



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 9 December 2020

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Daryl Warren will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Ordinary Meeting held on Monday, 23 November 2020.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

In accordance with Section 130 (2) of the Local Government Act 2020 Councillors who have a conflict of interest in respect of a matter being considered at this meeting, must:

- a) Disclose the conflict of interest in the matter required by the Council's Governance Rules 2020; and
- b) Exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any Council Meeting or delegated Committee, and any action in relation to the matter.

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

6. QUESTIONS FROM THE PUBLIC

Nil

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	NIL	
10.	MEETING CLOSE	

NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY 10 FEBRUARY 2021 AT 7.00PM.

Anthony Judd

CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS**7.1 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS**

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

PURPOSE

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.

RECOMMENDATION

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

Attachments: Nil

RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition
Buloke Shire Council	Kim Walsh JP		Retiring President of the Altona Village Traders President of the Altona Traders for the past 18 years. Buloke Shire Hobsons Bay Friendship Alliance established in 2006
Buloke Shire Council	Father Eugene McKinnon		Father is leaving his Parish mid-January 2021 after serving as Parish Priest for 9 years in many locations in the Wimmera Mallee District.
Governor of Victoria Hon Linda Dessau AC Commonwealth of Nations	Kate Maddern BCG's Research Agronomist	31 October 2020	For being a recipient of the prestigious Victorian Rhodes Scholarship (international postgraduate award) for 2021 to study at the University of Oxford, England. Kate is the second Australian recipient to have an Agricultural background for this Scholarship, and will undertake a Masters in Policy and a Masters in Economics, and bring her own interests to the case studies.

7.2 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Statutory Administration Support

Department: Works and Technical Services

File No: DB/14/01

EXECUTIVE SUMMARY

This report provides information on Building Permits approved by staff from 1 October 2020 to 30 November 2020.

RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 October 2020 to 30 November 2020.

Attachments: Nil

LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200174	1474575453334	52 High Street, Charlton	Storage Shed/Carport	08/10/20
20200175	8305009023231	437 Broadway, Wycheproof	Re-stump of Dwelling	08/10/20
20200176	2298454383423	7 Orr Street, Charlton	Demolition of Dwelling	2/10/20
20200177	6012799564895	124 Sutcliff Street, Sea Lake	Garage/Storage Shed	22/10/20
20200190	4937329272951	24 Elizabeth Street, Donald	Garage/Storage Shed	29/10/20
20200191	2605826274447	206 Banyenong-Jeffcott Road, Jeffcott North	Garage/Storage Shed	29/10/20
20200192	4078173564910	3196 St Arnaud-Wycheproof Road, Jeffcott	Machinery Shed	05/11/20
20200201	4443507537380	75 Camp Street, Watchem	Carport	12/11/20
20200202	2496503584261	1 M Keanes Road, Wycheproof South	Relocation / re-stump of dwelling to external lock-up stage only	12/11/20
20200203	6550588389800	147 Woods Street, Donald	Swimming Pool/Spa Safety Barrier	12/11/20
20200204	1838363577526	38 Armstrong Street, Charlton	Garage/Storage Shed	12/11/20
20200205	5585471067735	895 Charlton-Glenloth Road, Glenloth	Storage Shed	19/11/20
20200206	5824878380518	1763 Seven Mile Road, Charlton	Hay Shed	19/11/20
202000209	1762990011336	12 Willow Court, Donald	Deck	26/11/20
20200210	8093644095042	12 Willow Court, Donald	Swimming Pool/Spa Safety Barrier	26/11/20
20200211	2178658381920	337 McClellands Road, Willangie	Swimming Pool & Safety Barrier	26/11/20

LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR

Permit No.	Address	Project Description	Date Approved
20200172	2199 Single Tree Road, Watchem	Hay Shed	18/09/20
20200173	587 McNicols Road, Towaninny South	Hay Shed	17/09/20
20200178	23 Jubilee Street, Wycheproof	Shed	22/09/20
20200179	1939 Borung Highway, Jeffcott	Farm Shed	25/09/20
20200180	236 McPhees Road, Watchupga	Farm Shed	29/09/20
20200181	110 Woodlands Road, Karyrie	Single Storey Dwelling	30/09/20
20200182	3503 Waitchie Road, Tyrrell Downs	Hay Shed	02/10/20
20200183	196 Nullawil North Road, Nullawil	Hay Shed	05/10/20
20200184	337 McClellands Road, Willangie	Hay Shed	05/10/20
20200185	Calder Highway, Berriwillock	Hay Shed	08/10/20
20200186	1044 Berriwillock-Birchip Road, Whirily	Farm Shed	14/10/20
20200187	18 Johnson Street, Birchip	Single Storey Dwelling & Attached Garage	16/10/20
20200188	207-209 Woods Street, Donald	Re-stump of dwelling	19/10/20
20200189	63 Nicholls Road, Teddywaddy	Open Bay Shed	19/10/20
20200193	36 High Street, Wycheproof	Early Learning Centre & Maternal Child Health Offices	22/10/20
20200194	5968 Sunraysia Highway, Massey	Hay Shed	27/10/20
20200195	90 Mullane Road, Watchem	Farm Shed	28/10/20
20200196	371 Hogans Road, Jeffcott	Farm Shed	28/10/20
20200197	591 Donald-Stawell Road, Donald	Farm Shed	29/10/20
20200198	16-18 Aitken Avenue, Donald	Swimming Pool & Safety Barrier	02/11/20
20200199	343 Charlton-Tahlia Road, Thalia	Hay Shed	05/11/20
20200200	1304 Dumosa-Birchip Road, Narraport	Farm Shed	06/11/20
20200207	144 Kellys Road, Watchupga	Farm Shed Extension	17/11/20
20200208	38 Meyer Street, Donald	Storage Shed	20/11/20

7.3 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

PURPOSE

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

RECOMMENDATION

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

Attachments: Nil

LIST OF PLANNING APPLICATIONS

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA868/20	GW & BJ Kelly	406 Stannard Road, Watchupga	06/07/2020	Construction of a pig shed	Permit Issued
PPA875/20	Charlton Harness Racing Club	Mildura Way Charlton (CA 17 Sec. A Parish Charlton East)	11/08/2020	Demolition of three buildings and the construction of a veterinary services shed	Permit Issued
PPA879/20	Wombalina Holdings Pty Ltd	7 Gil Gil Road, Gil Gil	18/08/2020	Use and development of land for animal production (poultry farm), construction of two sheds and increase capacity to 60,000 birds	Permit Issued
PPA882/20	Kristy Zhang	Calder Highway, Berriwillock (Lot 2 PS306136)	21/08/2020	Installation of a telecommunication facility	Permit Issued
PPA883/20	Charlton Harness Racing Club	Mildura Way Charlton (CA 17 Sec. A Parish Charlton East)	24/08/2020	Construction of horse stalls	Permit Issued
PPA884/20	Charlton Harness Racing Club	Back St Arnaud Road, Charlton (CA 3 Sec. 14 Parish of Charlton East)	24/08/2020	Construction of a machinery shed	Permit Issued
PPA886/20	Mogas Holdings	148-150 High Street, Charlton	01/09/2020	Use and development of land for a service station (self-bunded diesel fuel cell)	Referral Objection
PPA887/20	WS Wharton	27 Taverner Street, Berriwillock	04/09/2020	Use of land for a cafe	Permit Issued
PPA888/20	DR Bradshaw	11 O'Connor Street, Wycheproof	09/09/2020	Construction of a carport and fence in a Heritage Overlay	Permit Issued
PPA889/20	Sea Lake Recreation Reserve Committee	15 Best Street, Sea Lake	03/09/2020	Installation of a cabin containing 4 self-contained rooms	Notice of Application
PPA890/20	WM Harvey	12 Willow Court, Donald	30/09/2020	Construction of a deck and installation of a spa in an Environmental Significance Overlay	Permit Issued
PPA891/20	Action Steel Industries Pty Ltd	591 Donald – Stawell Road, Donald	06/10/2020	Construction of a hay shed	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA892/20	UCM Properties Pty Ltd	31 Bunker Road, Donald	09/10/2020	Building and works to locate an office/amenities building	Permit Issued
PPA893/20	GWM Water	Charlton-Thalia Rd, Wycheproof Sth; Brennans Rd, Corack East; Calder Hwy, Dumosa; Hillgroves Rd, Birchip	07/10/2020	Removal of native vegetation for the decommissioning of road structures at four sites	Request for further information
PPA894/20	Tommy Lucin	40 Armstrong Street, Charlton	19/10/2020	Construction of a single dwelling	Permit Issued
PPA895/20	Cheetham Salt Ltd.	100 Cheetham Salt Road, Lake Tyrrell	16/11/2020	Construction of a weighbridge	Referral
PPA896/20	NL Harris	22 Racecourse Road, Donald	19/11/2020	Construction of an extension to an existing food production facility	Referral Notice of Application

8. GENERAL BUSINESS

8.1 POLICY REPORTS

Nil

8.2 MANAGEMENT REPORTS

8.2.1 RESOLUTION TO ADOPT, AND TO SEEK APPROVAL FROM THE MINISTER FOR PLANNING SCHEME AMENDMENT C42 - TO REMOVE SCHEDULE 2 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/08/04

Relevance to Council Plan 2017 - 2021

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

PURPOSE

The purpose of this report is for Council to adopt Planning Scheme Amendment C42, and that Council submit the amendment to the Minister for Planning for approval. Adoption of an amendment cannot be delegated to Officers, it must be by resolution of the planning authority and recorded in its minutes.

SUMMARY

At the Buloke Shire Council Ordinary Meeting on 10 July 2019, Council resolved to seek authorisation from the Minister to prepare Amendment C42 – remove Schedule 2 to the Environmental Significance Overlay (called C38 at time of resolution – changed due to DELWP administrative requirements). Council Officers have since prepared the amendment, achieved authorisation from the Minister, conducted notice requirements and the amendment is now ready for Council to adopt and submit to the Minister for approval.

RECOMMENDATION

That Council:

1. Adopts proposed Planning Scheme Amendment C42; and
2. Seeks approval from the Minister for Planning for Planning Scheme Amendment C42.

Attachments: Nil

DISCUSSION

The amendment proposes to remove Schedule 2 to the Environmental Significance Overlay (ESO) as the objectives and purpose of this schedule are now redundant. The purpose of the schedule was to protect the earthen channels that made up the stock and domestic water supply by requiring a planning permit for works in the vicinity of a channel. Due to the commissioning of the Wimmera Mallee Stock and Domestic Water Pipeline System, the earthen channel system is no longer used for stock and domestic water supply and is now redundant. Schedule 2 to the ESO is triggering unnecessary planning permit applications, increasing the administrative burden on landowners and council officers.

As the Schedule to the Overlay is no longer required to protect water quality in the now decommissioned channel system, this amendment is required to remove the redundant land use

control, which will provide a net community benefit through reduced planning permit applications and associated costs.

RELEVANT LAW

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act.

The amendment has been drafted in accordance with the Ministerial Direction No.11 – Strategic Assessment of Amendments.

The amendment will meet the required timeframes as set out in the Ministerial Direction No. 15 – The planning scheme amendment process.

The Planning Scheme Amendment process is consistent with the requirements of the *Planning and Environment Act 1987*

RELATED COUNCIL DECISIONS

Ordinary Meeting of Council, Wednesday 10 July 2019.

MOTION:

That Council seeks authorisation from the Minister of Planning to prepare Planning Scheme Amendment C38 to remove Schedule 2 to the Environmental Significance Overlay (ESO2).

MOVED: CR DAVID POLLARD

SECONDED: CR DARYL WARREN

CARRIED.

(R585/19)

OPTIONS

This report and the associated resolution are largely administrative in nature. Council has the option of not adopting the proposed Planning Scheme Amendment, thereby leaving Schedule 2 to the ESO in place. This would have the effect of continuing to require planning permit applications, assessments and approvals for works and development in the vicinity of the location of former earthen channels. These channels have now largely been filled in.

SUSTAINABILITY IMPLICATIONS

The amendment seeks to remove a redundant planning control and as such will have no relevant social or environmental effects. A minor economic effect will result from removing the need for unnecessary planning permits.

Environment protection controls incorporated throughout the Buloke Planning Scheme ensure there are no gaps in environmental protection caused by the removal of Schedule 2 to the ESO.

The controls at Clause 52.17 Native Vegetation will continue to provide for the protection of native vegetation in areas previously covered by the ESO2. The ESO Schedule 1 will continue to provide for strong environmental protection on natural watercourses in the Municipality, including the requirement for a planning permit for the removal of vegetation. The Buloke Planning scheme also utilises the Vegetation Protection Overlay Schedule 1 to provide environmental protection of existing indigenous vegetation and rare and threatened flora and fauna species on linear reserves including roadsides.

The Buloke Planning Scheme utilises the Flood Overlay (FO) and the Land Subject to Inundation Overlay (LSIO) to identify land affected by floodwaters and to ensure that any development maintains passage of floodwater and is compatible with local drainage conditions. The FO and the LSIO also add to

environmental protections by ensuring that development maintains river and wetland health, waterway protection and flood plain health.

COMMUNITY ENGAGEMENT

Notice of the amendment has been given by placing notices in all newspapers circulating within the Municipality. Notice has been given in the Victoria Government Gazette in the 10th September 2020 edition. Notice of the amendment was also given on Buloke Shire Council webpage and the Department of Environment, Land, Water and Planning (DELWP) public inspection web page. All notices given invited submissions, closing date for submissions was the 12th October 2020. No submissions have been received.

INNOVATION AND CONTINUOUS IMPROVEMENT

This amendment is in line with the recommendations of the *Cutting Red Tape in Planning Report (DSE 2006)* by reducing the number of matters that unnecessarily require planning approval and therefore saving on scarce planning resources.

COLLABORATION

Notice of the amendment has been given to:

- Neighboring Municipalities; Gannawarra Shire Council, Loddon Shire Council, Mildura Rural City Council, Northern Grampians Shire Council, Swan Hill Rural City Council and Yarriambiack Shire Council;
- First Nations Legal and Research Services;
- GWMWater;
- North Central Catchment Management Authority, Mallee Catchment Management Authority and Wimmera Catchment Management Authority; and
- Department of Environment, Land, Water and Planning Forest Fires and Regions Group.

Two responses were received:

- DELWP – advises that it supports the proposed amendment; and
- Wimmera Catchment Management Authority – does not object to, or seek to alter the amendment.

FINANCIAL VIABILITY

Not applicable

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable

COUNCIL PLANS AND POLICIES

Not applicable

TRANSPARENCY OF COUNCIL DECISIONS

In order to promote transparency Council will consider this report and the associated resolution in an open meeting of Council.

CONFLICTS OF INTEREST

No officers involved in the preparation of this report have a conflict of interest in the subject matter of this report.

8.2.2 C14 WASTE SERVICES CONTRACT EXTENSION

Author's Title: Superintendent Waste and Environment

Department: Works and Technical Services

File No: WM/02/01

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

PURPOSE

C14 Waste Contract Extension

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 three one-year extensions. FSW provides a professional and cost competitive service, and Officers are recommending Council exercise the third and final extension option.

RECOMMENDATION

That Council authorises the Chief Executive Officer to exercise the final one-year option to extend contract C14 for the provision of waste and recycling collections services to Four Seasons Waste from 1 July 2021 until 30 June 2021.

Attachments: Nil

DISCUSSION

Officers have reviewed Contract C14 and held discussions with FSW to negotiate the final one-year extension available under the contract. The extension has been agreed to at the collection rates set out in the contract schedule. FSW has provided a consistent and effective service over the life of the existing contract, Officers are of the view FSW will continue to provide this level of service for the remainder of the contract.

This extension will allow Council to undertake the appropriate planning set out under the Waste Strategy to address the Victorian Governments Circular Economy Policy, prior to going to tender for a new contract in September/October 2021.

RELEVANT LAW

N/A

RELATED COUNCIL DECISIONS

Contract C14 was awarded at the Ordinary Meeting of Council held on 9 April 2014.

This extension will allow for appropriate planning for the introduction of changes to the next kerbside collection contract in line with the Circular Economy policy and Waste Management Strategy, adopted in 2020.

OPTIONS

Nil

SUSTAINABILITY IMPLICATIONS

Council will continue to work with the contractor to identify improvement opportunities for resource recovery.

COMMUNITY ENGAGEMENT

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

INNOVATION AND CONTINUOUS IMPROVEMENT

N/A

COLLABORATION

Council Officers have discussed this internally with relevant staff including the Senior Leadership Team.

FINANCIAL VIABILITY

Council's garbage charge fee is set out in the budget papers each year. The fee covers for Council's activities in waste management including kerbside collection. Councils 2021/22 budget will continue to include these fees in order to pay for waste collection.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

N/A

COUNCIL PLANS AND POLICIES

Council's Waste Management Strategy 2020-2025 sets out Council's responsibilities in relation to waste collection

TRANSPARENCY OF COUNCIL DECISIONS

N/A

CONFLICTS OF INTEREST

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

8.2.3 CUSTOMER SERVICE STRATEGY PROGRESS REPORT

Author's Title: Manager Customer Engagement

Department: Office of the CEO

File No: CM/14/22

Relevance to Council Plan 2017 - 2021

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

PURPOSE

This report is presented to give Council an update on the progress of the actions contained in the Customer Service Strategy 2018-2021.

SUMMARY

Council at its September 2018 Ordinary Meeting adopted its first ever Customer Service Strategy which contained an Action Plan for the life of the document.

RECOMMENDATION

That Council note the progress made to deliver the action plan adopted in the Customer Service Strategy 2018-21.

Attachments: 1 [Customer Service Strategy Actions](#)

DISCUSSION

The purpose of the Customer Service Strategy is to set a framework of customer service delivery, improvement and evaluation.

