



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 12 February 2020

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Carolyn Stewart will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 11 December 2019 and Special Meeting held on Thursday, 19 December 2019.

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

7. PROCEDURAL ITEMS

7.1	CORRESPONDENCE INITIATED BY COUNCIL	5
7.2	LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS	6
7.3	REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS	7
7.4	PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE	10
7.5	BUILDING PERMITS - MONTHLY UPDATE	12

8. GENERAL BUSINESS

8.1 POLICY REPORTS **14**

8.1.1	FRAUD AND CORRUPTION REPORTING POLICY	14
8.1.2	NAMING OF ROADS, FEATURES AND LOCALITIES POLICY	23

8.2 MANAGEMENT REPORTS **32**

8.2.1	APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 20 DONALD STREET, CHARLTON	32
-------	---	----

8.2.2	APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 509 BROADWAY, WYCHEPROOF	34
8.2.3	APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 30 WATSON STREET, CHARLTON	36
8.2.4	SWIMMING POOL AND SPA REGISTRATION FEES	38
8.2.5	COMMUNITY GRANTS AND SPONSORSHIPS	41
8.2.6	DROUGHT COMMUNITIES PROGRAMME EXTENSION - ADDITIONAL PROJECTS	44
8.2.7	ANNUAL REPORT 2019/20 - FEBRUARY QUARTERLY UPDATE	46
8.3	FINANCIAL REPORTS	55
8.3.1	FINANCE PERFORMANCE REPORT AS AT 31 DECEMBER 2019	55
8.4	ORGANISATIONAL REPORTS	69
	NIL	
8.5	REPORTS FROM COUNCILLORS	69
	NIL	
9.	OTHER BUSINESS	
9.1	NOTICES OF MOTION	70
	NIL	
9.2	QUESTIONS FROM COUNCILLORS	70
	NIL	
9.3	URGENT BUSINESS	70
	NIL	
9.4	ANY OTHER BUSINESS	70
	NIL	
9.5	MATTERS WHICH MAY EXCLUDE THE PUBLIC	71
	The Meeting may be closed to members of the public to consider confidential matters.	
9.5.1	CONTRACT NO C71 CHARLTON SWAN HILL ROAD & PRATERS ROAD INTERSECTION, GLENLOTH	
	If the meeting has been closed it will be brought back into open session by resolution	
10.	MEETING CLOSE	

NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 11 MARCH 2020 AT 7.00PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 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 action on the poor condition of the Donald Murtoa Road	Jaala Pulford, Minister for Roads Regional Roads Victoria, Northern Region Office	Sent 26 September 2019 Sent 26 September 2019	12 December 2019	To increase road safety a 1.2km section of Donald Murtoa Rd has been reduced from 100km/h to 60km/h due to the road condition. Major rehab works were not able to be included in 2019/20 works program. To be considered in 2020-21 program.
Requesting ongoing funding support for lake committees impacted by the free boat launching fee policy.	Jaala Pulford, Minister for Boating and Fishing	Sent 27 November 2019	17 December 2019	Commitment to remove fees from public boat ramps was made to make boating cheaper and easier to use. In 2020 will be undertaking a regional review to inform BBV.

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
Birchip P-12 School	Caitlin Bidstrup	Dec 2019	Obtaining Dux of Birchip P-12 School for 2019
Charlton College	Xing Ong	Dec 2019	Obtaining Dux of Charlton College for 2019
Donald High School	Harry Cashin	Dec 2019	Obtaining Dux of Donald High School for 2019
Wycheproof P-12 College	Gemma Fawcett	Dec 2019	Obtaining Dux of Wycheproof P-12 College for 2019
Tyrrell College	Lani Mott	Dec 2019	Obtaining Dux of Tyrrell College for 2019
Governor-General of the Commonwealth of Australia	Gail Sharp	26 Jan 2020	Being awarded an Ambulance Service Medal in the 2020 Australia Day Honours List for her more than 15 years volunteer service to the Community Emergency Response Team.

7.3 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments:

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 December 2019.

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 December 2019 is attached.

BULOKE SHIRE COUNCIL
RECORD
Councillor Briefing

Date and Time:	4 December 2019	Time: 5.00pm – 8.00pm
-----------------------	-----------------	------------------------------

Location:	Wycheproof Supper Room
------------------	------------------------

Attendees:	Cr- Carolyn Stewart Cr- Daryl Warren Cr- Graeme Milne Cr- Ellen White Cr- David Vis Cr- Bronwyn Simpson Anthony Judd –Chief Executive Officer Hannah Yu – Director Corporate Services Wayne O’Toole– Director of Works and Technical Services Rose Harris –Director Community Development
-------------------	--

Apologies:	Cr- David Pollard
-------------------	-------------------

Visitors:	Don Elmer – Human Resources Manager Melissa Wilson – Coordinator Public Health and Emergency Management Mark McDonald – Superintendent Waste
------------------	--

ITEMS

NO.	TOPIC	PURPOSE
	Optional Tour of Wycheproof Kindergarten 4.30pm	
1.	Declarations of Conflicts of Interest	
2.	Briefing Notes	
3.	Items for Discussion	
	3.1 Service Review – O H & S	
	3.2 Service Review – Public Health	

3.3 EPA Legislation

4. Councillor Matters

5. CEO Updates

- Drought Funding
 - Parliament House Visiting Outcomes
 - Draft Ordinary Meeting Agenda 11
December 2019
-

Next Briefing:

Date and Time:	5 February 2020	Time: 5.00pm – 8.00pm
Location:	Birchip Council Chamber	

7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

RECOMMENDATION

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

1. Executive Summary

This report advises 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
PPA824/19	Desmond Wood	480 Donald-Laen Road, Laen	18/10/2019	Construction of 3 new pig sheds	Permit Issued
PPA825/19	Lacey McInnes	94 Elliots Road, Bimbourie	13/11/2019	Second dwelling on a lot	Permit Issued
PPA827/19	Cindy McCallum	56 Dempsey Street, Wycheproof	25/11/2019	Construction of a shed ancillary to a dwelling	Permit Issued
PPA828/19	Charlton Men's Shed	7 Armstrong Street, Charlton	28/11/2019	Construction of a skillion roof	Permit Issued
PPA829/19	Loni Hensel	2 View Street, Charlton	02/12/2019	Installation of solar panels on roof of dwelling	Permit Issued
PPA830/19	Mark Williams	Mount Street, Wycheproof (CA 32B Parish of Bunguluke)	04/12/2019	Removal of native vegetation due to decommissioning of redundant GWMWater infrastructure	Permit Issued
PPA831/19	Graeme Harris	24 Racecourse Road, Donald	05/12/2019	Extension to existing building	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA832/20	Charlton Community Theatre	30-34 High Street, Charlton	07/01/2020	Extension to Rex Theatre for the provision of amenities and storage	Referral
PPA833/19	Ricky Skinner	17 Campbell Street, Birchip	07/01/2020	Demolition of a building and construction of a shed in a Heritage Overlay	Permit Issued
PPA834/20	Whitney Boyle	Calder Highway, Wycheproof (CA 42 Sec A Parish of Bunguluke)	08/01/2020	Removal of native vegetation (4 small trees) for the construction of a dwelling	New
PPA835/20	Ronald White	7 Orr Street, Charlton	15/01/2020	Demolition of existing dwelling and construction of a new dwelling	Referral
PPA836/20	Ashley Sheahan	224 Yeungroon-Woosang Road, Yeungroon East	22/01/2020	Four accommodation units and a laundry facility associated with the Charlton Feedlot (Amendment to PPA792/19)	New

7.5 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Permit Support Officer

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 December 2019 to 31 January 2020.

1. Executive Summary

This report provides information on Building Permits approved by staff from 1 December 2019 to 31 January 2020.

2. List of Building Permits Approved by Council Surveyor

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20190113	5037561737819	3622 Sunraysia Highway, Donald	Demolition of Existing Sheds	28/11/2019
20190121	3614440695558	26 McCracken Avenue, Donald	Storage Shed	05/12/2019
20190122	2014330326373	81 Webster Street, Wycheproof	Swimming Pool & Safety Barrier	12/12/2019
20190123	5159727632665	188 Harrisons Road, Sea Lake	Completion of Dwelling and Verandah	12/12/2019
20190130	5097509642876	Corack Road, Donald	Verandah & Deck (Caravan Park)	19/12/2019
20190131	3450538988194	56 Dempsey Street, Wycheproof	Garden Shed	19/12/2019
20200001	7131800190841	45 Hammill Street, Donald	Alterations to Existing Fire Services (Donald Multi-Purpose Building)	16/01/2020

3. List of Building Permits Approved by Private Surveyor

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20190114	2346906682130	46 Camp Street, Watchem	Toilet Upgrade – Internal (Watchem Hall)	14/11/2019
20190115	3756948245045	220 Broadway, Wycheproof	Amenities Block (Wycheproof Centenary Park)	14/11/2019
20190116	1413383022874	41 Main Street, Culgoa	Amenities Block (Culgoa Park)	19/11/2019
20190117	1543427409256	2 Birchip Road, Nullawil	Amenities Block (Nullawil Park)	19/11/2019
20190118	1512731141515	35 Finlays Road, Charlton	Shed	21/11/2019
20190119	8709485594305	1741 Ninda-Turriff Road, Ninda	Hay Shed	21/11/2019
20190120	4073385025809	Racecourse Road, Donald	Amenities Block (Donald Pony Club)	25/11/2019
20190124	1820136269357	490 Wooroonook Road, Wooroonook	Removal of a dwelling	07/11/2019
20190125	5984741464491	3118 Calder Highway, Nandaly	Canopy to Existing Shed	02/12/2019
20190126	6231536879411	25 Napier Street, Donald	Demolition of Office, Shed & Drum Store (BP Depot)	09/12/2019
20190127	7409944135811	474 Berriwillock-Woomelang Road, Berriwillock	Hay Shed	13/12/2019
20190128	7851502890743	22 Clifton Street, Charlton	Pavilion	04/12/2019
20190129	7570774293862	26 Watson Street, Charlton	Re-erection of a Garage	19/09/2019

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 FRAUD AND CORRUPTION REPORTING POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM/14/18

Attachments: 1 [↓](#) Fraud and Corruption Reporting 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 adopt the attached Fraud and Corruption Reporting Policy.

1. Executive Summary

Council adopted its first Fraud Prevention and Reporting policy in 2016. The attached policy has been reviewed and updated to incorporate measures recommended by integrity agencies and Council's Audit Committee.

2. Discussion

Council adopted its first Fraud Prevention and Reporting policy in 2016. Council's Fraud Prevention and Reporting policy has been reviewed to incorporate measures recommended by integrity agencies including IBAC, the Local Government Inspectorate, the Victorian Ombudsman and the Victorian Auditor-Generals Office in reports released within the past three years.

Key changes include amending the name of the policy to the "Fraud and Corruption Reporting Policy" (the Policy), incorporating additional examples of fraudulent and corrupt activities, introducing an obligation on senior management to undertake a risk assessment and establishing appropriate controls to mitigate against these activities and incorporating additional information regarding remedies available for any breaches of this Policy.

The Policy was provided to Council's Audit Committee in December 2019 for review and advice in the development of the revised Policy. Feedback was provided by the Audit Committee around the need for a strong emphasis on the Policy covering Councillors, contractors and volunteers (in addition to Council employees), amending language around the obligation to report fraud and corruption and clarifying the investigation process where allegations of fraudulent or corrupt conduct are made against the Chief Executive Officer.

The Policy is supported by the Fraud and Corruption Reporting Procedure which will be provided to the Audit Committee for review and comment at its February 2020 Meeting.

A review of the Policy and an evaluation of the fraud and corruption arrangements are to be undertaken every two years.

3. Financial Implications

The revised Policy will assist Council to improve accountability and transparency. The Policy is aimed at reducing costs associated with insurance premiums by appropriately and proactively managing and mitigating fraud and corruption risks.

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 Policy will be available to the public on Council's website.

6. Internal Consultation

The Senior Leadership Team were consulted in relation to the review of the Policy. The Policy was also considered at the December 2019 Audit Committee Meeting.

