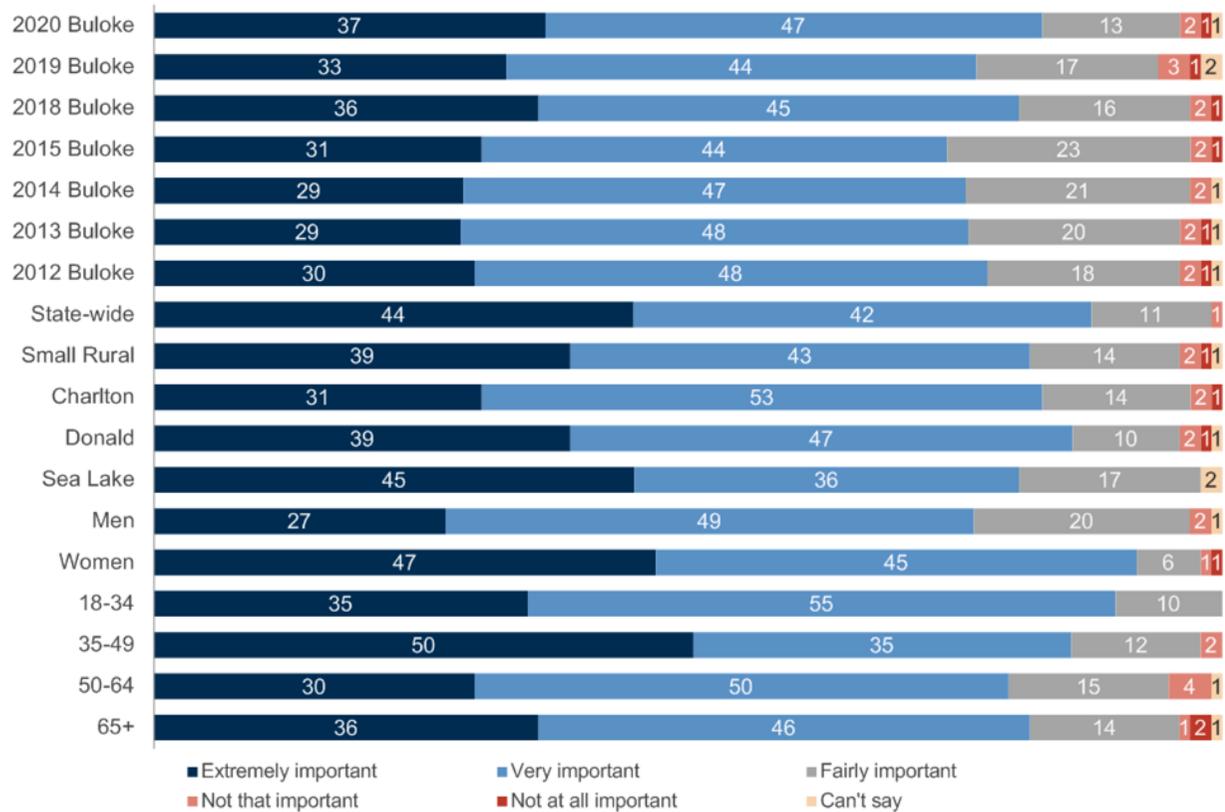
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Waste management importance



2020 waste management importance (%)



Q1. Firstly, how important should 'Waste management' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 28 Councils asked group: 5

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Waste management performance



2020 waste management performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012	
65+	72▲	73	70	n/a	n/a	76	76	79	78
Women	67	65	69	n/a	n/a	71	73	75	76
Donald	66	67	65	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	65	68	70	71	70	72	73	71	72
Buloke	65	65	69	n/a	n/a	70	73	74	74
Sea Lake	64	69	73	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	64	66	69	70	69	71	n/a	n/a	n/a
Men	64	66	68	n/a	n/a	68	73	73	73
Charlton	63	61	71	n/a	n/a	n/a	n/a	n/a	n/a
18-34	63	67	74	n/a	n/a	70	76	78	73
35-49	62	58	74	n/a	n/a	65	71	65	71
50-64	59▼	60	59	n/a	n/a	65	69	73	74

Q2. How has Council performed on 'Waste management' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 41 Councils asked group: 13  
 Note: Please see Appendix A for explanation of significant differences.

