



ORDINARY COUNCIL MEETING

MINUTES

Wednesday 12 June 2019

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**MOTION:**

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 8 May 2019.

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R557/19)

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Cr David Pollard declared a Direct Conflict of Interest for Item 7.2 on the basis of one of the recipients of a letter of congratulations being a family member.

Cr David Vis declared an Indirect Conflict of Interest in Item 8.2.5 based on the nature of the interest being personal.

6. QUESTIONS FROM THE PUBLIC

NIL

5

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NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 10 JULY 2019 AT 7.00PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments: 1 [⇒Councillor Briefing Record - 1 May 2019](#)
2 [⇒Councillor Briefing Record -15 May 2019](#)

MOTION:

That the Council note the report of Assembly of Councillor Meetings held on 1 and 15 May 2019.

MOVED: CR ELLEN WHITE

SECONDED: CR DARYL WARREN

CARRIED.

(R558/19)

Key Points/Issues

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

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

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

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

A record of the Assembly of Councillors Meetings held on 1 and 15 May 2019 is attached.

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

Cr David Pollard declared a Direct Conflict of Interest for Item 7.2 on the basis of one of the recipients of a letter of congratulations is a family member.

Cr Pollard vacated the Council Chamber at 7.04pm.

MOTION:

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

MOVED: CR DAVID VIS

SECONDED: CR DARYL WARREN

CARRIED.

(R559/19)

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
Seven News	Claudia Cox Berriwillock	10 May 2019	Awarded the Academy Graphics Regional Achiever Award for 2019.
Queen's Birthday 2019 Honour List	Mrs May Dorothy Ferrier Birchip	10 June 2019	Recipient of an Order of Australia Medal in the General Division for service to the community of Birchip.
Queen's Birthday 2019 Honour List	Mr Graeme Edward Harris Donald	10 June 2019	Recipient of an Order of Australia Medal in the General Division for service to the community of Donald.
Queen's Birthday 2019 Honour List	Mrs Eleanor Mary Pollard Wycheproof	10 June 2019	Recipient of an Order of Australia Medal in the General Division for service to the community of Wycheproof.

Cr Pollard returned to the Council Chamber at 7.05pm.

7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

MOTION:

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

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID VIS

**CARRIED.
(R561/19)**

1. Executive Summary

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

2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA790/19	Graeme Harris	32 Racecourse Road, Donald	30/04/2019	Construct an industrial shed for upholstery business	Permit Issued
PPA791/19	Kaneira Hotel	24 Main Street, Culgoa	01/05/2019	External painting of a heritage building	Permit Issued
PPA792/19	Ashley Sheahan	224 Yeungroon-Woosang Road, Yeungroon East	03/05/2019	Three accommodation units associated with Charlton Feedlot	Referral
PPA793/19	Jake Noonan	24 Campbell Street, Birchip	13/05/2019	Replace existing verandah floor with timber decking	Permit Issued
PPA794/19	Entegra Signature Structures	1741 Ninda-Turriff Road, Ninda	13/05/2019	Construct a shed within a setback	Permit Issued
PPA795/19	Graeme Harris	22 Racecourse Road, Donald	14/05/2019	Construct an extension to a building	Referral
PPA796/19	Culgoa Development Group	23 Main Street, Culgoa	21/05/2019	Construct a pergola and construct and display a sign	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA797/19	Bruce English	15 Willow Court, Donald	21/05/2019	Construct a carport	Referral
PPA798/19	Clement Fitzgerald	318 Borung Highway, Charlton	22/05/2019	Construct a shed within a setback	Permit Issued
PPA782/19	Kookas	56-58 Racecourse Road, Donald	23/01/2019	Use and development of land for a biscuit manufacturing plant	Request for Further Information

7.5 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Compliance Administration Officer

Department: Works and Technical Services

File No: DB/14/02

Attachments: Nil

MOTION:

That the Council note information contained in the report on Building Permits approved by staff from 1 May 2019 to 31 May 2019.

MOVED: CR DARYL WARREN

SECONDED: CR ELLEN WHITE

CARRIED.

(R562/19)

1. Executive Summary

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

2. List of Building Permits Approved by Council Surveyor

Permit No.	Address	Project Description	Date Approved
20190021	10 Gray Street, DONALD	Other: Re-Stump	09/05/2019
20190022	25 Hannon Street, SEA LAKE	New Building: Shed	09/05/2019
20190023	74 Best Street, SEA LAKE	Part Occupancy	09/05/2019
20190024	434 Broadway, WYCHEPROOF	Extention: Alfresco extension	16/05/2019
20190025	537 Jil Jil Road, Jil Jil	New Building: Machinery Shed	16/05/2019

3. List of Building Permits Approved by Private Surveyor

Permit No.	Address	Project Description	Date Approved
Nil.			