7. Legislative / Policy Implications

The Policy addresses a number of legislative and regulatory requirements. Reference to specific legislation, regulations or instruments are made within the Policy document.

8. Environmental Sustainability

There are no environmental sustainability implications in relation to this Policy.

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 and it is recommended that the revised Policy be adopted by Council.



POLICY LOCATION	Corporate Services	POLICY TITLE	Fraud and Corruption Reporting Policy
POLICY NUMBER	CA17	DATE ADOPTED	
REVISION NUMBER	2	REVISION DATE	

1. Purpose

The Council has a firm commitment to maintaining the highest standards of ethics and accountability and good governance practice. Council does not tolerate fraudulent or corrupt activities by its Workers, nor the taking of reprisals against those who come forward to disclose such conduct. Council will commence disciplinary action in respect of any person involved in fraudulent or corrupt activities.

Council expects Workers to act with propriety in all Council activities and is committed to educating Workers on their responsibilities for mitigating fraud and corruption risks and providing an organisational culture, supported by policies and procedures, to minimise, deter, detect, report and investigate suspected fraudulent or corrupt incidents.

The purpose of this policy is to:

- Clearly document Council’s commitment to protecting Council property, assets and public money against internal and external fraud and corruption;
- Provide a framework for the mitigation and control of fraud and corruption; and
- Facilitate reporting to Council of suspected fraudulent and corrupt activities.

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

2. Scope

This Policy applies to all Workers of any organisation providing goods or services on behalf of Council and other approved users of Council assets.

This Policy encourages the making of protected disclosures of improper conduct to the Independent Broad-based Anti-corruption Commission (IBAC) in accordance with the *Public Interest Disclosures Act 2012 (Vic)* and Council’s Protected Disclosure Policy and Procedures. This Policy further facilitates the reporting to Council of suspected fraudulent and corrupt activities, where disclosure to IBAC is not appropriate or chosen. This Policy therefore operates in conjunction with those documents, but does not restate the provisions contained within them.

3. Definitions

In this policy –

“**Corruption**” means a dishonest activity that is against the interests of Council and the abuse of a position to achieve personal gain or advantage for oneself or others.



Examples of corruption include:

- Asking for, payment of or receiving money, gifts and bribes for personal gain;
- Accepting favours for preferential treatment;
- A serious conflict of interest that is not managed and which may influence a decision;
- Manipulation of procurement processes so as to favor one tenderer over another;
- Nepotism, where an individual is appointed to a role due to their existing relationships, rather than on merit.

For the purposes of this policy, Corruption includes activities which may not constitute corrupt conduct within the meaning of the *Independent Broad-based Anti-corruption Commission Act 2011 (Vic)*, but for which the conduct still constitutes a dishonest activity that is against the interests of Council.

“Employee” means an employee of Council.

“Ethics” are the principles, morals and beliefs which guide us in our actions.

“Fraud” means a dishonest act involving the use of deception that causes actual or potential financial loss to Council.

Examples of fraud include, but are not limited to:

- Misappropriation of Council revenue in the form of cash, money orders, cheques or electronic funds transfer;
- Misuse of position to gain a financial advantage, including improperly obtaining allowances;
- Misuse or theft of Council data and information, including selling information;
- Private use of Council property, buildings, plant, equipment, vehicles or other Council assets and inventory;
- Misuse of fleet or corporate cards;
- Theft of Council assets including but not limited to property, plant, equipment or vehicles;
- Falsifying travel expenses and overtime claims on timesheets;
- False invoicing of goods or services not received or delivered, or inflating the value of the goods and services;
- Alteration or destruction or forgery of data for fraudulent purposes or misappropriation of software owned or licensed by Council;
- Business identity fraud which occurs when commercially sensitive information is used without permission to obtain credit, goods or other services fraudulently;
- Misuse of one’s position to gain a financial advantage; and
- Misrepresentation of qualifications in order to secure a particular position of



employment.

Fraud also includes but is not limited to dishonest activity that is sufficient to constitute an offence under the *Crimes Act 1958 (Vic)*.

“Risk Management” the principles, framework and processes in place for managing risk effectively.

“Risk” the effect (both positive and negative) of uncertainty on objectives.

“Workers” means a Council employee, contractor, volunteer, Councillor, Chief Executive Officer or work experience student.

4. Policy Statement

Council acknowledges the importance of demonstrating to the residents and ratepayers of the Buloke Shire that Council is managing its business efficiently, effectively and ethically to deliver results, including through:

- The adoption of a risk management approach to fraud and corruption;
- The minimisation and deterrence, detection, investigation and prosecution of cases of fraud and corruption; and
- The promotion and maintenance of a high standard of ethical behaviour and fraud and corruption awareness.

Fraud and corruption control is concerned with the effective utilisation of resources and the minimisation of waste, mismanagement and fraudulent or corrupt activity.

Measures to mitigate fraud and corruption should be continually monitored, reviewed and developed, particularly as new systems or arrangements are introduced or modified.

Council will actively seek to minimise and deter fraud and corruption at its origin through the development and maintenance of an effective integrity framework. The framework provides oversight on matters including but not limited to conflicts of interest, employment, procurement, misuse of information, assets and resources, delegations and authority, and unlawful/inappropriate conduct.

Fraud and corruption flourishes in an environment where there are insufficient controls to mitigate waste, abuse and mismanagement. Council believes an emphasis on fraud and corruption mitigation, rather than fraud and corruption investigation, will lead to a reduction of these opportunities for waste, abuse and mismanagement.

Prompt action does, however, need to be taken when fraud and/or corruption are detected, both to bring the fraud and/or corruption to an end and to discourage others who may be inclined to commit similar actions.

Fraud is a crime which is punishable by law under the *Crimes Act 1958 (Vic)* which can result in loss or detriment to Council’s reputation, damage to business relations, a decline in staff working morale and external investigation.

This Policy is committed to and guided by the principles of:

- The highest standards of legal, ethical and moral behaviour;
- Ensuring the organisational culture and embedded controls effectively mitigate fraud



and corruption;

- Natural justice; and
- Ensuring compliance with the *Public Interest Disclosures Act 2012 (Vic)* and Council's Protected Disclosure Policy and Procedures.

Council is committed to protecting property, assets and public money against internal and external fraud and corruption. Key elements of this involve:

- Implementing effective internal control structures and procedures which aim to eliminate the opportunity for fraud and corruption to occur. This can be achieved by analysing operational risks to proactively identify potential opportunities for fraudulent acts and implementing internal controls and separating roles and functions;
- Maintenance of Council's risk register and fraud register in documenting risks to Council and current and proposed controls;
- Requiring all new Employees to undertake fraud and corruption awareness training during their induction and facilitating ongoing fraud awareness modules on a regular basis by the relevant Officer;
- Encouraging all Workers to report suspected fraud-related or corruption-related activity or behaviour, considering confidentiality requirements and protection for the person reporting the suspected fraud or corruption either informally or in accordance with the *Public Interest Disclosures Act 2012 (Vic)*, as applicable;
- Confirming Council's ongoing commitment to a policy of minimisation and deterrence, detection, investigation and prosecution of individual cases of fraud and corruption, including formal discipline and/or referral to the Victorian Police and/or IBAC (where applicable); and
- Establishing reporting protocols which require all Workers to report suspected fraud and corruption.

5. Guidelines

Reporting Fraud & Corruption

1. All Workers have a responsibility to identify and act on fraud and corruption risks and report incidents of suspected fraud or corruption encountered during work activities.
2. Where a member of the public reports alleged fraudulent or corrupt activities of a Worker, such report shall be treated in accordance with Council's Protected Disclosure policies and any associated procedures.
3. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by another Worker, must report the matter as soon as possible to their immediate Supervisor or Senior Manager or in accordance with Council's Protected Disclosure policies and any associated procedures, as applicable.
4. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by the Chief Executive Officer, must report the matter as soon as possible to the Mayor.



5. Any Worker who becomes aware, or has grounds to suspect, fraud or corruption has been carried out by a Councillor, must report the matter as soon as possible to the Chief Executive Officer or the Mayor.
6. In the event of an alleged fraudulent or corrupt activity, the person against whom the allegations are made shall be notified at the earliest available opportunity. Any such person shall have a support person and/or receive assistance and support under Council's Employee Assistance Program policy and procedures during an investigation into any such conduct but is not obliged to do so.
7. Workers do have the option to report suspected fraud or corruption directly to an external agency and should make themselves aware of Council's Fraud and Corruption Prevention Procedure and Protected Disclosure policy and any associated procedures, as applicable.

Investigating Fraud & Corruption

1. The Chief Executive Officer or his or her delegate will decide how any investigation into fraud or corruption will be conducted, including whether any external assistance is to be sought. However where an allegation is made against the Chief Executive Officer into fraud or corruption, the Mayor is responsible for reporting such allegations. All decisions shall be recorded and the response (if any) recorded. The provisions of the *Public Interest Disclosures Act 2012* will otherwise be followed, as appropriate.
2. Council respects the civil rights of individuals, including Workers, and is committed to natural justice and the protection of those making protected disclosures. In circumstances where the allegation of fraud or corruption carries the imputation of criminal conduct, then such a Worker's right to silence shall be recognised.

Responsibility

1. Council's Code of Conduct and Staff Code of Conduct provides guidance to Workers regarding accepted practice and behaviour. Council values also reinforce ethical behaviour.
2. The Chief Executive Officer is the Officer responsible for fraud and corruption control within Council.
3. Councillors, the Chief Executive Officer and Senior Managers are responsible for creating an environment within their departments which makes active fraud and corruption control a responsibility of all Workers.
4. Councillors, the Chief Executive Officer and Senior Managers are responsible for ensuring there are clear standards and procedures to minimise and deter fraud and corruption.
5. Senior Managers have responsibility for undertaking a risk assessment and identifying potential risk areas within their Department and establishing and monitoring controls to eliminate or reduce the fraud and corruption risk. Such controls must be documented and reviewed.
6. Senior Managers are to display a commitment to help set high standards, be vigilant about identifying problems and ethical dilemmas, and will request



Workers to come forward about potential problems or concerns.

7. Senior Managers and Supervisors will ensure all contractors engaged within their department are aware of Council's Fraud and Corruption Reporting Policy and Procedures and reference to these are incorporated into contracts to ensure contractors and their employees are aware of their responsibilities and acceptable behaviours.
8. All Workers must familiarise themselves with the Fraud and Corruption Reporting Policy and Procedures.
9. All Workers have a responsibility to safeguard Council assets against misuse or improper use or the appearance of misuse or improper use and must not use their position with Council to improperly gain personal advantage or confer advantage or disadvantage on any other person.
10. A review of this Policy and an evaluation of fraud and corruption control arrangements is to be undertaken every two years as a minimum.

6. 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. Such disciplinary action will be separate to any actions taken by external agencies such as Victoria Police or IBAC.

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

7. References

This Policy was developed in accord with the following legislation:

- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Independent Broad-based Anti-corruption Commission Act 2011 (Vic)*
- *Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019 (Vic)*
- *Local Government Act 1989 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Interest Disclosures Act 2012 (Vic)*
- *Public Interest Disclosures Regulations 2019 (Vic)*

8. Documents

This Policy is implemented in conjunction with the following documents:

- Australian Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines



- Australia's Fraud and Corruption Control Standard AS 8001:2008
- Buloke Shire Protected Disclosure Guidelines
- Buloke Shire Fraud Reporting and Prevention procedure
- Protected Disclosure Act flowcharts
- Buloke Shire Council Code of Conduct
- Buloke Shire Council Staff Code of Conduct
- IBAC Guidelines for making and handling protected disclosures and IBAC Guidelines for protected disclosure welfare management
- Buloke Shire Council Employee Assistance Program Policy
- Buloke Shire Council Procurement Policy
- Victorian Auditor-General's Report, "Fraud Prevention Strategies in Local Government"

8.1.2 NAMING OF ROADS, FEATURES AND LOCALITIES POLICY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: CS/04/01

Attachments: 1 [↓ Naming 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 adopt the Naming of Roads, Features and Localities Policy

1. Executive Summary

This report is presented to Council to consider the adoption of a new Naming of Roads, Features and Localities Policy.