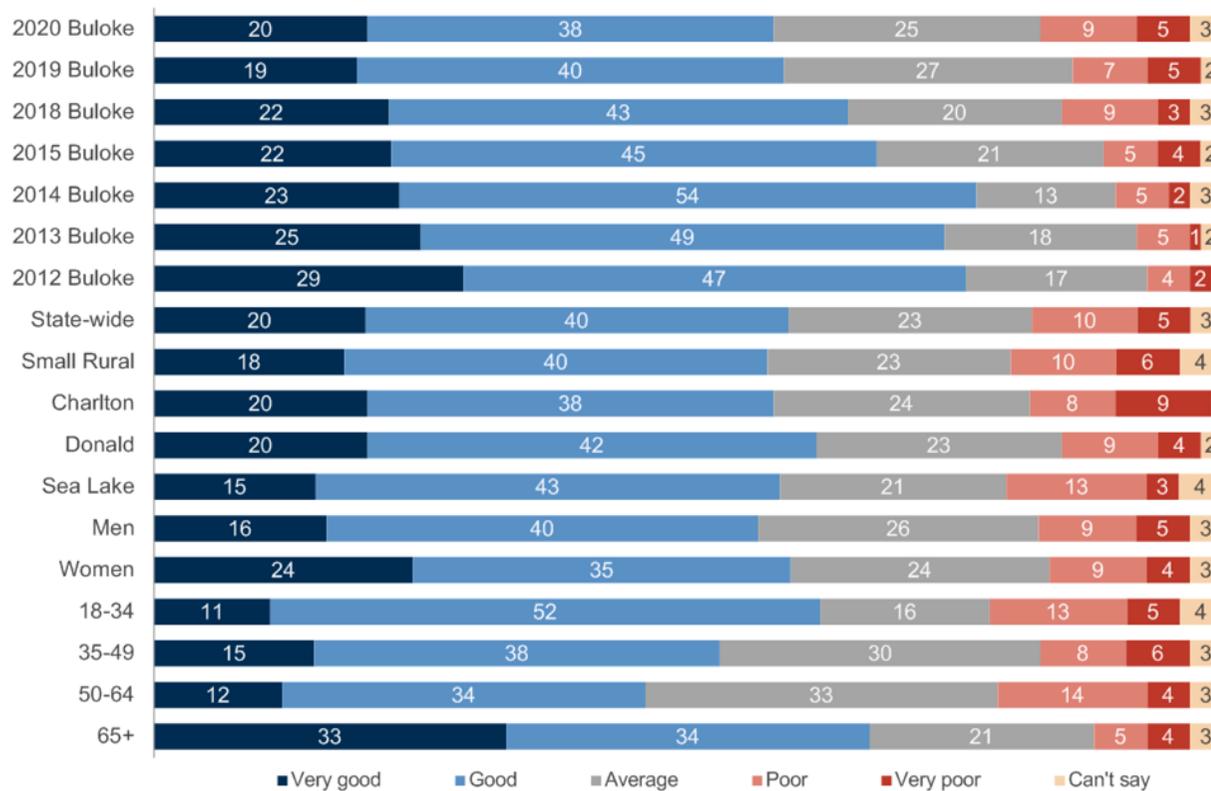
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## Waste management performance



2020 waste management performance (%)



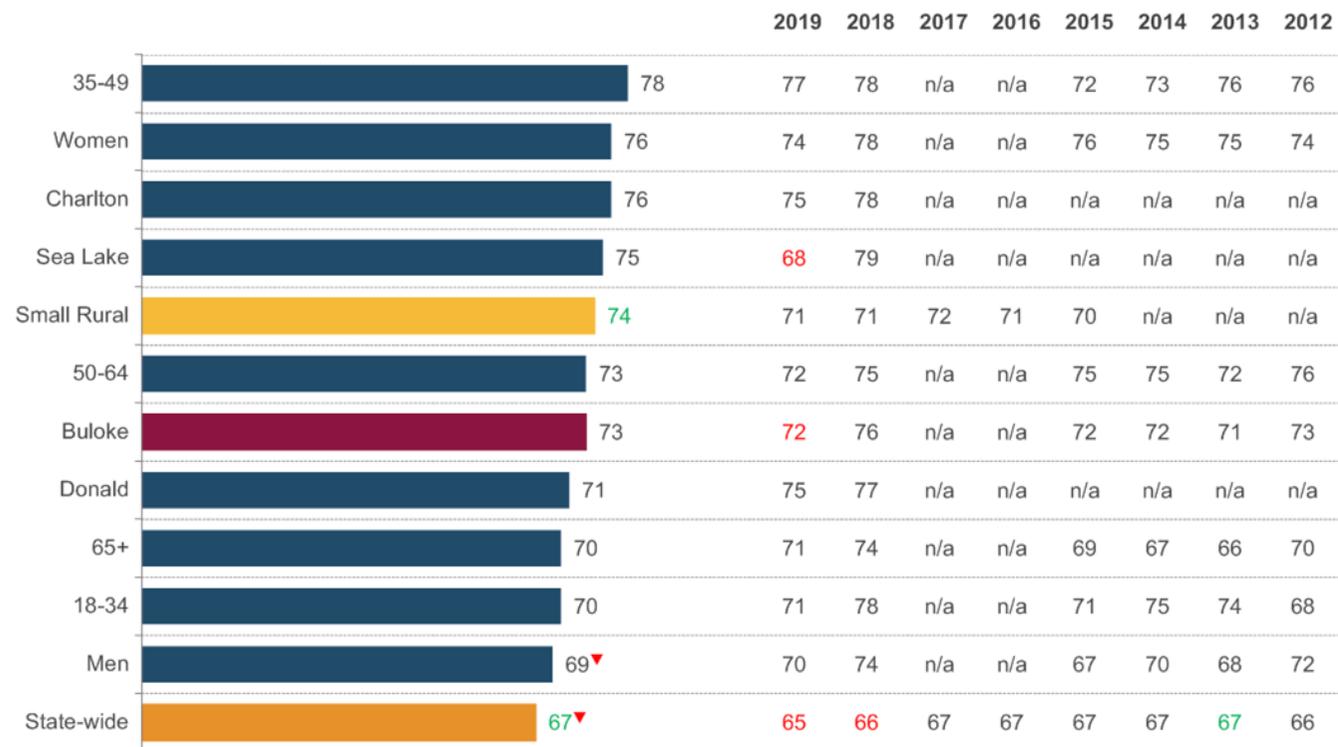
Q2. How has Council performed on 'Waste management' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 41 Councils asked group: 13

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Business and community development and tourism importance



2020 business/development/tourism importance (index scores)