Delivery was built around a strategic direction to:

1. Empathise;
2. Simplify;
3. Personalise; and
4. Inspire.

An Action Plan was developed within the document to build and drive standards and with actions based around key initiatives:

1. Inspire a culture of Customer Service;
2. Improved Customer Service accessibility;
3. Consistency and reliability of services across our organization;
4. Providing a safe environment for staff and our customers; and
5. Improve information sharing within organization.

There were 20 actions adopted to deliver on these initiatives. For the most part these actions are completed or, for the purpose of customer service delivery, ongoing.

There is still work to be done, which is scheduled and outlined in the attached evaluation report, to continue to improve the areas of culture and customer requests systems.

RELEVANT LAW

The report forms part of the Council Plan 2017-21 - Year 4 Annual Plan, a review of the Council Plan, required under the *Local Government Act*.

RELATED COUNCIL DECISIONS

This report responds directly to the Council Plan 2017-21 - Year 4 Annual Plan.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Online form solutions identified in the action plan will have enhanced sustainability outcomes for Council and the community.

COMMUNITY ENGAGEMENT

Council utilises social media and Community Update advertisements in local newspapers to promote initiatives from the Customer Service Strategy and has displayed our Customer Service Charter in the Wycheproof Service Centre and on Council's website.

INNOVATION AND CONTINUOUS IMPROVEMENT

The Action Plan contained in the report and the evaluation of it are designed to drive innovation and continuous improvement.

COLLABORATION

Manager Customer Engagement leads internal collaboration between departments of Council to ensure timely and quality customer service outcomes.

FINANCIAL VIABILITY

The costs of providing the actions within the report is accommodated within the existing operational budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Council Plan 2017-21
Council Plan 2017-21 - Year 4 Annual Plan
Customer Service Strategy 2018-21
Customer Service Charter
Complaints Handling Policy

TRANSPARENCY OF COUNCIL DECISIONS

The Annual Report is a key document within the Planning and Accountability Framework found in the Local Government (Planning and Reporting) Regulations 2014 (the regulations).

CONFLICTS OF INTEREST

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

Initiative	Actions	Commentary
Inspire a culture of Customer Service.	Complete a Customer Service Strategy to communicate the service standards within the organisation.	Completed. Council adopted its first ever Customer Service Strategy in September 2018.
	Continue to develop an internal customer service focused culture across all departments.	This initiative is ongoing and improvement is still needed. Manager Customer Engagement presents routinely to the Management Team on Customer Service practises and communicates to all staff via the weekly Staff Bulletin.
	Production of a Customer Service Charter.	Workshops are planned for December 2020 and January 2021 for Council's Management Team to drive culture improvement and performance in this area.
	Incorporation of customer service standards in our training programs and staff inductions.	Complete. An updated Customer Service Charter was adopted by Council in April 2019. The charter outlines Council's commitment to customer service excellence, both internally and externally.
Improved Customer Service accessibility.	Investigation of avenues to provide more face to face opportunities in all towns.	Ongoing. Management Team addresses Council's all of organisation approach with Customer Service to incoming staff.
	Embrace technology to enhance customer's experience. Appropriate use of Council's phone system and out of office email messaging.	Postponed due to the pandemic. Council had planned Community Contact Sessions for each town in 2020. These sessions were to be run in conjunction with the Library Service and combine a listening post involving Councillors and key staff with face to face customer service opportunities. These sessions will be revisited when appropriate.
		This initiative is ongoing. An education program to Council staff around appropriate use of out of office messaging to internal and external stakeholders has been completed. To continue to improve, this must be ongoing.

	<p>Matching our customers' needs in regards to access and technology. Still being able to give them access to service no matter their technology status.</p> <p>Place all requests in to the customer request system and measure our results against our customer service charter.</p> <p>Investigate the use of website access in Customer Service Office.</p> <p>Elevated use of Messages on Hold service in line with new phone systems capability to better inform customers.</p>	<p>Completed. Council offers a range of ways for customers to conduct everyday businesses with us. Customer service staff are well trained in procedures and can assist customers with forms and payments both online and in physical formats.</p> <p>Completed. Council Customer Service staff place all requests and complaints into relevant systems to ensure staff meet their charter commitments. Complaints Handling Policy adopted in December 2019 with all complaints also logged into system.</p> <p>Council's Customer Relationship Management System (CRM) is heavily focused around request of a works or local laws nature. As part of the Rural Council Corporate Collaboration project Council will look closer at a new CRM that would encompass all requests.</p> <p>Postponed. Budget allocation has been made to install computer access in Council's Wycheproof Customer Service Centre. This will be completed when appropriate due to the pandemic.</p> <p>Council continues to make better use of our Messages on Hold service and routinely updates our messages. This includes messages for events, closures and COVID-19 pandemic.</p>
Consistency and reliability of services across our organisation.	<p>Being responsive to customer's enquiries and follow up on requests as per the customer service charter.</p> <p>Develop a framework that guides customers to when and how they should be informed about the</p>	<p>This is an ongoing initiative that involves all staff. Manager Customer Engagement communicates this educational material via the bulletin, directly to staff and via the Management Team meetings.</p> <p>Completed as part of the development of the Customer Service Charter.</p>

	<p>progress of their request. SMS, Phone call, email or by mail.</p> <p>Staff accountability measures to assess if customers have had clear or accurate communication in regards to their request.</p> <p>Audit closed customer requests to ensure we're meeting our customer service obligations.</p>	<p>Initiated. Manager Customer Engagement meets with each member of Customer Service staff fortnightly.</p> <p>Acting Team Leader Customer Service and Manager Works audit requests weekly.</p>
Providing a safe environment for staff and our customers.	<p>Implementation of processes to handle difficult and unforeseen circumstances.</p> <p>Ensuring staff are able to take required leave and so as to not impact on service levels.</p> <p>Ensuring staff are valued and engaged with customers, staff and Council.</p> <p>Provide relevant training and personal development opportunities for Customer Service Staff.</p>	<p>Training is ongoing in this area.</p> <p>Achieved, this is also an ongoing priority.</p> <p>An imperative action that ultimately ensures both job satisfaction and high service levels. Manager Customer Engagement drives an inclusive team culture so that staff are valued and engaged.</p> <p>Ongoing. A 'living' initiative of personal and professional development is in place. Staff undertake relevant training and personal development opportunities for each are made available across the organisation.</p>
Improve information sharing within organisation.	<p>Devise and then regularly distribute easy to read communication to help inform staff and drive customer service levels.</p> <p>Management Team members to build better relationships and become more visible to</p>	<p>Completed. An easy to read internal Customer Service Information document was devised in 2018 to give customer service staff and management staff a weekly outline of current consultations and relevant information. This document was reworked in 2020 to be able to also give Councillors and Community Groups a snapshot of current Council information.</p> <p>Ongoing. After the adoption of the Customer Service Strategy in 2018 each member of Council's Management Team met with Customer Service Offices</p>

	Customer Service team to build better knowledge of Customer Service Officer's needs.	to start to build these relationships and ensure an ease of two information flow. This initiative needs to remain ongoing to deliver for our customers.
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8.2.4 COMMUNITY GRANTS AND SPONSORSHIP

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

PURPOSE

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

SUMMARY

Three Project Support applications presented and one application presented for the Sustainability Grants Stream.

RECOMMENDATION

That Council:

1. Allocates the following funding under the Community Grants and Sponsorship program:
 - \$576.63 Project Support Grant to Charlton Forum
 - \$1,310. 60 Project Support Grant to Donald Learning Centre;
2. Allocates \$8,778 to the Birchip Cropping Group under the Sustainability Grants program; and
3. Approves the request to re-allocate funds previously granted to the Charlton Croquet Club for curtains to a new History of the Club book.

Attachments: Nil

DISCUSSION

Project: Charlton Tourism Signage Update	
Organisation:	Charlton Forum
Amount Applied:	\$576.63
Funding Amount Recommended:	\$576.63
Total project cost:	\$1,153.26
Project Description:	Charlton Forum requests funding to update three historical photo panels in High Street. These were produced in 2013 and normally have a 7 year lifespan. Their condition is poor. In addition, the Forum seeks to update the Traveller's Rest map. The map is located in a high traffic area and is now outdated and in need of update and restoration.
Project Benefit:	Charlton is located on a high traffic tourist route. The Forum believes this project will benefit the local economy.

Project: BCG Place Renewal	
Organisation:	Birchip Cropping Group
Amount Applied:	\$8778
Funding Amount Recommended:	\$8778
Total project cost:	\$13,116.88
Project Description:	<p>Works to renew garden beds, upgrade the watering system, renovate the stage area and re-stabilise the raised garden bed edging. Purchase of new plants that specifically suit a dry climate and have the ability to withstand the hot conditions of a Mallee summer.</p> <p>Birchip Cropping Group (BCG) own the land and take on the responsibility of site maintenance and insurances. Project supports the aim of creating and maintaining inspiring shared spaces that can be accessed by the whole community.</p>
Project Benefit:	The existing gardens were constructed in 2002, and BCG have maintained them since that time. Project supports the aim of creating and maintaining inspiring shared spaces that can be accessed by the whole community.
Project: B Bac Productions – “Crazy Ladies”	
Organisation:	Donald Learning Group
Amount Applied:	\$1,310.60
Funding Amount Recommended:	\$1,310.60
Total project cost:	\$1,727.80
Project Description:	Donald Learning Group seeks funding to support a ZOOM based Presentation of light entertainment for up to 1000 Donald and district residents. A previous B Bac production in Donald was very successful and raised funds for the Donald Community car.
Project Benefit:	Local GPs report that some 51% of patients are reporting some degree of mental health problems. The production addresses themes such as resilience, domestic violence and gender bias in a non-threatening way. This was well received at the previous performance.
Project: Curtains for Clubhouse windows	
Organisation:	Charlton Croquet Club
Amount Applied:	\$731
Funding Amount Recommended:	\$731
Total project cost:	\$1,331.00
Project Description:	Charlton Croquet Club has requested permission to re purpose the funds previously granted to the Curtains for Clubhouse Project to help finance the publication of the History of the Charlton Croquet Club that is being produced by Anne Kenny and Carolyn Olive in time for their 140 years celebration in February.
Request rationale:	<p>The club was able to purchase materials at a price significantly below the original quote for the Curtains Project. A generous local donation meant that the club was able to cover the cost of the curtains from their own funds.</p> <p>The new project of a History of the Charlton Croquet Club book was deemed by the Panel to be a valid and worthwhile project to support.</p>

Community Grants, Sponsorship & Sustainability Fund					
2020-2021					
Organisation	type	Date received	Amount in Application	Recommended \$	
Charlton Croquet Club	Project Support Grant	23032020.00	\$731	\$731	
Charlton Golf Club	Project Support Grant	7072020.00	\$2,000	\$2,000	
Sea Lake Golf & Bowls club	Project Support Grant	29102020	\$ 2,000.00	\$ 2,000.00	
Charlton Lions	Project Support Grant	7/10/2020	\$ 2,000.00	\$ 1,000.00	
Charlton Park Committee	Sustainability Grant	2/09/7627	\$ 10,000.00	\$ 10,000.00	
Charlton Forum	Project Support Grant	24/11/2020	\$ 576.63	\$ 576.63	
Birchip Cropping Group	Sustainability Grant	23/11/2020	\$ 8,778.00	\$ 8,778.00	
Donald Learning Group	Project Support Grant	9/11/2020	\$ 1,310.60	\$ 1,310.60	
			\$27,396	\$26,396	

RELEVANT LAW

Not Applicable

RELATED COUNCIL DECISIONS

Not Applicable

OPTIONS

Not Applicable

SUSTAINABILITY IMPLICATIONS

Economic Tourism - contributes to the Buloke community through money spent by visitors. The historical and significance and pleasant environmental spaces enhance visitor experiences. Buloke communities are also promoted as great places to live. Local businesses being used for 2 projects.

Social – the challenges presented by the COVID pandemic are contributing to significant Pandemic Fatigue and isolation of community members. Productions that inject humour into important messages and that remind people that they are still part of a community are critical recovery initiatives.

Environmental – the enhancement of communal spaces setting an example of adapting to climatic changes and modelling effective plant choices impacts positively on community response to climate impacts.

COMMUNITY ENGAGEMENT

Grant Applicants have consulted with relevant stakeholders prior to submitting applications.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not Applicable

COLLABORATION

Not Applicable

FINANCIAL VIABILITY

Within allocated budget

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable

COUNCIL PLANS AND POLICIES

Buloke Shire Council Plan 2017-21

Buloke Shire Council Inclusiveness Plan

TRANSPARENCY OF COUNCIL DECISIONS

Not Applicable

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

8.2.5 NEW MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE ACTIONS

Author's Title: Director Community Development

Department: Community Development

File No: ES/13/07

Relevance to Council Plan 2017 - 2021

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

PURPOSE

The purpose of this report presents recommendations to Council in order to align with the reformed emergency management planning arrangements outlined in the *Emergency Management Legislation Amendment Act 2018* (EMLA Act).

SUMMARY

Municipal level amendments in the EMLA Act came into effect on December 1, 2020. This report is presented to outline key changes and the responsibility of Council to respond. From 1 December 2020, the legislation shifts responsibility for municipal emergency management planning from the council to the reformed, multi-agency Municipal Emergency Management Planning Committee (MEMPC). This shift of responsibility highlights the intent of the reform which supports emergency management planning as an integrated, multi-agency and collaborative effort.

RECOMMENDATION

That Council:

1. Authorises the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the *Emergency Management Act 1986*, in recognition that on 1 December these provisions are repealed by s82(2) of the *Emergency Management Legislation Amendment Act 2018* and replaced by the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018*;
2. Authorises the CEO to facilitate the establishment of the MEMPC in accordance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018* (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the *Emergency Management Act 2013* on 1 December 2020);
3. Notes that, under the MEMPC Terms of Reference provided and the *Emergency Management Legislation Amendment Act 2018* (which inserts s59 and 59F into the *Emergency Management Act 2013* on 1 December 2020), Council's role is to establish the committee. Once established, the committee exists separately to Council and is not a committee of Council.

Attachments: Nil

DISCUSSION

In 2020 the Emergency Management Legislation Amendment Act 2018 (EMLA Act 2018) introduced changes to emergency management planning under the Emergency Management Act 2013 (EM Act 2013), this has been a rolling process from State, to Regional and now to Municipal.

Significantly, the Emergency Management Act 2013 (as amended by the Emergency Management Legislation Amendment Act 2018 (EMLA Act)) transfers responsibility for municipal level planning from councils to new MEMPCs. This reflects significant feedback from councils that councils should not own the plans, but they should be multi-agency plans. Importantly, it is the responsibility of the committee as a whole to deliver the emergency management plan and not that of the chair. Councils will convene and chair the committees which recognises their expertise, networks, and ability to coordinate across agencies at this level. However, planning is a shared responsibility of the MEMPC.

Core membership for MEMPCs includes the council or alpine resort management board, Victoria Police, Country Fire Authority and/or Fire Rescue Victoria, Ambulance Victoria, Victoria State Emergency Service, Australian Red Cross and the Department of Health and Human Services. The MEMPCs also require at least one additional recovery representative, one community representative, and one other representative (for example, industry).

The new MEMPCs will be responsible for integrated EM planning for its municipal district or alpine resort, including mitigation for fires and other emergencies. Once the municipal planning arrangements take effect, each current municipal plan will continue as a transitional measure until its next natural review period, at which point the plan will be prepared under the new framework. A rolling schedule to prepare and undertake assurance of new MEMPs will be established based on the current three-year schedule.

From 1 December 2020, the municipal emergency resource officer (MERO) no longer has legislative backing. Instead there will be a new role of municipal emergency management officer (MEMO) and the role of municipal recovery manager (MRM) will be formalised. Until this point, the functions of the MERO continue. The role of the municipal fire prevention officer (MFPO) will continue under the planning reform but will no longer include a legislated planning function. Instead, fire planning will fall under the new integrated planning arrangements. Municipal emergency management plans (MEMPs) will be required to cover mitigation, response and recovery, and address the roles and responsibilities of agencies in relation to emergency management. Plans are also intended to be integrated and comprehensive.

Emergency Management Victoria (EMV) has developed an assurance framework for state, regional and municipal levels under the changes made through the EMLA Act. EMV will work with VICSES to transition from the current audit requirements to the new assurance framework. Once the municipal phase commences, the relevant Regional Emergency Management Planning Committee (for Buloke, Loddon Mallee REMPC) will be responsible for providing assurance and approving the MEMP.

Should this recommendation be passed, the next steps will be to issue letters to invite members to form the new Buloke MEMPC.

The Emergency Management Manual Victoria has been published since 1997 as a multi-part manual for emergency management in Victoria and previously set out the way for municipal emergency management. The Victorian State Emergency Plan came into effect on 30 September 2020 and replaced the following parts of the EMMV:

- Part 3: State Emergency Response Plan
- Part 4: State Emergency Relief and Recovery Plan
- Part 7: Emergency Management Agency Roles
- Part 8: Appendices and Glossary

The remaining EMMV chapters and appendices are discontinued from 1 December 2020 as they are published elsewhere or superseded by the regional and municipal level reforms in the EMLA Act, including the Guidelines for Preparing State, Regional and Municipal Emergency Management Plans, and existing doctrine, policy and procedures.

A comprehensive resource library has been developed (<https://www.emv.vic.gov.au/how-we-help/emergency-management-planning/resource-library>).

RELEVANT LAW

Emergency Management Act 1986

Emergency Management Legislation Amendment Act 2018

Emergency Management Act 2013

RELATED COUNCIL DECISIONS

There are no related Council decisions.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications of this report.