2. Discussion

Buloke Shire Council, as a Naming Authority under the Geographic Place Names Act 1998 (the Act), is required to resolve on all geographic place names in the municipal district, with the exception of geographic places of regional, state and national significance.

Names are an important navigation and reference tool in our community. They tell us where we are, define places, and are part of our community's identity. Names should reflect our community's values and history, while also embracing the Shire's future and aspirations.

Whilst in the past Council has had a strong process around road and locality naming, the naming of buildings, reserves and places has not had a well-documented methodology. This policy aims to standardise Council's procedures when making a decision on naming any road, feature or locality.

This policy has been developed to assist with the determination and approval of names, encapsulate legislative requirements and incorporate community consultation into the assessment of naming proposals. This is a new policy for Council and is based on the Geographical Names Board's Guidelines for the Determination of Place Names.

3. Financial Implications

There are no financial implications within this report.

4. Cost Shift Considerations

There are no cost shift implications within this report.

5. Community Consultation

The policy prescribes the community consultation required for naming of roads, features and localities and will provide improved consultation and rigour before a decision on naming is made.

6. Internal Consultation

Staff from Council's Works and Technical Services Team and Senior Leadership Team have reviewed the policy.

7. Legislative / Policy Implications

This policy considers the following policy and legislation:

- *Local Government Act 1989* – primarily Schedule 10;
- *Naming rules for places in Victoria* – Statutory requirements for naming roads, features and localities - 2016 (Naming Rules); and
- *Geographic Place Names Act 1998* – primarily section 5 and section 23 which makes compliance with the Naming Rules mandatory for all local governments.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council adopt the Naming of Roads, Features and Localities Policy.



POLICY LOCATION	Works and Technical Services	POLICY TITLE	Naming of Roads, Features and Localities
POLICY NUMBER		DATE ADOPTED	February 2020
REVISION NUMBER	1	REVISION DATE	October 2023

1. Purpose

This policy sets out the guidelines and principles that need to be followed by Council officers when naming a road, feature or locality within the Shire boundaries.

The naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services. Names make a landscape easy to refer to and capture patterns of settlement. Names are necessary for orientation, communication, service delivery, map and atlas production, emergency response and natural disaster relief.

The State government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (Naming Rules). The Naming Rules are the statutory requirements under the *Geographic Place Names Act 1998* for all naming authorities to follow in nominating or considering a name of a road, feature or locality in Victoria (see Attachment 1). The Buloke Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming rules.

This policy provides a system of ensuring roads, features and localities within the Shire are appropriately named and recorded in a consistent manner and in accordance with the Naming Rules.

2. Definitions

Roads – For the purposes of the Naming Rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

Features – A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

Localities - A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a ‘suburb’.

3. Scope

The Buloke Shire Council is the naming authority for roads, features and localities within its municipal area for which it is responsible irrespective of whether it owns or manages the road, feature or locality. This policy outlines the process for naming any feature, locality or road (whether public or private) which is the responsibility of Council.



The Naming Rules represent the definitive position in respect to all naming processes. Both the Naming Rules and this policy apply only to new naming proposals or proposals to re-name a road, feature or locality.

Council is not responsible for naming arterial roads, freeways or geographical places of regional, state and national significance.

For information relating to naming a feature, locality or road which is the responsibility of a private company or state government department as the naming authority refer to the Naming Rules.

4. Relevant Legislation and Guidelines

- *Local Government Act 1989* – primarily Schedule 10.
- *Naming rules for places in Victoria* – Statutory requirements for naming roads, features and localities - 2016 (Naming Rules).
- *Geographic Place Names Act 1998* – primarily section 5 and section 23 which makes compliance with the Naming Rules mandatory for all local governments.

POLICY DETAILS

5. Council to Approve Road, Feature or Locality Names

Any person, community group, organisation, government department or authority can propose a new name, change an existing name or change a boundary. A person must not apply a name to a road, feature or locality without the consent of the Council. This does not apply to any highway or to any supplementary name applied to the entire length of a declared road by VicRoads.

Upon receipt of a request, Council, as the naming authority must adhere to the Naming Rules including the Checklist located in Appendix C of the Naming Rules and specifically will:

- Consider or propose a name for a road, feature or locality in accordance with Section 1 of the Naming Rules.
- Check for compliance with the relevant naming rules in accordance with Sections 2, 3, 4 and 5 of the Naming Rules.
- Ensure proposals include:
 - The proposed name.
 - The location of the road, feature or locality, including a map and, if relevant, its current name.
 - Background information on why Council should consider naming or changing the name or boundary including any historic reasons of local relevance.
 - The reason for the proposal or why the current name is not considered appropriate or any other relevant information.
 - Contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups. This should contain the contact details, names, addresses, and signatures of all affected property owners. An affected property owner is one who owns an interest in property contiguous to the Road/Feature/locality.
 - A statement about how the proposed name conforms with the relevant principles and requirements in the Naming Rules.



- Undertake community consultation in accordance with Sections 7 and 8 of the Naming Rules. This includes analysis of community feedback and responding to any objections.
- Consider a proposal in accordance with Section 9 of the Naming Rules including making a decision to accept or reject a proposal and recording the decision.
- Upon acceptance of a proposal lodge the proposal with the Office of Geographic Names for the Registrar’s consideration in accordance with Sections 10 and 11 of the Naming Rules. The final endorsement and gazettal and registration of a proposal is undertaken by the Registrar of Geographic Names in accordance with Sections 12 and 13 of the Naming Rules.
- Implement appropriate signage and recording in VICNAMES (the online tool used to search and record geographic names, features and localities in Victoria) in accordance with Section 13 of the Naming Rules.

6. Notice of proposal or application

Council will seek to give notice of an application or proposal in accordance with the following:

Proposal	Who to consult	The Type of Consultation
New road. New feature. Renamed road. Boundary change of a road.	Immediate community.	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and to residents. • Notices. • Listening posts (if it is a large-scale proposal or potentially contentious issue).
New locality (suburb). Renamed feature or locality. Boundary change of a feature or locality.	Immediate and Extended community.	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries. • Notices. • Surveys. • Listening posts (if it is a large-scale proposal or potentially contentious issue).

7. Assessment and Evaluation

A preliminary assessment and evaluation of all naming/renaming proposals will be undertaken by Council officers. The objective of this assessment is to establish that the proposal has reasonable and justifiable merit and will consider:

- The reasons/rational for the proposal.
- Broad community interest and benefit.
- Potential costs.
- Existing community views.
- Controversy that a proposal may generate.



8. What Council will consider

The Council shall name and may rename a road, feature or locality required for public traffic and public purposes in accordance with the following principles and guidelines and in compliance with the Naming Rules:

- Ensuring public safety.
- Recognising the public interest.
- Linking the name to place.
- Ensuring names are not duplicated.
- Names must not be discriminatory.
- Recognition and use of Aboriginal languages in naming.
- Dual names.
- Using commemorative names (yet avoiding living people)
- Avoid the use of commercial and business names.
- Language.
- Directional names to be avoided.
- Assigning extent to a road, feature or locality.

9. Guidelines

The following naming themes are encouraged for all place naming applications:

- Names derived from Indigenous heritage and language.
- Social and historical events of the local area.
 - Local flora and fauna.
 - Does the name honour an event:
 - Is the name commemorative:
 - Is the road potentially of Regional, State or National Significance:
 - Is the name taken from local Aboriginal/Koori language:
 - Is the name early explorers, pioneers, and settlers:
 - Eminent persons (must be deceased):
 - Local history:
 - Thematic names such as flora, fauna, ships etc;
 - War/casualty lists;
 - Commemorative names
- Council will also consider the following:
 - Whether the name is likely to be confused with the name of another road, feature or locality in the area;
 - Whether the name would duplicate the name of another separate road in the same postcode area, feature or locality;
 - Whether a loop road is named in such a way that two separate intersections involve roads with the same two names or similar names;
 - Whether the same name would apply to separate lengths of road which are separated by a physical obstruction to vehicular travel, within the same postcode area; and
 - Any other matter relevant.



10. Changes to Road, Features or Localities Names

Prior to the finalisation of a change of a road, feature or locality, the Council must give public notice, enabling people to make written submissions. Such notice shall be undertaken in accordance with a consultation strategy determined as appropriate in line with Section 7 of the Naming Rules.

11. Objections and Submissions

Following notification, any objection or submission received during the public consultation period must be considered by Council including deciding the weight to be given to competing submissions having regard to the Naming Rules. All submissions must be included in an assessment report which includes an assessment and response to the submission.

If Council accepts a proposal and lodges it with the Registrar of Geographic Names, it must provide details of what the objections/submissions were and how they will be or have been dealt with.

Council must advise submitters of its decision in writing in accordance with Section 8 of the Naming Rules. Objectors have 30 days within which to lodge an appeal to the Registrar of Geographic Names.

Council must write a report on its decision of a proposal which includes information about how the proposal conforms to the relevant principles and guidelines of the Naming Rules and discussion on and responses to any objection/submission received during the public consultation period.

12. Road Identification

Where the Council erects signs on roads/streets which are readily passable by traffic to indicate the road name, regard may be had to the requirements of Australian Standard AS 1742.5 "Street Name and Community Facility Name Signs".

13. Notice of changes to names

After changing or naming any road, feature or locality, notice shall be forwarded to:

- The owners of properties abutting such road, feature or locality;
- The Registrar of Geographic Names;
- All emergency services including Police, Fire Brigade, Ambulance Services, Hospitals, SES;
- Other service providers such Australia Post, power, telephone;
- Commissioner of State Land Tax; and
- State and Commonwealth Electoral officers.

14. Record of Road, Feature or Locality Names

Council must keep a record of all road, feature or locality names and name changes agreed to by the Council and must accurately record the names, locations and the dates that the changes become operative.

15. Administration Process

The administration and notification process is outlined within the Naming Rules. These must be referred to throughout the process.

16. Accessibility 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 MANAGEMENT REPORTS

8.2.1 APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 20 DONALD STREET, CHARLTON

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 Application for permit to keep excess animals - **Confidential**
2 Objection to application - **Confidential**

RECOMMENDATION

That Council refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs at 20 Donald Street, Charlton.

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of four (4) dogs at 20 Donald Street, Charlton.

2. Discussion

Council's Community Local Law 2019 prohibits the keeping of more than 2 dogs without a Local Law permit within the confines of a township.

Surrounding landowners and residents were advised in writing to consider the application and submit any objections to Council by the 16 December 2019. Council has received one (1) signed objection from landowners/residents who state that they are concerned regarding the application to keep excess animals in the area (refer attachment).

3. Financial Implications

There are no financial implications in this report.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Following normal Local Laws procedures, Council has undertaken a notification process and advertising of the application that involved eleven neighbouring properties that may or could be affected by the activity.

6. Internal Consultation

No internal consultation has taken place.

7. Legislative / Policy Implications

The application and decision making are in keeping with Council's Community Local Law 2019 Clause 42(1).

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 refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs at 20 Donald Street, Charlton.

8.2.2 APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 509 BROADWAY, WYCHEPROOF

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 Application to keep excess animals at 509 Broadway, Wycheproof - **Confidential**
2 Objection to Application - **Confidential**

RECOMMENDATION

That Council refuses the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs at 509 Broadway Wycheproof.

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of four (4) dogs at 509 Broadway, Wycheproof.

2. Discussion

Council's Community Local Law 2019 prohibits the keeping of more than 2 dogs without a Local Law permit within the confines of a township.

Surrounding landowners and residents were requested in writing to consider the application and submit any objections to Council by the 9 December 2019. Council has received one signed objection from landowners/residents who state that they are concerned regarding the application to keep excess animals in the area (refer attachment).

3. Financial Implications

There are no financial implications in this report.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Following normal Local Laws procedures, Council has undertaken a notification process and advertising of the application that involved Five (5) neighbouring properties that may, or could be, affected by the activity.