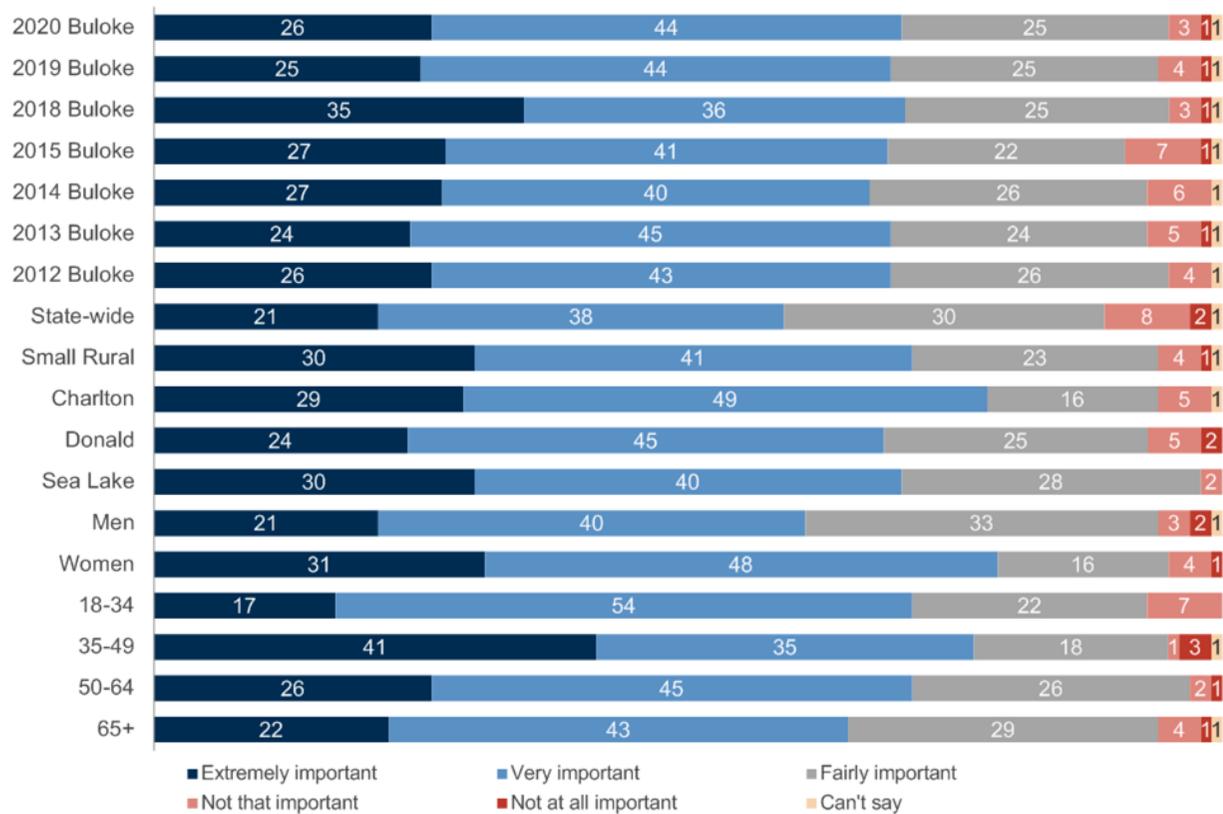
Q1. Firstly, how important should 'Business and community development and tourism' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 18 Councils asked group: 5  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Business and community development and tourism importance



2020 business/development/tourism importance (%)



Q1. Firstly, how important should 'Business and community development and tourism' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 18 Councils asked group: 5

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Business and community development and tourism performance



2020 business/development/tourism performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
Sea Lake	73▲	61	60	n/a	n/a	n/a	n/a	n/a
18-34	69▲	53	54	n/a	n/a	57	64	62
65+	66	60	56	n/a	n/a	60	63	65
Women	65	57	56	n/a	n/a	58	62	60
35-49	63	52	60	n/a	n/a	53	57	55
Buloke	62	56	54	n/a	n/a	56	60	58
Donald	61	56	53	n/a	n/a	n/a	n/a	n/a
Charlton	61	54	46	n/a	n/a	n/a	n/a	n/a
State-wide	59▼	61	60	61	60	61	62	62
Men	59	55	52	n/a	n/a	54	57	57
Small Rural	58▼	59	59	64	61	63	n/a	n/a
50-64	52▼	56	47	n/a	n/a	52	55	53

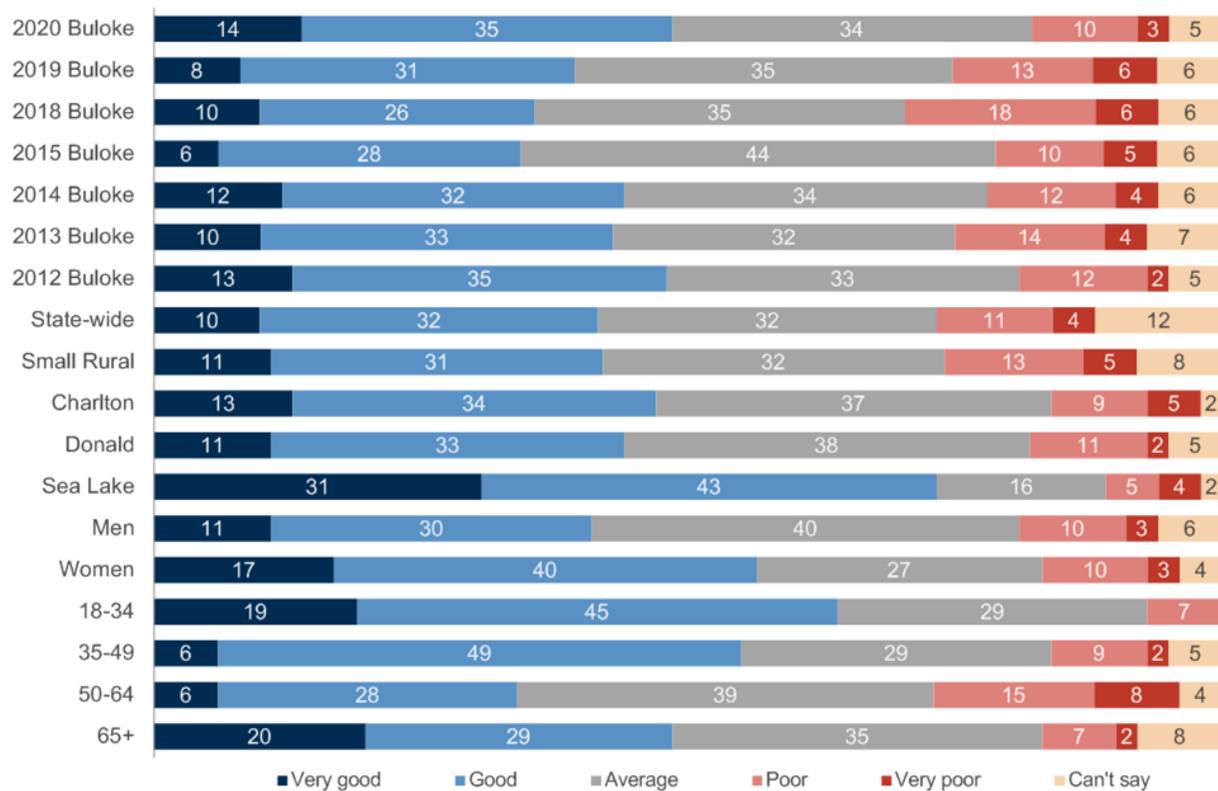
Q2. How has Council performed on 'Business and community development and tourism' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 22 Councils asked group: 7  
 Note: Please see Appendix A for explanation of significant differences.

