



ORDINARY COUNCIL MEETING

MINUTES

Wednesday 13 November 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, 9 October 2019.

MOVED: CR DAVID VIS

SECONDED: CR GRAEME MILNE

**CARRIED.
(R662/19)**

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of interest.

6. QUESTIONS FROM THE PUBLIC

NIL 5

7. PROCEDURAL ITEMS

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NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 11 DECEMBER 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 - 2 October 2019
2 Councillor Briefing Record - 23 October 2019

MOTION:

That the Council note the reports of the Assembly of Councillor Meetings held on 2 and 23 October 2019.

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R663/19)

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 both the Assembly of Councillors Meetings held on 2 and 23 October 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

MOTION:

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

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID VIS

CARRIED.

(R664/19)

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 |
|---|---|--------------|--|
| Victorian Regional Achievement and Community Awards | Sea Lake Hotel Co-Operative Ltd of Sea Lake | October 2019 | Finalists in this year's Regional Development Victoria Business Achievement Award |
| Victorian Regional Achievement and Community Awards | Tyrrell College Sea Lake | October 2019 | Finalists in this year's Department of Environment, Land, Water and Planning Diversity and Inclusion Award. |
| Victorian State and Secondary School Association | John Richmond Principal Birchip P-12 School | | Being awarded a life membership for the Victorian State and Secondary School Association. |
| RACV Forums Award | Julie Pringle Tourist Guide Lake Tyrrell | | Being a finalist for the RACV Victorian Tourism Industry Council Awards being announced at Awards Ceremony 28 November 2019 for her tours of Lake Tyrrell – Mirror to the Sky. |

| Provider | Recipient | Date | Purpose for Recognition |
|--|---|-------------|--|
| Birchip Cropping Group | Fiona Best Birchip | | Being appointed as Chief Executive Officer for the Birchip Cropping Group. |
| Gordon Rothacker Medal night at Crown Casino | Andrea O’Gorman Club Marketing Manager Charlton Harness Racing Club | | Being the recipient of the Frank Ryan Memorial Award for Employee of the Year |
| Buloke Shire Council | Chloe Wright and Liana Stacey Tyrrell College Students | | For currently having art works exhibited in the Swan Hill Regional Art Gallery as part of the ‘Big Fish 4’ exhibition. |

7.3 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

Attachments: Nil

MOTION:

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

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

CARRIED.

(R665/19)

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 | Sent 26 September 2019 | 4 October 2019 | <p>Brian Westley Regional Director Northern</p> <p>RRV are aware of the roads condition and will continue to advocate for funding of repair and improvement works. Currently on a prioritised list for future rehabilitation funding. RRV will continue to monitor and maintain the road.</p> |
| | Regional Roads Victoria (RRV), Northern Region Office | Sent 26 September 2019 | | |

| Council Initiative | Correspondence sent to | Date sent | Date of Response | Summary of Response |
|---|--|---------------------|-------------------------|---|
| Social Housing Flats in Wycheproof to be replaced; investigate social housing stock in Buloke Shire in general, and Buloke Shire investigate opportunities to increase social housing in Buloke Shire with relevant partners such as Haven: Home, Safe. | Deputy Secretary of Housing and Infrastructure, Dept of Health and Human Services; | Sent 21 August 2019 | | |
| | Mr Richard Wynne MP, Minister for Housing; and | Sent 20 August 2019 | | |
| | CEO of Haven; Home, Safe. | Sent 27 August 2019 | 5 September 2019 | Forwarded a copy of letter they sent to Director of Housing, Chris Hotham and Loddon Area Director DHHS, Nathan Chapman affirming their support for Council's request to address dire local social housing situation. |
| Support for a Container Deposit Scheme in Victoria | Minister for Environment | Sent 20 August 2019 | 2 Oct 2019 | Having heard from many Councils in support of Scheme. Monitoring and investigating the scheme proposal further. Referring to Vic Gov commitments and initiatives to tackle waste and pollution. |
| | Hon Lily D'Ambrosio | | | |
| | CEO of Municipal Association of Victoria | Sent 20 August 2019 | | |
| | Mayor Frankston City Council | Sent 20 August 2019 | | |

| Council Initiative | Correspondence sent to | Date sent | Date of Response | Summary of Response |
|--|--------------------------------|----------------------|-------------------------|--|
| Submission to the Victorian Local Government Rating System Review. Inequity of the rating system on rural areas. | Member for Mildura Ali Cupper | Sent 15 October 2019 | | Acknowledged letter and looked forward to discussing at upcoming meeting. |
| | Member for Ripon Louise Staley | Sent 15 October 2019 | 30 October 2019 | Aware of challenges facing rural councils. Disappointed that the review will not be sufficiently comprehensive in the scope to include looking into the very structure of how local councils can fund their operations. Will pass on input to Shadow Cabinet colleagues and continue to advocate on behalf of rural councils. |

7.4 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Development Services Administration

Department: Works and Technical Services

File No: DB/14/02

Attachments:

MOTION:

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

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

**CARRIED.
(R666/19)**

1. Executive Summary

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

2. List of Building Permits Approved by Council Surveyor

| Council Ref Permit No. | BAMS Permit No. | Address | Project Description | Date Approved |
|------------------------|-----------------|---|---|---------------|
| 20190077 | 7286043010891 | 54 Webster Street, Wycheproof | Garage/Storage Shed | 26/09/2019 |
| 20190078 | 1745163073002 | 50 Hammill Street, Donald | Re-stump of dwelling | 26/09/2019 |
| 20190079 | 8186959564975 | 769 Narrewillock-Quambatook Road, Bunguluke | Hay / Machinery Shed | 26/09/2019 |
| 20190080 | 1897993305187 | 130 Bartletts Road, Yeungroon | Hay / Machinery Shed | 26/09/2019 |
| 20190081 | 9056932309605 | 13 Hillview Street, Wycheproof | Extension to dwelling | 03/10/2019 |
| 20190082 | 8763968256379 | 376 Mills Road, Whirily | Piggery Shed | 03/10/2019 |
| 20190083 | N/A | 118 Pipe Road, Laen East | Siting and Construction approval for Temporary Buildings (Cuisine in the Crop – Donald) | 03/10/2019 |

| Council Ref Permit No. | BAMS Permit No. | Address | Project Description | Date Approved |
|-------------------------------|------------------------|------------------------------------|--|----------------------|
| 20190084 | 5587092397038 | 11 Mill Street, Wycheproof | Carport | 10/10/2019 |
| 20190085 | 1687785928910 | Hall Lane, Coonooer Bridge | Outdoor Shelter (Coonooer Bridge War Memorial) | 10/10/2019 |
| 20190086 | 9721214328150 | 23 Main Street, Culgoa | Rotunda (Park) | 17/10/2019 |
| 20190087 | 7377597539295 | 46 Main Street, Culgoa | Covered Area-Shelter (Barry Park) | 17/10/2019 |
| 20190088 | 7998162691490 | Mildura Way, Charlton | Demolition of Amenities (Charlton Park) | 17/10/2019 |
| 20190089 | 7727674778177 | 4567 Birchip-Sea Lake Road, Banyan | Amenities Block (Green Lake) | 17/10/2019 |