6. Internal Consultation

No internal consultation has taken place.

7. Legislative / Policy Implications

The application and decision making are in keeping with Council's Community Local Law 2019 Clause 42(1).

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 refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs at 509 Broadway, Wycheproof.

8.2.3 APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 30 WATSON STREET, CHARLTON

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 Application to keep excess animals - **Confidential**
2 Objections to application - **Confidential**

RECOMMENDATION

That Council refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs at 30 Watson Street, Charlton.

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of four (4) dogs at 30 Watson Street, Charlton.

2. Discussion

Council's Community Local Law 2019 prohibits the keeping of more than 2 dogs without a Local Law permit within the confines of a township.

Surrounding landowners and residents were requested in writing to consider the application and submit any objections to Council by the 23 December 2019. Council has received nine (9) signed objections from landowners/residents who state that they are concerned regarding the application to keep excess animals in the area (refer attachment).

3. Financial Implications

There are no financial implications in this report.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Following normal Local Laws procedures, Council has undertaken a notification process and advertising of the application that involved Nine (9) neighbouring properties that may or could be affected by the activity.

6. Internal Consultation

No internal consultation has taken place.

7. Legislative / Policy Implications

The application and decision making are in keeping with Council's Community Local Law 2019 Clause 42(1).

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 refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep four (4) dogs 30 Watson Street, Charlton.

8.2.4 SWIMMING POOL AND SPA REGISTRATION FEES

Author's Title: Planning Officer

Department: Works and Technical Services

File No: DB/14/05

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

- Notes the introduction of new Building Regulations by the Victorian Government which require owners of swimming pools and outdoor spas to register them with Council, with a registration fee to be applied.
- Resolves to set the fee payable under the Building Regulations for registration of a swimming pool or spa with Council as follows:

Fee Type	Proposed Fee
Application for registration fee (reg 147P)	\$31.84
Information search fee (reg 147P)	\$47.24
Lodgement of certificate of pool barrier compliance (reg 147X)	\$20.44
Lodgement of certificate of pool barrier non-compliance (reg 147ZJ)	\$385.06

- Reviews these fees annually as part of the normal review of Council's fees and charges undertaken through the annual budget process.

1. Executive Summary

The State Government has introduced new Building Regulations from 1 December 2019 that require all owners of swimming pools and outdoor spas to register them with Council. The Regulations require payment of a registration fee to Council but allow the amount of this fee to be set by Council. Due to the recent enactment of these regulations there is a need for Council to establish the fees payable. Council Officers recommend that the maximum fee permitted by the Regulations be adopted, reflecting the administrative workload associated with the new regulations.

2. Discussion

The Victorian Coroner has recommended the strengthening of pool safety laws in several findings related to fatal drownings of young children, non-compliance of pool safety barriers is a major contributing cause to these tragedies.

The *Building Amendment (Swimming Pool and Spa) Regulations 2019* ('the Regulations') commenced on the 1 December 2019. These Regulations amend the Building Regulations 2018 to insert new regulatory requirements that aim to improve the safety of private swimming pools and spas.

The changes require owners of land which contain certain swimming pools/spas, to register their pool/spa with Council. The types of swimming pools/spas that need to be registered with Council are those that are capable of containing 300mm or more of water and are associated with residential use.

In addition to the new laws to register pools and spas with Council, the Regulations require affected owners to arrange inspections and certification of their pool safety barriers, with a registered Building Surveyor or Building Inspector, every 4 years. A Certificate of Pool Barrier Compliance must be lodged with Council.

An application to register a pool with Council must be accompanied by a Search fee, which aims to allow recovery of costs associated with researching the date of establishment of old pools. For more recently established pools, these costs may be minimal, but for older pools, searching older records could take considerable time.

Finally, if a land owner has not established a compliant pool barrier as part of the four yearly inspection process, and a building inspector is forced to issue a Certificate of Barrier Non Compliance, this needs to be lodged with Council and Council must issue a notice to the owner requesting payment of a fee. It is then Council's responsibility to enforce compliance of the barrier with regulatory requirements.

The following table summarises the various fees which must be established by Council for various functions associated with administering and enforcing these Regulations:

Fee type	Max. fee permitted	Proposed fee
Application for registration fee (reg 147P)	\$ 31.84 (2.15 fee units)	\$ 31.84
Information search fee (reg 147P)	\$ 47.24 (3.19 fee units)	\$ 47.24
Lodgement of certificate of pool barrier compliance (reg 147X)	\$ 20.44 (1.38 fee units)	\$ 20.44
Lodgement of certificate of pool barrier non-compliance (reg 147ZJ)	\$385.06 (26 fee units)	\$385.06

Council received notice of the changes and associated fees on 29 November 2019, immediately prior to commencement on 1 December. Whilst these fees are required to be set by Council, a maximum fee is specified (refer table above). The fees will be reviewed each year along with the other fees and charges across Council. It is necessary for Council to establish the fees applicable to registration, so that owners and Council officers registering pools and spas have certainty over the fee payable.

Officers are recommending that Council adopt the maximum fee in each category, given the additional administrative workload which will be incurred in Council's Building Department associated with managing the new processes. Despite the recommendation to apply the maximum fee permitted, officers believe that the income received will not meet the cost to administer the new regulations.

The fee for lodgement of a Certificate of Pool Barrier Non-Compliance is more significant than the registration fee, but this is reflective of the work that would be associated with Council staff enforcing compliance with the pool barrier requirements.

3. Financial Implications

There are approximately 60 swimming pools the Building department is aware of across the municipality which will need to be registered. There may be a number of pools and spas that Council is currently unaware of. On this basis the registration fee income would be approximately \$1950.00. As these are new requirements the cost of administering the new regulations is unknown but it is reasonable to expect extra administrative hours will be required in the building department.

4. Cost Shift Considerations

These new regulations place additional financial and administrative burden on swimming pool and spa owners and on Council.

5. Community Consultation

An initial round of publicity to raise awareness and provide education regarding the new requirements has been in the local papers and on Council's webpage and social media outlets. A further education and publicity campaign will be conducted.

6. Internal Consultation

Consultation has taken place within the Development Services Department

7. Legislative / Policy Implications

The fees are set in the Regulations as maximum amounts. Council must determine the particular fee levels in accordance with the Local Government Act 1989

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:

1. Notes the introduction of new Building Regulations by the Victorian Government which require owners of swimming pools and outdoor spas to register them with Council, with a registration fee to be applied.
2. Resolves to set the fee payable under the Building Regulations for registration of a swimming pool or spa with Council as follows:

Fee Type	Proposed Fee
Application for registration fee (reg 147P)	\$31.84
Information search fee (reg 147P)	\$47.24
Lodgement of certificate of pool barrier compliance (reg 147X)	\$20.44
Lodgement of certificate of pool barrier non-compliance (reg 147ZJ)	\$385.06

3. Reviews these fees annually as part of the normal review of Council's fees and charges undertaken through the annual budget process.

8.2.5 COMMUNITY GRANTS AND SPONSORSHIPS

Author's Title: Community Development Officer

Department: Community Development

File No: GS/42/09

Attachments: 1 [↓](#) 19-20 running sheet

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 allocates the following funding under the Community Grants and Sponsorship program:

1. \$799 Small Capital Equipment Grant to the Donald Men's Shed; and
2. \$10,000 Sustainability Grant to the Charlton Bowling Club Inc.

1. Executive Summary

This report is presented to Council to consider the allocation of funds from the Community Grants and Sponsorship Program.

2. Discussion

Project:	Provision of effective lighting for Men's Shed extension
Organisation:	Donald Men's Shed Inc.
Amount Applied:	\$799 Small Capital Equipment Grant
Funding Amount Recommended:	\$799
Full project cost:	\$1597.40
Project Description:	To upgrade the lighting to the Men's Shed Extension. The project will provide high intensity LED lighting to ensure the work area is adequately illuminated. Alignment with Donald 2030 plan: Strategic Direction and Key Action 16. Actively seek funding for identified infrastructure upgrades. 2017 – 2021 Council Plan: Theme 5.6 - Recognise our volunteers and support their significant contributions.
Project Benefit:	This project will provide high intensity LED lighting to this extension shed in order to ensure that the work area is adequately illuminated to provide a light intensity that meets current workplace safety and health guidelines. The Donald Men's Shed is used for a number of activities including painting, metalwork, assembly and disassembling of equipment to support many community groups.
Project:	New Efficient Heating and Cooling
Organisation:	Charlton Bowling Club Inc.

Amount Applied:	\$13,915.30 Sustainability Grant
Funding Amount Recommended:	\$ 10,000 Limit of funding offered under Sustainability Grant
Total Project Cost:	\$ 20,873.94
Project Description:	Replacement of old-style inefficient air conditioners and bar heaters with new energy efficient split system units.
Project Benefit:	Under the sustainability guidelines this project will reduce electricity consumption which means less energy being used thus reducing the carbon footprint of carbon dioxide gases. The Charlton Bowling Club is already fitted with solar panels which will work in conjunction with the new energy efficient air conditioners to reduce emissions. The club is actively striving to reduce emissions and make the facility more user friendly to play bowls both in Summer and Winter. The applicant also lists a project benefit of the ongoing sustainability of the club through increased memberships when the facility is a more inviting place to be. The Club keeps a spreadsheet up-to-date with power usage and intends to track this following the installation of new air conditioners to track reduced emissions. The Application was supported by letters of support from the Charlton Indoor Bias Bowls Club and the Wednesday Friends Group.

3. Financial Implications

This brings the allocation under the community grants scheme for the 2019 – 20 financial year to \$14,995.50 out of a total of \$20,000. The sustainability fund contributions so far totals \$10,000 out of \$50,000 available.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

Staff have sought clarification where necessary from community groups.

6. Internal Consultation

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

7. Legislative / Policy Implications

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

8. Environmental Sustainability

Charlton Bowling Club Sustainability grant aims to reduce the club's carbon footprint. Should the club be successful in their grant application, Council's Environmental Compliance Officer will work with the club to educate members on the best possible usage of their solar electricity in combination with the new air conditioning units.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council considers providing funding allocations as per the recommendations.

Community Grants, Sponsorship & Sustainability Fund

2019-2020

Organisation	type	Date received	Amount in Application	Recommended \$
The Rex Theatre	Small Equipment Grant	19/07/2019	\$ 1,082.00	\$ 1,082.00
Charlton Bowling Bowling Club	Sponsorship	25/07/2019	\$ 500.00	\$ 500.00
Charlton RSL	Project Support	2018/2019	\$ 718.00	\$ 718.00
Charlton Rotary	Sponsorship	29/07/2019	\$ 500.00	
Charlton Badminton	Sponsorship	14/06/2019	\$ 500.00	\$ 500.00
Charlton Forum	sponsorship	10/09/2019	\$ 500.00	
Donald 2000	Project Support	12/09/2019	\$ 902.00	\$ 902.00
Buloke Health Expo	Project Support Grant	27/09/2019	\$ 2,000.00	\$ 2,000.00
Wycheproof Traders Association	Project Support Grant	18/10/2019	\$ 2,000.00	\$ 2,000.00
Charlton Probus	Small Equipment Grant	21/10/2019	\$ 494.50	\$ 494.50
Sea Lake Youth Group	Small Grant	22/10/2019	\$ 500.00	\$ 500.00
Charlton X-Mas Fest Committee	Project Support Grant	29/10/2019	\$1,500.00	\$ 500.00
Birchip P-12 School L2p Program	Sponsorship	29/10/2019	\$500.00	\$ 500.00
Donald 2000 - Skate Park	Project Support Grant	6/11/2019	\$2,500.00	\$ 2,000.00
Birchip Neighbourhood House	Sponsorship	13/11/2019	\$500.00	\$ 250.00
Tchum Lake Aquatic Club Inc	Sponsorship	14/11/2019	\$500.00	\$ 250.00
Buloke Women's Network	Project Support Grant	4/12/2019	\$2,000.00	\$ 2,000.00
Donald Men's Shed	Small Equipment Grant	16/12/2019	\$ 799.00	\$ 799.00
			\$ 17,995.50	\$ 14,995.50
Charlton Bowling Club	Sustainability Grant	2/01/2020	\$10,000	\$ 10,000.00
TOTAL			\$10,000	\$ 10,000.00

8.2.6 DROUGHT COMMUNITIES PROGRAMME EXTENSION - ADDITIONAL PROJECTS

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GR/05/04

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

That Council:

1. Apply for \$150,000 from the Federal Government Drought Communities Programme for town brochures/residents welcome pack, a halls improvement program and footpath crossover (accessibility) improvement program; and
2. Apply for an additional \$50,000 to employ a Project Manager to deliver the projects funded under the Programme.