COMMUNITY ENGAGEMENT

The reform was discussed at the most recent meeting of the existing MEMPC on December 1. The new framework calls for community members to be a part of the MEMPC.

INNOVATION AND CONTINUOUS IMPROVEMENT

This is borne out of reform of emergency management arrangements from the State Government, looking to improve the performance of agencies in emergencies.

COLLABORATION

Collaboration during emergencies is critical, and this committee will form a strong collaboration to guide planning for emergencies.

FINANCIAL VIABILITY

Not applicable

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

State Emergency Management Plan

Loddon Mallee Regional Emergency Management Plan

COUNCIL PLANS AND POLICIES

Municipal Emergency Management Plan and Sub Plans

Council Plan 2017-2020

TRANSPARENCY OF COUNCIL DECISIONS

This resolution through Council provides Council and community with clear direction on the future

CONFLICTS OF INTEREST

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

8.2.6 REVISED GOVERNANCE RULES

Author's Title: Director Corporate Services

Department: Corporate Services

File No: GO/10/01

Relevance to Council Plan 2017 - 2021

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

PURPOSE

To provide council with the revised Draft Governance Rules for community consultation.

SUMMARY

Section 60 of the *Local Government Act 2020* (the Act) requires Council to adopt and apply Governance Rules (Rules) which describe the way it will conduct Council meetings and make decisions. Revised Draft Rules have been prepared to enable the Mayor to call a Meeting of the Council.

RECOMMENDATION

That Council:

1. Having prepared the Revised Draft Governance Rules in accord with section 60 of the Local Government Act 2020 commences community engagement in relation to the Revised Draft Governance Rules and makes the Revised Draft Governance Rules available on Council's website;
2. Allows persons to make submissions in writing in relation on any proposal contained within the Revised Draft Governance Rules; and
3. Allows presentations in support of written submissions to be heard at the Council Meeting on 10 February 2021 prior to adoption of the Governance Rules at this Meeting.

Attachments: 1 [Download Draft Governance Rules](#)

DISCUSSION

Council adopted its Governance Rules at the August 2020 Council Meeting following a period of community engagement.

The Governance Rules do not provide for a Council Meeting to be called outside of the Council Meeting schedule adopted at the Statutory Meeting each year.

An amendment has been made to the Revised Draft Governance Rules attached to enable the Mayor, by written notice delivered to the Chief Executive Officer, to call a meeting of the Council.

This report recommends Council adopt the draft Rules and apply a community engagement process allowing submissions to be received for a 28-day period. It is proposed that submissions are considered at the Council Meeting scheduled 10 February 2021, and the Governance Rules be adopted at this meeting following consideration of submissions.

RELEVANT LAW

The Revised Draft Rules contain the requirements under section 60 of the Act.

RELATED COUNCIL DECISIONS

Council adopted its Governance Rules at its August 2020 Council Meeting.

OPTIONS

Council may determine not to provide that the Mayor to call a meeting of the Council within its Governance Rules. This option is not recommended due to the previous provisions of the *Local Government Act 1989* for Special Meetings not being replicated within the *Local Government Act 2020*. Meetings outside of the adopted Meeting Schedule may be used for awarding of contracts and for the Mayor to present the Annual Report of Operations to the Buloke community, for example.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Council may amend its Rules at a Council meeting following community engagement. Given the uncontroversial nature of the ability of the Mayor to call a Council meeting, it is proposed a notice be placed on Council's website explaining the proposed amendment and inviting submissions to be considered at the February 2021 Council Meeting, with the adoption of the Rules proposed to occur at this meeting.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable. Section 62 of the Act provides for joint meetings of two or more councils. This provision is not referenced in the Revised Draft Rules.

FINANCIAL VIABILITY

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

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Council's Election Period policy is incorporated into the Draft Revised Rules as required under the Act. No changes are proposed to the Election Period policy.

TRANSPARENCY OF COUNCIL DECISIONS

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

CONFLICTS OF INTEREST

In preparing this report I, Hannah Yu, have no conflicts of interest to declare.

COVER PAGE:

Buloke Shire Council
Governance Rules 2020
Draft

SECOND PAGE:

Table of Contents

Part 1 – Preliminary

1. Purpose

The purpose of these Governance Rules is to provide for:

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

2. Role of Council

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

3. Overarching governance principles and supporting principles

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

4. Council decision making

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

by a member of Council staff or a Community Asset Committee under delegation.

5. General power

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

6. Definitions

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

Words	Meaning
Act	The <i>Local Government Act 2020</i>
Agenda	The notice of a meeting setting out the business to be transacted at the meeting
Business Days	A normal working day of the Council, usually Monday to Friday excluding declared Public Holidays
Chair	The Chairperson
Chairperson	The person who chairs a meeting of the Council, a Delegated Committee or a Community Asset Committee, and includes a person acting as Chairperson, a temporary Chairperson or a substitute Chairperson
Chief Executive Officer	The member of Council staff appointed to be its Chief Executive Officer, and includes a person acting as Chief Executive Officer
Clause	A clause of these Governance Rules
Councillor Code of Conduct	The Councillor Code of Conduct approved under section 139 of the Act
Committee Meeting	A meeting of a Delegated Committee or a Community Asset Committee
Common Seal	The Common Seal of the Council
Community Asset Committee	A Community Asset Committee established by Council under section 65 of the Act
Council	The Buloke Shire Council
Councillor	A person who is an elected member of the Council
Delegated Committee	A delegated committee established by Council under section 63 of the Act

Deputy Mayor	A Councillor who has been elected to that position by a vote of Councillors
Division	A formal count and recording of those for and those against a motion
Formal Motion	A motion which relates to a procedural matter only and which is not designed to produce any substantive result but used merely as a formal procedural measure
Mayor	The Mayor of the Council and any person acting as the Mayor.
Meeting	A meeting of Council, a Delegated Committee or a Community Asset Committee
Member	A person who is entitled to vote at a meeting of the Council or a Delegated Committee or Community Asset Committee
Minister	The Minister responsible for administering the Act
Minutes	The record of proceedings of a meeting of the Council, a Delegated Committee or a Community Asset Committee
Municipal District	The area comprising the municipal district of the Council
Municipal Offices	The offices of the Council
Notice of Motion	A notice setting out the text of a motion which is proposed to be moved at the next relevant meeting
Present at the Meeting	A Councillor who was physically present at the Council meeting
Recommendation	The recommendation made in a report to Council as part of the agenda
Regulations	Any regulations made under the Act
Replica	In relation to the Common Seal of the Council means any representation which purports to be, looks like or is capable of being mistaken for the Common Seal whether fixed to or printed on a document or advertisement or sign and includes any use of a symbol resembling the Common Seal which is capable of misleading a person into believing it is used with the authority of the Council
Resident	A person who has a place of residence within the Municipal District

Statutory Year	The year commencing no earlier than the date of the Mayoral election and concluding no later than 12 months after the date of the Mayoral election of the following year or as the Act may prescribe from time to time.
Suspension of Standing Orders	The suspension of the meetings provisions of the Governance Rules to facilitate full discussion on an issue without formal constraints
Visitor	Any person other than a Councillor or member of Council staff who is in attendance at a meeting of the Council, a Delegated Committee or a Community Asset Committee
Written	Includes duplicated, lithographed, photocopied, photographed, printed, typed and emailed

Part 2 – The Mayor, Deputy Mayor and Acting Mayor

7. When is a Mayor to be elected?

- 1) A Mayor is to be elected:
 - a) no later than one month after the date of a general election; or
 - b) within one month after any vacancy in the office of Mayor occurs.
- 2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- 3) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1 year term as is reasonably practicable.
- 4) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2 year term as is reasonably practicable.
- 5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- 6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous Mayor's term.

8. Election of Mayor

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor.
- 3) The election of the Mayor must be chaired by the Chief Executive Officer.

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

9. Election of Deputy Mayor

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

10. Acting Mayor

- 1) Council must appoint a Councillor to be the Acting Mayor when—
 - a. Neither the Mayor or any elected Deputy Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
 - b. the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason, including illness; or
 - c. the office of Mayor and Deputy Mayor are vacant.

- 2) An appointment under subclause (1) must be for a period specified by Council.
- (3) If—
 - (a) an appointment has not been made under subclause (1) or has expired; and
 - (b) any of the circumstances specified in subclause (1)(a), (b) or (c) apply—Council must appoint a Councillor to be the Acting Mayor for a period specified by Council.
- (4) An Acting Mayor—
 - (a) must perform the role of the Mayor; and
 - (b) may exercise any of the powers of the Mayor—until the circumstances specified in subclause (1) no longer apply or the period of the appointment expires, whichever first occurs.
- (5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in the Act (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

Part 3 – Council Meetings

Division 1 – Notices and Agendas

11. Notice of dates and times of meetings

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

12. Council may alter meeting dates

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

13. Notice of meeting

- 1) Unless urgent or extraordinary circumstances have necessitated the meeting, a notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least 2 clear business days before the meeting.
- 2) The notice of meeting for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by post, messenger, email or online portal to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.
- 3) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Councillor is held by the Chief Executive Officer.
- 4) To enable the processes of governance to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

14. Leave of absence

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

Division 2 – Open meetings

15. Meetings open to the public

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

16. Councillor Code of Conduct

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

Division 3 - Quorums

17. Council meetings

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

18. Meetings of Delegated Committees and Community Asset Committees

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

19. Urgent or emergency meetings

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

20. Inability to gain a quorum

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

21. Inability to maintain a quorum

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

22. Inability to maintain a quorum due to disclosed conflicts of interest

- 1) This clause applies if Council cannot maintain a quorum because of the number of Councillors who have a conflict of interest in a decision in regard to a matter.
- 2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner.
- 3) For the purposes of subclause (2), an **alternative manner** may include—
 - (a) resolving to split the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
 - (b) making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which

a quorum can be maintained.

- 4) Subject to complying with any requirements under any other Act, if Council is unable to use an alternative manner, Council must decide to establish a Delegated Committee to make the decision in regard to the matter consisting of—
 - (a) all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - (b) any other person or persons that Council considers suitable.
- 5) Section 63(2) of the Act applies to a Delegated Committee established under subclause (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter.

23. Notice of adjourned meeting

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

Division 4 – Conduct of business

24. The order of business

- 1) The order of business of Council meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- 2) The Chief Executive Officer should endeavour to be consistent in preparing any agenda from meeting to meeting. However, this should not preclude the Chief Executive Officer from altering the order of business to enhance the fluent and open process of government of the Council or to take advantage of opportunities which may arise from time to time.
- 3) In determining the agenda, the Chief Executive Officer should confer with the Mayor and consider:
 - a) the general attitude of the Council;
 - b) convenience to the community and interested community groups;
 - c) the sensitivity of issues;
 - d) the interest/s of the community and community groups; and
 - e) any other relevant factor which may impact on the fluent and open processes of the government of the Council.
- 4) As a guide, the Chief Executive Officer should list items, giving priority as follows:
 - a) procedural and protocol matters which may include:
 - at the Mayor's discretion, an Acknowledgement of Country
 - at the Mayor's discretion, an opening prayer
 - receipt of apologies
 - confirmation of Minutes
 - requests for leave of absence
 - declarations of Conflict of Interest

- questions from the public
 - petitions
 - planning permits issued under delegated authority
 - letters of congratulations and recognition of achievements.
 - any other Procedural Matter
- b) general business may include:
- policy Reports
 - management Reports
 - financial Reports
 - organisational Reports
 - reports from Councillors
 - matters which may exclude the public
- c) other business may include:
- notices of motion
 - questions from Councillors
 - urgent business
 - any other business.

25. Change to order of business

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

26. Chief Executive Officer may include items on an agenda

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

27. Meetings of Delegated Committees and Community Asset Committees

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

28. Time limit for meetings

- 1) A meeting must not extend beyond 10.00 pm unless a majority of Councillors present vote in favour of its extension.
- 2) In the absence of such an extension, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.

- 3) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

Division 5 – Disclosure of conflicts of interest

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

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

minutes of the meeting—

- (a) the declaration of the conflict of interest; and
- (b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

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

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

31. Disclosure of a conflict of interest by a member of Council staff

- 1) A member of Council staff who is providing information to:
 - a) a meeting of the Council, a delegated committee or a community asset committee; or
 - b) another member of Council staff exercising a power of delegation or performing a statutory function –and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).

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- (2) A disclosure made by a person under subclause (1) must be recorded:
- (a) in the minutes of the applicable meeting referred to in paragraph (a); or
 - (b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).
- (3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
- (a) not exercise the power or discharge the duty or function; and
 - (b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
 - (i) the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
 - (ii) the Council by no later than the next meeting of the Council; and
 - (c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
- (4) The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
- (a) the adoption or amendment of a policy relating to Council staff generally;
 - (b) the adoption of a code of conduct for Council staff; or
 - (c) a decision to delegate a power, duty or function to a member of Council staff.

Division 6 - Minutes

32. Keeping minutes

- 1) The Chief Executive Officer must ensure that minutes are kept of all meetings of Council, Delegated Committees and Community Asset Committee.
- 2) The minutes of any Council meeting must record:
 - a) the date, place, time, duration and nature of the meeting;
 - b) the names of Councillors present, including the ward they represent;
 - c) apologies and leaves of absence;
 - d) the names of officers present with their organisational title;
 - e) the arrival and departure time of Councillors during the course of the meeting (including any temporary departures or arrivals);
 - f) every motion and amendment moved, including the mover and seconder of any motion or amendment;
 - g) the outcome of every motion that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED;
 - h) procedural motions which should be highlighted;
 - i) where a valid division is called, a table of the names of every Councillor and the way their vote was cast; either FOR, AGAINST or ABSTAINED and the Councillor's stated reason for any abstained vote;
 - j) when requested by a Councillor, a record of their support or opposition for any motion;
 - k) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;

- l) details of any question directed or taken upon notice;
 - m) details of any deputations made to the Council;
 - n) the time and reason for any adjournment of the meeting or suspension of standing orders;
 - o) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
 - p) disclosure by a Councillor of a conflict of interest and the details associated with that disclosure required by section 130 and 131 of the Act and any disclosure of conflict of interest by the Chief Executive Officer required by section 126 of the Act; and
 - q) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading the Minutes;
 - r) closure of the meeting to members of the public and the reasons for such closure; and,
 - s) any relevant reports or a summary of relevant reports considered by the Council.
- 3) In addition, every page of the Minutes should:
- a) be consecutively page numbered; and
 - b) contain consecutive item numbers which are clearly headed with a subject, titles and where appropriated sub-title and file references.
 - c) be indexed through a central indexing system established and maintained by the Chief Executive Officer.

33. Confirmation of minutes

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

34. Objection to confirmation of Minutes

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

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

35. Deferral of confirmation of Minutes

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

36. Availability of Minutes

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

37. Recording of meetings

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

Division 6 – Voting at meetings

38. How determined

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

39. By showing of hands

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

40. When a division is permitted

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

41. Procedure for a division

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

42. Between the original vote and a division

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

43. No discussion once declared

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

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

44. Addressing the meeting

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

PART 4 – Delegated Committee Meetings

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

Part 5 – Other meeting Procedures

Division 1 – Matters not provided for

46. Matters not provided for

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

Division 2 – Motions

47. Form of motion or amendment

- 1) Any motion or an amendment to a motion must:
 - a) be moved and seconded;
 - b) relate to the powers or functions of Council;
 - c) be in writing, if requested by the Chairperson; and

- d) except in the case of urgent business, be relevant to an item of business on the agenda.
- 2) A motion or amendment must not be defamatory or objectionable in language or nature.
- 3) The Chairperson may refuse to accept any motion or amendment which contravenes this clause.
- 4) A motion or amendment cannot be withdrawn without the consent of the meeting.
- 5) A recommendation made in a report that forms part of an agenda item before a meeting has no standing until moved as a motion and seconded. Suggested wording of such a motion may include **“I move the recommendation”, “Move the recommendation” or “Move that the recommendation be adopted”**.

48. Moving a motion

- 1) The procedure for moving a motion is-
 - a) the mover must state the motion without speaking to it;
 - b) the Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order;
 - c) unless the motion is a formal motion, it must be seconded by a Councillor other than the mover;
 - d) if a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
 - e) if the motion is seconded, the Chairperson must ask: “Is the motion opposed”;
 - f) if no Councillor indicates opposition, and no Councillor wishes to speak to the motion, the motion must be declared to be carried without being voted on and will be treated as being passed unanimously;
 - g) if a Councillor indicates opposition to the motion, then the Chairperson must call the mover to address the meeting;
 - h) after the mover has addressed the meeting the seconder may address the meeting;
 - i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the Chairperson may call upon any Councillor who wishes to speak against the motion;
 - j) after a Councillor has spoken against the motion the Chairperson may call upon any other Councillor to speak for or against the motion;
 - k) a Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the meeting for decision;
 - l) a Councillor may be permitted by the Chairperson or by resolution to speak more than once to explain that the Councillor has been misrepresented or misunderstood;
 - m) a Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion or the amendment; and
 - n) motions must be clear and unambiguous and not be defamatory or objectionable in language or in nature.
- 2) Prior to a motion being moved, the Chairperson may request a member of Council staff to introduce the report relevant to the item on the agenda being considered by the Meeting.

49. Agreed alteration to a motion

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

50. Right of reply

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

51. No right of reply for amendments

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

52. Moving an amendment

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

53. Who may propose an amendment?

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

54. Who may debate an amendment?

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

55. How many amendments may be proposed?

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

56. An amendment once carried

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

57. Foreshadowing motions

- 1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the meeting is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

- 4) The Chief Executive Officer would not be expected to record foreshadowed motions in the Minutes but may do if it is thought appropriate.