7.6 APPLICATION FOR PERMIT TO KEEP EXCESS NUMBER OF DOGS AT 23 VIEW STREET, CHARLTON

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 [⇒Application Letter](#)
2 [⇒Objection Letter](#)

MOTION:

That Council refuses the application for a permit under Council's Community Local Law No. 10 Clause 14(1) to keep one (1) additional dog at 23 View Street, Charlton.

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID POLLARD

CARRIED.

(R563/19)

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of one (1) additional dog at 23 View Street, Charlton.

2. Discussion

Local Law No 10 allows for the keeping of two (2) cats and two (2) dogs within a township, any additional animals to this require an excess animal permit. Council has received an application requesting that (3) three dogs be kept at 23 View Street, Charlton.

Surrounding landowners and residents were advised in writing to consider the application and also submit any objections to Council by the 11 April 2019. Council has received one (1) signed objection from landowners/residents who state that they are already experiencing issues with animals from the applicant's address.

The objectors feel that they would be impacted by the keeping of additional animals and that it would interfere with the general amenity of 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 Fourteen (14) 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 No. 10 Clause 14(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 refuses the application for a permit under Council's Community Local Law No. 10 Clause 14(1) to keep one (1) additional dog at 23 View Street, Charlton;

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 PROCUREMENT POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM|14|17

Attachments: 1 [⇒ Procurement policy](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council adopt the attached Procurement Policy for the remainder of the 2018/19 financial year and the 2019/20 financial year.

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID POLLARD

CARRIED.

(R564/19)

1. Executive Summary

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

2. Discussion

The *Local Government Act 1989* stipulates that Council must adopt a Procurement Policy and review it at least once in each financial year.

Minor changes are proposed by Council Officers as part of the 2019 including incorporating a section on quotations, a minor update to the definitions section of the policy and further clarification in relation to the emergency management exemption.

3. Financial Implications

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

4. Cost Shift Considerations

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

5. Community Consultation

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

6. Internal Consultation

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

7. Legislative / Policy Implications

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

8. Environmental Sustainability

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

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.2 MANAGEMENT REPORTS

8.2.1 PROPOSED PROPERTY TRANSFER

Author's Title: Manager Community Facilities

Department: Works and Technical Services

File No: LP/10/03

Attachments: 1 [⇒](#) Valuation and maps

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council:

1. Notes that a 28 day consultation period was undertaken for the intention to transfer LOT TP917696 Borung Highway, Donald and no submissions were received;
2. Commence the process to transfer the surplus land to the adjacent property owners on the northern boundary of the property; and
3. Authorise the Chief Executive Officer to undertake the transfer process and execute any relevant agreement associated with the transfer.

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R565/19)

1. Executive Summary

This report is presented to Council to advise that a Section 223 process was undertaken as identified under the Local Government Act 1989 to propose the transfer of a farming zoned vacant lot on the northern outskirts of Donald. No submissions were received and therefore Officers are seeking Council's endorsement to commence the transfer of this land.

2. Discussion

Council resolved at its April 2019 Ordinary meeting to undertake a 28 day consultation process as required under section 223 of the Local Government Act 1989 to transfer surplus vacant land on the Borung Highway, Donald to adjacent property owners.

Council has no foreseeable use for this parcel of land and therefore it is recommended to be transferred as initially intended. The adjoining owners were previously (prior to inspection and initial discussions with Council Officers) under the assumption that the land was in their ownership and due to its minimal value the best and most effective use of resources would be to transfer the title to the adjacent owners.

This process was advertised within the three local newspapers in the Buloke Shire, and at close of the submission period on 15 May 2019, Council had received no submissions.

3. Financial Implications

There are minimal financial implications to Council as the suggested transfer recipients have agreed in principle to pay legal fees associated with the transfer of land. The property has been identified as having minimal market value and due to a historical anomaly, this land rests in Council's name, therefore the transfer to the adjacent property owners is in the best interest to both parties.

4. Cost Shift Considerations

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

5. Community Consultation

Community consultation was undertaken through a 28 day section 223 consultation process, with no submissions received.

6. Internal Consultation

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

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental sustainability implications with undertaking this transfer.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended Council transfer the surplus land LOT TP917696 Borung Highway, Donald to the adjacent property owners as outlined.