1. Executive Summary

In November 2019, the Federal Government made the declaration that Buloke Shire Council is eligible to apply for \$1million funding under the Drought Communities Programme (DCP) - Extension. The fund is designed to support local infrastructure and other projects for communities and businesses that have been impacted by drought. This report is presented to Council to consider making an application under this fund.

2. Discussion

In December 2019, Council resolved to apply for two projects under the Drought Communities Program (DCP) – Extension. These projects are:

- Birchip Community Leisure Centre: \$300,000; and
- Wycheproof Early Years Centre (kindergarten and childcare): \$500,000

In late December, the Federal Government requested that Council make one single application for totalling \$1million, rather than separate applications. As such, Council needs to nominate projects for the remaining \$200,000 before submitting the application.

Councillors and officers have conducted workshops on the options available, relying heavily on the priorities listed in the Economic Development and Tourism Strategy, 2030 Community Plan and individual township community plans.

The development of township brochures and a residents welcome pack is a strong priority in the Economic Development and Tourism Strategy and has been a focus of the Economic Development and Tourism Advisory Committee and Buloke Tourism. In addition, Council has had representations from a range of community groups wishing to establish new tourism material for their township.

The community halls are a valuable part of life in the Buloke Shire and this proposal includes working with hall committees across the Shire to deliver facility improvements. These

improvements are likely to include air-conditioning, painting works and furniture upgrades, with the final list to be consolidated in partnership with the committees.

In the development of the Inclusiveness Plan and Early Years Strategies, Council has received strong feedback about the need to improve footpath and kerb and channel cross-over areas and to enhance accessibility. This proposal will improve the ten cross-overs most in need across the Shire. Areas of focus will be high usage areas, particularly around retail areas and early years/senior citizens/ health provider facilities.

To deliver these projects, and also the Birchip Community Leisure Centre upgrades and Wycheproof Early Years Centre, a project manager will be employed and funded through the Drought Communities Programme.

3. Financial Implications

These projects will be funded over the 2019/20 and 20/21 financial years. Council is not required to make any financial contribution to the programme.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The development of this recommendation was based on priority projects listed in the Buloke 2030 Plan, and the individual township community plans. Additional consultation with hall committees is required as part of this project.

6. Internal Consultation

Staff and Councillors have workshopped these applications at a Council briefing.

7. Legislative / Policy Implications

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

- Council Plan
- Building Buloke 2030
- Individual Community Plans
- Economic Development and Tourism Plan
- Asset Management Plans
- Inclusiveness Plan

8. Environmental Sustainability

Careful consideration of environmental sustainability design elements will be considered in the design and procurement phase.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council:

- Apply for \$150,000 from the Federal Government Drought Communities Programme for town brochures/residents welcome pack, a halls improvement program and footpath crossover (accessibility) improvement program.
- Allow for an additional \$50,000 to employ a Project Manager to deliver the projects funded under the Programme.

8.2.7 ANNUAL REPORT 2019/20 - FEBRUARY QUARTERLY UPDATE

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: ED/03/10

Attachments: 1 [↓](#) Annual Plan Quarterly Report

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council note the progress against the Year 3 Annual Plan 2019/20 – Quarterly Update.

1. Executive Summary

Council, at its Special Meeting 21 June 2017, adopted the Buloke Council Plan 2017-2021 and has subsequently developed and adopted a Year 1, Year 2 and Year 3 Annual Plan for the implementation of the strategic objectives. Quarterly progress reports are to be presented to Council throughout 2019/20.

2. Discussion

The purpose of these Annual Plans is for Council to develop a series of actions, projects, programs and initiatives to achieve on the Council Plan 2017-2021.

Council has received progress reports against the Year 3 Annual Plan throughout the 2019/20 year, and attached is the final report on the Plan.

The attached table highlights the updates against each of the annual plan actions, with solid progress being made against many of the items. Actions that have been progressed since the October report include:

- Updating the financial reporting template;
- Launch and release of the Flexible Local Transport Program materials;
- Commencement of Move-It programs in partnership with the Mallee Sports Assembly;
- Rural Land Study released in draft for public comment;
- Tender let and works commenced at Lake Tyrrell;
- Amenity upgrades completed at Wycheproof, Nullawil, Culgoa, Berriwillock, Nandaly and Green Lake;
- The successful running of the climate change event in partnership with BCG;
- Funding applications made for heavy vehicle route upgrades through the Building Better Regions Fund;
- Public art projects completed at Sea Lake Graincorp Silos, Nullawil Silos and Charlton street walls;
- Completion and official opening held for the Charlton Park 2020;
- Surveys completed for the Charlton Flood Levee project;
- Risk Register re-developed and presented to Audit Committee; and
- Adoption of a complaints handling policy.

3. Financial Implications

The costs of the actions were included in the 2018/19 budget.

4. Cost Shift Considerations

There are no cost shift considerations applicable to this report.

5. Community Consultation

The Annual Plan for Year 3 was adopted by Council at the July 2019 Ordinary Meeting, and has been published on the Council website.

The development of the Council Plan included extensive community consultation.

In the past twelve months, as per the planned actions, community consultation on a range of topics including economic development and tourism, community planning, community grants, rate revenue strategy and early years have taken place that have informed the Year 3 Annual Plan.

6. Internal Consultation

Internal consultation has taken place with the wider Management Team.

7. Legislative / Policy Implications

In accordance with the *Local Government Act 1989* Council must prepare and approve a Council Plan.

The 2017-2021 Year 3 Annual Plan reviews the proposed tasks, measures and completion dates for the last financial year, in order to deliver the strategic objectives of the adopted Council Plan 2017-2021 required by the *Local Government Act 1989*.

8. Environmental Sustainability

The natural environment and sustainability considerations are included in many of the proposed actions, and actions already undertaken.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council note the progress made to deliver the strategic objectives noted in the adopted Year 3 Annual Plan for the Buloke Council Plan 2017-2021.

Year 3 Annual Plan - October 2019 Comments

Deliver our services in a financially viable way						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	September Comments
Improve our financial planning and reporting	Review and improve the Council finance reporting template	Council Plan 1.1	New report template implemented	Dec-19	Complete	New reporting system implemented for management and Council
Continuous service improvement for efficient and flexible service	Drive efficiencies through shared service Corporate System partnership (if successful with RTCP funding)	Council Plan 1.2	Finance, payroll and records system implemented	Dec-20	In progress	Funding successful. Business case addendum underway as per LGV requirements. CEO and Director meetings held monthly
Enhance our communication and technology to improve productivity, service delivery and communication with the community.	Review the IT strategy in line with shared service opportunities and sector improvements	Council Plan 1.3	Review complete and report to Council	Feb-20	In progress	Internal project control meetings commenced with monthly discussions to SLT. RFQ for IT, digital and GIS strategies in development

Build a healthy and active Community						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	September Comments
Seek effective place based services and initiatives focussed on prevention based measures	Partner with Northern District Health to provide localised mental health support services	Council Plan 2.1	Program commenced	Aug-19	Complete (program commenced)	"Tactics for Tough Times". Initial session has taken place in Buloke with 20 attendees with more to come. Person appointed to Counselling role and clients referred through Rural Financial Counsellors. Increased presence in Buloke through December at Christmas Parties. Staff session held.
Advocate for accessible public and community transport for all Buloke residents	Through the Flexible Local Transport Program, develop accessible materials on local transport options utilising the information gathered in the stage one baseline report for the Local Mallee Transport Options.	Council Plan 2.2	Accessible material distributed	October 2019	Complete	North west services mapped and production of information brochures and e-resources complete. Resources launched Monday 21 October.
Promote and enhance passive and active recreation	Partner with Loddon Mallee Councils and the Mallee Sports Assembly to deliver the Move It Program for over-65's	Council Plan 2.3	Loddon Mallee Move It Program – 3 sessions ran	Mar-20	Complete (three sessions ran)	Mallee Sports Assembly have held sessions in Birchip, Donald and Sea Lake in October/November. Additional programs to runover coming six months.
Develop community plans to enhance the liveability of all Buloke communities	Support the development and implementation of action plans for 10 townships	Council Plan 2.4	10 community action plans developed	Mar-19	In progress	Action plan template developed and Managers to distribute to each Forum. Some Forums have already implemented their own Action Plans.

Develop a Buloke inclusiveness plan to address access and engagement of all residents.	Work with the Dja Dja Wurrung Clan to progress a local Treaty	Council Plan 2.6	Treaty negotiations commenced	Oct-19	In progress	Initial meeting Balaki Wurrekang held in May. Completed written survey and awaiting next steps under the lead of Dja Dja Wurrung once they have met with all LGAs.
Implement the Municipal Early Years Plan and Child & Youth Strategy to address the needs of young people in the Shire.	Review the Municipal Early Years Plan and Youth Strategy	Council Plan 2.8	Reviews adopted by Council	Dec-19	In progress	Survey completed and data being compiled for Early Years Plan. Youth Strategy timeframes to be re-considered alongside the Planet Youth work

Diversify and enhance the local economy						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	September Comments
Strengthen Agribusiness diversification	Develop Rural Land Study to ensure it reflects agricultural activities.	Council Plan 3.1	Rural land Study adopted by council	Sep-19	In Progress	Consultations held and draft study completed. Presentation to Council Briefing in October. Draft strategy currently out for public comment
Capitalise on Tourism opportunities	Implement Economic Development and Tourism Strategy	Council Plan 3.2	Years 1 and 2 Action Plans implemented	June 2020	In Progress	Implementation underway, with key measures such as the Better Approvals Project, streetscape upgrades, industry gap analysis in progress. Full report provided to December meeting.
Capitalise on Tourism opportunities	Construction of tourism facilities at Lake Tyrrell to capitalise on visitors to the area.	Council Plan 3.2	construction completed	Dec-20	In Progress	Planning permit issued, road works commenced. Broader works to commence in February.
Capitalise on Tourism opportunities	Amenity upgrades at Wycheproof, Nullawil, Culgoa, Berriwillock and Nandaly	Council Plan 3.2	construction completed	Dec-19	Complete	Construction completed
Advocate and facilitate improved and equitable connectivity to promote liveability	Apply for all eligible locations in the State and Federal Governments Mobile Blackspot Program to improve telecommunications and liveability	Council Plan 3.3	applications submitted	Mar-20	Complete	List of sites supplied to state and federal governments. No further announcements on funding rounds.

Encourage and promote renewable energy options as a driver of economic growth and a sustainable environment	Partner with the BCG to run a climate change / farm diversification event	Council Plan 3.4	Event held	Dec-19	Complete	Event held in October.
Seek funding for regional supply chain strategies (Road and Rail) to secure viable market access for Buloke products	Seek funding under state and federal roads upgrade programs (i.e. FCRP, HVSP, R2M) for key freight routes.	Council Plan 3.5	Grants submitted	Jun-20	Complete	Applications made through the Building Better Regions Fund and additional R2R funding for Sea Lake Lascelles Road and Culgoa Lalbert Road
Promote the lifestyle and economics of living in Buloke	Partner with the community to deliver on art projects at Sea Lake silo, Nullawil silo and Charlton murals	Council Plan 3.2	Projects completed	Dec-19	Complete	All three projects completed with positive community feedback
Enhance community cohesion and attractiveness with well-maintained and functional streetscapes.	Deliver improvements to the main street of Birchip to upgrade safety and implement their streetscape masterplan priorities.	Council Plan 3.7	construction completed	Sep-20	In progress	Plans finalised. Application made for additional funding through Building Better Regions Fund. Tenders to be advertised in February

Responding to and enhancing our natural and built environment						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	September Comments
Reduce the asset renewal gap	Develop ten year capital works plan	Council Plan 4.1	10 year capital works plan developed	Jan-20	In Progress	Draft plan developed.
Partner with communities to develop fit for purpose multi use hubs	Construction of Charlton Park 2020	Council Plan 4.2	Facility constructed and open to the public	Oct-19	Complete	Project completed and certificate of occupancy granted.
Partner with communities to develop fit for purpose multi use hubs	Construction of Donald Community Multi-Purpose Project	Council Plan 4.2	Facility constructed and open to the public	Nov-19	In Progress	Delay due to fire services. Expect opening in late-February
Build community preparedness and resilience to the effects of extreme weather events	Review the Flood Response Plan	Council Plan 4.3	Flood Response Plan reviewed and endorsed by MEMPC	Feb-20	In Progress	Flood Response Plan has been updated to include provisions of Birchip flash flooding and new mitigation infrastructure. To be presented at next MEMPC meeting.