3. List of Building Permits Approved by Private Surveyor

| Council Ref No. | Address | Project Description | Date Approved |
|------------------------|--------------------------------------|----------------------------|----------------------|
| 20190090 | 472 Broadway, Wycheproof | Shed | 29/07/2019 |
| 20190091 | 27 Jolly Street, Wycheproof | Re-stump of dwelling | 26/09/2019 |
| 20190092 | 5129 Birchip-Sea Lake Road, Sea Lake | Hay / Farm Shed | 26/07/2019 |
| 20190093 | 125 Swanwater North Road, Cope Cope | Farm Shed | 25/09/2019 |

7.5 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 DAVID POLLARD

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R667/19)

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 |
|----------------|-----------------------|---|----------|--|---------------------------------|
| PPA824/19 | D K Wood | Lot 2 Plan No 222998 Parish of Laen (480 Donald- Laen Rd., Laen | 18/10/19 | Construction of three new pig sheds | Request for Further information |
| PPA823/19 | AWB Grainflow Pty Ltd | Lot 1 Plan No 547644 Parish of Charlton West (Back Teddywaddy Rd., Charlton) | 03/10/19 | Building and works for a grain bunker | Awaiting report |
| PPA822/19 | Visionstream Pty Ltd | CA 59 Parish Wilkur (2468 Galaquil East Rd., Wilkur) | 01/10/19 | Telecommunications facility (monopole) | Awaiting report |
| PPA821/19 | Visionstream Pty Ltd | CA 20A Parish of Jeruk (cnr. Marmal North Rd., and Boort-Wycheproof Rd., Glenloth East) | 01/10/19 | Telecommunications facility (monopole) | Awaiting report |

| Application No | Applicant | Address | Date Rec | Summary of Proposal | Status |
|----------------|-----------------------|---|----------|---|-----------------|
| PPA820/19 | L T Pridgeon | Lot 1 Plan No 204340 Parish of Charlton East (35 Finlays Rd., Charlton) | 24/09/19 | Garage 14.4m x 7.5m x 3.6m | Issued |
| PPA817/19 | Buloke Shire Council | CA 2056 Parish of Charlton East (2A High St., Charlton) | 10/09/19 | Removal of native vegetation | Awaiting report |
| PPA812/19 | Mark Yates | Lot 2 Plan No 403054 Parish of Charlton East (126 Biddlestones Rd., Charlton) | 09/08/19 | Use and development of land for a renewable energy facility (340.2kW solar farm) | Issued |
| PPA814/19 | Ararat Survey Pty Ltd | 31 Bunker Rd., Donald | 21/08/19 | Two lot subdivision (boundary realignment) | Issued |
| PPA815/19 | Ken Blair | Lot 1 Plan No 116087 Parish of Witchipool (22 Camp St., Donald) | 23/08/19 | Construction of 5 additional bedrooms, 3 offices, storage area and communal space for residents | Issued |
| PPA816/19 | Jaymie Buhagiar | 11 – 13 Learmonth St., Charlton | 05/09/19 | Use and development of land for two dwellings | Issued |
| PPA819/19 | K A & P R Walder | Lot 1 Plan 802014 Parish of Watchem (548 Watchem West School Rd., Watchem West) | 23/09/19 | garage | Issued |

7.6 BIRCHIP BUSINESS AND LEARNING CENTRE - APPLICATION FOR EXTENSION OF HOURS FOR THE POSSESSION AND CONSUMPTION OF ALCOHOL COMMUNITY LOCAL LAW 2019

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/10

Attachments: 1 Application Letter

MOTION:

That Council issues a permit to Birchip Business and Learning Centre under the Possession and Consumption of Alcohol Community Local Law 2019, Clause 56. To grant an extension for the consumption of alcohol between 2.00pm on Saturday 21 December to 12.01 am on Sunday 22 December 2019.

MOVED: CR DAVID VIS

SECONDED: CR GRAEME MILNE

CARRIED.

(R668/19)

1. Executive Summary

Council has received an application from Birchip Business and Learning Centre for an extension of hours under the Possession and Consumption of Alcohol Local Law for the Birchip Community Christmas Party. The Party is to be held in the area of Morrison Street between Cumming Avenue and Taverner Streets between 2.00pm on Saturday 21 December and 12.01am on Sunday 22 December 2019. The application requests an extension of hours from 2.00pm on Saturday 21 December to 12.01am on Sunday 22 December 2019.

2. Discussion

Community Local Law 2019, Clause 5. Possession and Consumption of Alcohol controls the consumption of alcohol from open containers in public areas between 11.00pm at night and 6.00am in the morning. The Local Law allows Council to consider applications for an extension of time for the consumption of alcohol in declared public places for specified events.

Council have previously granted applications for an extension of hours under the Local Law to organisers for the same extension of hours. The area of Morrison Street between Cumming Avenue and Taverner Streets Birchip is a declared area under the provisions of the Local Law.

The Birchip Community Christmas party is an event that has been successfully run for many years and has been managed well by the organising committee since its inception.

3. Financial Implications

There are no financial implications.

4. Cost Shift Considerations

There are no cost shift considerations

5. Community Consultation

Council received a letter from the Birchip Business and Learning Centre requesting the extension on behalf of the community. The Officer in Charge of the Birchip Police Station has been consulted and supports the event and issue of a permit.

6. Internal Consultation

No internal consultation has occurred.

7. Legislative / Policy Implications

The actions proposed are required to meet legislative requirements. The issuing of this permit by Council is in keeping with Council's Possession and Consumption of Alcohol Community Local Law 2019, Clause 56.

8. Environmental Sustainability

No environmental sustainability considerations

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended Council approve a permit for an extension of liquor consumption hours under Community Local Law 2019, Clause 56.

7.7 BIRCHIP HOUSING GROUP COMMITTEE OF MANAGEMENT

Author's Title: Director Corporate Services

Department: Corporate Services

File No: ED|05|15

Attachments: 1 Birchip Housing Group Committee of Management AGM Minutes
2 Birchip Housing Group Committee of Management Treasurer 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:

1. Notes the Birchip Housing Group Committee of Management Minutes of the Annual General Meeting held on 29 August 2019;
2. Appoints members to the Birchip Housing Group Committee of Management as per the nominations contained in the minutes of the Annual General Meeting; and
3. Exempts the Committee Members, who are not Councillors, from submitting Primary and Ordinary Interest Returns.

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R669/19)

1. Executive Summary

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

2. Discussion

The Birchip Housing Group Committee of Management held the Annual General Meeting on 29 August 2019.

At the Annual General Meeting Office Bearers were elected and members of the Committee were nominated. In accordance with section 86 of the Act, Council must appoint members to a Special Committee.

Section 81 of the Act requires members of Special Committees of Council to complete a bi-annual interest declaration unless Council exempts members of the Committee, who are not Councillors, from doing so.

3. Financial Implications

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

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

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

6. Internal Consultation

Senior Management have been consulted in the preparation of this report.