58. Withdrawal of motions

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

59. Separation of motions

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

60. Chairperson may separate motions

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

61. Motions in writing

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

62. Circulated motions

- 1) Where:
 - a) Council gives approval in principle to a matter subject to receiving further information; or
 - b) A matter exceeding the Chief Executive Officer's powers of delegation requires a decision or action before the next Council meeting -the Chief Executive Officer may circulate a proposed motion to Councillors to obtain their approval.
- 2) The proposed motion must be in writing and must contain a statement where a Councillor indicates his or her approval or dissent from the proposed motion in writing.
- 3) The proposed motion will not be considered to have been approved by the Council unless all members of the Council unanimously approve the proposed motion.
- 4) At the next ordinary meeting of the Council, the Chief Executive Officer must ensure that the agenda contains a report on the motion circulated and the Council's decision which must be recorded in the minutes of the meeting.

63. Debating the motion

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

may require the Councillor to not speak further in respect of the matter before the Chair.

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

64. When a resolution is acted upon

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

65. Suspension of standing orders

- 1) The provisions of these Governance Rules may be suspended for a particular purpose by resolution of the Council.
- 2) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.
- 3) An appropriate motion would be:

“That Standing Orders be suspended to enable discussion on”

- 4) Once the discussion has taken place, and before any motion can be put, the resumption of Standing Orders will be necessary. An appropriate motion would be:

“That Standing Orders be resumed.”

66. No motions may be accepted during the suspension of standing orders

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

67. Interruption for point of order

A Councillor who is addressing the meeting must not be interrupted unless called to

order when they must remain silent until the Councillor raising the point of order has been heard and the point of order determined by the Chairperson.

Division 3 – Speaking times

68. Speaking times

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

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

69. Extension of speaking times by resolution of Council

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

70. When an extension can be proposed

A motion for extension of speaking time must be proposed:

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

71. No extension after next speaker has commenced

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

72. Length of extension

Any extension of speaking time must not exceed 3 minutes.

Division 4 – Points of order and other procedural matters

73. Points of order

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

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

74. Procedure for a point of order

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

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

75. Consideration of point of order

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

76. Disagreeing with the Chairperson's ruling on a point of order

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

77. Adjournment and resumption of meeting

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

78. Procedural motions

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

79. The closure

- 1) A motion **"That the motion be now put."**:
 - a) is a procedural motion which if carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment; and

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

80. Adjourning the debate

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

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

81. Urgent or other business

- 1) Business which has not been listed on the Agenda may only be raised as urgent or other business by resolution of the Council.
- 2) Notwithstanding anything to the contrary in these Governance Rules, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
 - a) substantially affect levels of Council service; or
 - b) commit Council to significant expenditure not included in the adopted budget; or
 - c) establish or amend Council Policy; or
 - d) commit Council to any contractual arrangement; or
 - e) require, pursuant to any policy determined by Council from time to time, the giving of prior notice.
- 3) Business must not be admitted as urgent business unless it:
 - a) relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - b) cannot safely or conveniently be deferred until the next Council meeting.

82. Petitions and joint letters

- 1) All petitions or joint letters must be tabled at the next Meeting following receipt, unless the matter which is the subject of the petition or joint letter has already been acted upon.
- 2) When presented, Council must resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier.
- 3) A petition or joint letter must:
 - a) be in legible and permanent writing; and
 - b) not be defamatory, indecent, abusive or objectionable in language or content; and

-
- c) not relate to matters beyond the powers of Council.
 - 4) Every page of a petition or joint letter must bear the whole of the petition or request.
 - 5) Any signature appearing upon a page, which does not bear the whole of the petition or request, may not be considered by Council.
 - 6) Every page of a petition or joint letter, must be a single piece of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
 - 7) On receipt of a petition or joint letter, the Chief Executive Officer must note on the first page the total number of signatures.
 - 8) A copy of the text of the petition or joint letter bearing the note of the Chief Executive Officer in accordance with paragraph (7) must be included on the agenda for the next Council meeting.
 - 9) A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated Council may reply to the first or any person whose signature appears on the petition.

83. Councillor presenting petition

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

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

Division 5 – Notice of motion

84. Must be listed on Agenda

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

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

85. Procedure

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

86. Rejection of a vague notice

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

87. Listing notice on Agenda

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

88. Register of notices

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

89. May be moved by any Councillor and amended

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

90. If lost

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

Division 6 – Notice of amendment or rescission

91. Procedure

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

- a) the decision has not been acted upon; and
- b) a notice signed by 2 Councillors is delivered to the Chief Executive Officer outlining:
 - i) the decision proposed to be amended or rescinded; and
 - ii) the meeting and date when the decision was made.
- c) that in instances where a Notice of Motion has been lodged and accepted, any motion that proposes to rescind or amend shall not be acted upon until such time as Council considers the Notice of Motion.

92. Listing notice on Agenda

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

93. If lost

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

94. If not moved

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

95. May be moved by any Councillor

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

96. When not required

- 1) A notice of amendment or rescission is not required where the Council wishes to change a previous decision relating to policy of the Council.
- 2) If the Council wishes to change a policy, a motion of amendment or rescission is not required.
- 3) However, the following standards should apply:
 - a) any intention to change a Council policy which may result in a significant impact, should be communicated to those affected and this may require publication and consultations, either formally or informally; and
 - b) the Council may determine the extent to which these standards should be followed which will depend upon the circumstances of each case.

97. Register of notices

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

Division 7 – Public participation

98. During meetings

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

99. Meetings

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

100. Public question time

- 1) There must be a question time at every meeting to enable members of the public present in the gallery to address questions to Councillors.
- 2) Question time may be limited in duration and answers to individual questions may be limited at the discretion of the Chairperson.
- 3) No motions can be moved during question time.
- 4) A Councillor may foreshadow a motion as part of their response to a question during question time but cannot move the motion.
- 5) Any question must be submitted in writing to the Chief Executive Officer (or other person authorised for this purpose by the Chief Executive Officer) by 1.00pm on the day of the meeting using the appropriate form.
- 6) The question should only be read to the meeting if the Chairperson has determined that the question:
 - a) does not relate to a matter of the type described in section 66 of the Act;

-
- b) does not relate to a matter in respect of which the Council has no power;
 - c) is not defamatory, indecent, abusive, or objectionable in language or substance;
 - d) is not repetitive of a question already answered (whether at the same meeting or an earlier meeting; and
 - e) is not asked to embarrass a Councillor or member of Council staff.
- 7) If the Chairperson has determined that the question shall not be read to the meeting:
- a) the meeting must be advised accordingly; and
 - b) the question shall be available to Councillors upon request.
- 8) The Chief Executive Officer must read to the meeting the name of the person who has submitted a question.
- 9) The Chief Executive Officer must read the text of the question and the Chairperson may then direct that the question be answered by a nominated Councillor or member of Council staff.
- 10) Questions and answers must be as brief as possible, and must not exceed 2 minutes in duration.
- 11) No debate or discussion of a question or an answer is permitted other than for the purposes of clarification.
- 12) A Councillor or member of staff nominated to answer a question may:
- a) seek clarification of the question from the person who submitted it;
 - b) seek assistance of another person in answering the question; and
 - c) defer answering the question, so that the answer may be researched and a written response provided within 10 working days following the meeting (the question thereby being taken on notice).

101. Councillor question time

- 1) There must be a question time at every meeting of Council to enable Councillors to address questions to members of Council staff.
- 2) Questions may be asked with or without notice.
- 3) No motions can be moved during question time.
- 4) A Councillor may foreshadow a motion as part of their response to a question during question time but cannot move the motion.
- 5) A Councillor may contribute to an answer to a question made by a member of Council staff.
- 6) A member of Council staff is not obliged to answer a question without notice.
- 7) A member of Council staff who elects to answer a question without notice by indicating that they require time to research their answer must ensure that a response is provided to all Councillors within 10 working days following the meeting.
- 8) An answer must only be given to the meeting if the Chairperson has determined that the relevant question:
 - a) does not relate to a matter which is outside Council's power or authority;

- b) is not defamatory, indecent, abusive or objectionable in language or substance;
 - c) is not repetitive of a question already answered (whether at the same or an earlier meeting);
 - d) is not asked to embarrass a member of Council staff or a Councillor; and
 - e) does not raise an issue which might be more appropriately dealt with by way of Notice of Motion.
- 9) Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

102. Reports from Councillors

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

103. Chairperson may remove

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

Division 8 – Additional duties of Chairperson

104. Chairperson's duties and responsibilities

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

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

PART 6 – Common Seal

105. Purpose

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

106. Use of Common Seal

The Common Seal of Council must:

- 1) be in a form specified by Council resolution; and
- 2) include the words "Buloke Shire Council".

107. Signatures accompanying the affixing of the Common Seal

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

108. Authority for use of Common Seal

The Common Seal must be affixed to a document only for the purpose of giving effect to a decision which has been made by resolution at a Council meeting.

109. Security of Common Seal

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

110. Common Seal register

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

SCHEDULE 1 – MEETING PROCEDURES FOR DELEGATED COMMITTEES

1. Notices and Agendas

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

2. Quorums

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

3. Minutes

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

- b) propose a motion clearly outlining the alternative wording to amend the minutes.

4. Business of the meeting

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

5. VOTING

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

6. Addressing the meeting

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

7. Motions and amendments

- 1) Any motion or amendment which is–
 - a) defamatory; or
 - b) objectionable in language or nature; or
 - c) outside the powers of the committee; or
 - d) stated to be an amendment but is not must not be accepted by the Chairperson.
- 2) The procedure for any motion is –
 - a) the mover must state the motion without speaking to it;
 - b) it must be seconded by a committee member other than the mover;
 - c) if a motion is not seconded, the motion will lapse for want of a seconder; and
 - d) if the motion is seconded the Chair must ask if the mover wishes to address the committee on the motion and if the seconder wishes to address the committee on the motion or if they wish to reserve his or her address until later in the debate.
- 3) The Chair will then ask if any committee member is opposed to the motion and if they wish to speak. Other committee members for and against the motion can then debate in turn.
- 4) The mover of a motion shall have a right of reply after the debate, after which the motion shall be immediately put to the vote. No right of reply is available where an amendment is before the committee.

- 5) An amendment may be proposed or seconded by a committee member, except the mover or seconder to the original motion. An amendment shall not be a direct negative of the motion.
- 6) A committee member may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- 7) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- 8) If the amendment motion is carried, it then becomes the final motion before the Chair.
- 9) At any time during debate a committee member may foreshadow a motion to inform the committee of his or her intention to move a motion at a later stage in the meeting.
- 10) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- 11) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- 12) Debate must always be relevant to the question before the Chair and, if not, the Chairperson will request the speaker to confine debate to the subject motion.
- 13) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair.
- 14) Unless a motion for an extension of time has been carried, the maximum speaking times will be:
 - a) the mover of a motion – 5 minutes;
 - b) the mover of a motion when exercising their right of reply – 2 minutes
 - c) any other committee member – 3 minutes

8. Other matters

If the committee is required to deal with:

- a) divisions;
- b) formal motions;
- c) separation of motions;
- d) points of order;
- e) adjournment of meeting;
- f) suspension of standing orders;
- g) a notice of motion;
- h) a notice of rescission motion;

- i) maintenance of order;
- j) suspension; or
- k) removal from the meeting -

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

SCHEDULE 2 – QUESTIONS FROM THE GALLERY

Council meeting question time

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

SCHEDULE 3 – ELECTION PERIOD POLICY

ELECTION PERIOD POLICY

1. Purpose

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

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

2. Election Period

The election period means the period that:

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

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

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

3. Prohibited decisions

Council is prohibited from making any Council decision:

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

4. What is a Council decision?

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

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

5. Caretaker Statement

During the election period, the Chief Executive Officer will ensure a Caretaker Statement is included in every agenda submitted to the Council or to a delegated

committee of Council for a decision. The Caretaker Statement will appear at the start of the agenda and will state that:

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

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

6. Council Resources

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

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

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

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

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

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

(a) is intended to; or

(b) is likely to—

affect the result of an election under this Act.

Penalty: 60 penalty units.

7. Community Engagement

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

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

8. Council Events

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

9. Information

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

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

10. Publicity

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

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

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

Penalty: 60 penalty units.

In addition:

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

11. Assistance to Candidates

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

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

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

12. Social Media

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

13. Public Availability of this Policy

A copy of this policy is:

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

8.2.7 COUNCILLOR AND MAYORAL ALLOWANCES

Author's Title: Director Corporate Services

Department: Corporate Services

File No: GO/06/11

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

PURPOSE

This report recommends allowances for the Mayor and Councillors are set at the highest level for Category 1 councils in recognition of the work and responsibilities of Councillors and the Mayor.

SUMMARY

Council must set the level of Councillor and Mayoral allowances within a period of six months after a general election or by next 30 June. The level of allowances, as set by Council through the review process will be the base rate for the term of this Council until the first Determination made by the Victorian Independent Remuneration Tribunal. Council must give notice of its intention to set allowances for Councillors and the Mayor pursuant to section 223 of the *Local Government Act 1989* (1989 Act).

RECOMMENDATION

That the Council:

1. Gives notice pursuant to section 223 of the *Local Government Act 1989* of its intention to set the annual allowances for Councillors and the Mayor as follows:
 - Councillors: \$21,049
 - Mayor: \$62,884with the intention to adjust the above allowances in accordance with any adjustment factor determined by the Minister until such time as the Victorian Independent Remuneration Tribunal has made a determination under the *Local Government Act 2020*; and
2. Consider all submissions made with respect to the review of Councillor and Mayoral allowances following conclusion of the public submission process.

Attachments: Nil

DISCUSSION

Councils are designated either a category 1, 2 or 3. The categories are derived by Local Government Victoria from a formula based on an individual Council's population and annual revenue.

Buloke is a Category 1 Council and allowances paid currently are set at 100% of the uppermost allowance limit within the range for this category:

- Councillors: \$8,833 to \$21,049
- Mayor: up to \$62,884

Allowances are payable in advance at the start of each month. The payments are to compensate Councillors for the duties performed as an elected local government Councillor. Mayoral and Councillor allowances are subject to an additional 9.5% superannuation guarantee.

RELEVANT LAW

Whilst the Councillor allowance provisions of the 1989 Act were revoked on 6 April 2020, and replaced with section 39 of the *Local Government Act 2020*, the Victorian Independent Remuneration Tribunal has yet to determine an allowance for Mayors, Deputy Mayors or Councillors.

Despite the repeal of the Councillor allowance provisions under the 1989 Act, section 39(6) of the *Local Government Act 2020* provides that the 1989 Act provisions continue to apply in respect of allowances payable to Mayors and Councillors until the first Determination is made by the Remuneration Tribunal. Accordingly, section 74(1) of the 1989 Act requires that Councils must review and determine the level of the allowances by 30 June 2021 unless the Victorian Independent Remuneration Tribunal determines the allowances beforehand.

RELATED COUNCIL DECISIONS

Allowances for 2016-20 Council term were set at 100% allowance payable for category 1 councils.

OPTIONS

Council may determine to pay less than the uppermost allowance limit applicable under the 1989 Act in advertising its intention to set allowances, or following receipt of submissions under section 223.

The 1989 Act provides a Council must pay a Councillor allowance or a Mayoral allowance in accordance with any review and determination made by Council under section 74. The 1989 Act further provides a Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

The submissions process under section 223 of the 1989 Act continues to apply in the determination of allowances because that section has not been revoked and is presently not intended to be revoked. Following consideration of public submissions, Council can determine the allowance level for the Mayor and Councillors. The allowances become applicable from the date of the resolution following consideration of any submissions.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Upon the completion of the section 223 process and the setting of the allowances, the amount of the allocation will be confirmed as part of the 2021/22 Annual Budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Estimations for Councillor and Mayoral allowance amounts are incorporated into the Council's Strategic Resource Plan and Long Term Financial Plan.

TRANSPARENCY OF COUNCIL DECISIONS

Council will set allowances for the Councillors and Mayor at an open meeting of Council following consideration of any submissions under the 1989 Act.

CONFLICTS OF INTEREST

The *Local Government (Governance and Integrity) Regulations 2020* state that for the purposes of section 129(g) of the *Local Government Act 2020* an exemption for conflicts of interest is applicable in determining the payment of Councillor and Mayoral allowances provided for under section 39(6) of the Act.

8.2.8 ECONOMIC DEVELOPMENT AND TOURISM STRATEGY PROGRESS REPORT - DECEMBER 2020

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: ED/03/01

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

PURPOSE

This report is presented to Council to provide an update on the actions against the priorities identified in the Economic Development and Tourism Strategy

SUMMARY

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

RECOMMENDATION

That Council note the report of progress against Council's Economic Development and Tourism Strategy.

Attachments: 1 [Progress against Economic Development and Tourism Strategy](#)

DISCUSSION

The attached report highlights the range of actions undertaken against each priority and also highlights some of the work still to come.

The COVID-19 pandemic has both provided challenges to the Economic Development and Tourism service and also provided a heightened importance as part of the recovery process. Given the focus on housing, tourism, small business support, outdoor activation, investment attraction and population attraction, the workplan for the Economic Development and Tourism service will need to be carefully considered in the coming twelve months.

Some of the highlights over the past six months include:

- Council stepping forward to run the Working for Victoria Program, creating fifty new jobs in the Shire.
- Attraction of additional funding for key transport link roads, including the Birchip Berriwillock Road, with applications also in place for the Nullawil Birchip Road.
- Approval of 4 planning permit applications for intensive animal production operations since the May/June report. A strengthened partnership with the Northern Poultry Cluster has developed other opportunities.
- Over 30 farmers have joined the Internet of Things project being run by Agriculture Victoria, with support from Council.