Build community preparedness and resilience to the effects of extreme weather events	Finalise the Charlton levee feasibility/business case	Council Plan 4.3	Council adopted position on the Charlton levee	Feb-20	In Progress	Cardno engaged and engagement work underway with land owners. Survey completed and report to be developed before presenting to Council.
Enhance the strategic delivery of council assets	Review Councils Suite of Asset Management Plans	Council Plan 4.4	Asset Management Plans reviewed and presented to Council	Mar-20	In Progress	Maloney condition data received and buildings valuation work underway to inform the new plans.
Enhance the strategic delivery of council assets	Develop major projects advocacy document in line with Community Plans and other strategies	Council Plan 4.4	Major Projects Advocacy document developed	Dec-19	In Progress	Draft developed and considered at briefing in February.
Support communities' access to recreational water by enhancing our aquatic features	Upgrade facilities at Green Lake	Council Plan 4.6	Green Lake amenity block constructed	Dec-19	Complete	Project completed and certificate of occupancy granted.
Become a champion of environmental sustainability through design and practice	Commence Stream 3 of Sustainability Victoria funding to retrofit use community buildings for better energy efficiency.	Council Plan 4.7	Works completed and funding acquitted.	Apr-20	Complete	All projects completed
Improve waste management practices and reduce waste to landfill for improved environmental outcomes	Undertake a review of the Waste Strategy	Council Plan 4.8	Strategy presented to Council	Oct-19	In Progress	Presentations held with Councillors. Strategy to be delayed due to the SKM Recycling crisis and the Ministerial review of kerbside

Support our Councillors, Staff, Volunteers and the Community to make informed and transparent decisions						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	September Comments
Implement a robust compliance and risk framework to ensure statutory obligations are fulfilled	Redevelop risk register	Council Plan 5.1	High rated risks presented bi-annually to Council	Jun-20	Complete	Risk register has been redeveloped and presented to Audit Committee. Forms part of audit committee minutes in February agenda.

Ensure the Buloke organisational development strategy supports our culture	Redevelopment of Workforce Development Plan.	Council Plan 5.2	Plan reported to Council briefing	Dec-19	In progress	Review of Plan commenced. Workforce profile developed. Consultation with key internal stakeholders, contributors and senior leadership team to commence. Likely delay in delivery of strategy to early 2020.
Ensure our Councillors have support in performing their roles and responsibilities	Implement professional development opportunities for Councillors	Council Plan 5.3 and 5.5	Councillor professional development plan developed	Aug-19	Complete	Plan developed and presented and agreed upon by Councillors
Increase our communication and involvement with the community in decision making	Develop a new complaints handling policy and process	Council Plan 5.5	report to council	Nov-19	Complete	Training session to be held in October. Adoption in November
Increase our communication and involvement with the community in decision making	Undertake audit of historical items and documents in Council offices	Council Plan 5.5	Audit published and displayed in offices	Dec-19	In progress	Audits to be completed between October - December and put in Council's Asset Management system.
Recognise our volunteers and support their significant contributions	Implementation of Volunteer Strategy	Council Plan 5.6	90% of actions commenced	Jun-20	In progress	Of 25 listed actions, 10 are completed, 11 in progress and 5 yet to commence. Opportunities to promote and achieve the Volunteer Strategy include Seniors Week, sporting clubs, community forum conversations and linking to other strategic planning.

8.3 FINANCIAL REPORTS

8.3.1 FINANCE PERFORMANCE REPORT AS AT 31 DECEMBER 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 [↓](#) Balance Sheet December 2019
- 2 [↓](#) Income Statement December 2019
- 3 [↓](#) Cashflow Statement December 19
- 4 [↓](#) Cashflow Forecast December 2019
- 5 [↓](#) Cashflow Forecast Chart December 19
- 6 [↓](#) Capital program 19-20

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

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

1. Executive Summary

All reports presented are compared to the approved annual budget which is due for reforecasting from January.

The reforecasting will have significant impact on the timing of income represented in the cashflow statement. The approved annual budget currently reports most income by default in the January-February period. Specific timing of income will be clarified in the forecast for January – June based on the increased information now available from the funding bodies.

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 December 2019 is \$7.79m. Excluding capital grant income of \$2.92m, the operating surplus is \$4.87m. This operating surplus is lower than budget (surplus \$6.08m) which is now largely due to the timing of the December 2018 flood event funding and related expenditure which were planned in September/October and the timing of the Financial Assistance Grant at the beginning of the financial year.

The **Balance Sheet** summarises of the value of Assets (what we own) and our Liabilities (what we owe), and the difference between assets and liabilities (Net Assets or Equity) reflects our net worth. Council's net worth as at this accounting period is \$281m due to the recognition rate income at this early stage of the financial year. Net worth is anticipated to decrease to \$279m by 30 June 2020 as budgeted expenditure occurs (\$273m as at 30 June 2019).

The **Cashflow Statement** reflects actual results for the year to date (July – December) in line with statutory financial reporting. At 31 December 2019, Council’s Cash and Cash Equivalents were \$9.875m.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 31 December, 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 duel 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.

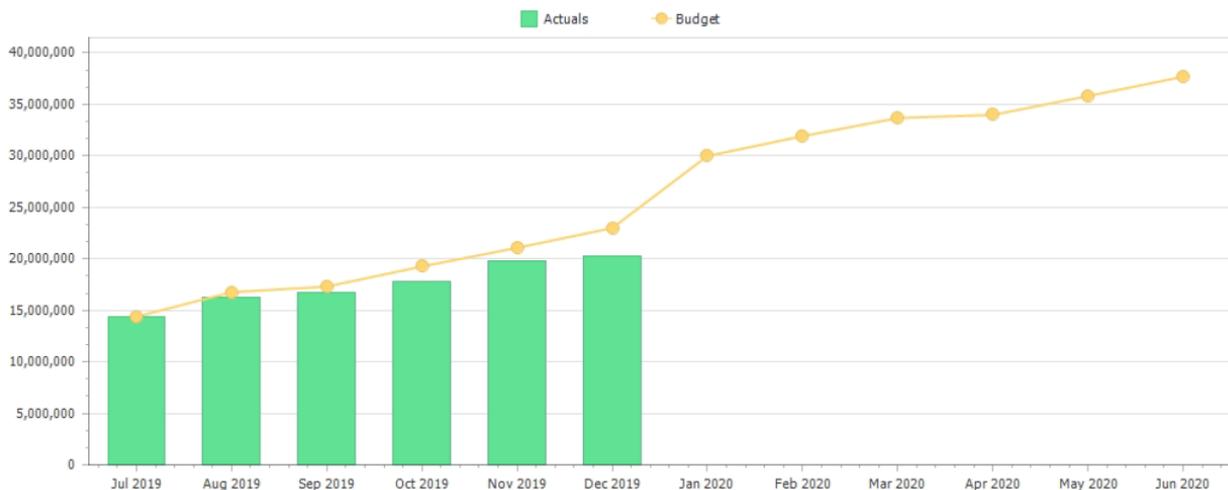
The bank balance is expected to remain positive throughout the 2019/20 financial year.

The **Capital Works Program** depicts \$5.7m of the annual capital works budget of \$11.754m has been expended or committed during July to December. Progress of project completion is detailed by percentage and chart.

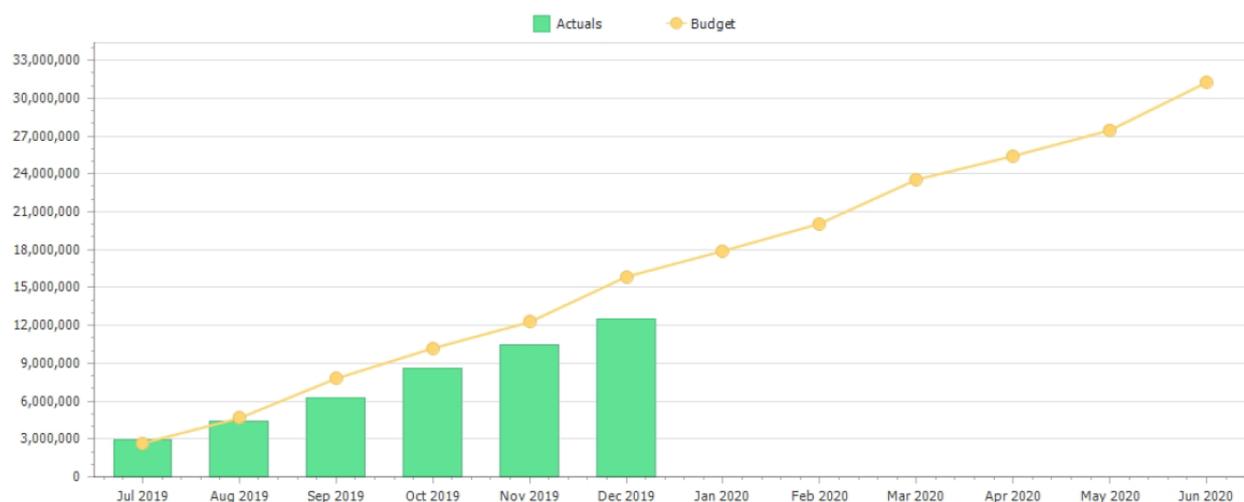
Financial Implications

The tables below provides an overview of Council’s financial performance as at 31 December 2019

Accumulated Income to Budget — Buloke Shire Council



Accumulated Expenses to Budget — Buloke Shire Council



The following commentary is provided:

a. Total income - less than budget due to:

- Upfront payment of the FAG in June 2019 (down \$1.5m)
- Delay with December 2018 Flood event funding (down \$3.252m)
- Partly offset by capital contributions received for the Donald Community Precinct included in the 2018/19 budget (Up \$0.5m)

b. Total expenses - less than budget due to:

- Delay with December 2018 Flood event funding (down \$3.252m)

c. Operating Surplus – variance to budget mostly due to re-timing of the FAG. Variations in December 2018 flood funding and expenditure net out.

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

The year to date surplus is impacted by the timing of the FAG and the December Flood event funding/expenditure. Reforecasting to address these variances for the 6 months January to June will be completed for Council reporting at the March ordinary meeting.