7. Legislative / Policy Implications

Council's noting of the meeting minutes of Special Committees meets the requirements under the *Local Government Act 1989*. Section 86 of the Act requires Council to appoint members to the Special Committee, and section 81 requires these members to complete Primary and Ordinary Interest Returns. Section 81(a) allows Council to exempt members, who are not Councillors, of a Special Committee from submitting these returns.

8. Environmental Sustainability

There are no environmental sustainability matters arising from this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended Council notes the minutes of the Annual General Meeting of the Birchip Housing Group Committee of Management held on 29 August 2019, and appoint the nominated members listed in the minutes to the Birchip Housing Group Committee of Management, and exempt members of the Committee from submitting Primary and Ordinary Interest Returns.

8. GENERAL BUSINESS

8.1 POLICY REPORTS

Nil

8.2 MANAGEMENT REPORTS

8.2.1 FREE PUBLIC BOATING RAMPS IN VICTORIA

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council writes to the Minister for Fishing and Boating, Hon. Jaala Pulford and Better Boating Victoria, requesting that ongoing funding is provided to volunteer lake committees that have been adversely impacted by the State Government free boat launching policy.

MOVED: CR DAVID VIS

SECONDED: CR DAVID POLLARD

CARRIED.

(R670/19)

1. Executive Summary

This report is presented to Council to consider advocating on behalf of the community for ongoing subsidisation following the State Government policy to provide free boat launching to the community. This policy has created a significant cost shift to the community and will see the volunteer committees with an extra burden of fundraising for years ahead.

2. Discussion

Better Boating Victoria (BBV) was established by the State Government to implement a series of boating and fishing related commitments including removing fees from public boat ramps (which was to be implemented by 1 September 2019).

This applies to all public boating ramps, including Watchem Lake, Wooroonook Lake, Tchum Lake and Green Lake. The community committees that operate each of these lakes have relied on the fees from boat launching to pay for water and complete maintenance/upgrades around the sites. As a result of the State Government policy, these committees can no longer accept these boat launching fees.

Buloke Shire Council was approached by Better Boating Victoria in late July 2019, requesting advice regarding the current fees charged on recreational waterways in Buloke Shire, specifically Tchum Lake, Wooroonook Lake and Watchem Lake. This was predominantly in an attempt to understand the lost revenue for these committees.

Given many of the committees have boat launching included in membership fees, it was difficult to accurately estimate the amount of lost revenue. In addition, the policy now means that the value for membership is decreased, and lake committees are likely to see a reduction in membership numbers going forward.

Given the extreme difficulty in understanding the cost shift from the state government to the community, Better Boating Victoria have worked on a water usage and costs to allocate a one off funding.

The following committees have signed funding agreements, alongside Council, to the following amounts:

- Tchum Lake: \$4,000
- Watchem Lake; \$2,000
- Wooroonook Lake: \$6,000

The amounts are proportionate to the cost each Committee pays for water each year.

Given Green Lake hasn't had any water usage, Council staff and the Committee are still negotiating the funding outcomes.

The significant issue with the funding is that it is currently a one off payment, whereas the loss of boat launching fee income for the volunteer committees is ongoing. This is a significant burden for the volunteer committees to wear, given the large amount of fundraising that the committees already undertake to pay for water and maintain facilities. As such, officers are recommending that Council write to the Minister for Fishing and Boating and Better Boating Victoria, to request ongoing funding to our local volunteer lake committees.

3. Financial Implications

Whilst there is no direct impact on Council, the local volunteer groups will end up wearing the cost of this policy shift.

4. Cost Shift Considerations

This policy has created a significant cost shift to the volunteer committees of management, and the extent is not yet known. The allocation of funding for one year will see ongoing lost revenue for these committees.

5. Community Consultation

Lake Committees have been in discussions with Staff and Councillors through this process.

6. Internal Consultation

Staff from within Council's Works and Technical Services team have met to discuss this report.

7. Legislative / Policy Implications

Supporting our volunteers and recreational lakes is a key to many of our strategic documents, including the Council Plan, Volunteer Action Plan, Community Plan and Economic Development and Tourism Plan.

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

It is recommended that Council write the Minister for Fishing and Boating, Hon. Jaala Pulford and Better Boating Victoria, requesting that ongoing funding is provided to community groups that have been adversely impacted by the State Government free boat launching policy.

8.2.2 ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE - COMMITTEE MEMBER RESIGNATION

Author's Title: Economic Development & Tourism Lead

Department: Office of the CEO

File No: ED/05/19

Attachments: 1 EDATAC Terms of Reference

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

MOTION:

That Council:

1. Accept a recommendation from the Economic Development & Tourism Advisory Committee (EDATAC) to seek expressions of interest for a new committee member in lieu of a committee member resigning; and
2. Supports the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R671/19)

1. Executive Summary

The formation of an Economic Development & Tourism Advisory Committee (EDATAC) was a key action in the Economic Development & Tourism Strategy 2018-2021 to assist with building community capacity to facilitate economic development and tourism in the Buloke Shire. Twelve committee members were appointed as part of an open and transparent expression of interest process, resulting in representation from the following:

- 3 x Councillors
- 6 business representatives (notionally 2 x industrial, 2 x tourism, 2 x retail)
- 4 agricultural industry/ commercial representatives (notionally 2 x intensive agriculture, 2 x broad-acre agriculture)
- Up to 2 x Council staff (Economic Development/Tourism and CEO)

2. Discussion

On the 12th August, 2019 Council registered written correspondence from an Economic Development & Tourism Committee (EDATAC) member confirming their resignations from the committee due to personal and professional reasons.

The Buloke Shire Council Economic Development & Tourism Advisory Committee (EDATAC) Terms of Reference states:

4.3 On the resignation of, or in the case of a representative being incapable of acting as a representative body, the Council may, on the advice of the Advisory Committee, advertise for a replacement Advisory Committee person. The term of office of persons appointed to fill

such a vacancy shall expire on the date at which the previous member would have gone out of office. Council may also consider leaving such position vacant if it deems the remaining tenure of the Advisory Committee insufficient to warrant a replacement being appointed.

The current committee incumbency expires in May 2021. This resignation will result in a committee position being vacant for up to 15 months unless a replacement is sought.

The Economic Development & Tourism Lead presented the resignation as an agenda item in the most recent EDATAC meeting held on Monday 23 September, 2019. The committee made a recommendation that Council advertise for a replacement through an expression of interest process.

The outgoing committee member represented both an industrial business and the agricultural sector due to their skillset at the time of appointment. There is also currently only one representative for the retail sector. This resignation provides scope for Council to seek expressions of interest from community members who represent either an industrial business, or the agricultural or retail sector, ensuring diversity on the committee.

It is recommended that Council consider:

- accepting the recommendation of the Economic Development & Tourism Advisory Committee to seek expressions of interest from the community for a replacement committee member, and
- supporting the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

3. Financial Implications

There are no financial implications.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

The Economic Development & Tourism Advisory Committee were informed of the resignation at the September meeting. After discussion, the committee made the recommendation that Council considers advertising for a replacement committee member.