- Housing Sub-Committee established, and developing a Housing Strategy (draft by December 2020).
- Support for hospitality businesses for outdoor activation and to develop COVID Safe Plans
- Progression of childcare provision, with new construction commenced at Wycheproof, a contract let for Charlton and tender released for the Sea Lake Early Learning Centre.
- Commencement of streetscape works at Birchip and progression of plans in other communities.
- Business case underway for a 'Tradie Park' in the Donald Industrial Estate
- Progress on the township brochures, to be completed in February 2021.
- Development of a Buy Buloke website, with further work needed to promote the local buy promotion.
- Funding secured for tourism related projects, including Mount Wycheproof, Charlton Rex Cinema and further funding for the Silo Art trail across the Wimmera Mallee region.

Full commentary is included in the attached report.

RELEVANT LAW

Not applicable

RELATED COUNCIL DECISIONS

Council adopted the Economic Development and Tourism Strategy in 2018, with regular progress going to Council on six monthly basis.

OPTIONS

Not applicable

SUSTAINABILITY IMPLICATIONS

The strategy highlights environmental sustainability initiatives, which can also drive economic development throughout the Shire.

COMMUNITY ENGAGEMENT

The Strategy was established through a community engagement process and Council continues to have a range of meetings with stakeholders and community groups about the priorities in the Strategy.

INNOVATION AND CONTINUOUS IMPROVEMENT

Officers intend on reviewing the focus of the service once the appointment of a new Economic Development Lead occurs. This will ensure the focus of the small amount of resources are used in the most effective place.

COLLABORATION

Council continues to operate and collaborate with different stakeholder groups, such as the Northern Poultry Cluster, Wimmera Mallee Tourism, Economic Development and Tourism Advisory Committee and Mallee Regional Partnerships

FINANCIAL VIABILITY

Not applicable

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Council's service does align and shift with relevant regional and state plans, such as the Regional Growth Strategy.

COUNCIL PLANS AND POLICIES

This report is relevant to the Council Plan, Community Plan and Council's Economic Development and Tourism Strategy.

TRANSPARENCY OF COUNCIL DECISIONS

Presenting progress reports on strategies adopted is keeping with good practice of communicating outcomes with the community.

CONFLICTS OF INTEREST

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

Strategy	Action No.	Action	Indicative timing	Progress Notes
Enhance the role of agriculture in the Buloke Shire.	1.1	Continue to actively seek intensive animal husbandry opportunities including achieving critical mass for value adding options from waste stream or for feed and litter	2019-Ongoing	<p>Ongoing. Direction for this investment attraction activity has been set and supported by the industry, product and services gap analysis project, which includes a three-year investment attraction plan. The investment attraction document will be developed in to an implementation plan and prioritised to begin implementation in the next 6 months.</p> <p>Council has approved 4 planning permit applications for intensive animal production operations since May 2020.</p>
	1.2	Support and advocate for automation ventures such as AgTide.	2020-2021	<p>Ongoing. Council is a partner to the Agriculture Victoria Internet of Things trial throughout Buloke with the network being rolled out currently. Over 30 farmers signed up to the program.</p> <p>Additional funding announced in the 2020/21 state budget for Ag Tech, so further opportunities may exist.</p> <p>Council also supporting BCG in exploring Drought Hubs under the Federal Government Program.</p>
Build community capacity to facilitate economic	2.1	Conduct research to identify gaps in services and products across the Shire and build business cases to attract private investment 2019-2020	Late 2019	<p>Gap analysis complete February 2020. This will help to guide Buloke's key priorities in the three-year investment attraction plan. The investment attraction plan will be prioritised to begin</p>

development & tourism.				implementation in the next 6 months.
	2.2	Identify knowledge and skill gaps amongst business as well as a preference for training solutions	Late 2019	Workforce Development & Skills Needs report delivered. Buloke Shire and NCLLEN are in discussion to partner with RTO, with existing push for a Jobs and Skills Centre within Buloke Shire.
	2.3	Establish a Buloke Economic Development & Tourism Board with representatives from a range of towns and areas (Agriculture, Retail, Tourism) to provide advisory input in to Council on local priorities.	2019	The Committee established with some meetings postponed due to COVID-19 restrictions. Housing Sub-Committee established. Discussions with Chair have resulted in holding over next EDATAC meeting until new year, when Economic Development and Tourism Lead appointed.
	2.4	Implement a business support system to interface with business and Council.	2020	Business support Facebook page has been developed, and online business directory is in development.
	2.5	Support town communities to establish and oversee community enterprises in meeting local needs	2018	Partnered with Rural Councils Victoria to run a training session/workshop for community groups. Continuing to investigate opportunities for upskilling of community forums/group/chambers support the business community consistently across Buloke.
Ensure Councils continued and	3.1	Agree on a whole-of-council coordination of new business and business expansion, with nominated case officers.	Late 2018	Better Approvals Project launched, business permit applications coming through and feedback is gathered for review at fortnightly meetings between

strengthened investment in economic development support.				Development Services and Economic Development.
	3.2	Decide on the most appropriate package of business and investment incentives to send a welcoming message to businesses.	2019-early 2020	<p>No monetary incentives budgeted for in 19/20 or 20/21.</p> <p>This has also been identified as an action in the Investment Attraction Plan, and EDATAC recommend Council prioritises this.</p> <p>Unit continues to seek funding opportunities.</p>
	3.3	Review the Municipal Strategic Statement (MSS) and other Council documents to ensure land use strategies are attractive to investment.	2020	<p>The MSS will get a minor update as part of the amendment that is done when the Rural Land Use and Settlement Strategy (RLUSS) is adopted. The RLUSS found that the Farming Zone is suitable and appropriate for any agricultural investments that might be undertaken in the Shire. It is considered that there is enough flexibility to allow for other appropriate businesses with permits, eg. tourism ventures and renewable energy (which were identified as priorities in the Economic Development & Tourism Strategy).</p> <p>Further work underway in relation to provision of Rural Living Zone (RLZ) in Buloke Shire to assist with residential investment.</p>
Secure appropriate	4.1	Lobby for equity of access for Buloke businesses in accessing new technology.	2019	<p>Ongoing.</p> <p>Secured funding for three mobile</p>

services to improve liveability and investment.				<p>blackspots, and lobbying for more blackspot funding. Economic Development & Tourism Lead involved in development of the Mallee Digital Plan, driven by the Mallee Regional Partnerships.</p> <p>Applications made under the Federal Government Connectivity Program in partnership with NBNCo and Bendigo Telco.</p> <p>Working with other providers (Hyperwave) in an effort to secure digital infrastructure in Buloke.</p> <p>Additional funding announced in state government budget, to explore further opportunities.</p>
	4.2	Develop a partnership to attract new technology providers and system developed to overcome current IT challenges.	2020-2021	<p>In progress.</p> <p>Economic Development & Tourism Lead involved in the development of the Mallee Digital Plan, driven by the Mallee Regional Partnerships.</p> <p>NNNCO is establishing Internet of Things throughout the Shire and BCG have partnered with Zetify to improve connectivity surrounding Birchip.</p>
	4.3	Ensure the Buloke Planning Scheme provides for quality housing options and potential rural	2020	The RLUSS has considered the availability of residential land. Based on current

		residential allotments near townships.		<p>residential building permit statistics there is adequate residential zoned land in the shire. The residential zone used in Buloke is the Township Zone which is considered to be a more flexible urban / residential zone – allowing the consideration of a range of non-residential uses subject to a permit. The RLUSS has considered the need for the introduction of the Rural Living Zone into the Buloke planning scheme, as this was put forward by community consultation. This would need to be introduced by a planning scheme amendment.</p> <p>Further work underway in relation to provision of Rural Living Zone (RLZ) in Buloke Shire to assist with residential investment.</p>
	4.4	Secure funding support to map current and develop new opportunities for Early Childhood education provision.	2018	Construction commenced Wycheproof Early Learning Centre. Contract awarded for Charlton Early Learning Centre with site expected to be handed over to contractor in January. Sea Lake Early Learning Centre tender currently out to market.
Secure funding for our infrastructure to attract economic	5.1	Regular seeking of investment for critical town and rural assets through grant programs	2019	Successful grant applications for infrastructure projects including Drought Communities Program, Wycheproof Streetscape, Sea Lake Visitor Information Hub, Buloke Town Revival Project and Caravan and Camping redevelopment.

development.	5.2	Having a clear asset management plan and project priorities pipeline to ensure shovel readiness when grants are released.	2019	<p>Asset management plans currently in review by Assets team.</p> <p>New project management framework developed to assist with scoping shovel ready projects for funding opportunities.</p> <p>Project pipeline in review.</p>
	5.3	Actively lobby levels of government for improved rural funding models that address asset renewal.	2018-2021	<p>Ongoing. Active advocacy for both Federal Government (Roads to Recovery, HVSP) and State Government (Roads to Market, Fixing Country Roads).</p> <p>Successful funding application for the Birchip Berriwillock Road and application submitted for the Nullawil Birchip Road.</p>
	5.4	With Rail Freight Alliances, campaign for improved rail freight and infrastructure	Ongoing.	<p>Council has written to relevant ministers advocating for improved freight connectivity and continue to campaign hard for the full completion of the Murray Basin Plan. Strong Councillor representation at RFA meetings and conference.</p> <p>Despite this advocacy, the Murray Basin Rail Project is still underfunded, and although partly recognised in the State Budget, the responsibility for the project is stuck between State and Federal Governments at the moment.</p>
	5.5	Seek opportunities to promote public	Early 2019	In Progress.

		transport including sustainable funding models for community and transport.		All five larger towns now have community transport options. \$15k project underway from Mallee Transport for promotional material for existing transport connections. Council working with the Mallee Local Transport Forum, providing information to communities regarding available community transport and investigating options to public transport shortfall. Charlton Neighbourhood House are leading a project to collate and share the learnings from the Buloke CM projects to further refine local work to meet growing community need.
	5.6	Prioritise advocacy for streetscape updates.	2019	\$4 Million for Streetscape funding confirmed May 2020. Wycheproof Streetscape and Birchip Streetscape have green light/are underway. Birchip Streetscape is under construction, and other are in final stages of design phase.
Maximise regional economic development and tourism potential through partnerships.	6.1	Present the benefits of all formal partnerships to Council for consideration.	2019	Completed. Presented to two briefings in 2019. Another review to be undertaken in late 2021.
	6.2	Active involvement in directing and participating in work programs and potential projects with partners. Consideration of how the projects lead to economic development for BSC such as preparing investment guides	2020-21	Ongoing. Eco Dev & Tourism continues to be involved in collaborative projects with partners to achieve economic outcomes for BSC including the City/Region of

		for legumes and oil seeds.		<p>Gastronomy, and working alongside Wimmera Mallee Tourism in tourism product development and destination marketing.</p> <p>Council's involvement in the Working for Victoria program has provided up to \$2.3million and 50 jobs locally, with significant flow on impacts for the local community.</p>
	6.3	Work with NPC on attracting intensive animal value add products	2019	Ongoing. Economic development unit working closely with Wayne Street of NPC currently to deliver on various initiatives for Buloke.
	6.4	Participate and support WMT initiatives including production of new prints and online visitor information.	2020	Ongoing. Economic development unit involved in development of Digital Tourism Toolkit with WMT in response to cancellation of trading off the trails event due to COVID-19. The unit is also working on the tourism brochures project for Buloke Shire Council, which will deliver 10 x township brochures, 1 x new residents pack, a tactical marketing campaign, digital toolkit and new image library for Buloke.
Tourism experience development.	7.1	Continue targeted community grants program to support events.	2018-2021	Minimal support for events during COVID restrictions. Support for the re-establishment of community events will be vital in 2021, and staff in the recovery team have already begun this work in consultation with other WMT member Councils.

	7.2	Assist with event promotion including calendar of events online and in print.	2020	<p>Region wide events calendar has been discussed at WMT and WSM group meetings and highlighted with consultants in WSM Visitor Servicing Analysis project.</p> <p>With the tourism brochures project being finalised in the coming months, an event promotion calendar on Councils tourism landing page will be a priority for the new Economic Development and Tourism Lead.</p>
	7.3	Feasibility if chartered air services to tourism destinations.	2020	Not started. No progress.
	7.4	Incentivise shop owners to upgrade shop facades. Council could subsidise as part of streetscape improvement program.	Early 2019	<p>A paper presented to Council to consider re-design of the Community Grants Program.</p> <p>Some townships have taken up the challenge, and the improvement of streetscapes will assist in the incentivisation going forward.</p>
	7.5	Address the gaps in infrastructure facilities in towns to ensure the provision of essential, quality visitors amenities such as caravan parking, signage and improved public toilet facilities.	2019-2021	<p>Public toilet upgrades along the Calder Highway as part of the Drought Communities Programme delivered</p> <p>\$4 million funding announced for streetscape projects for Sea Lake, Birchip, Wycheproof, Donald and Charlton.</p>
	7.6	Develop tourism signage strategy to encourage consistency in appearance.	2019	<p>In progress.</p> <p>Signage gap report completed.</p> <p>Seeking funding to complete next phase in the project. Town entrances provided for</p>

				in funded Buloke Town Revival Project.
	7.7	Prepare Buloke Country marketing plan to includes as style guide, brand name, inclusive information and utilises commissioned photography.	2019	Tourism brochures project has been funding under the Drought Communities Programme. Project will deliver 10 x township brochures, 1 x new residents pack, a tactical marketing campaign, digital toolkit/style guide and new image library for Buloke. This project is expected to be finalised in February 2021.
	7.8	Improve the online content about Buloke Shire's attractions and services.	2020	In progress, Buloke online Business directory in development. New investment guides are with designer to be finalised, and will be ready to upload to Councils website. Finalising digital content in relation to Economic Development and Tourism will be a priority for the Economic Development and Tourism Lead who is appointed in coming month. Material has been completed included updated investment guides, as well as expecting digital brochures by February,
	7.9	Develop thematic trails with adjacent shires to connect self-drive and coach visitors with key attractions and supporting services.	2019	Executed via WMT digital innovation project was launched in October. The project is being supported by Eco Dev & Tourism Lead. Interactive trail maps published on Wimmera Mallee Tourism Website https://www.visitwimmeramallee.com.au/
	7.10	Improve the distribution of visitor	2020	\$300,000 announced to fund visitor

		information.		<p>information hub in Sea Lake. Designs are currently being finalised on this project, ready to go to market before Christmas. Staff currently working on draft lease to assist with negotiations with lessee and DELWP.</p> <p>Urban Enterprise WMT Visitor Servicing Analysis has been completed.</p> <p>Town brochures project due for completion in February 2021.</p>
Promote the economic development advantages of sustainability in the Buloke Shire.	8.1	Continue the land use policy support for alternative energy provision in the Buloke Planning Scheme whilst also providing support and active engagement with potential small scale programs.	2020	Ongoing. RLUS complete, and economic development until continue to work with potential alternate energy providers.
	8.2	Develop a partnership to attract new technology providers and system developers to overcome IT challenges.	2018	<p>Ongoing with projects such as AgTide, Internet of Things trial.</p> <p>Established partnership with Hyperwave to increase fixed wireless network through northern Buloke (Sea Lake) to connect existing networks in Yarriambiack and Swan Hill.</p> <p>Additional partnership with Bendigo Telco established.</p>
	8.3	Investigate the options for farmers to secure native vegetation offsets on their property for investment.	2019	<p>No further progress.</p> <p>Still an opportunity to work with DELWP</p>

				about providing information sessions on native vegetation offset as an additional revenue opportunity for landowners.
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8.2.9 LEASE OF WYCHEPROOF TURNTABLE

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: CP/22/01

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

PURPOSE

This report presented to Council to seek formal community feedback on a proposal to lease the Wycheproof (Railway) Turntable to Steamrail Victoria.

SUMMARY

Council will seek community feedback on the proposal to lease the Wycheproof (Railway) Turntable.

RECOMMENDATION

That Council:

1. Advertises the intent to enter into a lease or license of the Wycheproof (Railway) Turntable to Steamrail Victoria for a period of ten years;
2. Calls for comment and feedback from the community; and
3. Considers the approval of a lease following the closure of the submission process at the February Ordinary Meeting 2021 of Council.

Attachments: Nil

DISCUSSION

Council has recently received a request from Steamrail Victoria to lease the Council-owned Wycheproof (Railway) Turntable.

Steamrail Victoria is a volunteer not for profit organisation based in Newport Victoria at the Newport Railway Workshops. They currently operate short train rides, day trips, overnight tours and charters across the state of Victoria on the V/Line Broad Gauge Railway Network. They currently are custodians of seven former Victorian Railways steam locomotives in serviceable condition and a large fleet of rollingstock, some of which is owned by Steamrail and some owned by the State Government of Victoria and placed into their care.

Steamrail Victoria last visited Wycheproof in October 2017, which was slated to be the last trip with the impending standardisation of the lines. Given this project appears to be in doubt, the potential for further trips and promotion of tourism in the region, is one that both Council and Steamrail Victoria are excited about.

Steamrail Victoria Inc. is an Accredited Rail Transport Operator (RTO) and Railway Infrastructure Manager (RIM) within Newport Workshops and our Ballarat East Depot. These accreditations would

allow Steamrail Victoria to operate the turntable. Council, not being a rail authority or railway user, does not hold these accreditations.

Steamrail Victoria have indicated the current lack of access to a turntable is a key blocker of having more tours, and that the current turntable needs investment to bring it back to an operational standard.

In considering some of the terms of the lease, the following would be recommended:

- Council would enter the lease at a peppercorn rent (i.e. \$1 per year);
- Steamrail would be responsible for the initially required upgrades and ongoing maintenance for the turntable (noting Council would seek State and Federal government grants also);
- 10 year lease;
- Valid copies of insurances and accreditations would be required; and
- Access also be provided to other rail tour operators, such as 707 Operations.