8.2.2 GRANT FUNDING OUTCOMES

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

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

MOVED: CR DAVID VIS

SECONDED: CR ELLEN WHITE

**CARRIED.
(R566/19)**

1. Executive Summary

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

2. Discussion

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

Over this period, Council has applied for over \$22 million in funding for a range of infrastructure and service funding opportunities. The below table outlines the outcomes for those applications:

Successful applications:	\$14,439,924
Unsuccessful applications:	\$2,112,200
Outcomes not yet known	\$5,475,000

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

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Charlton Park 2020 - extra funding	\$350,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Safer Cumming Avenue Program	\$320,000	Successful

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Watchem-Warracknabeal Road - stage 2	\$300,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Culgoa Ultima Road	\$1,500,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 1	Watchem-Warracknabeal Road - stage 1	\$500,000	Successful
Federal Government	Drought Communities Program	Drought resilience package	\$1,000,000	Successful
Federal Government - Department of Infrastructure	Heavy Vehicle Productivity Programme	Yeungroon Road	\$525,000	Successful
State Government - Sport and Recreation Victoria	Minor Facilities Program	Donald Skate Park	\$133,000	Successful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Donald Community Precinct - extra funding	\$500,000	Successful
Federal Government - Regional Infrastructure	Regional Growth Fund	Our Rivers Our Experience	\$2,900,000	Successful
State Government - Department Health	Early Years Support	Maternal Child Health Pilot	\$115,000	Successful
State Government - Sport and Recreation Victoria	Female Facilities Fund	Birchip Leisure Centre Upgrade	\$150,000	Successful
Federal Government - Regional communications	Mobile blackspots	Berriwillock, Glenloth East and Wilkur	\$1,500,000	Successful
State Government - Regional Development Victoria	Regional Tourism Infrastructure Fund	Lake Tyrrell - extra funding	\$500,000	Successful
State Government - EMV	Natural Disaster Mitigation Funding	Charlton Levee planning	\$85,000	Successful
State Government - Agriculture Victoria	Local Roads to Market	Birchip - Corack Road	\$588,000	Successful
State Government - Agriculture Victoria	Local Roads to Market	Yeungroon Road	\$680,000	Successful
State Government - Agriculture Victoria	Drought Support	Drought support package	\$750,000	Successful
State Government - Sustainability Victoria	E-waste Infrastructure Program	Sea Lake Transfer Station E-waste	\$65,835	Successful
State Government - Sustainability Victoria	E-waste Infrastructure Program	Birchip Transfer Station E-waste	\$92,387	Successful

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Development Victoria	Stronger Communities Fund	Sea Lake - Mallee Rally support	\$13,000	Successful
State Government - Regional Development Victoria	Stronger Communities Fund	Gap Analysis	\$37,500	Successful
Federal Government - Department of Health	Better Ageing Grant	Loddon Mallee Move It	\$1,800,000	Successful
State Government – Dept Transport	Local Transport Solutions	Mallee Community Transport Forum	\$15,000	Successful
State Government - Dept. Premier & Cabinet	ANZAC Centenary Community Grants DPC	Culgoa Remembers	\$16,282	Successful
State Government - Agriculture Victoria	Fruit Fly Program	Wycheproof Alive – Fruit Fly Cleanout project	\$3,920	Successful
State Government - Dept Transport	Blackspot funding program	Charlton - Glenloth Road Upgrade	\$330,000	Unknown
State Government - Local Government Victoria	Rural Councils Transformation Fund	Collaboration Project	\$5,000,000	Unknown
State Government - Regional Development Victoria	Stronger Communities Fund	Buloke Branding Project	\$45,000	Unknown
State Government - Sport and Recreation Victoria	Country Football and Netball Program	Birchip Oval Upgrade	\$100,000	Unknown
Federal Government - Department of Infrastructure	Building Better Regions Fund	Birchip and Wycheproof streetscape upgrades	\$660,000	Unsuccessful
State Government - EMV	Natural Disaster Mitigation Funding	Charlton Weir works	\$110,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Donald Community Precinct	\$500,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Sea Lake Community Centre	\$375,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Birchip Leisure Centre Oval Upgrade	\$180,000	Unsuccessful
State Government - Sport and Recreation Victoria	Seasonal Pools Renewal Fund	Splash play equipment at Donald and Birchip	\$50,000	Unsuccessful
FRRR	Tackling Tougher Times	Invigorating retail and tourism sector	\$140,000	Unsuccessful
State Govt	Victoria Remembers Minor Grants	Sea Lake RSL landscaping	\$7,200	Unsuccessful

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
Vic Health – State Govt	Gender Equality Through Arts	Buloke Wellbeing and Equity Network	\$80,000	Unsuccessful
FRRR	Caring for Ageing Rural Australian's program	In a Better Place	\$10,000	Unsuccessful
	Total amount applied for		\$22,027,124	

3. Financial Implications

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

4. Cost Shift Considerations

There are no cost shift considerations within this report.

5. Community Consultation

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

6. Internal Consultation

Staff from within the management team have developed this report.