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council

## Business and community development and tourism performance



2020 business/development/tourism performance (%)



Q2. How has Council performed on 'Business and community development and tourism' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 22 Councils asked group: 7

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Environmental sustainability importance



2020 environmental sustainability importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	74▲	73	72	73	73	73	72	71
Women	72▲	71	n/a	n/a	n/a	n/a	n/a	n/a
18-34	71	69	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	70▲	70	70	74	77	n/a	n/a	n/a
Donald	69	66	n/a	n/a	n/a	n/a	n/a	n/a
35-49	69	72	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	67	65	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	66	68	n/a	n/a	n/a	n/a	n/a	n/a
65+	66	63	n/a	n/a	n/a	n/a	n/a	n/a
50-64	64	62	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	62	67	n/a	n/a	n/a	n/a	n/a	n/a
Men	61▼	60	n/a	n/a	n/a	n/a	n/a	n/a

Q1. Firstly, how important should 'Environmental sustainability' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 25 Councils asked group: 4  
 Note: Please see Appendix A for explanation of significant differences.

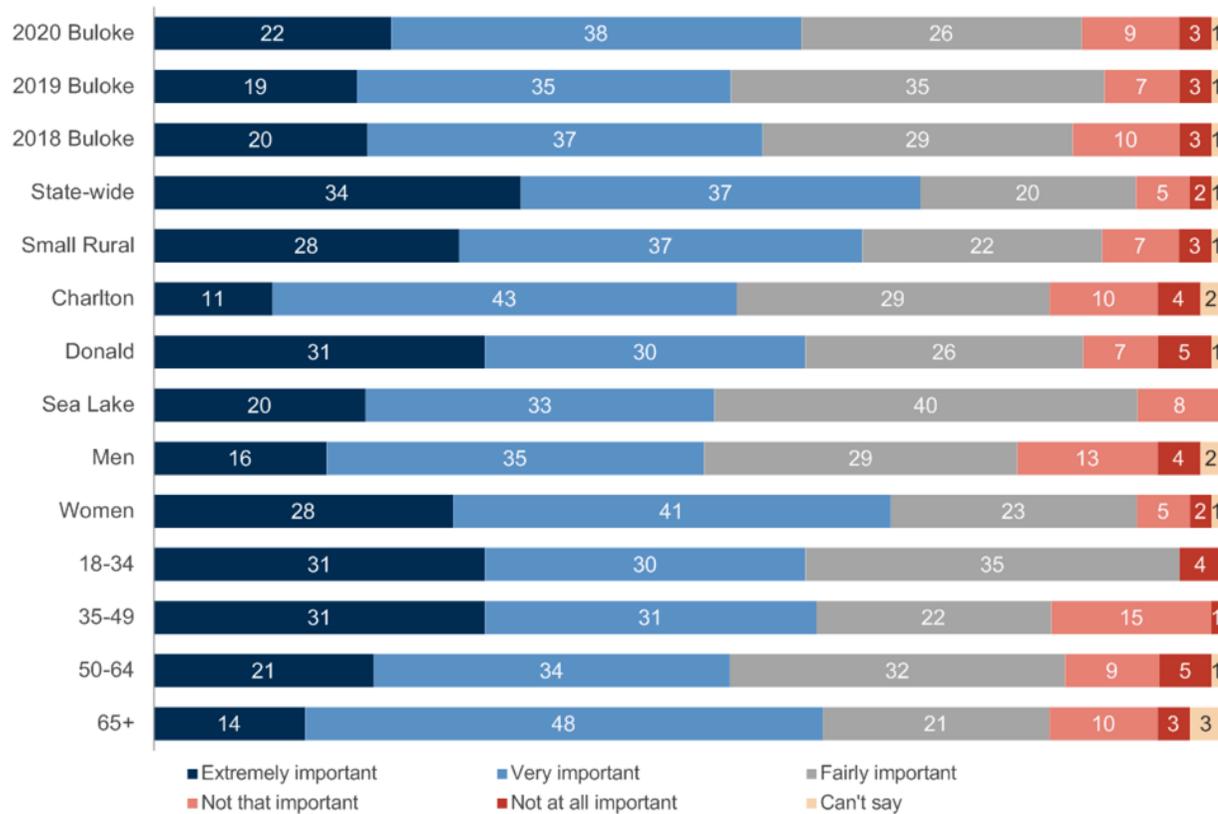
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Environmental sustainability importance