Balance Sheet — Buloke Shire Council

DEC 2019

	Dec 2019	Jun 2019	Variance	% Variance
Asset				
Current assets	23,505,560	23,848,089	(342,529)	(1%)
Cash and cash equivalents	9,874,989	20,278,391	(10,403,402)	(51%)
Trade and other receivables	13,501,629	3,191,773	10,309,856	323%
Inventories	111,133	111,133	0	0%
Other assets	17,809	266,792	(248,983)	(93%)
Non-current assets	264,485,215	262,470,688	2,014,526	1%
Accrued Interest	0	87,269	(87,269)	(100%)
Property, infrastructure, plant and equipment	264,485,215	262,383,419	2,101,796	1%
Total Asset	287,990,774	286,318,777	1,671,997	1%
Liability				
Current liabilities	5,688,707	11,805,231	6,116,524	52%
Trade and other payables	2,562,509	2,173,399	(389,111)	(18%)
Trust funds and deposits	813,498	292,876	(520,622)	(178%)
Provisions	2,312,700	2,338,957	26,257	1%
Interest-bearing liabilities	0	7,000,000	7,000,000	100%
Non-current liabilities	1,445,611	1,445,611	0	0%
Provisions	1,445,611	1,445,611	0	0%
Total Liability	7,134,318	13,250,842	6,116,524	46%
Net Assets	280,856,456	273,067,935	7,788,521	3%
Equity				
Equity	280,856,456	273,067,935	7,788,521	3%
Accumulated Surplus	105,135,810	105,135,810	0	0%
Reserves	167,932,125	167,932,125	0	0%
Current Earnings	7,788,521	0	7,788,521	N/A
Total Equity	280,856,456	273,067,935	7,788,521	3%

Income Statement — Buloke Shire Council

JUL 2019 - DEC 2019

	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)
Operating Income				
Rates and charges	13,705,463	13,651,491	53,972	13,691,489
Statutory fees and fines	180,641	93,798	86,843	187,550
User fees	315,056	360,805	(45,749)	777,612
Grants - operating	2,783,437	7,655,618	(4,872,182)	14,938,943
Contributions	97,271	46,988	50,283	52,536
Other Income	277,974	130,507	147,467	196,829
Total Operating Income	17,359,841	21,939,207	(4,579,366)	29,844,959
Operating Expense				
Employee Costs	4,652,725	4,826,343	173,618	9,890,819
Materials and services	3,851,566	6,995,418	3,143,852	13,189,089
Depreciation	3,659,238	3,659,234	(4)	7,318,458
Bad and doubtful debts	0	0	0	50,000
Borrowing costs	105,545	147,994	42,449	147,994
Other expenses	223,733	229,924	6,191	655,244
Total Operating Expense	12,492,807	15,858,913	3,366,106	31,251,604
Operating Surplus/Deficit	4,867,033	6,080,294	(1,213,261)	(1,406,645)
Capital Income				
Grants - capital	2,591,314	972,249	1,619,065	7,665,000
Other Capital Income	330,174	91,000	239,174	182,000
Total Capital Income	2,921,488	1,063,249	1,858,239	7,847,000
Net Surplus/Deficit	7,788,521	7,143,543	644,978	6,440,355

Cashflow Statement — Buloke Shire Council

JUL 2019 - DEC 2019

	Jul 2019 - Dec 2019
Bank at Beginning	20,278,391
Cashflow from Operating Activities:	
Net Profit	7,788,521
Adjustments to Net Profit for Non-Cash Activities:	
Non - Cash expenses	3,659,238
Depreciation	3,659,238
Total Adjustments to Net Profit for Non-Cash Activities	3,659,238
Adjustments for Balance Sheet Movement on Operating Activities:	
Operating Activities	56,250
Cash Inflows - Operational Income	56,250
Total Adjustments for Balance Sheet Movement on Operating Activities	56,250
Net Cashflow from Operating Activities	11,504,009
Cashflow from Investing Activities:	
Current assets	(10,060,873)
Trade and other receivables	(10,060,873)
Non-current assets	(5,673,764)
Accrued Interest	87,269
Property, infrastructure, plant and equipment	(5,761,034)
Current liabilities	827,226
Trade and other payables	389,111
Trust funds and deposits	464,372
Provisions	(26,257)
Net Cashflow from Investing Activities	(14,907,412)

Cashflow from Financing Activities:

Current liabilities	(7,000,000)
Interest-bearing liabilities	(7,000,000)
Net Cashflow from Financing Activities	(7,000,000)
<hr/>	
Net Cashflows	(10,403,402)
Bank at End	9,874,989

Cashflow Forecast — Buloke Shire Council

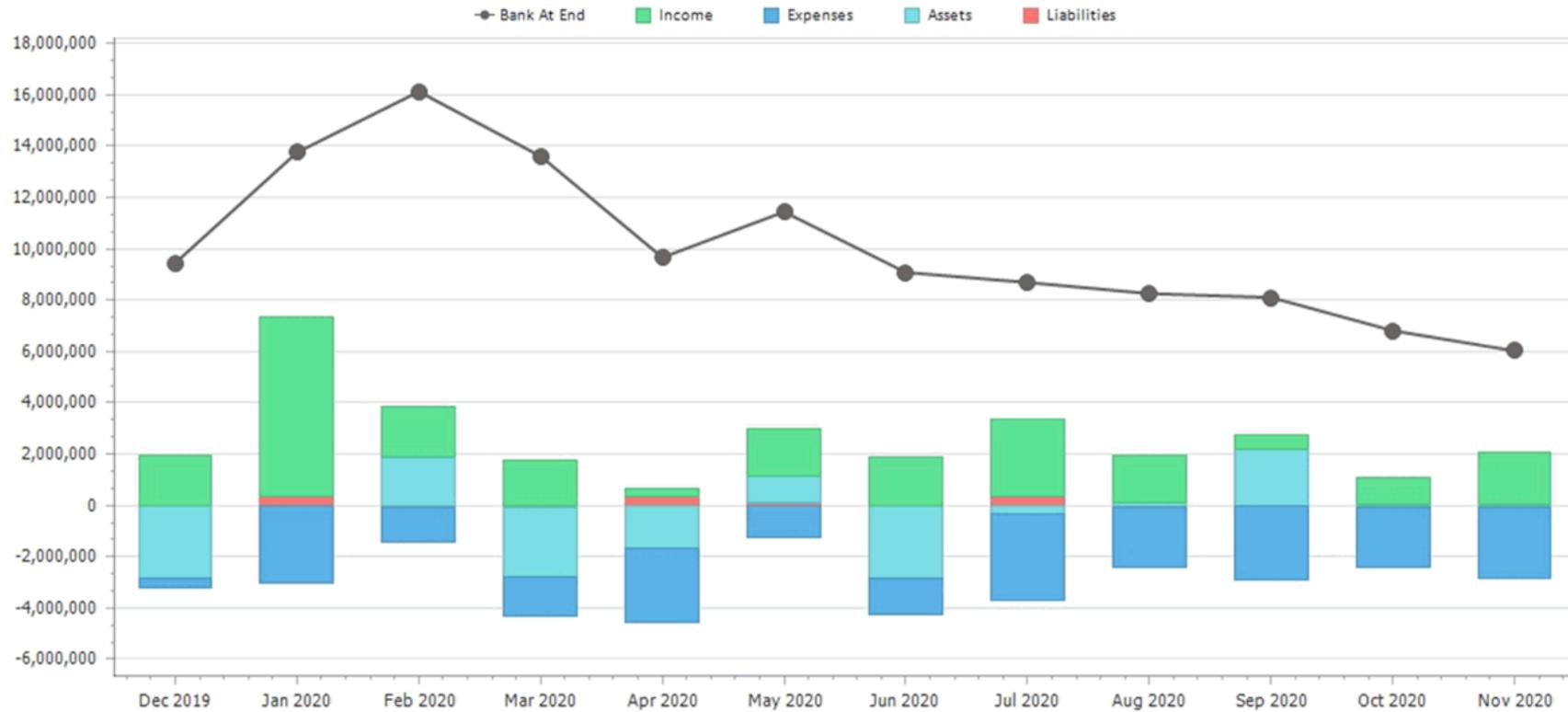
JAN 2020

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Bank at Beginning	9,874,989	16,526,177	18,947,547	16,431,146	12,485,010	14,260,901	11,904,969	11,564,728	11,128,847	10,973,839	9,679,148	8,889,820	9,874,989
Income													
Operating Activities	6,998,018	1,929,569	1,769,873	309,373	1,838,128	1,888,721	2,990,312	1,845,020	555,107	1,078,129	2,024,030	450,658	23,676,939
Cash Inflows - Capital Income	6,692,751	0	0	0	0	66,000	446,449	820,240	200,000	398,322	1,007,039	45,522	9,676,323
Cash Inflows - Operational Income	305,267	1,929,569	1,769,873	309,373	1,838,128	1,822,721	2,543,864	1,024,780	355,107	679,806	1,016,991	405,136	14,000,616
Cash Inflows from Operation	6,998,018	1,929,569	1,769,873	309,373	1,838,128	1,888,721	2,990,312	1,845,020	555,107	1,078,129	2,024,030	450,658	23,676,939
Expense													
Operating Activities	(349,348)	(1,358,325)	(1,528,190)	(2,921,454)	(1,227,398)	(1,379,849)	(3,400,192)	(2,338,826)	(2,869,596)	(2,311,000)	(2,729,559)	(2,080,533)	(24,494,269)
Cash Outflows	(349,348)	(1,358,325)	(1,528,190)	(2,921,454)	(1,227,398)	(1,379,849)	(3,400,192)	(2,338,826)	(2,869,596)	(2,311,000)	(2,729,559)	(2,080,533)	(24,494,269)
Cash Outflows from Operation	(349,348)	(1,358,325)	(1,528,190)	(2,921,454)	(1,227,398)	(1,379,849)	(3,400,192)	(2,338,826)	(2,869,596)	(2,311,000)	(2,729,559)	(2,080,533)	(24,494,269)
Asset													
Current assets	3,629	1,915,151	7,760	12,572	1,449,744	(23,121)	(267,908)	119,906	2,182,418	9,702	11,741	194,785	5,616,382
Trade and other receivables	3,629	1,915,151	7,760	12,572	1,449,744	(23,121)	(267,908)	119,906	2,182,418	9,702	11,741	194,785	5,616,382
Non-current assets	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	0	0	0	(7,537,613)
Property, infrastructure, plant and...	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	0	0	0	(7,537,613)
Movement in Assets	3,629	1,915,151	(2,706,385)	(1,656,128)	1,090,044	(2,818,188)	(267,908)	119,906	2,182,418	9,702	11,741	194,785	(1,921,231)