Providing access to an operable turntable will increase the rail-based tourism potential of the Wycheproof area and all towns on the Kulwin (Calder Highway) railway line.

Council will seek comment from the community before considering a final decision on the proposal to enter a lease or license for the turntable.

RELEVANT LAW

Not applicable.

RELATED COUNCIL DECISIONS

There are no previous Council decisions related to this request.

OPTIONS

There are no other options at this point for Council consideration, as it will need to advertise its intention to the public to lease the Wycheproof (Railway) Turntable to seek the communities' feedback and comment on this proposal.

SUSTAINABILITY IMPLICATIONS

The Steamrail Victoria proposal would reap social and economic benefits and promote tourism and economic development further within the Shire.

COMMUNITY ENGAGEMENT

Council will need to advertise to the public, its intention to lease the Wycheproof (Railway) Turntable, to seek feedback and comment from the community before considering its final decision on this proposal.

INNOVATION AND CONTINUOUS IMPROVEMENT

This proposal is an innovative and creative opportunity to promote rail-based tourism on the Kulwin (Calder Highway) railway line, the unique identity of the railway line going through the main street (Broadway) in Wycheproof, the amazing silo art in Nullawil and Sea Lake, and provides continued improvement on tourism opportunities and economic development in the Shire.

COLLABORATION

Council would commit to working with Steamrail Victoria to seek State and Federal grants to assist with the development of this initiative.

FINANCIAL VIABILITY

There would be very minimal financial implications direct to Council as the intention is to enter into a lease at a peppercorn rent (i.e. \$1 per year); and Steamrail Victoria would be responsible for the associated costs for the required upgrades, maintenance and insurance.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Loddon Mallee Regional Economic Growth Plan, developed in partnership between local government and state agencies, provides Council broad direction for regional land use and development in the region. This plan considers a range of land uses including tourism.

COUNCIL PLANS AND POLICIES

In line with the Council Plan 2017 – 2021, this proposal provides Council an opportunity to capitalise on any possible and viable tourism opportunities.

TRANSPARENCY OF COUNCIL DECISIONS

Publically advertising Council's intention to lease the Wycheproof Railway Turntable is in line with Council's Plan 2017 – 2021 to support our Councillors, Staff, Volunteers and Community to make informed and transparent decisions.

CONFLICTS OF INTEREST

There were no Conflict of Interest considerations applicable to this report.

8.2.10 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/01

Relevance to Council Plan 2017 - 2021

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

PURPOSE

This report is presented to Council to consider applying for funding under the Federal Government Local Roads and Community Infrastructure Program.

SUMMARY

Officers are recommending that Council apply for funding to upgrade the Nullawil Birchip Road, where key sections of the road are nearing the end of its useful life.

RECOMMENDATION

That Council:

1. Applies for \$1.3million funding under the Local Roads and Community Infrastructure Program for the upgrade of the Nullawil Birchip Road; and
2. Considers the allocation of \$300,000 of matching funding in the development of the 2021/22 capital budget.

Attachments: Nil

DISCUSSION

As part of the 2020/21 Federal Budget, the Australian Government announced further funding for Councils under Local Roads and Community Infrastructure Program (LRCI Program).

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

Council has been allocated \$1.3million from this fund for eligible projects. Eligible projects include local road or community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Councils will need to complete all project works by 31 December 2021 to receive their full nominal share of funding.

In reviewing Council's project pipeline the priority project recommended for Council consideration meets the criteria of:

- Having community support;
- Aligning with Council's strategic and community plans;
- Assisting in Council's asset management challenges; and
- Being able to be delivered in the twelve-month timeframe.

The project being recommended is the widening and strengthening of 3,970metre section of the Nullawil Birchip Road at a value of \$1,600,000. To complete this project, Council would need to consider the allocation of funding from the 2021/22 capital budget, noting the works anticipated to commence around August 2021.

In considering this project, it is noted:

- These plans are complete and the project is ready to tender;
- This is consistent with Council's asset management needs, and the need to continue to invest heavily into our most valuable asset class, being sealed road pavements;
- By allocating one individual project, it supports Council's project management resourcing; and
- This road is a key freight route, which also connects two communities of interest.

RELEVANT LAW

Council would undertake tenders within the requirements of the Local Government Act 2020.

RELATED COUNCIL DECISIONS

There are no related Council decisions.

OPTIONS

Council workshopped two options with Councillors. The alternative option would be to:

- Apply for \$1,000,000 for improvements to Birchip drainage; and
- Apply for \$300,000 shoulder resheeting on Berriwillock-Springfield Road and gravel resheeting of McNicol's Road (Dumosa).

In recommending the preferred option, officers have taken into account that the final designs for Birchip drainage are yet to be presented fully and scrutinized.

The need for the Birchip drainage improvements and Berriwillock-Springfield Road and McNicol's Road resheeting, remains a priority for Council to consider out of own source funds, during budget deliberations.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications in this report.

COMMUNITY ENGAGEMENT

Ratepayers, as community priorities for Council consideration, have referred both the preferred and secondary options.

INNOVATION AND CONTINUOUS IMPROVEMENT

Where possible, Council is working to complete longer sections of roadworks to improve economies of scale and meet community expectations. The recommendation of a 4km improvement is consistent with Council's approach to road upgrades.

COLLABORATION

There are no collaboration implications in this report.

FINANCIAL VIABILITY

The recommendation highlights the need to allocate funding from the 2021/22 budget for this project. By undertaking works for a large section of road, this allows for more efficient and lower-priced rates from the tenderers, when considering the economy of scale of this project to smaller-sized road-widening projects.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

This recommendation is consistent with relevant state economic development plans, particularly focussing on improving key freight routes.

COUNCIL PLANS AND POLICIES

The Council Plan, Advocacy Strategy and Buloke 2030 all highlight the need to improve our sealed roads. This recommendation is consistent with those plans.

TRANSPARENCY OF COUNCIL DECISIONS

This report is for Council to consider for a decision at an open Council meeting.

CONFLICTS OF INTEREST

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

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE REPORT AS AT 31 OCTOBER 2020

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/01

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

PURPOSE

To present to the Council the financial statements for the period ending 31 October 2020.

SUMMARY

There has been limited variation to the anticipated year-end surplus of \$10.171m to date apart from adjustments between budget months within the financial year.

Timing of capital projects is still under review for cashflow forecast reporting.

RECOMMENDATION

That Council receives and notes the Financial Performance Report for the month ending 31 October 2020.

- Attachments:**
- 1 [Income Statement](#)
 - 2 [Balance Sheet](#)
 - 3 [Cashflow Statement](#)

DISCUSSION

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

The reported deficit as at 31 October 2020 is \$2.425 m. Excluding capital grant income of \$3.770 m, the operating result is a deficit of \$6.196m. These results are better than anticipated at this stage of the year due to adjustments in the timing of annual expenditure between months in the financial year; mostly delays with the December 2018 flood restoration work.

As highlighted in the Full Year Budget and Forecast columns, rates and grant income will offset the current deficit result in future months and the annual budget surplus of approximately \$10.171m is predicted.

The **Balance Sheet** summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$283m.

The **Cashflow Statement** reflects actual results for the year to date (July – October) in line with statutory financial reporting.

At 31st October 2020, Council's Cash and Cash Equivalents were \$17.406m.

The following reports have been held over whilst the timing of capital projects is being finalised:

- **Cashflow Forecast**
- **Cashflow Chart**
- **Capital Works Program**

Given the large capital budget for 2020-21 and the irregular nature of income and expenditure on capital, the impact of project timing is critical for accurate cashflow forecasting. However, the current cashflow position and projection for the next three months remains strong based on capital project information to date.

RELEVANT LAW

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

RELATED COUNCIL DECISIONS

The Council adopted its Annual Budget 2020/21 on 1 July 2020. Variations identified at the July Council Meeting have been incorporated into the Council's current budget. Council's current budget will be used for financial report comparison for the remainder of the 2020/21 financial year.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

INNOVATION AND CONTINUOUS IMPROVEMENT

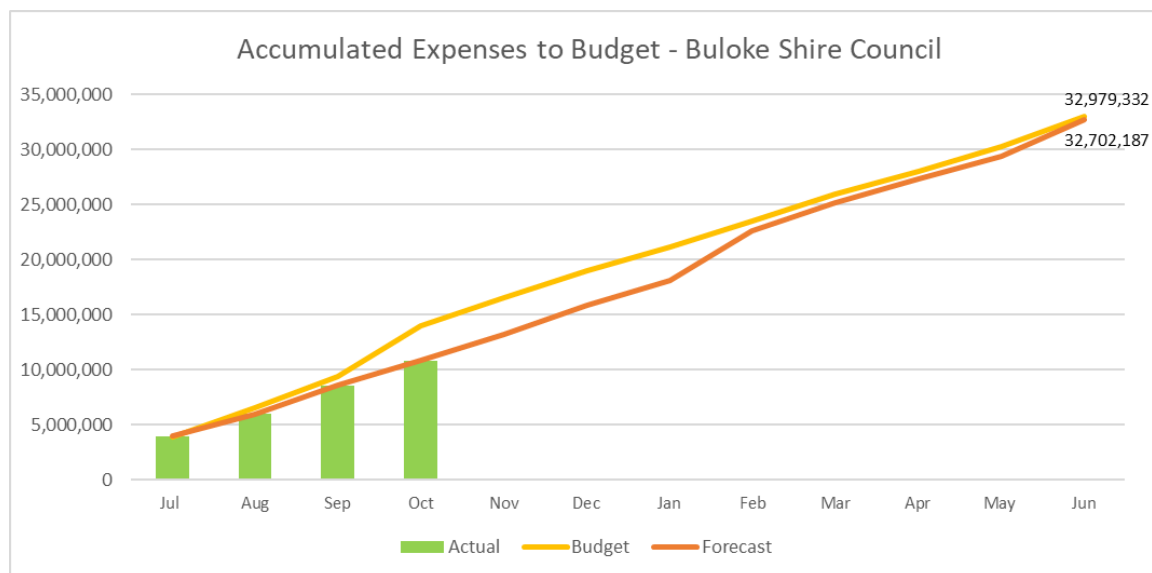
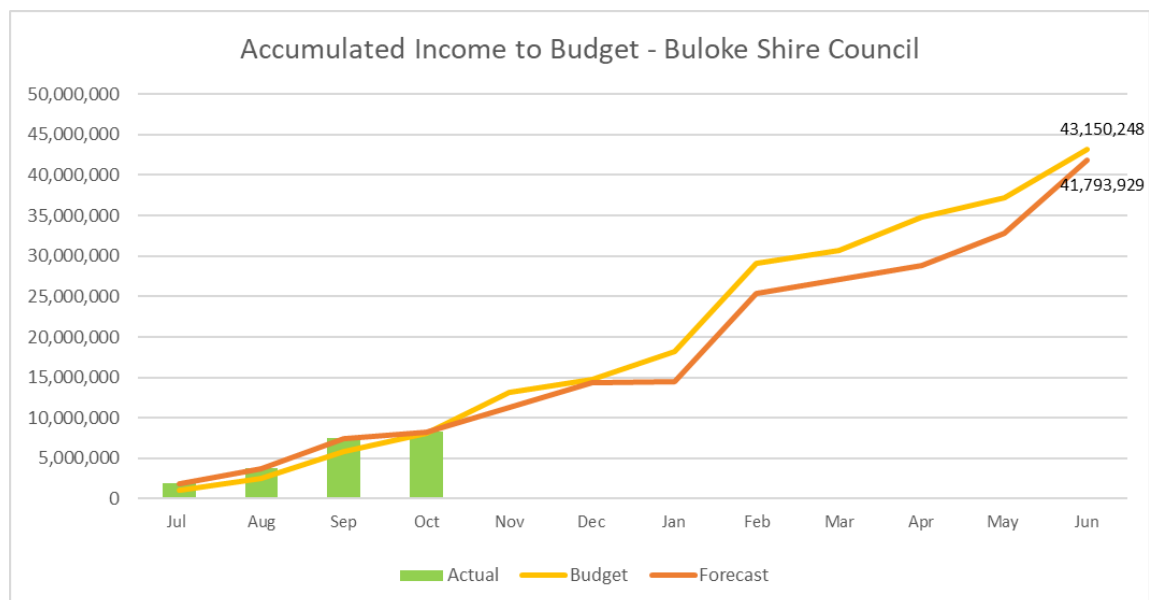
Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

The tables below provide an overview of Council's financial performance against Approved budget income and expenses as at 31 October 2020. The Forecast reflects year to date results and budget timing adjustments within the financial year. The Forecast currently indicates a year end result similar to the annual budget surplus of \$10,171m.



REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Council adopted its Annual Budget 2020/21 in July 2020. The Buloke Shire Council Plan 2017-21 outlines Council's commitment to providing clear and concise reporting on a monthly basis to Council meetings.

TRANSPARENCY OF COUNCIL DECISIONS

Financial reporting ensures the Council and the Buloke community are aware of financial implications of decisions and actions. Reporting Council's financial position allows the Council to monitor and respond to financial risk.

CONFLICTS OF INTEREST

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

Income Statement — Buloke Shire Council

MONTH: OCT 2020

	Jul 2020 - Oct 2020		Approved Budget		Full Year Budget	
	Actuals	Approved	Variance	Variance (%)	Approved	Forecast
Operating Income						
Rates and charges	1,527,591	1,475,470	52,121	4%	14,023,076	14,022,145
Statutory fees and fines	72,963	64,346	8,618	13%	266,791	275,408
User fees	188,651	197,004	(8,353)	(4%)	618,810	617,668
Grants - operating	2,510,526	4,535,741	(2,025,215)	(45%)	13,424,994	13,220,045
Contributions	50,896	56,281	(5,385)	(10%)	70,033	64,649
Other Income	125,640	26,350	99,290	377%	131,963	247,589
Total Operating Income	4,476,268	6,355,192	(1,878,924)	(30%)	28,535,668	28,447,504
Operating Expense						
Employee Costs	3,775,884	4,162,310	386,427	9%	11,376,239	11,240,041
Materials and services	3,752,301	6,139,054	2,386,753	39%	9,823,263	10,135,851
Depreciation & Amortisation (Leasing)	3,033,447	3,156,248	122,801	4%	9,287,795	9,164,994
Bad and doubtful debts	210	0	(210)	N/A	300,000	300,210
Borrowing costs	(108)	0	108	N/A	0	(108)
Other expenses	110,664	102,121	(8,543)	(8%)	735,045	741,096
Total Operating Expense	10,672,398	13,559,734	2,887,336	21%	31,522,341	31,582,085
Operating Profit	(6,196,130)	(7,204,542)	1,008,412	(14%)	(2,986,673)	(3,134,580)
Capital Income						
Grants - capital	3,750,607	1,289,271	2,461,336	191%	13,107,589	13,276,425
Other Capital Income	20,000	0	20,000	N/A	50,000	70,000
Total Capital Income	3,770,607	1,289,271	2,481,336	192%	13,157,589	13,346,425
Net Surplus/Deficit	(2,425,523)	(5,915,271)	3,489,748	(59%)	10,170,916	10,211,845

Balance Sheet — Buloke Shire Council

OCT 2020

	Oct 2020	Jun 2020	Variance	% Variance
Asset				
Current assets	21,302,822	20,523,968	778,854	4%
Cash and cash equivalents	17,406,852	17,544,040	(137,188)	(1%)
Trade and other receivables	3,616,263	2,612,321	1,003,941	38%
Inventories	235,538	180,882	54,657	30%
Other assets	44,169	186,725	(142,556)	(76%)
Non-current assets	270,986,722	271,336,372	(349,649)	0%
Property, infrastructure, plant and equipment	270,986,722	271,336,372	(349,649)	0%
Total Asset	292,289,544	291,860,339	429,204	0%
Liability				
Current liabilities	8,187,805	5,333,078	(2,854,727)	(54%)
Trade and other payables	4,210,223	2,399,697	(1,810,525)	(75%)
Trust funds and deposits	1,101,479	200,294	(901,186)	(450%)
Provisions	2,618,835	2,475,819	(143,016)	(6%)
Leases	257,267	257,267	0	0%
Non-current liabilities	1,296,122	1,296,122	0	0%
Leases	159,554	159,554	0	0%
Provisions	1,136,567	1,136,567	0	0%
Total Liability	9,483,926	6,629,199	(2,854,727)	(43%)
Net Assets	282,805,617	285,231,140	(2,425,523)	(1%)
Equity				
Equity	282,805,617	285,231,140	(2,425,523)	(1%)
Accumulated Surplus	112,144,954	103,766,640	8,378,314	8%
Reserves	173,086,186	173,086,186	0	0%
Current Earnings	(2,425,523)	8,378,314	(10,803,836)	(129%)
Total Equity	282,805,617	285,231,140	(2,425,523)	(1%)

Cashflow Statement — Buloke Shire Council

JUL 2020 - SEP 2020

	Jul 2020 - Sep 2020
Bank at Beginning	17,544,040
Cashflow from Operating Activities:	
Net Profit	(1,041,775)
Adjustments to Net Profit for Non-Cash Activities:	
Non - Cash expenses	2,177,841
Depreciation	2,177,841
Total Adjustments to Net Profit for Non-Cash Activities	2,177,841
Adjustments to Net Profit for Non-Operating Activities:	
Operating Activities	(108)
Cash Outflows	(108)
Total Adjustments to Net Profit for Non-Operating Activities	(108)
Adjustments for Balance Sheet Movement on Operating Activities:	
Current assets	(1,788,298)
2 · Trade and other receivables	(1,906,247)
4 · Inventories	(24,607)
5 · Other assets	142,556
Non-current assets	1,914
Property, infrastructure, plant and equipment	1,914
Current liabilities	2,244,489
1 · Trade and other payables	1,019,076
2 · Trust funds and deposits	1,112,870
3 · Provisions	112,543
Total Adjustments for Balance Sheet Movement on Operating Activities	458,105
Net Cashflow from Operating Activities	1,594,063
Cashflow from Investing Activities:	
Non-current assets	(2,217,649)

Property, infrastructure, plant and equipment	(2,217,649)
Net Cashflow from Investing Activities	(2,217,649)
<hr/>	
Cashflow from Financing Activities:	
Current liabilities	2,701
1 · Trade and other payables	2,701
Operating Activities	108
Cash Outflows	108
Net Cashflow from Financing Activities	2,809
<hr/>	
Net Cashflows	(620,777)
Bank at End	16,923,263
<hr/>	

Account tree BSC - Bal Sheet

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

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

PURPOSE

The Chief Executive Officer will be on annual leave from 29 December 2020 to 8 January 2021 inclusive.