6. Internal Consultation

The recommendation has been discussed with the Chief Executive Officer prior to the preparation of this report.

7. Legislative / Policy Implications

The 'Buloke Shire Council Economic Development & Tourism Advisory Committee (EDATAC) Terms of Reference' allow scope for Council to provide direction in the event of a committee member resigning.

8. Environmental Sustainability

There are no foreseeable impacts to the environment.

9. Conflict of Interest Considerations

There are no conflicts of interest declared by the Officer preparing this report.

10. Conclusion

When considering the Terms of Reference and the remaining term of the current committee incumbents, it is recommended that Council consider:

- Accepting the recommendation of the Economic Development & Tourism Advisory Committee to seek expressions of interest from the community for a replacement committee member, and

- Supporting the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

8.2.3 CHARLTON PARK 2020 REQUEST TO BE GUARANTOR FOR LOAN

Author's Title: Director Works and Technical Services

Department: Works and Technical Services

File No: GS/04/01

Attachments: 1 Charlton Park 2020 Request for Non-Financial Assistance

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:

1. Gives approval to the Charlton Park 2020 Committee to seek a bank loan of up to \$150,000 to complete required landscaping works around the new Charlton Park 2020 Complex;
2. Provides in principle support to act as guarantor for a ten-year loan up to a maximum of \$150,000;
3. Authorises the CEO to negotiate the terms and structure of the guarantor agreement with the Charlton Park 2020 Committee and the bank; and
4. Develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R672/19)

1. Executive Summary

This report is for Council to consider the approval for the Charlton Park 2020 Committee, a subcommittee of the Charlton Park Committee (Section 86 Committee of Council), to apply for a bank loan for the required landscaping works to completed around the new Charlton Park 2020 Complex. This report is presented for Council to also consider acting as guarantor for that loan and to develop a policy to guide future decision making for similar requests.

2. Discussion

In October 2019, Council and the community opened the newly developed Charlton Park 2020 Complex. The building works have been completed to a high standard, however many of the external works, including landscaping and fencing, were not able to be completed within the allocated budget. They were subsequently removed from the contract, with the committee to complete works following the completion of the construction of the contract.

To ensure harness racing could return to the track by December 2019, the Committee were required to complete extra works as required by Harness Racing Victoria. As such, the Committee have engaged local contractors to complete required fencing, drainage, viewing

area and safety works and these works is currently underway. The Committee have a range of other medium term projects, including relocating stables and sheds and carparking works that are not currently time-critical.

The Charlton Park 2020 Committee have engaged with local user clubs and committees and developed agreement on taking out a loan to pay for the urgent (stage 1) works. The value of these works are approximately \$150,000 and the Charlton Park 2020 Committee, Charlton Football Club and Charlton Harness Club have all made commitments to servicing the loan.

Each of these committees have provided a letter of commitment and financial reports, which have been reviewed by Council's Management Team. The Committee has also presented to Council on the project, the urgency associated with completing the stage 1 works and the capacity to service the loan repayments. During this presentation, the Committee highlighted that in negotiations with the bank, the interest rate was far more competitive if Council was acting as the Guarantor.

The Committee are requesting Council act as guarantor for the \$150,000, ten-year loan, which is currently being negotiated with the Bendigo and Adelaide Bank. The Charlton Football Club, Charlton Harness Racing Club and the Charlton Park 2020 Committee have committed to servicing this loan to a minimum of \$20,000 per annum.

3. Financial Implications

Council has previously committed a significant amount of funding the Charlton Park 2020 Complex and in negotiating final designs, many of the external features were removed due to funding pressures.

This request does not request a cash contribution of Council, however the guarantor and potential liability will sit on Council's financial statements over the life of the grant. Council is already guarantor for one other community project, the Birchip Community Housing Committee development.

There is a financial risk on Council if the Committee defaulted on the loan. A guarantor agreement should be negotiated with the Committee to try to minimise these risks. In addition, the Committee has had a strong history of fundraising over many years, raising \$1.3million for the construction of the complex.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

Councillors and Council staff have met with the Charlton Park 2020 Committee to discuss the proposal.

6. Internal Consultation

Council's Management Team have reviewed the application.

7. Legislative / Policy Implications

There are no legislative/policy implications in this report.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council:

- Gives approval to the Charlton Park 2020 Committee to seek a bank loan of up to \$150,000 to complete required landscaping works around the new Charlton Park 2020 Complex;
- Provides in principle support to act as guarantor for a ten-year loan up to a maximum of \$150,000;
- Authorises the CEO to negotiate the terms and structure of the guarantor agreement with the Charlton Park 2020 Committee and the Bank; and
- Develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

8.2.4 EXTENSION TO CONTRACT C14 WASTE AND RECYCLING SERVICES

Author's Title: Superintendent Waste and Environment

Department: Works and Technical Services

File No: WM/02/04

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council Authorises the Chief Executive Officer to exercise a one-year option to extend contract C14 for the provision of waste and recycling collections services from 1 July 2020 until 30 June 2021.

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R673/19)

1. Executive Summary

In 2014 Council entered into a five-year contract with Four Seasons Waste (FSW) for the collection of waste and recycling. The contract contains options for two by one-year extensions. FSW provides a professional and cost competitive service and Officers are recommending Council exercise the second of the one-year options.

2. Discussion

Council entered with the Loddon Mallee Waste and Resource Recovery Group (Loddon Mallee WRRG) Joint Procurement process to renew the current C14 Kerbside Waste and Recycling collection and processing contract. Tender submissions have been received and evaluated for a recommended contractor. However, State Government Kerbside Reforms are due to be announced November 2019 due in part to the current recycling industry collapse. In consultation with the Department for Environment, Land, Water and Planning (DELWP), Loddon Mallee WRRG and the five other Councils involved in the Joint Procurement process, a consensus was reached to put the contract negotiations on hold until further information on the reform can be assessed. It is anticipated the reform may have a significant impact on current contracts.

Depending on the reforms to be introduced by State Government, the Joint Procurement process may require starting the process over and going out to tender with revised contract documents. Due to the time frames involved it appears unlikely Buloke Shire Council will be able to award a new contract and have time to transition to the new contract before the expiry of the current contract on June 30 2020. Transitioning to a new contract will require a minimum of six months for new trucks and other infrastructure to be delivered.

Council Officers have reviewed Contract C14 and held discussions with FSW to negotiate a one-year extension. This has been agreed to at the collection rates set out in the contract schedule.

3. Financial Implications

Council's garbage charge fee is set out in the budget papers each year. This fee covers for Council's activities in waste management including kerbside collection. Council's 2020/21 budget will continue to include these fees in order to pay for waste collection.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

No community consultation has occurred in relation to this proposed contract extension.

6. Internal Consultation

Council officers have discussed this activity internally with relevant staff.

7. Legislative / Policy Implications

Council's Waste Management Strategy 2012-2022 sets out Council's responsibilities in relation to waste collection.

8. Environmental Sustainability

State Government's Kerbside Reform is centred around environmentally sustainable kerbside collaboration with all WRRG's providing best practice kerbside services to all households in particular rural households.