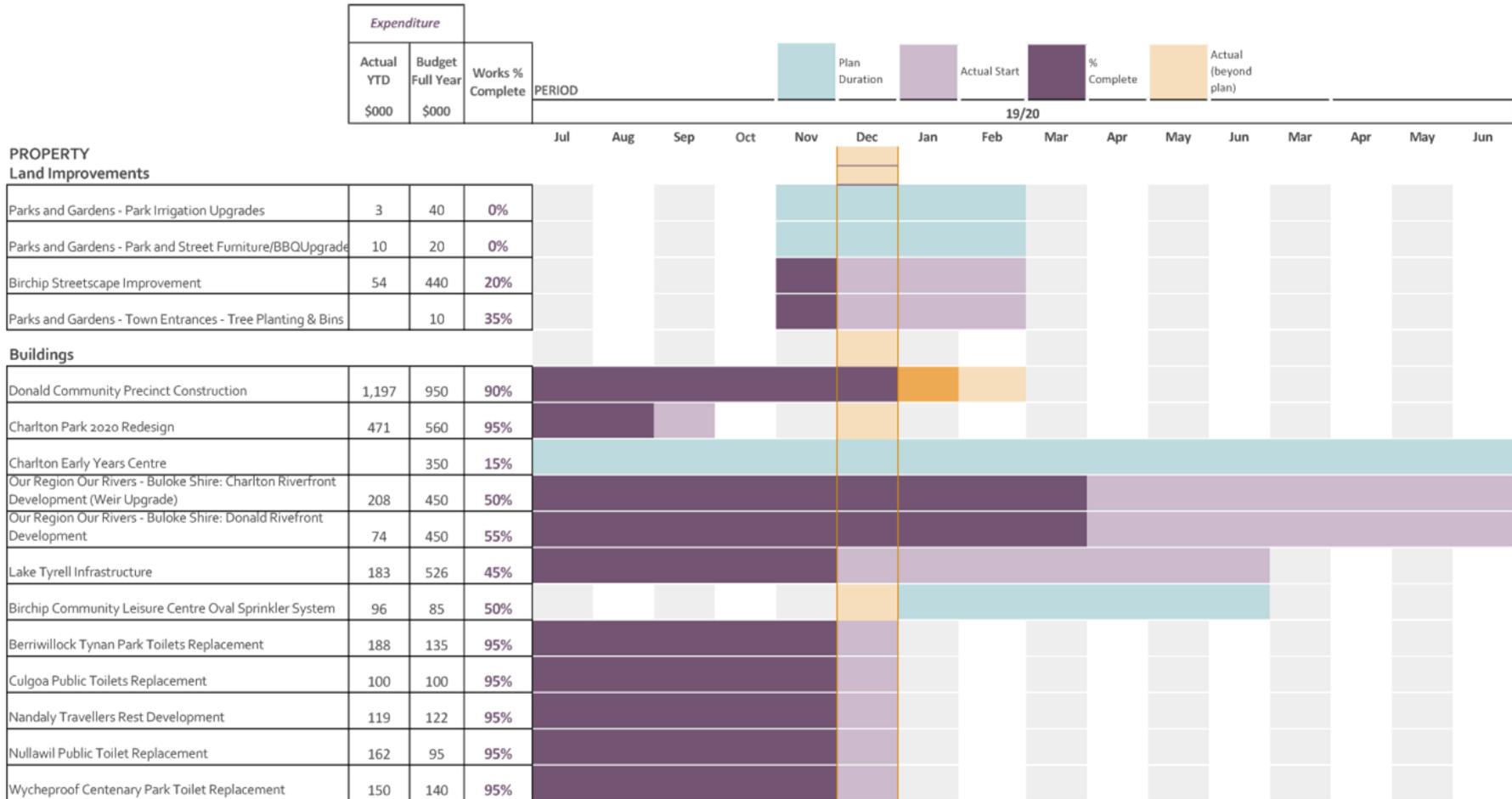
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Liability													
Current liabilities	(1,112)	(65,026)	(51,699)	322,073	75,116	(46,615)	337,546	(61,981)	(22,937)	(71,523)	(95,540)	(107,501)	210,801
Trade and other payables	(1,112)	(65,026)	(51,699)	322,073	75,116	(46,615)	337,546	(61,981)	(22,937)	(71,523)	(95,540)	(107,501)	210,801
Movement in Liabilities	(1,112)	(65,026)	(51,699)	322,073	75,116	(46,615)	337,546	(61,981)	(22,937)	(71,523)	(95,540)	(107,501)	210,801
Net Movement	6,651,188	2,421,370	(2,516,401)	(3,946,136)	1,775,891	(2,355,931)	(340,241)	(435,881)	(155,008)	(1,294,692)	(789,328)	(1,542,591)	(2,527,760)
Bank at End	16,526,177	18,947,547	16,431,146	12,485,010	14,260,901	11,904,969	11,564,728	11,128,847	10,973,839	9,679,148	8,889,820	7,347,229	7,347,229

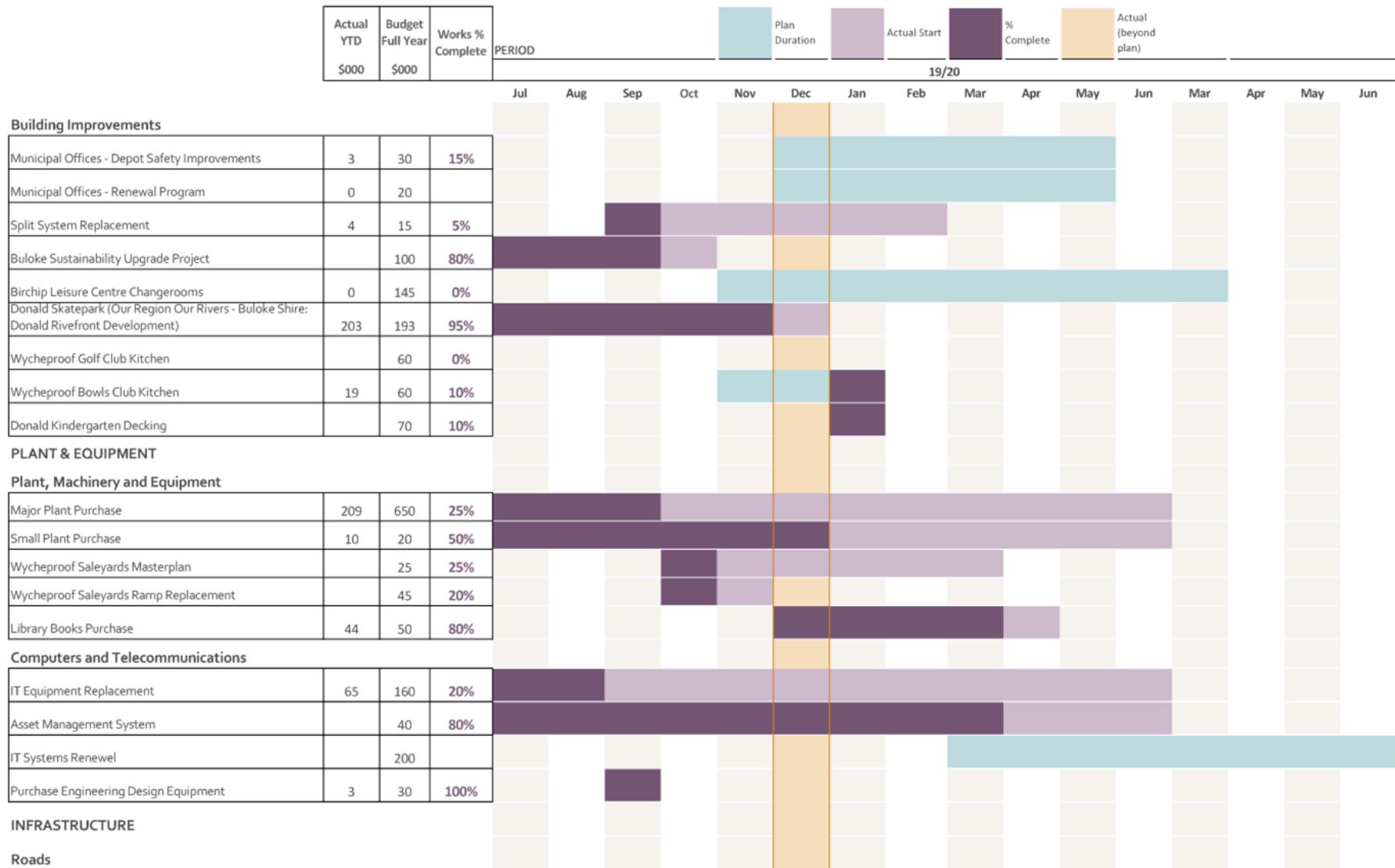
Cashflow Chart — Buloke Shire Council

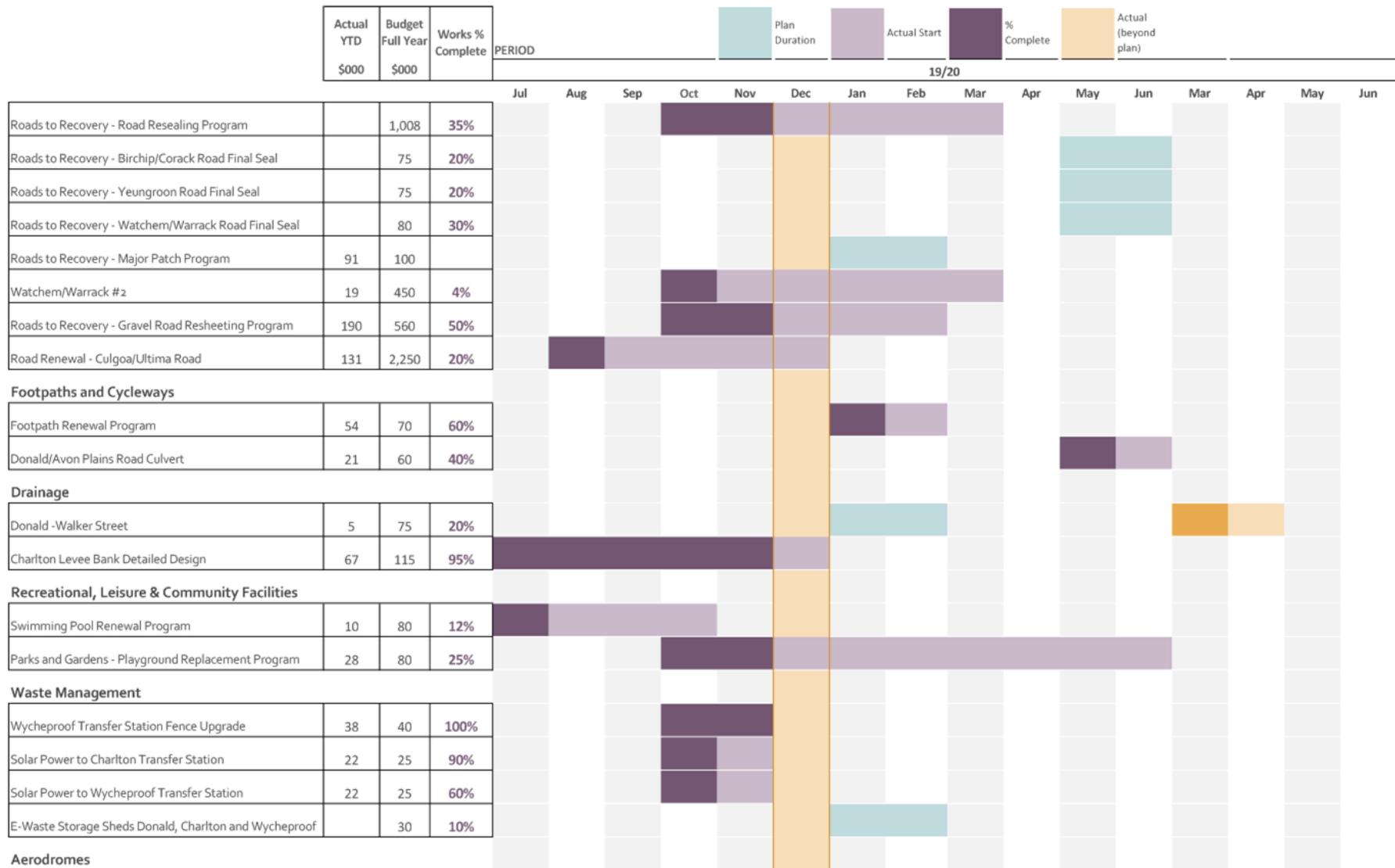
DEC 2019 — NOV 2020



BULOKE SHIRE COUNCIL - CAPITAL PROGRAM







	Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD														
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Donald Aerodrome Runway Reseal		170	5%															
TOTAL CAPITAL PROGRAM	4,272	11,754																
CARRIED FORWARD PROJECTS FY19																		
Green Lake Stage 2	154		95%															
Roads and E-waste	494		100%															
	4,920	11,754																
NEW PROJECTS FY20																		
Direl (Lake Tyrrell)	356		0%															
Charlton-Swan Hill Rd Glenloth Blackspot	51		15%															
Project management oncosts	53		50%															
	460	0																
Special Projects - Non Capital																		
Charlton Township Arts Mural	29	30	100%															
Sea Lake Silo Art	87	85	95%															
Donald Pony Club Facilites Upgrade	76	70	95%															
Watchem Hall Toilet Upgrade	97	80	95%															
Small Halls/Fire Sheds Upgrade Program	27	35	95%															
Climate Change/Farming Event	34	30	100%															
	349	330																

8.4 ORGANISATIONAL REPORTS

Nil

8.5 REPORTS FROM COUNCILLORS

Nil

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

Nil

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

RECOMMENDATION:

That Council closes the meeting to the public pursuant to Section 89(2) of the Local Government Act 1989 to consider the following items, which are confidential for the reasons indicated:

- 9.5.1 CONTRACT NO C71 CHARLTON SWAN HILL ROAD & (d) contractual matters
PRATERS ROAD INTERSECTION, GLENLOTH

RECOMMENDATION:

That Council reopens the meeting to the public pursuant to Section 89(2) of the Local Government Act 1989 and brings resolutions from the closed session into open session.

10. MEETING CLOSE