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.

SUMMARY

That Council appoint the Director of Corporate Services Hannah Yu, as Acting Chief Executive Officer from 29 December 2020 to 8 January 2021 inclusive.

RECOMMENDATION

That Council appoint the Director of Corporate Services Hannah Yu, as Acting Chief Executive Officer from 29 December 2020 to 8 January 2021 inclusive.

Attachments: Nil

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.

RELEVANT LAW

The *Local Government Act 1989* 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

RELATED COUNCIL DECISIONS

Nil

OPTIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil Implications

COMMUNITY ENGAGEMENT

Nil

INNOVATION AND CONTINUOUS IMPROVEMENT

Nil

COLLABORATION

The matter has been discussed with the Director Corporate Services

FINANCIAL VIABILITY

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

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

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COUNCIL PLANS AND POLICIES

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TRANSPARENCY OF COUNCIL DECISIONS

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CONFLICTS OF INTEREST

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

8.4.2 BULOKE SHIRE ANNUAL REPORT 2019/20

Author's Title: Manager Customer Engagement

Department: Office of the CEO

File No: CM/16/06

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

PURPOSE

The purpose of this report is for Council to receive and consider the Buloke Shire Council Annual Report 2019/20.

SUMMARY

The *Local Government Act 1989 (the Act)* and the Local Government (Planning and Reporting) Regulations 2014 (the Regulations) require each Council in Victoria to prepare an Annual Report for each financial year.

The Annual Report is Council's highest level reporting document to the State Government and the community. While Council has a statutory obligation to produce an Annual Report, it is also an opportunity to demonstrate Council's service delivery and performance to the community regarding Council activities over the past financial year.

RECOMMENDATION

That Council:

1. Receives and notes the Buloke Shire Council Annual Report 2019/20 presented as an attachment to this report; and
2. Advertises that copies of the Annual Report are available on Council's website and from Council's Wycheproof Customer Service Centre.

Attachments: 1 [Buloke Shire Council Annual Report 2019 - 2020](#)

DISCUSSION

The *Local Government Act 2020* requires that Councils prepare an Annual Report each financial year. A further requirement is for Council to meet to consider the Annual Report no later than one month after Council has sent the report to the Minister for Local Government. The report highlights the incredible amount of work that the Council has undertaken on behalf of the Buloke community in the 2019/20 year.

The Minister for Local Government extended the normal submission date to 30 November 2020 due to the COVID-19 pandemic.

The Annual Report 2019/20 was formally submitted to the Minister for Local Government on 27 November 2020.

RELEVANT LAW

The *Local Government Act 2020* (the Act) and the Local Government (Planning and Reporting) Regulations 2014.

RELATED COUNCIL DECISIONS

The Annual Report 2019/20 reports against the objectives identified in the Council Plan 2017-21 Year 3 Annual Plan and the Annual Budget 2019/20.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Council produces far fewer hard copies of the report and actively promotes access to digital copies of the Annual Report.

COMMUNITY ENGAGEMENT

Council advertised that the Annual Report would be presented at this meeting on social media and in the Buloke Times, North Central News and the Sea Lake Times Ensign.

The Financial Statements and Performance Statements for 2019/20 were presented to Council's Ordinary Meeting on 22 October 2020.

INNOVATION AND CONTINUOUS IMPROVEMENT

The Planning and Accountability Framework found in the Local Government (Planning and Reporting) Regulations 2014 (the regulations) outlines how the Council Plan, Strategic Resource Plan, Annual Budget and Annual Report relate to each other for sound planning and reporting.

COLLABORATION

Manager Customer Engagement, who leads the compilation of the Annual Report, collaborated internally to ensure all reported items are factual and accurate.

The document was also reviewed by auditors from Accounting and Audit Solutions Bendigo.

FINANCIAL VIABILITY

The costs of producing the Annual Report is accommodated within the existing operational budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Local Government Act 2020

Equal Opportunity Act 2010

Freedom of Information Act 1982

Disability Act 2006

Domestic Animals Act 1994

Food Act 1984

Public Interest Disclosures Act 2012

Road Management Act 2004

COUNCIL PLANS AND POLICIES

Council Plan 2017-21

Council Plan 2017-21 Year 3 Annual Plan

Annual Budget 2019/20

TRANSPARENCY OF COUNCIL DECISIONS

The Annual Report is a key document within the Planning and Accountability Framework found in the Local Government (Planning and Reporting) Regulations 2014 (the regulations).

CONFLICTS OF INTEREST

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

ANNUAL REPORT 2019- 2020



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BULOKE SHIRE COUNCIL
ANNUAL REPORT 2019-2020

INTRODUCTION

SNAPSHOT OF COUNCIL

The Buloke Shire is located in the north west of Victoria between 210 and 360 kilometres from Melbourne.

It is bounded by both the Mildura and Swan Hill Rural Cities in the north, Gannawarra and Loddon Shires in the east, Northern Grampians Shire in the south and Yarriambiack Shire in the west.

Buloke is a predominantly rural area. The main townships are Birchip, Charlton, Donald, Sea Lake and Wycheproof. The Shire also comprises of the smaller townships of Berriwillock, Culgoa, Nandaly, Nullawil and Watchem.

Buloke encompasses a total land area of 8,000 square kilometres and is approximately 140 kilometres long and 60 kilometres wide.

Council maintains a road network spanning 5,302 kilometres. There are also 747 kilometres of roads under State Government control within Buloke.

The two main highways servicing the Buloke are the Calder Highway and the Sunraysia Highway. Both highways run north and south through the Shire.

Land is used largely for agriculture, particularly grain (wheat, oats and barley) production and sheep grazing.

The Buloke Shire is named after the 'buloke' or 'bullock' tree, '*Allocasuarina Luehmannii*' which is common in the area and the feature of the Buloke Shire logo.

ACKNOWLEDGEMENT

Buloke Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and the Dja Dja Wurrung people as the traditional owners of parts of the land now known as Buloke. We pay our respects to Elders past and present, and value their ongoing contribution to our heritage and our community.

Buloke has significant number cultural heritage places including an Aboriginal historical place, burials, artefact scatters, earth features, low density artefact distributions, scarred trees and a stone feature.



BULOKE SHIRE COUNCIL
ANNUAL REPORT 2019-2020

INTRODUCTION

THE YEAR IN REVIEW

OUR COUNCIL

OUR PEOPLE

OUR PERFORMANCE

GOVERNANCE

FINANCIALS

OUR VISION SHAPING OUR FUTURE TOGETHER.

OUR VALUES

COUNCIL ADDRESSES ITS KEY
VALUES THROUGH:

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

HIGHLIGHTS AND MAJOR ACHIEVEMENTS

The highlights and major achievements for the 2019/20 year are presented under the themes of the Council Plan 2017-2021. They reflect of the consistent effort and delivery across the whole year as Council achieved the Annual Plan - Year 3.

The combination of the Annual Plan and the annual review of the Council Plan benefits in delivering projects, initiatives and events right across the year.

BULOKE SHIRE COUNCIL
ANNUAL REPORT 2019-2020

INTRODUCTION

THE YEAR IN REVIEW

OUR COUNCIL

OUR PEOPLE

OUR PERFORMANCE

GOVERNANCE

FINANCIALS

DELIVER OUR SERVICES IN A FINANCIALLY VIABLE WAY

1

Council adopted its Annual Budget 2020/21 at a Meeting of Council on 1 July 2020. Against the background of COVID-19 with \$17.4 million in capital works programs, this was one of Council's largest ever investments in infrastructure. Initiatives to support residents and businesses through the pandemic were also included. Compiling the Annual Budget is a rigorous process of consultation and scrutiny.



2

Council helped address some of the impact on ratepayers that the COVID-19 pandemic with the adoption of the COVID-19 Financial Hardship Policy at the April Ordinary meeting. The Policy introduced a range of flexible arrangements for payment of Council fees and charges to offer support for those experiencing financial pressures.



BULOKE SHIRE COUNCIL
 ANNUAL REPORT 2019-2020

3

Buloke was one of six Local Government areas to receive a share in \$5 million as part of the State Government's Rural Councils Transformation Program. Aimed at improving the quality, effectiveness and affordability of services provided to the community, the funds were shared with Horsham, Hindmarsh, Loddon, West Wimmera and Yarriambiack Shires. The establishment of this project is ongoing.



4

The adoption of the Buloke Advocacy Strategy in May was a first for Council. The Strategy focusses on achieving strong outcomes for our communities now and into the future by supporting clear and compelling cases for financial and policy support.

The strategy outlines key advocacy priorities over the next three years. Council understands it cannot, and does not, act alone but works in partnership with all areas of society and other levels of government.



5

Council began a recruitment campaign to hire up to 50 new staff for a six-month period across Council departments as part of the Victorian Government's Working for Victoria Program. Designed to offer employment and employer opportunities, the initiative has increased Council's ability to support the community during and through the recovery from the COVID-19 pandemic. This program will run into early 2021.



CASE STUDY – LOAN REPAYMENT

In November, Council repaid its \$7 million loan taken out in 2014.

Council resolved at a Special Meeting in May 2014 to participate in the first Local Government Funding Vehicle bond issuance for an interest only loan of \$7 million dollars.

The five-year term of the loan applied a fixed interest rate and repayment of interest only over that term.

Financial viability of Buloke Shire Council had become an area of significant attention during 2013/14. The material uncertainty of Council's financial viability was raised by the Auditor General's Office, Local Government Victoria and Council's Audit Committee.

Since that period Council has implemented a number of initiatives, developments and strategies to mitigate Council's financial risk and improve financial performance. This includes Council developing and adopting a ten-year Long Term Financial Plan, which guides Council on the path to financial sustainability.

"It's a proud time for Buloke. The interest only loan was the backbone of Council's resurgence to viability and to achieve the goal of repaying the loan in line with our budgets over that period and our Long Term Financial Plan is significant. Council can now continue to focus on our asset renewal gap and returning more funds to our capital budget in years to come", said Mayor Cr Carolyn Stewart at the time.

BULOKE SHIRE COUNCIL
 ANNUAL REPORT 2019-2020

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BUILD A HEALTHY AND ACTIVE COMMUNITY

6

Buloke's senior residents were encouraged to boost their activity levels through the "Move It" Project - an initiative run in partnership with the Loddon Mallee region and delivered by the Mallee Sports Assembly. The Federally funded program launched in the 2019/2020 year to offer a range of activity opportunities aimed at raising awareness about the benefits of regular physical activity for those over the age 65 years.



7

Following twelve months of operation Council surveyed Buloke's Library Service in November to review and revise the service delivery for users.

During the COVID-19 lockdowns, the Library provided regular children's "Story Time" video sessions via Council's Facebook page.



8

Council celebrated National Volunteer Week in May by getting involved in the initiative to 'wave a smile' to volunteers.

Without doubt, one of Buloke's key strengths and assets is its volunteers. Census after census shows Buloke has a rate of volunteering well above the state average.



9

In July Council was a part of the Tertiary Information Service day held in Charlton. Year 12 students from schools across Buloke attended a session to learn about the intricacies of applying for places at tertiary institutions. This also provided the perfect opportunity for Council to talk to our next generation about the wide range of careers available in local government.



10

A great story of Council and community working toward goals together, the Donald Skate Park was built in late 2019. Advocacy from the youth of the town to both Council and the State Government saw each contribute funding towards the \$200,000 project. The Skate Park plan was informed by community workshops. The final build reflected the community's vision for the design, and is located within the Donald Riverfront Precinct. Dja Dja Wurrung has undertaken landscaping works to complete the project.



BULOKE SHIRE COUNCIL
ANNUAL REPORT 2019-2020

11

Council celebrated Seniors Week in October under the theme "Holding Buloke's Wisdom". The event included a photo exhibition created to uncover the stories hidden in our hands of experience.

The other highlight was a performance by the Pacific Belles, who took us on a journey back in time to relive favourite classic songs.



12

Citizenship Ceremonies in Buloke are a big deal. Council held four ceremonies across the reporting period in truly Buloke ways. The November ceremony was a highlight with four new citizens welcomed and an outstanding live performance of Advance Australia Fair by former Mayor Leo Tellefson to mark the occasion.



13

Works to upgrade the Birchip's George Cartwright Oval were completed in early 2020. Funded by Council, the Federal Government, the State Government and the Birchip-Watchem Football Club the project included re-levelling the oval, replacement of the irrigation system to improve water efficiency and reseeding with drought hardy grasses.



BULOKE SHIRE COUNCIL
 ANNUAL REPORT 2019-2020

CASE STUDY - AUSTRALIA DAY EVE EVENT

Held in Birchip, Council's second Australia Day Eve event was a resounding success. Strong representation from communities across the Shire was significant as our national day was celebrated with a Citizenship Ceremony, guest speaker Scott Chapman

(CEO Royal Flying Doctor Service –Victoria) and the coveted Buloke Shire Council Australia Day Awards.

John McConville (Citizen of the Year), Angel Grylls (Young Citizen of the Year) and the Birchip B&S Ball (Community Event of the Year) had their amazing contributions to the Buloke community acknowledged winning the prestigious awards.



**CITIZEN OF THE YEAR
 – JOHN McCONVILLE**

John McConville is a man who leads by example through his positivity and proactivity, there are not too many parts of Donald that haven't had his stamp put on it.

A large part of the success of Donald is the work, care and pride of John McConville. Nothing is too much trouble for John, nothing too big, nothing is too small. The liveability and way of life in Donald and surrounds indeed owes a great debt to him.



**YOUNG CITIZEN OF THE YEAR
 – ANGEL GRYLLS**

Angel Grylls is a dedicated and motivated young woman. A foundation member of both the Charlton Junior CWA branch and the re-formed Charlton Youth Group, she has been able to leverage her leadership role to drive the membership of each. Angel is also a talented projectionist who dedicates her Sunday's to screening films at the Rex Theatre in Charlton.

She wants what is best for her town and does everything she can to ensure Charlton is a great environment for our next generation to grow.



**EVENT OF THE YEAR
 – BIRCHIP B&S BALL**

The iconic Mallee Root Round-Up won the award back in 1996 and has been reinvigorated under a new committee who have shaped this event over the past 15 years.

The Birchip B&S is one of best known events staged in Buloke each year. Apart from being a social event of tremendous importance, the committee raise an enormous amount of funds to better the event and to support local groups and charities. In the last year alone over \$30,000 has been donated to support its community.

DIVERSIFY AND ENHANCE OUR LOCAL ECONOMY

14

Council signed the Small Business Charter Agreement in September opening the way to greater support and engagement with Buloke small businesses. The launch of the Better Approvals Project in November also addressed a whole-of-Council approach to faster permit approvals geared towards streamlining economic development within the Shire.



15

The Economic Development and Tourism Strategy took giant steps towards strengthening activity in this sector with the identification and funding of multiple initiatives. Highlights have included \$4.5 million of funding for the Buloke Streetscape Renewal Project across the Shire, \$300,000 for the Sea Lake Tourism Hub, the delivery of multiple travellers rest facilities, along with funding for Early Learning Centres for Charlton, Sea Lake and Wycheproof.



16

It was announced that four of Council's caravan parks would receive upgrades thanks to \$363,000 in funding from the Victorian State Government Building Works Package. Improvements at the Donald, Gordon Park in Charlton, Wooroonook Lakes and Wycheproof sites include landscaping enhancement, increasing site capacity, improving abilities access and better signage and information.



17

Creativity came alive on the streets of Charlton in November with the 'Three Walls' art activation. Three legacy wall murals were the highlight of a weekend of artistic participation, which also included workshops, art exhibitions and guided art tours. The Three Walls weekend complemented the OK Motels event also held in Charlton that weekend.



18

Construction of the \$4 million Lake Tyrrell Tourism Infrastructure Project commenced in December. Funded by the Federal Government's Regional Growth Fund, the project will deliver significant tourism infrastructure at the site to support the growing tourism visitation to the lake. Travellers safety will also be maximised with a significant upgrade to the entry at the Baileys Road - Calder Highway intersection. The project will be completed in late 2020.



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In a step towards transitioning to a greater renewable target, Council committed to purchasing 100% of its electricity through the Local Government Power Purchase Agreement at the August Ordinary Meeting. Joining 39 other Victorian Councils, this initiative will provide a cost-effective way for Council to reduce its carbon footprint.



20

In October Council collaborated with the Birchip Cropping Group and both the Mallee and North Central Catchment Management Authorities to host the 2019 Building Climate Resilience event.

Held at Birchip, the free event featured key-note speakers Gabrielle Chan (The Guardian Australia) and Professor Mark Howden, Director of the Climate Change Institute, Australia National University.



21

Council released the Workforce Development and Training Needs Report in August. The report addresses a range of unique challenges experienced by Buloke Shire and builds upon a 2017 report produced by the Office of the Victorian Skills Commissioner, 'Regional Skills Demand Profile for the Mallee'.