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 authorise the Chief Executive Officer to exercise a one-year option to extend contract C14 for the provision of waste and recycling collections services from 1 July 2020 until 30 June 2021.

8.2.5 COUNCIL PROGRESS ON VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER

Author's Title: Manager Human Resources

Department: Corporate Services

File No: GS/01/02

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 notes actions undertaken in support of the Victorian Local Government Women's Charter.

MOVED: CR BRONWYN SIMPSON

SECONDED: CR ELLEN WHITE

CARRIED.

(R674/19)

1. Executive Summary

This report presents the activities, programs and achievements of the Buloke Shire Council over the past twelve months to support the principles enshrined within the Victorian Local Governments Women's Charter and the prevention of violence against women and families within the Buloke community.

Council recognises that we have great female champions within Council and the community and we will continue to give a voice to women to ensure the principles of the Women's Charter are advanced.

2. Discussion

Council has continued to demonstrate its support for women both in the workforce and returning to the workforce after taking family leave. Flexible working arrangements, embedded within Council's policies, has ensured a greater diversity within the workforce, resulting in an increase in female staff being employed to undertake outdoor work.

The Buloke Shire Council has also taken a leadership role in ensuring community groups that support the needs of women are advocated for and have active representation in meetings. Groups such as the Northern Mallee Gender Equity Forum and the Buloke Women's Network continue to garner Council's support and assistance.

The Council actively supports the Buloke Women's Network and has endorsed its grant application to 'Tackling Tough Times Together'. It also acknowledges the aim of the organisation to continue building social and leadership development opportunities within the Buloke community. The Buloke Shire Council has also considered the need for gender equity in the design of facilities within the shire, ensuring that unisex toilets and change rooms are incorporated into the design of some of our amenities and additionally extra tables and seating to support breastfeeding.

It is noted Buloke Shire Council currently has three female councillors including the Mayor, Councillor Carolyn Stewart. Combined with this, two out of five of the executive positions within Council are currently filled by females. The Council acknowledges the distance that has been travelled with regard to increasing the visibility of females, from the election of the first female councillor Susan Grace Benny, now one hundred years ago, to the Brighton Council, to the present day where, out of the 79 councils in Victoria, 72 have become signatories to the Local Government Women's Charter.

Council also has a vision to continually lead the discussion to prevent violence against women and within this space we have added Child Safe Standards with our online learning platform and through MARAM we will continue to offer training and support to ensure reporting of violence occurs in a timely manner.

As an organisation, Council is happy with the pace of cultural change within the Council and the community at large and will continue to support the principles of gender equity, diversity and active citizenship. Our aim, as with the aim articulated by MAV and VLGA, is to ensure that by 2024, 50% of councillors in local government will be female. To this end, we are conducting training in 'Local Government 101' for females interested in running for Council in 2020.

The Council sent a representative to the 'Victorian Local Government Women's Charter Champions – Maintaining the Momentum' to give support and to reinvigorate the advancement of the Women's Charter within the Buloke Shire. The Senior Leadership Group for the Buloke Shire Council endorses any reasonable activity that will assist in facilitating discussion on issues identified in the Charter and will continue to promote the Charters principles.

3. Financial Implications

Council continues to provide financial support events such as the '16 days of activism' where events aligned to "Respect Women, Call it Out" will take place at venues and locations in and around the community.

4. Cost Shift Considerations

There are no apparent cost shift considerations.

5. Community Consultation

Consultation has been received by the community which has led to the design of family change rooms with change tables and a seating area which will support breastfeeding. Other sample locations include the Wycheproof pool change rooms, the Charlton Park Multipurpose building, the Donald Community Precinct and the Recreational Lake buildings.

6. Internal Consultation

Through both our OHS and Consultative Committees we have a number of females contributing to conversations and reviewing policies. The committees were also involved in Enterprise Agreement and the advancement of a change to the maternity leave entitlements from fourteen weeks to sixteen weeks.

7. Legislative / Policy Implications

As a consequence of the new MARAM reporting of violence framework and the inclusion of Child Safe Standards to our online learning platform, we are keeping abreast of issues that affect the health and wellbeing of women. Buloke Shire Council has also addressed parental leave issues expressed through the Consultative Committee, culminating in an increase in the number of weeks available for maternity leave from fourteen weeks to sixteen weeks and embedded this within the Council's Enterprise Agreement.

8. Environmental Sustainability

There are no known environmental sustainability considerations.

9. Conflict of Interest Considerations

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

10. Conclusion

The Council understands the primacy of its position to advocate for women's participation in local government and to support the vision expressed by the VLGA and MAV that by 2024 50% of councillors in Victoria should be female.

The Council will continue to campaign for more women in Council and will encourage and support local women leading change within the Council and the wider community.

8.2.6 COMMUNITY GRANTS AND SPONSORSHIP

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Attachments: 1 19-20 running sheet 01112019

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

MOTION:

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

1. \$2,000 project support grant to the Buloke Youth Health Expo;
2. \$494.50 Small Equipment grant to the Charlton Probus Club;
3. \$500 Sponsorship to the Sea Lake Youth Group; and
4. \$2000 Project Support grant to the Wycheproof Traders Association.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R675/19)

1. Executive Summary

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

2. Discussion

| | |
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| Project: | Buloke Youth Health Expo |
| Organisation: | Wycheproof P12 College |
| Amount Applied: | \$2000.00 Project Support Grant |
| Funding Amount Recommended: | \$2000.00 |
| Total project cost: | \$10,900 |
| Project Description: | The Buloke Youth Health Expo is a biennial event bringing together young people (aged 15-17) from across the shire to address the health and wellbeing of young people. It is held at the Birchip Leisure Centre which forms a central point for all the five Buloke Secondary Schools involved. In 2020, it will be held on Tuesday, May 26. |
| Project Benefit: | The project is a collaborative effort across Buloke and is a great example of a partnership in action. It aligns with the Child and Youth Strategy, the Inclusiveness Plan and Buloke's vision of Shaping Our Future Together. It also aligns with the Sub-Regional Youth Strategic Plan. Secondary School Nurses take the lead in organising this event. Young people discuss and learn about issues relating to their health and wellbeing. The 2019 Expo will have a focus on health literacy, sexual health and mental health. It is |