2020 environmental sustainability importance (%)



Q1. Firstly, how important should 'Environmental sustainability' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 25 Councils asked group: 4

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Environmental sustainability performance



2020 environmental sustainability performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
18-34	64	56	57	n/a	n/a	n/a	n/a	n/a
65+	64▲	60	61	n/a	n/a	n/a	n/a	n/a
Women	63▲	57	58	n/a	n/a	n/a	n/a	n/a
Charlton	61	58	55	n/a	n/a	n/a	n/a	n/a
State-wide	60	62	63	64	63	64	64	64
Sea Lake	59	57	55	n/a	n/a	n/a	n/a	n/a
Buloke	59	57	58	n/a	n/a	n/a	n/a	n/a
Donald	57	57	57	n/a	n/a	n/a	n/a	n/a
Small Rural	57	59	62	63	61	63	n/a	n/a
35-49	57	53	58	n/a	n/a	n/a	n/a	n/a
Men	56	56	58	n/a	n/a	n/a	n/a	n/a
50-64	51▼	55	54	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Environmental sustainability' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 31 Councils asked group: 5  
 Note: Please see Appendix A for explanation of significant differences.

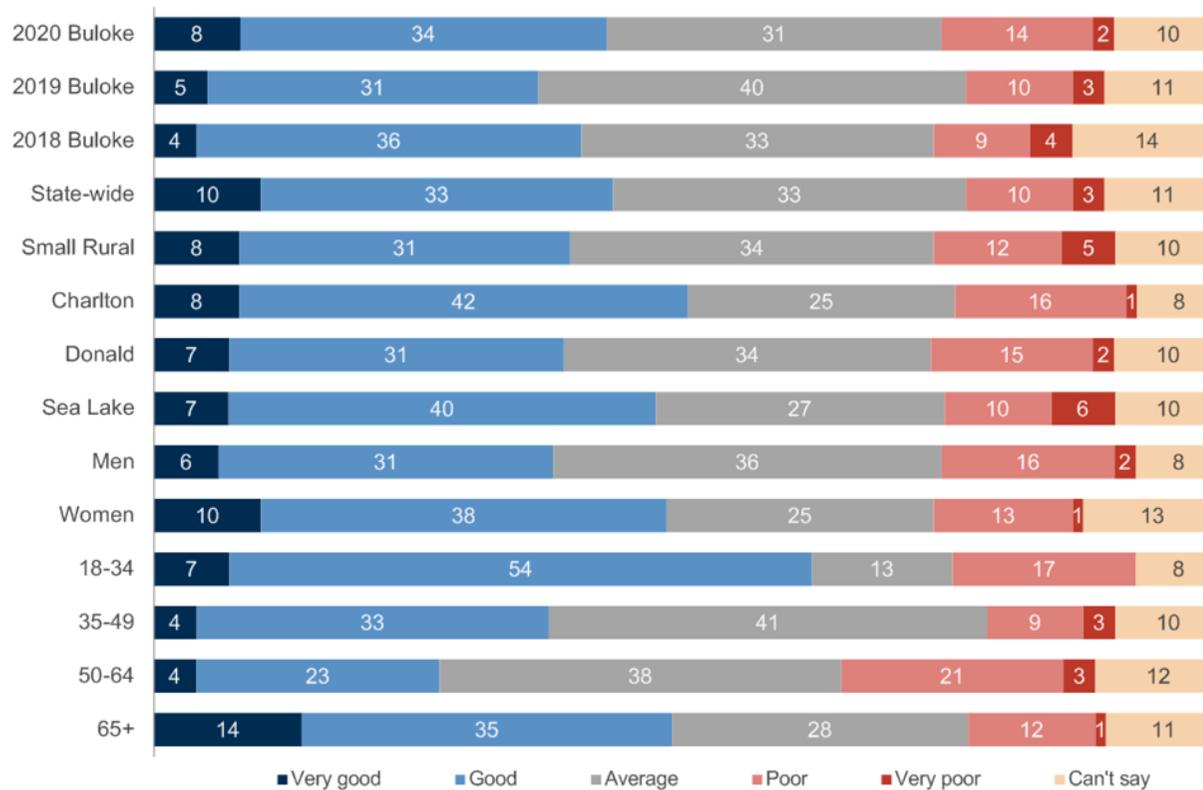
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Environmental sustainability performance



2020 environmental sustainability performance (%)



Q2. How has Council performed on 'Environmental sustainability' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 31 Councils asked group: 5

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Maintenance of unsealed roads in your area importance



2020 unsealed roads importance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
35-49	90▲80	87	n/a	n/a	79	87	84	83
Sea Lake	89	81	82	n/a	n/a	n/a	n/a	n/a
Women	87	85	85	n/a	n/a	83	84	84
50-64	85	81	86	n/a	n/a	83	83	80
Buloke	84	82	85	n/a	n/a	81	82	81
65+	84	80	82	n/a	n/a	78	77	79
Small Rural	83	82	84	81	81	82	n/a	n/a
Donald	83	82	88	n/a	n/a	n/a	n/a	n/a
Men	81	78	84	n/a	n/a	78	79	79
State-wide	80▼	80	80	79	79	78	78	81
Charlton	79▼	80	81	n/a	n/a	n/a	n/a	n/a
18-34	75▼	88	86	n/a	n/a	83	80	84

Q1. Firstly, how important should 'Maintenance of unsealed roads in your area' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 12 Councils asked group: 3  
 Note: Please see Appendix A for explanation of significant differences.