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental sustainability considerations in this report

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.2.3 PROGRESS AGAINST ECONOMIC DEVELOPMENT AND TOURISM STRATEGY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: ED/03/08

Attachments: 1 [⇒](#)EDTS Progress Report

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

MOTION:

That Council note the progress made against the Economic Development and Tourism Strategy.

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID VIS

CARRIED.

(R567/19)

1. Executive Summary

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

2. Discussion

In August 2018, Council adopted a new Economic Development and Tourism Strategy. One of the key actions in the Year 2 Annual Plan was to report in June 2019 on the progress of the implementation of the Strategy.

Whilst the full progress report is an attachment to the report, some of the key highlights of the first eleven months of delivering the strategy include:

- Establishment of the Economic Development and Tourism Advisory Committee, with two meetings held.
- Commitment to the Better Approvals Project to streamline permits for businesses
- Commencement of a Skills Demand Profile in partnership with the Victorian Skills Commissioner
- Secured additional funding for three mobile blackspots across the Shire.
- Significant investment in tourism initiatives and infrastructure, including Trading of the Trail, Lake Tyrrell, Green Lake, Watchem Lake, Wooroonook Lake, Tchum Lake, Birchip streetscape, Silo and street art and travellers rest/public toilet upgrades
- Partnering with Agriculture Victoria to deliver Internet of Things trial across the Shire.
- Applications made for a Buloke Branding Project and Industry Gap Analysis.
- Employment of a new Economic Development and Tourism Lead.

The Economic Development and Tourism Strategy is a four-year plan, and solid progress has been made in the first year. Through this strategy, Council has had an increased focus on opportunities to explore and seeking external funding.

3. Financial Implications

Many of the initiatives have been externally funded, whilst others are being delivered through the operational budget. By implementing these initiatives, it is hoped the financial and economic activity of the region is strengthened.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The Economic Development and Tourism Advisory Committee now provide a focussed consultative mechanism for Council's economic development and tourism priorities, and many of these projects will continue to be tested with the committee.

6. Internal Consultation

This report has been developed with input across the management team.

7. Legislative / Policy Implications

The Economic Development and Tourism Strategy is a key strategic document for Council and the implementation of the action plan is an important part of Council's role.

The need to report on progress against the Strategy was outlined in the Year 2 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications within this report.

9. Conflict of Interest Considerations

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

10. Conclusion

There has been solid progress made against the Economic Development and Tourism Strategy and many projects underway.

8.2.4 REPORT AGAINST VOLUNTEER ACTION PLAN

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: EM/02/03

Attachments: 1 [⇒](#)Action Plan report

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council note the progress against the Volunteer Action Plan.

MOVED: CR ELLEN WHITE

SECONDED: CR GRAEME MILNE

CARRIED.

(R568/19)

1. Executive Summary

This report is provided to Council to report the progress against the Volunteer Action Plan in July 2019.

2. Discussion

Council developed and adopted its first Volunteer Action Plan in July 2018. As part of the Year 2 Annual Plan, Council made a commitment to report against the progress against the Plan at the June 2019 meeting.

The Buloke community and the operations of Council are incredibly reliant on the strength of the volunteer effort of our residents. The Buloke Shire has one of the highest rates of volunteerism in the state and recent tour of the Shire as part of National Volunteer Week, it was evident that volunteering was very important to all communities and also to all people that volunteer.

The attachment highlights a significant amount of work completed by Councillors, Council staff and other government and non-government stakeholders within the Buloke community. Some of the key initiatives include:

- Expansion of National Volunteers Week events across the five largest towns within Shire;
- Improved promotion of the amount of volunteerism occurring across the Shire, through our print and media channels;
- Increased support to volunteer groups with funding opportunities, particularly through the Drought Communities Program and FRRR opportunities;
- Expansion of the Buloke Citizen of the Year Australia Day event to provide increased recognition of the volunteer work completed by our community members;
- Enhanced feedback (both written and oral) from volunteers to Council on the volunteer experience, barriers and potential opportunities going forward through the National Volunteers Week activities;
- Simplifying the process for police checks for our Meals on Wheels volunteers;
- Increase in Councillors and Council staff delivering Meals on Wheels deliveries to champion the volunteering effort; and
- Commencement of a review of Council's policies to ensure we support volunteers.

3. Financial Implications

The costs associated with the delivery of the Volunteer Action Plan have been included within the operational budget.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

The Volunteer Action Plan was developed through consultation with the community and the work completed as a result has been in partnership with key community stakeholder groups.

6. Internal Consultation

Staff within the Senior Leadership Team and the Community Development directorate have partnered in the development of this report.

7. Legislative / Policy Implications

The Volunteer Action Plan is an important strategy for our community and the importance is clear in the Council Plan 2017-21.

This report is a result of a direct commitment in the Year 2 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

Council has made good progress against the Volunteer Action Plan and continues to place high importance on the value that volunteers make across our Shire.