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| | expected around 150 young people will attend the day and in past years the wider benefit has then extended to families, parents and communities. The 2020 Expo will be the ninth one of its kind. |
| Project: | Helping Probus Members Hear Better |
| Organisation: | Charlton Probus Club |
| Amount Applied: | \$494.50 Small Equipment Grant |
| Funding Amount Recommended: | \$494.50 |
| Full project cost: | \$989.00 |
| Project Description: | Replacement of wireless microphones, allowing movement to appropriate frequency and improved sound quality. |
| Project Benefit: | The project addresses sound quality issues experienced at Probus meetings and will permit members with hearing difficulties to benefit from meetings. The purchase of a 2 nd microphone will enhance audience participation. This project fits closely with the Buloke Shire Inclusiveness Plan and increases the accessibility of social options. The current membership of the Charlton Probus Club is 67, with updated equipment, the club looks to retain its current membership and possibly increase membership as meetings will be more enjoyable. |
| Project: | Pulse |
| Organisation: | Sea Lake Youth Group |
| Amount Applied: | \$500.00 Sponsorship |
| Funding Amount Recommended: | \$500.00 |
| Total Project Cost: | \$13,050 |
| Project Description: | Pulse is a drug and alcohol free (Freeza) event for young people (12-18) held at Sea Lake on December 7. The event is planned by young people (notably the 13 members of the Sea Lake Youth Group) and provides practical skills in leadership and event management. It is overseen by the co-ordinator of the Sea Lake Neighbourhood House. Funding will help address transport and security needs for this event. |
| Project Benefit: | The anticipated attendance is 230 young people from Buloke and towns in the Loddon and Yarriambiack shires. These events are notable for the role in enhancing connectedness among young people across the LGA. This project aligns with the Council Plan through transport objects, supporting arts and culture, supporting youth specific programs and support of volunteers. |
| Project: | Christmas On Broadway |
| Organisation: | Wycheproof Resource Centre |
| Amount Applied: | \$2000.00 Project Support Grant |
| Funding Amount Recommended: | \$2000.00 |
| Total project cost: | \$3502.92 |
| Project Description: | To make an impression for the community and those passing through town, the Wycheproof Traders Association plans adorn Broadway's peppercorn trees with solar lights and hang solar lit baubles from the trees. This 2019 project looks to start the building of Christmas decorations to brighten the town over coming years. "With a name like Broadway, we would love it to |

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| | look like its namesake, albeit on a smaller scale”. |
| Project Benefit: | The project will update decorations lift the atmosphere in the business area. The association believes that the spirit in the business community is need of a lift. The project aligns with Council’s priority in improving streetscapes and attracting tourists to come through the town and enjoy the night time spectacle. The traders plan to partner with the school, Men’s Shed and Resource Centre to help with the building and placement of lights. |

3. Financial Implications

This brings the allocation under the community grants scheme for the 2019 – 20 financial year to \$8696.50 out of a total of \$20,000. The sustainability fund contributions so far totals \$0 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

There are no environmental sustainability matters considered 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 considers providing funding allocations as per the recommendations.

8.2.7 AUDIT COMMITTEE CHARTER

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Audit Committee Charter

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 adopts the Buloke Shire Council Audit Committee Charter.

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R676/19)

1. Executive Summary

The Buloke Shire Council Audit Committee is established in accordance with s139 of the *Local Government Act 1989* (the Act). The function of the Committee is to support Council through advice on:

- The integrity of the Buloke Shire Council's financial reporting;
- The effectiveness of the Buloke Shire Council's risk management systems, internal control framework, compliance and internal audit activities; and
- Effective communication strategies between external auditors, internal auditor and management.

The Charter was last reviewed in November 2017.

2. Discussion

The current Buloke Shire Council Audit Committee Charter that was adopted by Council in November 2017 ("the 2017 Charter") was provided to the Audit Committee to review and provide feedback on any proposed amendments at the Audit Committee Meeting held on 4 September 2019. The Audit Committee provided the following feedback:

The Committee requested Council, in reviewing the final Charter, consider incorporating:

- *an acknowledgement that a bi-annual report is foreshadowed to be a requirement under the replacement Local Government Act*
- *the discretion of the Chair in providing a briefing to an Ordinary Meeting of Council.*
- *a requirement that the tenure for the Chair may be up to two years, and allow for a two-year extension.*
- *that all Councillors are invited to Audit Committee meetings.*

The Committee also noted that a review of the Charter is undertaken biennially.

Based on this feedback, a further review of the 2017 Charter was undertaken by Council staff. In addition to the considerations raised by the Audit Committee, other key considerations proposed to be incorporated into the Charter as part of the review include:

- Clarification around the reimbursement of out of pocket and travel expenses of independent members to bring the Charter in line with Council's Reimbursement of Expenses Policy.
- Clarification around reimbursement of interstate travel where an independent member resides outside of Victoria.
- A requirement for independent members to attend at least 75% of meetings per annum in person.
- Clearer guidelines for the attendance of Council's Internal and External Auditors at meetings.
- The ability of the Audit Committee to appoint an Acting Chair, where the Chair appointed by Council is unavailable to attend an Audit Committee Meeting.
- Documented expectations around the requirement for Audit Committee Members to complete returns of interest and to declare conflicts of interest.

The revised Charter continues to take into account *Audit Committees – A Guide to Good Practice for Local Government* 2011, issued by former Minister for Local Government, Jeanette Powell MP.

3. Financial Implications

The Audit Committee meets at least four times per year as required by the Audit Committee Charter. Independent members are paid on a per meeting basis, and fees are incorporated into the 2019/20 Annual Budget.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

The Audit Committee meeting minutes and reports form part of Council meeting minutes, and are published on Council's website to ensure the community are informed on matters reviewed by the Audit Committee.

6. Internal Consultation

Consultation has occurred with Senior Management and the Audit Committee. Feedback provided has been incorporated into the proposed Charter.

7. Legislative / Policy Implications

The Buloke Shire Council Audit Committee is established in accordance with s139 of the *Local Government Act 1989* (the Act).

8. Environmental Sustainability

There are no environmental sustainable considerations.

9. Conflict of Interest Considerations

There are no conflict of interest considerations.

10. Conclusion

The Audit Committee are an integral component of good governance and assist Council in establishing and maintaining high quality financial and risk management systems. It is recommended that Council adopts the revised Charter following the most recent review.

8.2.8 APPOINTMENT OF INDEPENDENT AUDIT COMMITTEE MEMBER

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/10

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:

1. Appoint Mr Dean Sleigh as an independent member of the Buloke Shire Council Audit Committee for a period of three years commencing 14 November 2019; and
2. Appoint Mr Bernard Young as an independent member of the Buloke Shire Council Audit Committee for a period of three years commencing 1 October 2020.

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

CARRIED.

(R677/19)

1. Executive Summary

This report seeks Council's formal appointment of Mr Dean Sleigh as the preferred candidate to the vacant Independent Member position in accord with the Audit Committee Charter. The report also seeks Council's formal appointment of Mr Bernard Young as an independent member of the Audit Committee at the conclusion of the term of the current Chair.

2. Discussion

The Audit Committee is a formally appointed independent advisory committee to Council with the purpose of assisting Council in the effective conduct of responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls.

In accordance with Council's established Audit Committee Charter the membership of the Audit Committee comprises of four members; three external Independent Members and the Mayor.

The Audit Committee currently has two Independent Members; Ms Jessica Adler (Chair), and Ms Margaret Abbey.

A vacancy arose on the Audit Committee for an Independent Member following the conclusion of Mr Tom Evan's term as Independent Member on 30 September 2019. A public notice seeking applications for the subsequent vacancy was placed in local and regional print media including the Age and Council's website. Five applications were received.

A preliminary short list of applicants was undertaken using selection criteria in the information package and an assessment of the individual applicant's qualifications and experience in relation to the skill set of the current Audit Committee.