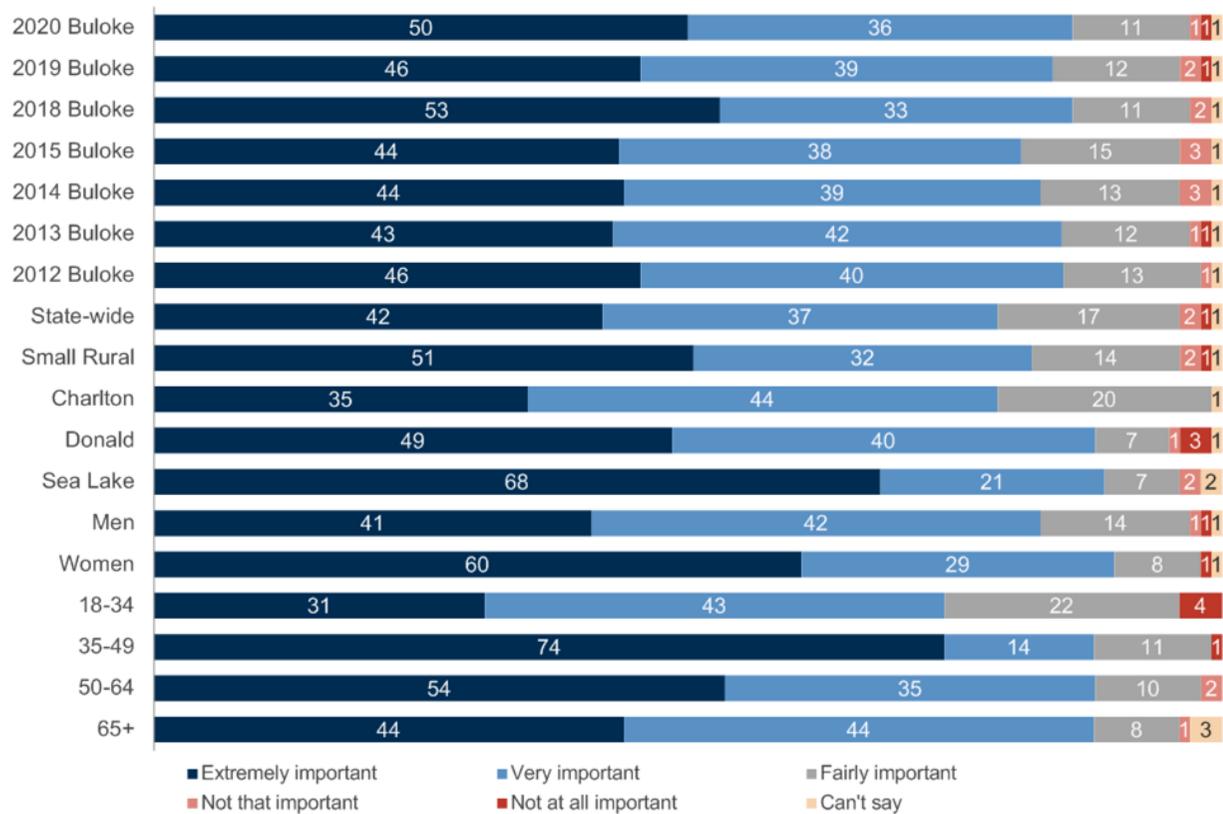
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Maintenance of unsealed roads in your area importance



2020 unsealed roads importance (%)



Q1. Firstly, how important should 'Maintenance of unsealed roads in your area' be as a responsibility for Council?  
 Base: All respondents. Councils asked state-wide: 12 Councils asked group: 3

J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Maintenance of unsealed roads in your area performance



2020 unsealed roads performance (index scores)

	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	44▲	43	44	43	45	45	44	46
Small Rural	43▲	40	43	44	45	n/a	n/a	n/a
Charlton	41	38	n/a	n/a	n/a	n/a	n/a	n/a
65+	39	38	n/a	n/a	44	48	44	52
18-34	37	36	n/a	n/a	41	40	41	46
Women	36	35	n/a	n/a	42	42	41	45
Buloke	35	35	n/a	n/a	40	41	39	43
Men	35	35	n/a	n/a	38	40	36	42
Donald	34	30	n/a	n/a	n/a	n/a	n/a	n/a
50-64	33	31	n/a	n/a	36	39	38	43
35-49	31	35	n/a	n/a	37	34	30	32
Sea Lake	29	37	n/a	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Maintenance of unsealed roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 24 Councils asked group: 9  
 Note: Please see Appendix A for explanation of significant differences.