8.2.5 DJA DJA WURRUNG CORPORATION TREATY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: CS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

Cr David Vis declared an indirect conflict of interest in Item 8.2.5 based on the nature of the interest being personal.

Cr Vis vacated the Council Chamber at 7.26pm.

MOTION:

That Council commence formal discussions with the Dja Dja Wurrung Clans Aboriginal Corporation to explore opportunities for a local level Treaty.

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID POLLARD

**DIVISION CALLED FOR
CR STEWART, WHITE AND POLLARD – IN FAVOUR
CR MILNE AND WARREN – AGAINST
MOTION CARRIED.**

(R569/19)

1. Executive Summary

This report is presented to Council to formalise the intent to explore opportunities for a Treaty at a local level with the Dja Dja Wurrung Clans Aboriginal Corporation.

2. Discussion

Councillors and Staff have recently met with staff and traditional owners from the Dja Dja Wurrung Corporation (DDWCAC) to consider the opportunity for a local level Treaty.

This is an initiative which DDWCAC will lead, in consultation with other Aboriginal people and Torres Strait Islanders in this region, and it may have application for other LGAs and other traditional owners in Victoria.

The DDWC project encompasses discussions and consultations with LGAs and Dja Dja Wurrung community members as well as local bodies which represent other Aboriginal and Torres Strait Islanders living on Dja Dja Wurrung country.

Some of the initial aims of a proposed Treaty could include:

- Building on relationships with local government and the Recognition and Settlement Agreement so far as it hasn't delivered to extent the parties intended
- Securing agreement with local government based on mutual respect

- Promoting and formalising recognition of Aboriginal and Torres Strait Islander people and the Dja Dja Wurrung traditional owners at local government level
- Delivering tangible arrangements which address the social, economic and political needs of Indigenous people

Initial discussions examined initiatives such as education and awareness, enhanced opportunities to recognise traditional owners throughout the Shire, tourism development opportunities, partnering on designs and developments and culturally significant sites and a closer investigation into social procurement.

It is anticipated that further discussions will occur throughout the remainder of the 2019 calendar year.

3. Financial Implications

There are no current financial implications associated with the recommendation to commence formal discussions.

Any financial implications may become apparent as discussions progress and would be reported on prior to formalising a Treaty.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Opportunities to promote the relationship and recognition of traditional owners were key priorities raised by community members in the process of developing the Inclusiveness Strategy.

6. Internal Consultation

Councillors and senior staff have met with DDWCAC prior to the development of this report.

7. Legislative / Policy Implications

This recommendation fits closely with Councils responsibilities in the Recognition and Settlement Act and Inclusiveness Strategy. In addition, the development of indigenous trails and tourism opportunities are key initiatives in community plans and the Economic Development and Tourism Strategy

8. Environmental Sustainability

The discussions may unearth opportunities to promote and improve

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council commence formal discussions with the Dja Dja Wurrung Clans Aboriginal Corporation to explore opportunities for a local level Treaty.

Cr Vis returned to the Council Chamber at 7.31pm.

8.2.6 SUBMISSIONS FOR THE BULOKE SHIRE COUNCIL DRAFT BUDGET 2019-20

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/05/02

Attachments: 1 [↳](#) Sub No.1 2019/20 Draft Budget - VFF
2 [↳](#) Sub No.2 2019/20 Draft Budget - Donald Children's Centre
3 [↳](#) Sub No.2 2019/20 Draft Budget - Donald Children's Centre
(Quote)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council receives submissions in respect of the Draft 2019/20 Annual Budget adopted for public exhibition on 8 May 2019 in accordance with section 223 of the *Local Government Act 1989*.

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

CARRIED.

(R570/19)

1. Executive Summary

At the Ordinary Meeting of Council 8 May 2019, Council adopted the Draft 2019/20 Annual Budget for public exhibition. Written submissions were to be received until 4.00pm Friday 7 June 2019 and the public were invited to present their submissions to Council at its Ordinary Council Meeting of 12 June 2019. Council will then adopt a 2019/20 Annual Budget at the Special Council Meeting on 19 June 2019 after considering these submissions.

2. Discussion

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

Sub No.	Subject
1.	Victorian Farmer's Federation Policy Statement – Local Rates
2.	Donald Children's Centre – Upgrade to Outdoor Decking

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

Key budget initiatives and information on services provided by Council were highlighted on Council's social media platforms, providing Council the opportunity to receive direct comments from the community and individual residents on specific matters of interest. Feedback received through this medium included: long day care in Charlton, a request for maintenance and repairs in the Wycheproof Golf Club kitchen, minor upgrades to playground and recreation within Sea Lake and Green Lake, opportunities to increase opening hours and days for Council's

swimming pool facilities and positive responses to Council's proposed investment into library book stock.