The short list of three applicants was developed in consultation with the evaluation panel comprising: the Mayor, the Chief Executive Officer and the current Chair of the Audit Committee. Council's Director Corporate Services was also involved in the initial short listing of applicants. All applicants interviewed were of exceptional quality, with Mr Dean Sleigh being recommended to Council for appointment to fill the current vacancy.

Mr Sleigh is a financial executive in the private sector and has extensive experience in financial governance roles.

Due to the strong calibre of shortlisted applicants, Mr Bernard Young is also recommended to Council for formal appointment to the Audit Committee at the conclusion of the term of the current Chair. The term of Ms Jessica Adler is due to conclude on 30 September 2020.

Mr Bernard Young is a current member of the Hindmarsh Shire Council Audit Committee and has experience on a number of community and not for profit entity boards.

3. Financial Implications

Costs associated with the Audit Committee are incorporated into Council's annual operational budget. The remuneration is consistent with best practice guidelines and contemporary practices within comparable councils.

4. Cost Shift Considerations

There are no cost shift implications arising from this report.

5. Community Consultation

A public notice seeking applications was placed in local and regional print media and on Council's website. The shortlisted applicants from the 2018 Audit Committee recruitment who were unsuccessful at that time were also contacted and advised that Council was again seeking applications for the 2019 vacancy.

6. Internal Consultation

A review of the applications was undertaken in consultation with the Mayor, the Chief Executive Officer, the Director Corporate Services and the current Audit Committee Chair. Interviews were undertaken by the Chief Executive Officer, the Mayor and the current Audit Committee Chair.

7. Legislative / Policy Implications

Section 139 of the *Local Government Act 1989* requires that Council must establish an Audit Committee. The Audit Committee operates in accordance with the Audit Committee Charter which has been adopted by Council.

8. Environmental Sustainability

There are no environmental sustainability implications arising from this report and its recommendation.

9. Conflict of Interest Considerations

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

10. Conclusion

Mr Dean Sleigh is recommended to Council for the appointment to the Independent Member position on Council's Audit Committee for a period of three years commencing 14 November 2019. Mr Bernard Young is recommended to Council for the appointment to the position on Council's Audit Committee for a period of three years commencing 1 October 2020, following the conclusion of Ms Jessica Adler's term.

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE AS AT 30 SEPTEMBER 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

| | |
|---|--------------------------------------|
| 1 | Income Statement September 2019 |
| 2 | Balance Sheet September 2019 |
| 3 | Cashflow Statement September 2019 |
| 4 | Capital Works Program September 2019 |
| 5 | Cashflow Forecast September 2019 |
| 6 | Cashflow Chart September 2019 |

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

11

MOTION:

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

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R678/19)

1. Executive Summary

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 in "Other Income" to distinguish operational activities. Capital grant income is specifically used to fund expenditure on Council assets which is reported on the balance sheet.

The reported surplus as at 30 September 2019 is \$10.4m. Excluding capital grant income of \$1m, the operating surplus is \$9.0m. The operating surplus is higher than budget (surplus \$8.2m) mostly due to the variation of payment timing of the Financial Assistance Grant (FAG) offset by the timing of expenditure in the current financial year. The adopted budget allowed for the 2019/20 FAG to be paid quarterly over the year but in a late decision by the State government, 50% of the 2019/20 FAG was paid in last financial year and now forms part of carried forward surplus. Expenditure is less year to date than expected but total expenditure is still anticipated to be per budget over the full 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 \$284m 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 – September) in line with statutory financial reporting. At 30 September 2019, Council's Cash and Cash Equivalents were \$18.7m.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 30 September, the monthly budgets and specified timing parameters (such when BAS/super are due and quarterly rate receipts). Cashflow remains strong in readiness for the \$7m loan repayment scheduled for November.

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

The cashflow chart shows:

1. The line graph to reflect the ending bank balance each month for the year to date and a projection of the ending bank balance for the rest of the year.
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance. For example, in November the large pay out of the loan (shown by the negative cashflow red block) will significantly decrease the bank balance. Conversely, the following months show income (positive green cashflow blocks) exceeds expenses and asset expenditure (negative blue cashflow blocks) leading to some increase of the bank balance.

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

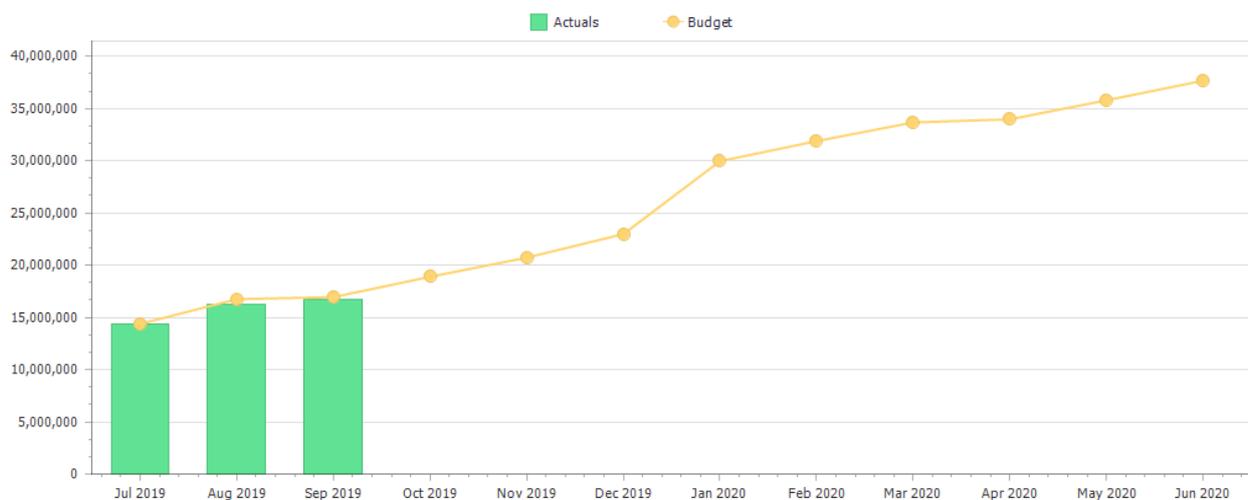
The **Capital Works Program** depicts \$3m of capital works having been expended or committed during July – September. However, this does not reflect actual completion of construction works. The final format of this report is still under development in the new financial report system.

The Annual Budget for capital works is \$11.754m to be funded by Capital Grants of \$7.6m.