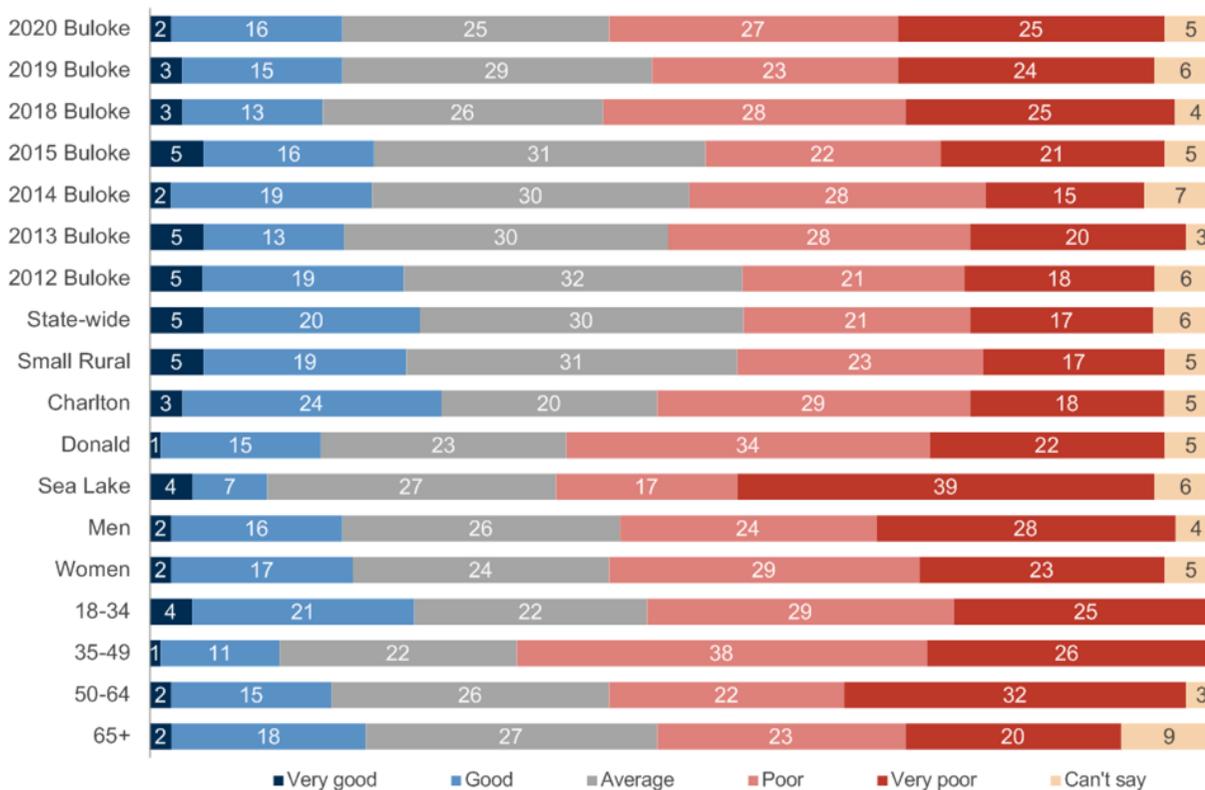
J00858 Community Satisfaction Survey 2020 – Buloke Shire Council



## Maintenance of unsealed roads in your area performance



2020 unsealed roads performance (%)



Q2. How has Council performed on 'Maintenance of unsealed roads in your area' over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 24 Councils asked group: 9



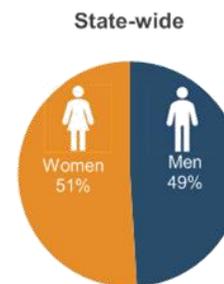
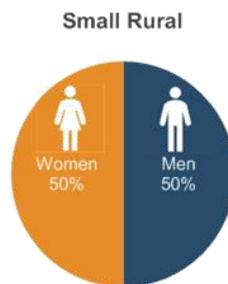
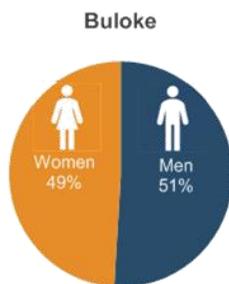
## **Detailed demographics**

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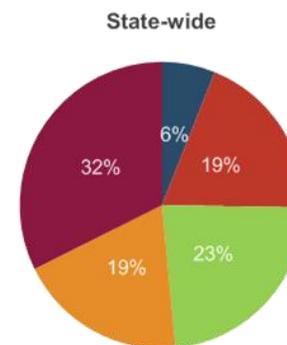
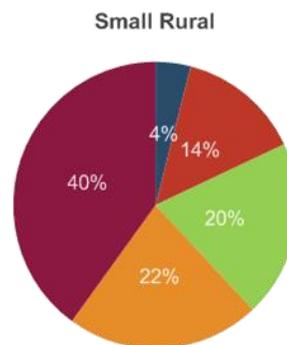
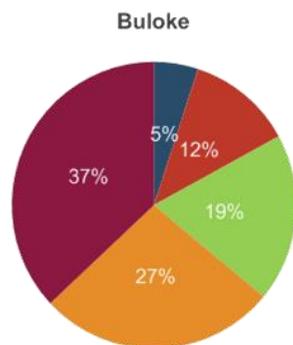


## Gender and age profile

### 2020 gender



### 2020 age



■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+    ■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+    ■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

S3. [Record gender] / S4. To which of the following age groups do you belong?  
 Base: All respondents. Councils asked state-wide: 62 Councils asked group: 18  
 Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.

# **Appendix A: Index scores, margins of error and significant differences**



## Appendix A: Index Scores



### Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	INDEX SCORE 60

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	INDEX SCORE 56

## Appendix A: Margins of error



The sample size for the 2020 State-wide Local Government Community Satisfaction Survey for Buloke Shire Council was n=400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately n=400 interviews is +/-4.7% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.3% - 54.7%.

Maximum margins of error are listed in the table below, based on a population of 4,900 people aged 18 years or over for Buloke Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Buloke Shire Council	400	400	+/-4.7
Men	181	206	+/-7.2
Women	219	194	+/-6.5
Charlton	86	85	+/-10.5
Donald	124	132	+/-8.7
Sea Lake	41	41	+/-15.4
18-34 years	24	67	+/-20.4
35-49 years	62	77	+/-12.5
50-64 years	129	107	+/-8.5
65+ years	185	149	+/-7.1

## Appendix A: Significant difference reporting notation



Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing green (▲) and downward directing red arrows (▼).