3. Financial Implications

The information received will inform Council's deliberations on the 2019/20 Annual Budget.

4. Cost Shift Considerations

Nil

5. Community Consultation

A Community Forum Summit was held on 16 April 2019 which included discussion on key assumptions and factors considered as part of the Draft 2019/20 Annual Budget preparation process.

Council advertised the Draft 2019/20 Annual Budget in local papers and made it available for inspection at the Wycheproof Council office and on Council's website. Members of the public were invited to make written submissions by 4pm on 7 June 2019.

Those who have made a written submission were invited to make a verbal submission to the Ordinary Council Meeting on 12 June at 7.00pm at the Wycheproof Supper Room.

6. Internal Consultation

Councillors have received briefings on the key assumptions and development of the Draft 2019/20 Annual Budget from February 2019 onwards, including presentations on proposed capital projects.

7. Legislative / Policy Implications

The Draft 2019/20 Annual Budget was developed in accord with the key principles and programs contained within Council's ten year financial plan adopted by Council in 2019. Rates and charges proposed under the Draft 2019/20 Annual Budget are in line with the Council adopted Rating and Revenue Strategy, and the Rating Policy.

This process is an integral part of the requirements of the *Local Government Act 1989*.

8. Environmental Sustainability

Environmental matters were considered as part of the Council services to be delivered under the proposed budget.

9. Conflict of Interest Considerations

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

Interests of Councillors and Officers who reside in the Buloke municipality do not exceed the interest generally held by Buloke Shire ratepayers.

10. Conclusion

Submissions received and presentations provided will form part of Council's consideration in respect of the Annual Budget to be adopted for 2019/20.

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE AS AT 30 APRIL 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 [Income Statement 30 April 2019](#)
- 2 [Balance Sheet 30 April 2019](#)
- 3 [Cashflow Statement 30 April 2019](#)
- 4 [Cashflow Graph 30 April 2019](#)
- 5 [Capital Works Program 30 April 2019](#)
- 6 [Capital Works Graph 30 April 2019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council receives and notes the Financial Performance Report for the month ending 30 April 2019.

MOVED: CR ELLEN WHITE

SECONDED: CR DARYL WARREN

CARRIED.

(R571/19)

1. Executive Summary

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

The reported surplus as at 30th April 2019 is \$2.148m. *Excluding* capital grants income of \$5.374m, a deficit of \$3.227m was recorded. The result is better than but mostly in line with budget (deficit \$3.638m) due to compensating variances in funded income and lower than anticipated expenses. Please refer to the notes listed on the Income Statement for explanation of specific variances.

The **Balance Sheet** effectively shows a summary of the value of Assets (what we own) and our Liabilities (what we owe), both of which balance off against each other to show Net Assets or Equity (our net worth). Council's net worth as at this accounting period increased to \$208m.

The **Cash Flow Statement** has been updated to include the cash flow projections based on the Forecast Budget. The actual to budget comparisons for July to December has been consolidated. The corresponding cash flow chart maps actual cash alongside budgeted cash and restricted funds. At 30 April 2019, Council's Cash and Cash Equivalents were \$15.7m. Cash flow remains strong in readiness for the \$7m loan repayment scheduled for November.

The **Capital Works Program** depicts \$8.096m of capital works having been expended to the end of this accounting period. The Annual Budget for capital works is \$14.454m to be funded by Capital Grants of \$7.5m. However, delays in some projects result in a lower Annual Forecast of \$12.709m reflecting these projects will be carried forward to FY19/20. Forecasted contributions have reduced to \$1.2m (from \$2.3m) but Council Cash of \$4.6m remains unchanged.

2. Financial Implications

The table below provides an overview of Council's financial performance as at 30 April 2019

Income Statement - Excluding Capital Grants and Contributions	YTD	YTD	YTD	Annual	Annual
	Actuals	Budget	Variance	Budget	Forecast
	\$(000)	\$(000)	\$(000)	\$(000)	\$(000)
Total Income	24,967	25,307	(340)	26,603	27,171
Total Expenses	28,193	28,945	752	32,936	33,242
Surplus/(Deficit)	(3,227)	(3,638)	412	(6,332)	(6,071)
Add back Capital Grants Income and Contributions	5,374	8,381	(3,006)	9,812	9,038
Surplus/(Deficit) including Capital Grants Income and Cont.	2,148	4,743	(2,595)	3,479	2,967
Capital Works Program	8,096	9,525	(3,554)	14,454	12,709
Cash and Cash Equivalents		Restricted	Un-Rest.	Total	
		1,430	14,277	15,707	

The following commentary is provided:

a. Total income excluding capital grants and contributions

The negative variance of \$340k results from delayed funding (2016 Floods) being partly offset by additional grants received during the year. Outstanding funding is expected before 30 June and the year end result should be higher than budget.

b. Total expenses

Favourable budget variance (\$752k) mostly due to flood restoration works below expected by \$1.27m (see note 7).

c. Capital Grant Income and Contributions

Capital grant income is below budget to 30 April (\$3.006m) mostly due to delayed funding for Lake Tyrrell and Roads to Recovery.

d. Capital Works Program Expenditure

Council has expended \$8.096m on capital works YTD this period. Significant increase in capital expenditure expected for final months of the financial year with projects nearing payment milestones.

e. Cash and Cash Equivalents

Council has cash of \$15.707m of which \$1.430m is restricted being committed to capital projects.