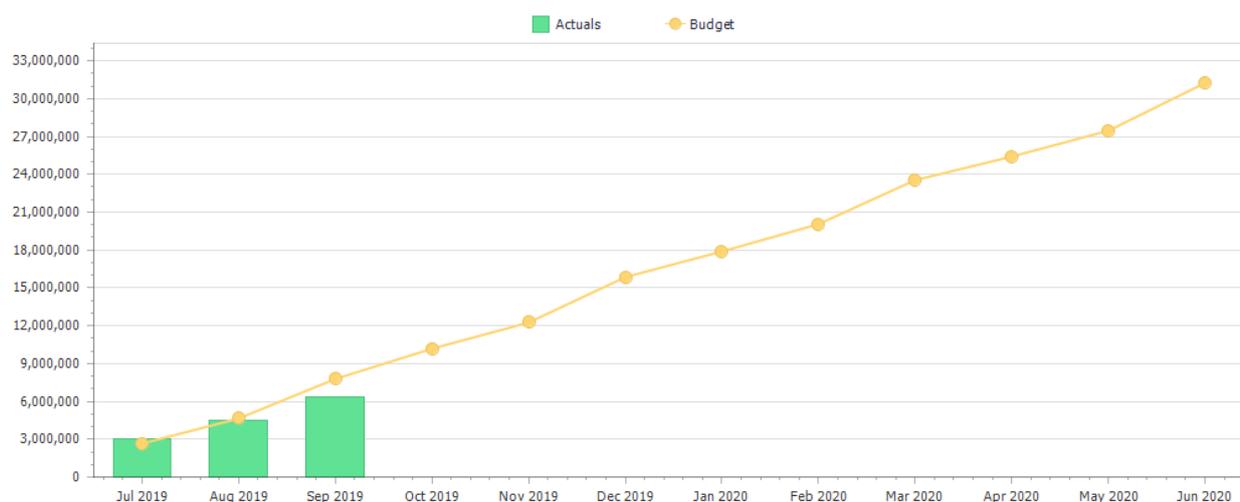
Financial Implications

The tables below provides an overview of Council's financial performance as at 30 September 2019

Accumulated Income to Budget — Buloke Shire Council



Accumulated Expenses to Budget — Buloke Shire Council



The following commentary is provided:

a. Total income

Format of Income Statement has been amended to better distinguish Capital income. Variation of Operating Income to budget has been caused by the upfront payment of the FAG. The revised schedule for the FAG will be included in the budget forecast update in December. Capital Income has been positively impacted by capital contributions received for the Donald Community Precinct included in the 2018/19 budget not the current financial year.

b. Total expenses

Total expenses in the chart above reflect operational expenses and not capital expenditure. Year to date operational expenses reflects some under-spending for July and September across most expense categories which are anticipated to level out over the year to remain in line with the annual budget.

c. Cash and Cash Equivalents

Council has cash of \$18.7m. At this stage of the financial year the balance of restricted funds for capital projects is low.

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

As at 30 September the year to date surplus is mostly in line with budget and the budget for the remainder of the year is only expected to be impacted by the timing of the FAG.

The cash position is strong in preparation for the \$7m loan repayment early November.

8.4 ORGANISATIONAL REPORTS

Nil

8.5 REPORTS FROM COUNCILLORS

Report from Cr Daryl Warren - Mount Jeffcott Ward

| | |
|------------------|--|
| 10 October 2019 | Workspace Meeting Bendigo |
| 11 October 2019 | Attend the Rotary Art Show on behalf of the Mayor in Charlton |
| 12 October 2019 | Donald Show attendance |
| 18 October 2019 | Loddon Mallee Waste Resource Recovery Group Meeting - Castlemaine |
| 20 October 2019 | Attend the Opening of the Charlton Park complex |
| 21 October 2019 | Mallee Transport Workshop at Swan Hill |
| 21 October 2019 | Buloke Tourism Board Meeting Nullawil |
| 23 October 2019 | Councillor Briefing at Nandaly Donald 2000 meeting |
| 6 November 2019 | Tour of the Donald Courthouse and Historical Society buildings Councillor Briefing at Donald |
| 7 November 2019 | Better Building Approvals Launch Charlton Park Rex Theatre Meeting Charlton |
| 11 November 2019 | Induction of Anglican and Uniting Church Ministers in Ouyen |
| 12 November 2019 | Skate Park Meeting Donald |
| 13 November 2019 | Citizenship Ceremony Wycheproof Statutory Meeting Wycheproof Ordinary Council Meeting Wycheproof |

Report from Cr Carolyn Stewart (Mayor) – Lower Avoca Ward

| | |
|-----------------|---|
| 9 October 2019 | Ordinary Meeting, Wycheproof |
| 11 October 2019 | ABC Western Vic Monthly Radio Interview Mental Health Week Paper Planes Event, Wycheproof Donald Show Judging, Donald |
| 13 October 2019 | Charlton Swap Meet and Show & Shine, Charlton Charlton Art Show, Charlton |
| 14 October 2019 | New Audit Committee Member Interviews |
| 15 October 2019 | New Audit Committee Member Interviews Meeting with CEO WIN Television Interview re Sea Lake Silo Art and Charlton Park Opening, Wycheproof |
| 16 October 2019 | RCV Forum and AGM, Melbourne |
| 17 October 2019 | MAV Annual Conference and Dinner, Melbourne |
| 18 October 2019 | MAV State Council Meeting, Melbourne |
| 20 October 2019 | Official Opening Charlton Park Complex, Charlton ABC Swan Hill/Mildura Pre-recorded Radio Interview re Charlton Park Opening |
| 22 October 2019 | GWM Upgrade of Sea Lake water to fully drinking water and fountain opening. Meeting with CEO |
| 23 October 2019 | Councillor Briefing, Nandaly |
| 24 October 2019 | Lions Eye Health training and screening, Inglewood |
| 25 October 2019 | ABC Western Vic Radio Interview re Kindergarten funding |
| 29 October 2019 | Building Resilience Workshops BCG, Birchip WIN TV Interview Re Climate Change Event, Birchip |
| 31 October 2019 | Mates Xmas Breakup Breakfast, Wycheproof Meeting with CEO, Charlton |
| 31 October 2019 | Wimmera Mail Times phone interview re blackspot tower completion. |
| 1 November 2019 | Wimmera Mayoral Gathering, Warracknabeal |

Report from Cr Carolyn Stewart (Mayor) – Lower Avoca Ward – cont.

| | |
|------------------|---|
| 2 November 2019 | Mt Wycheproof Race Day gathering, Wycheproof |
| 5 November 2019 | CEO Phone meeting |
| 6 November 2019 | Afternoon tea for Paul Fernee, Wycheproof Site Tour - Donald Courthouse, Donald Councillor Briefing, Donald |
| 7 November 2019 | Better Approvals Project Launch, Charlton |
| 8 November 2019 | Premier's Funding Announcement, Charlton Kindergarten Probus Meeting, Charlton |
| 12 November 2019 | Meeting with CEO |

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

MOTION:

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 BIRCHIP HOUSING GROUP COMMITTEE OF MANAGEMENT MEETING MINUTES (b) the personal hardship of any ratepayer or resident

MOVED: CR DAVID VIS

SECONDED: CR GRAEME MILNE

CARRIED.

(R679/19)

MOTION:

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.

MOVED: CR DAVID VIS

SECONDED: CR DARYL WARREN

CARRIED.

(R681/19)

Resolution Brought Into Open Session From Closed Session:

That Council notes the Minutes of the Meeting of the Birchip Community Housing Committee of Management held on 29 August 2019.

10. MEETING CLOSE

Meeting closed at 7.55PM.