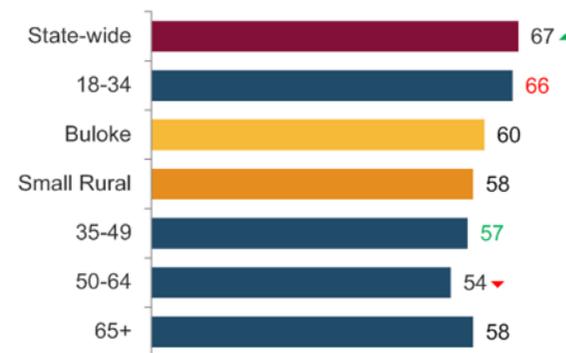
Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

- ▲ The state-wide result is significantly higher than the overall result for the council.
- ▼ The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in green and red indicate significantly higher or lower results than in 2019. Therefore in the example below:

- The result among 35-49 year olds in the council is **significantly higher** than the result achieved among this group in 2019.
- The result among 18-34 year olds in the council is **significantly lower** than the result achieved among this group in 2019.

Overall Performance – Index Scores  
(example extract only)



## Appendix A: Index score significant difference calculation



The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$5^2 / \$3) + (\$6^2 / \$4))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 2
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.

## **Appendix B: Further project information**



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## Appendix B: Further information



Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in this section including:

- Background and objectives
- Analysis and reporting
- Glossary of terms

### Detailed survey tabulations

Detailed survey tabulations are available in supplied Excel file.

### Contacts

For further queries about the conduct and reporting of the 2020 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on

(03) 8685 8555 or via email:  
[admin@jwsresearch.com](mailto:admin@jwsresearch.com)

## Appendix B: Survey methodology and sampling



The 2020 results are compared with previous years, as detailed below:

- 2020, n=400 completed interviews, conducted in the period of 30<sup>th</sup> January – 22<sup>nd</sup> March.
- 2019, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2018, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2017, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2016, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2015, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2014, n=400 completed interviews, conducted in the period of 31<sup>st</sup> January – 11<sup>th</sup> March.
- 2013, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 24<sup>th</sup> March.
- 2012, n=400 completed interviews, conducted in the period of 18<sup>th</sup> May – 30<sup>th</sup> June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Buloke Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, '—' denotes not mentioned and '0%' denotes mentioned by less than 1% of respondents. 'Net' scores refer to two or more response categories being combined into one category for simplicity of reporting.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Buloke Shire Council.

Survey sample matched to the demographic profile of Buloke Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 60% mobile phone numbers to cater to the diversity of residents within Buloke Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Buloke Shire Council. Survey fieldwork was conducted in the period of 30<sup>th</sup> January – 22<sup>nd</sup> March, 2020.

## Appendix B: Analysis and reporting



All participating councils are listed in the State-wide report published on the DELWP website. In 2020, 62 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2020 vary slightly.

### Council Groups

Buloke Shire Council is classified as a Small Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural.

Councils participating in the Small Rural group are:

- Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, West Wimmera and Yarriambiack.

Wherever appropriate, results for Buloke Shire Council for this 2020 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Small Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

## Appendix B: 2012 survey revision



The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Buloke Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. Comparisons in the period 2012-2020 have been made throughout this report as appropriate.

## Appendix B: Core, optional and tailored questions



### Core, optional and tailored questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2020 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Lobbying on behalf of community (Advocacy)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2020 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

## Appendix B: Analysis and reporting



### Reporting

Every council that participated in the 2020 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the State government is supplied with this State-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed, which is available at:

<http://www.delwp.vic.gov.au/local-government/strengthening-councils/council-community-satisfaction-survey>.

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

## Appendix B: Glossary of terms



**Core questions:** Compulsory inclusion questions for all councils participating in the CSS.

**CSS:** 2020 Victorian Local Government Community Satisfaction Survey.

**Council group:** One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

**Council group average:** The average result for all participating councils in the council group.

**Highest / lowest:** The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

**Index score:** A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

**Optional questions:** Questions which councils had an option to include or not.

**Percentages:** Also referred to as 'detailed results', meaning the proportion of responses, expressed as a percentage.

**Sample:** The number of completed interviews, e.g. for a council or within a demographic sub-group.

**Significantly higher / lower:** The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

**Statewide average:** The average result for all participating councils in the State.

**Tailored questions:** Individual questions tailored by and only reported to the commissioning council.

**Weighting:** Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.

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Director of Client Services  
[kcox@jwsresearch.com](mailto:kcox@jwsresearch.com)



## **8.5 REPORTS FROM COUNCILLORS**

Nil

## **9. OTHER BUSINESS**

### **9.1 NOTICES OF MOTION**

#### **9.1.1 NOTICE OF MOTION - MODE SHIFT INCENTIVE SCHEME**

**Author's Title:** Cr Graeme Milne

**Department:** Office of the CEO

**File No:** GO/09/01

**Attachments:** Nil

#### **RECOMMENDATION**

That Council writes to the Hon Minister Melissa Horne Minister for Ports and Freight, Minister for Public Transport thanking the State Government for the funding and extension of the Mode Shift Incentive Scheme (MSIS) for one year and request that a longer term extension is considered until 30 June 2022.

#### **1. Discussion**

The Mode Shift Incentive Scheme (MSIS) has been very successful over many years to encourage the transfer of freight from road to rail, reducing congestion and improving safety for all road users.

In June 2020, Minister Horne announced that the MSIS funding of \$4 million dollars for a further 12 months, which takes the scheme out until June 2021. This is a welcome announcement to the freight effort in our region.

The MSIS is an important stimulus for Victoria and Buloke Shire Council along with other Victorian councils support the longer term extension of the MSIS, believing that the MSIS be continued and funded until 30 June 2022.

**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**