3. Community Consultation

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

4. Internal Consultation

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

5. Legislative / Policy Implications

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

6. Environmental Sustainability

This report has no direct impact on environmental sustainability.

7. Conflict of Interest Considerations

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

8. Conclusion

Surplus as at 30th April is mostly in line with YTD budget. Grant income for both operating and capital are behind where Council planned to be on a year to date basis. However, remaining monies are forecasted to come in before the end of the financial year.

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

8.3.2 DRAFT AUDIT COMMITTEE MEETING MINUTES 8 MAY 2019

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 [⇒Draft Audit Committee Meeting Minutes - 8 May 2019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council notes the draft Minutes of the Audit Committee meeting held on 8 May 2019.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R572/19)

1. Executive Summary

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

2. Discussion

At its 8 May 2019 meeting, the Committee considered the following matters:

- Outstanding Actions
- Audit Committee Work Plan
- Presentation by JLT Insurance Brokers on Councils insurance products
- Progress of the Internal Audit Program and the forward program
- Internal Audit for Children's Services
- Internal Audit plan for Plant and Fleet Management
- Draft Procurement Policy
- Draft Information Privacy Policy
- Draft Revenue and Rating Strategy and Policy
- Interim Report for Local Government Performance Reporting
- Draft Risk Register
- Draft Financial Performance as at 31 March 2019
- External VAGO Audit Strategy 2019 for audit to be conducted by Accounting and Audit Solutions Bendigo

3. Financial Implications

The cost of the Audit Committee function is incorporated into the 2018/19 Annual Budget.

4. Cost Shift Considerations

There are no cost shift implications associated with the Committee.

5. Community Consultation

Not applicable

6. Internal Consultation

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

7. Legislative / Policy Implications

Council is required under the *Local Government Act 1989* to create and maintain an Audit Committee.

8. Environmental Sustainability

Not applicable.

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.4 ORGANISATIONAL REPORTS

8.4.1 ACTING CHIEF EXECUTIVE OFFICER

Author's Title: Executive Assistant

Department: Office of the CEO

File No: PE/21/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council appoint the Director of Corporate Services Hannah Yu as Acting Chief Executive Officer from 8 July to 19 July 2019 inclusive.

MOVED: CR DAVID VIS

SECONDED: CR DAVID POLLARD

CARRIED.

(R573/19)

1. Executive Summary

The Chief Executive Officer will be on annual leave from 8 July to 19 July 2019. As a matter of organisational process, positions are filled by acting staff when any supervisor or manager is on leave for a week or more.

2. Discussion

The appointment of an Acting Chief Executive Officer ensures the uninterrupted operation of Council during periods of leave by the Chief Executive Officer.

The appointment of acting personnel assists in the development of succession planning and professional development within the organisation.

3. Financial Implications

Minor costs involved in regard to higher duties payment for the period are factored into the annual budget.

4. Cost Shift Considerations

Nil

5. Community Consultation

Nil

6. Internal Consultation

The matter has been discussed with the Director Corporate Services.

7. Legislative / Policy Implications

The Local Government Act requires Council to appoint a Chief Executive Officer, but does not provide any requirements for appointing an Acting Chief Executive Officer when the Chief

Executive Officer is on leave. It is this Council's practice to appoint an Acting Chief Executive Officer by way of Council resolution.

8. Environmental Sustainability

Nil impact

9. Conflict of Interest Considerations

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

10. Conclusion

Council may appoint an Acting Chief Executive Officer whilst the Chief Executive Officer is on leave.

8.5 REPORTS FROM COUNCILLORS

MOTION:

Council to receive the Councillor Reports as presented.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R574/19)

CR DAVID POLLARD

13 May 2019	Rainbow flag raising in Wycheproof
15 May	Councillor Briefing at Berriwillock
22 May	Councillor finance training at Wycheproof
30 May	Dja Dja Wurrung treaty discussion Attended the Library advisory committee
31 May	MAV Emergency Management Committee - Melbourne
5 June	Councillor Briefing at Birchip
11 June	Aged Care Workshop in Wycheproof
	Wycheproof community meeting regarding Wycheproof EWHS Campus

CR ELLEN WHITE

Delegate Meetings:

Central Murray Regional Transport Forum

- Both Vic and NSW Cross border commissioners to be invited to a future meeting
- Consultant engaged to complete a Northern Passenger study
- Some future meetings to be held in a different location, with site visits to hot spots to highlight local issues. September to be in Mildura
- A letter from the CMRTF to be sent to the Minister regarding the Swan Hill Bridge
- Mildura have requested that they are aligned with RRV Bendigo rather than Ballarat
- At the next meeting, we will discuss the value of becoming an incorporated organisation

Municipal Emergency Management Planning Committee

No meeting this month

Mallee Local Transport Forum

- Consultant engaged to develop the one pagers
- Meeting in Kerang on June 21st to discuss the event

Lake Tyrrell Project Control Group

No meeting held this month

Buloke Library Steering Committee

- The membership numbers are slowly increasing. Final figures for the year to be provided at the next meeting. Many people are still members of other library services, and it would be good if they transitioned

CR ELLEN WHITE cont.

- A community engagement plan is to be developed, including special promotions that the library can participate in such as compost week, men's health week, Premiers Reading challenge etc

Economic Development and Tourism Advisory Group

- Update of successful funding bids for some projects to be carried out over the next 12 months
- Presentation by Paul Matthews, EO of Regional Tourism and Strategy with Visit Victoria. He spoke about the function of Visit Victoria, the structure of Regional Tourism Boards and the current review, Visitor Stats, Current VV marketing campaigns and the importance of differentiation in tourism products. We discussed opportunities around night sky tourism, recreational lakes tourism, the importance of visitor infrastructure and of being visitor ready. Paul also spoke about the VTIC publication 'Why and how local government should engage with Victoria's visitor economy'
- RDV presented on how they can assist with grants
- A couple of emerging opportunities were discussed:
 - Pyrotech energy
 - Mushroom farming
 - Township tourism strategies: these will be picked up in the Branding project
 - Tourism brochures
 - Walking trail

Highlights of the month

- Attended the AICD Leaders lunch in Bendigo. Judith Downes was the guest speaker, on the topic of high performing Boards and how to get there. Very entertaining, with lots of real life examples
- Regional Catchment Strategy Workshop with NCCMA to discuss update of their strategy
- Balaki Wurrekang Dja Dja Wurrung meeting to discuss the possibility of developing a treaty with the traditional owners. Although the Dja Dja Wurrung people are not the TO for all of Buloke, developing a Treaty with them will give us a roadmap for future TO negotiations.
- Attended a business breakfast in Swan Hill as part of Reconciliation Week Celebrations. Stan Grant was the guest speaker, and I would recommend his books. I also met with a Board member from Reconciliation Victoria and Jill Gallagher, the Commissioner for the Victorian Treaty Advancement Commission.
- Council Briefing in Birchip
- Aged Care Reform Workshop
- Community meeting in Wycheproof re the EWHS Wycheproof Campus High Care and Low Care beds. It was well attended by over 120 people, including Board members from EWHS and the CEO. It was explained that people are being encouraged to remain at home if they can, rather than taking up a low care bed in the hospital. The high care beds will remain. It was noted that communication between EWHS and the community was not good, and there was an indication they will look at that.

CR CAROLYN STEWART

8 May 2019	Ordinary Meeting of Council, Wycheproof
9 May	IBAC Forum, Horsham
10 May	Radio Interview
11 May	Sea Lake Deb Ball
13 May	IDAHOBIT Flag Raising
14 May	Meeting with CEO
15 May	Councillor Briefing, Berriwillock
17 May	Birchip Early Learning Centre Opening
20 May	Eco Dev & Tourism Committee meeting
21 May	Meeting with CEO
22 May	Councillor financial training, Wycheproof
23 May	St Mary's Primary School Leadership Presentation, Camp Seed
27 May	Sea Lake Volunteers Recognition luncheon
	Meals on Wheels, Sea Lake
	Charlton World Development Group AGM, Charlton
28 May	Birchip Volunteers Recognition Morning Tea
	Meeting with CEO
30 May	Dja Dja Wurrung Treaty meeting, Charlton
31 May	NWMA AGM, Warracknabeal
2 June	Wycheproof Mates Mentoring Activity
3 June	Charlton Parks Meeting
4 June	Meeting with CEO
5 June	Councillor Briefing, Birchip
7 June	Loddon Campaspe Council Meeting, Daylesford
11 June	Meeting with CEO
	Aged Care Reform Workshop, Wycheproof
	Victorian Electoral Commission Review, Sea Lake
12 June	Flow FM Radio Interview

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

Nil

10. MEETING CLOSE

Meeting closed at 7.50pm.