22

A twelve-month building blitz ended in January that saw nine new toilet facilities opened across the Buloke region. The facilities, built in five towns and at four lakes, were made possible with funding from the Federal Government's Building Better Regions and Drought Communities funds.



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CASE STUDY - SILO ART

Buloke Shire now boasts two stops on the acclaimed Silo Art Trail at Nullawil and Sea Lake.

Providing an insight into the true spirit of the Wimmera Mallee, the trail recognises and celebrates the region's people through a series of large-scale mural portraits painted onto grain silos, many of which date back to the 1930s.

Nullawil

Funded by the State Government's Pick My Project initiative, the Silos at Nullawil were painted by artist Sam Bates (Smug) in testing winter conditions in August.

A triumph of large scale art which has an amazing level of detail, the final product celebrates the township of Nullawil the way the locals see it.

The community and artist worked together to create a vision and an outcome that captures the imagination.

Sea Lake

The GrainCorp Silos at Sea Lake are now home to 'The Space in Between' by artists Drapl and the Zookeeper.

After the Sea Lake community laid the foundations to have silo art become a reality in the township, Council further developed the scope of the project with the outcome funded by the Federal Government's Drought Communities Programme.

The artwork is a celebration of the stillness and silence found in outback Victoria, and the associated feelings of wholeness and freedom.

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23

Council adopted its Waste and Resource Recovery Strategy 2020-2025 in July. The strategy identifies nine themes for meeting ratepayer's needs, while addressing current and emerging waste and resource recovery issues.



24

It was announced that Council would receive over \$2.6 million in funding through the State Government's Children's Facilities Capital Program to build an early years centre in Wycheproof (\$700,000), and upgrade early years centres in Charlton (\$825,746) and Sea Lake (\$1.175 million).

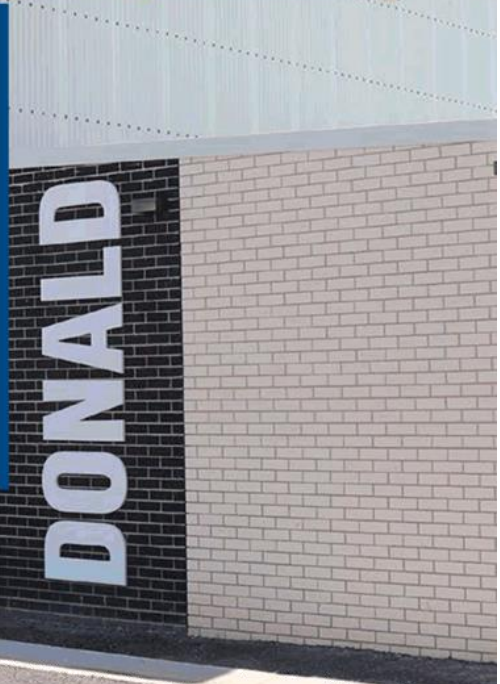
At Wycheproof, the project is being managed by the Victorian School Building Authority in close partnership with Council, and will provide a 22-place kindergarten room, a 12-place long-day-care room, maternal child health centre and nature-based outdoor learning areas. At Charlton, the upgrades will include increasing kindergarten capacity for three and four-year-olds, and building facilities for maternal child and health services.

The Sea Lake Early Years Centre is also being managed by the Victorian School Building Authority. The upgrade will see a major refurbishment of two existing classrooms to cater for a two room early years centre, as well maternal child health facilities.



25

Stage one of the redevelopment of Donald Community Precinct was completed in May 2020. The project was funded through the State Government's Department of Jobs, Precincts and Regions; Sport and Recreation Victoria; and the Department of Health and Human Services. Federal funding through the Department of Infrastructure and Regional Development Cities. The Donald community also made financial contributions to the project, as well as raising funds through the Bendigo Bank Community Enterprise Foundation. The project has included new umpires change rooms, female friendly change rooms, a significant extension to the indoor multi-purpose court, as well as the addition of a mezzanine function space and meeting room space. Council contributed an additional \$200,000 in its 2020/21 Annual Budget to assist with stage two of the project.



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26

Council's list of intergenerational projects grew in May with the announcement of \$4.3 million of funding as part of the State Government's Building Works package. This package funded the development of the streetscape in each of the five major towns and the establishment a Visitor Information Hub at Sea Lake to service the burgeoning tourism trade in the area, in particular Lake Tyrrell.

Birchip, Charlton, Donald, Sea Lake and Wycheproof will all benefit from this funding, and the realisation of multiple aspirational projects is now within touching distance.

The funding will be delivered after the reporting year. The Buloke Streetscapes Renewal Project will commence in late 2020.



CASE STUDY- CHARLTON PARK

A long held community aspiration became a reality for the Charlton community with the official opening of the new multipurpose Charlton Park facility in October.

Hundreds of locals joined in the celebration at the state of the art facility in recognition of this extraordinary achievement.

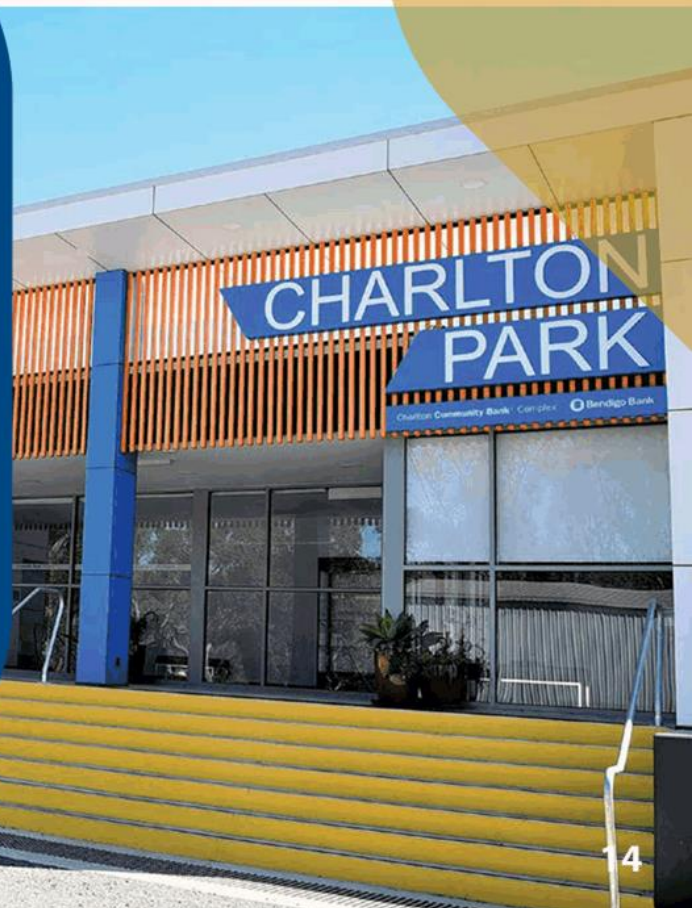
The \$4.2 million project was funded by the Federal and State Governments, Council and the community and provides a state-of-the-art precinct for multiple sporting and community usage.

A wonderful example of all levels of government and the community working together. The Charlton Park 2020 committee had been actively involved in fundraising for this project since 2008, raising more than \$1.3 million thanks largely to the community and other key contributors.

The committee were heavily involved in the initial design of the project.

The new facility replaces all the previous disjointed buildings with one large structure catering for football, netball, hockey, cricket, harness racing, gym, the Agricultural & Pastoral Society and various other community activities.

This intergenerational project stands as testament to a community that worked tirelessly to achieve their goal, and what a result it is!



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SUPPORT OUR COUNCILLORS, STAFF, VOLUNTEERS AND THE COMMUNITY TO MAKE INFORMED AND TRANSPARENT DECISIONS

27

Filling the vacancy left by the resignation of Lower Avoca Ward Cr. John Shaw in August, Bronwyn Simpson was elected to the position on a countback.

Cr. Simpson was sworn in at a ceremony held at Wycheproof on 23 September 2019.



28

Cr. Carolyn Stewart was re-elected unopposed for a second term as Mayor at the Statutory Meeting on 13 November 2019, with Cr. David Pollard elected to the role of Deputy Mayor.



29

Acknowledging the dedicated service of Cr. Ellen White (Mallee Ward) and Cr. David Pollard (Lower Avoca Ward) the conferral of 10 Year Councillor Service Awards from MAV Deputy President Rural, Cr. Ruth Gstrein was made at the Statutory Meeting on 13 November 2019. Cr. Pollard also received an MAV Emeritus Award to recognise his three terms as Mayor.



30

Council held its May Ordinary Meeting virtually, via Zoom, and livestreamed the meeting. Both achievements were firsts for Council.

Streaming the meeting saw around 60 people 'attend'. People who may not be prepared to travel and commit the time to do so, pulled up a chair and engaged.



31

Buloke Mayor Cr. Carolyn Stewart was appointed to the 2020 Local Government Mayoral Advisory Panel in February.

The Minister for Local Government acts as Chair for each of the four meetings of the advisory panel held throughout 2020. The role of the panel is to provide high level advice to the Minister on a range of legislative, regulatory, strategic and policy decisions which impact on local government.



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32

In October, Chief Executive Officer Anthony Judd joined the Committee of Rural Councils Victoria to help support and promote sustainable, liveable and prosperous rural communities.

The Committee oversees the organisation's program of work, and provides information to and from member councils in their region.



33

Council enjoyed excellent growth across its social media platforms over the reporting year. Facebook page likes rose by 510 to 2,226 (+30%), Twitter up 96 followers to 641 (+18%) and LinkedIn up 329 followers to 657 (+100%).

Council is well regarded in the Local Government sector for its use of social media. Council's Manager Customer Engagement Travis Fitzgibbon presented to a national public sector conference held in Melbourne in December outlining the success and strategy of Council's use of social media.



CASE STUDY – COMMUNITY SATISFACTION SURVEY RESULTS

Council noted a further rise in satisfaction from the results in the 2020 Local Government Community Satisfaction Survey for a majority of measures in June.

The report, coordinated on behalf of all Victorian Councils by the Department Environment of Land, Water and Planning, demonstrates an overall three-point rise on the 2019 result, continuing a multi-year trend of improvement from 2016 and is Council's best overall result since 2012.

The overall results are on par with the state average and two points higher than Council's Small Rural cohort.

Highlights of the report include Overall Council Direction scoring at a record high, measuring two points higher than the state average and three points higher than the Small Rural cohort.

Other areas of note were Recreational Facilities and Elderly Support Services which were scored as the best performing areas, whilst maintenance of unsealed roads and the condition of sealed roads are deemed Council's lowest performing areas.

Excluding service areas relating to roads, Council performs in line with, or significantly higher than, the Small Rural group and Statewide averages on the service areas evaluated.



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Each year Council undertakes a Community Grants Program and a Sustainability Grants Program as well as contributing to many local groups, events and causes.

Recipient	Description	Amount
Wycheproof Community Resource Centre Inc.	2019 Christmas Promotion	500.00
Nullawil Progress Association	2019 Christmas Promotion	200.00
Culgoa Development Group	2019 Christmas Promotion	200.00
Advance Sea Lake Inc.	2019 Christmas Promotion	500.00
Nandaly Progress Association	2019 Christmas Promotion	200.00
Charlton Forum	2019 Christmas Promotion	500.00
Birchip Community Forum	2019 Christmas Promotion	500.00
Donald 2000 Committee	2019 Christmas Promotion	500.00
Donald and District Racing Club	2019 Donald Cup Day	500.00
Mt Wycheproof and District Racing Club	2019 Mt. Wycheproof Cup Day	500.00
Charlton Harness Racing Club	2020 Charlton Cup Day	500.00
Berriwillock Community Development	Australia Day 2020 Ceremony Contribution	500.00
Birchip Community Forum	Australia Day 2020 Ceremony Contribution	500.00
Charlton Forum	Australia Day 2020 Ceremony Contribution	500.00
Culgoa Development Group	Australia Day 2020 Ceremony Contribution	500.00
Donald 2000 Committee	Australia Day 2020 Ceremony Contribution	500.00
Nandaly Progress Association	Australia Day 2020 Ceremony Contribution	500.00
Nullawil Progress Association	Australia Day 2020 Ceremony Contribution	500.00
Advance Sea Lake Inc.	Australia Day 2020 Ceremony Contribution	500.00
Watchem Development Association	Australia Day 2020 Ceremony Contribution	500.00
WycheAlive Incorporated	Australia Day 2020 Ceremony Contribution	500.00
REMPAN	Building Better Regions (Round 4) Funding Support - Milestone 1	8,083.25
Birchip Community Forum	Community Forum Administration Support	1,000.00
Culgoa Development Group	Community Forum Administration Support	1,000.00
Watchem Progress Association	Community Forum Administration Support	1,000.00
WycheAlive Incorporated	Community Forum Administration Support	1,000.00
Berriwillock Community Development	Community Forum Administration Support	1,000.00
Charlton Forum	Community Forum Administration Support	1,000.00
Nandaly Progress Association	Community Forum Administration Support	1,000.00
Nullawil Progress Association	Community Forum Administration Support	1,000.00
Advance Sea Lake Inc.	Community Forum Administration Support	1,000.00
Donald 2000 Committee	Community Forum Administration Support	1,000.00
Buloke Women's Network	Community Grants and Sponsorship - Celebrating International Women's Day at the Rex Theatre	2,000.00
Wycheproof Youth Group auspiced by Wycheproof Community Resource Centre	Community Grants and Sponsorship - Project Support Grant	1,000.00
Donald Mens Shed Inc.	Community Grants and Sponsorship - Small Capital Equipment Grant	799.00

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Recipient	Description	Amount
Wycheproof P-12 College	Community Grants and Sponsorship - Buloke Youth Health Expo Grant	2,000.00
Sunraysia Highway Improvement Committee	Contribution	2,000.00
City of Darebin	Contribution - Power Purchase Agreement - City of Darebin	3,000.00
Wycheproof Recreation Reserve Committee	Contribution – Recreation Reserves	33,762.00
Berriwillock Recreation Reserve	Contribution – Recreation Reserves	3,570.00
Sea Lake and District Community Centre	Contribution – Recreation Reserves	38,148.00
Donald Recreation Committee	Contribution – Recreation Reserves	44,064.00
Nullawil Recreation Reserve Committee	Contribution – Recreation Reserves	22,440.00
Birchip Leisure Centre	Contribution – Recreation Reserves	32,742.00
Charlton Park Committee	Contribution – Recreation Reserves	35,904.00
Goodwin Homes	DHHS Unit Maintenance	5,596.56
Mallee Sports Assembly Inc.	International Day of People With A Disability program	300.00
Donald 2000 Committee	Program Contribution – Sustainability Fund	1,100.00
Birchip Leisure Centre	Program Contribution – Sustainability Fund	10,000.00
Charlton Bowling Club Inc.	Program Contribution – Sustainability Fund	10,000.00
Yarriambiack Shire Council	Program Contribution -WMT BBRF Project	8,250.00
Wycheproof Community Resource Centre Inc.	Program Contribution - Project Support Grant - Wycheproof Traders Association	2,000.00
Horsham Rural City Council	Program Contribution - 2019/2020 WSM Regional Transport Group	3,300.00
Wooroonook Lake Committee of Management	Program Contribution - Lake	2,250.00
Watchem Lake and Recreation Reserve Committee	Program Contribution - Lake	2,250.00
Green Lake Committee of Management	Program Contribution - Lake	2,250.00
Tchum Lake Aquatic Club	Program Contribution - Lake	2,250.00
Charlton Rex Theatre Museum Ltd.	Program Contribution - Project Support Grant	1,082.00
Donald 2000 Committee	Program Contribution - Project Support Grant	902.00

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Recipient	Description	Amount
Charlton RSL Sub-Branch	Program Contribution - Small Capital Equipment Grant	718.00
Charlton Badminton Club Inc.	Program Contribution	454.55
Charlton Bowling Club Inc.	Program Contribution - Sponsorship 100 year anniversary	454.55
Loddon Mallee Waste and Resource Recovery Group	Program Contribution -2019/2020 Education Projects Year Anniversary	1,200.00
Buloke Tourism Board	Program Contribution - Community Grants Program	2,000.00
Donald 2000 Committee	Program Contribution - Community Grants Program - Donald 2000 Inc. - Project Support Grant Donald Skate Park	2,000.00
Birchip Business and Learning Centre	Program Contribution - Community Grants Program - Sponsorship - Birchip Neighbourhood House - Christmas Event	250.00
Tchum Lake Aquatic Club	Program Contribution - Community Grants Program - Sponsorship - Tchum Lake aquatic Club - New Year's Event	250.00
Northern District Community Health	Program Contribution - Contribution towards the Implementation of the BLG Health Needs Analysis	1,000.00
Probus Club of Charlton Inc.	Program Contribution - Community Grants Program - Small Capital Equipment	494.50
Sea Lake Neighbourhood House	Program Contribution - Community Grants Program - Small Grant - Sea Lake Youth Group	500.00
LEAD Loddon Murray Inc.	Program Contribution - Sponsorship scholarship 2020 LMCLP.	7,700.00
Lions Club of Charlton	Project Support Grant - Charlton Christmas Festival Committee	500.00
Donald Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Nullawil Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Sea Lake Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Wycheproof Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Birchip Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Charlton Senior Citizens Club	Senior Citizens Christmas Function 2019	454.55
Culgoa Development Group	Senior Citizens Christmas Function 2019	272.73
Birchip P-12 School	Sponsorship - Birchip P-12 - Defensive Driving	500.00
Donald Chamber of Commerce	Sponsorship - Community Events	500.00
Birchip Business & Learning Centre	Sponsorship - Community Events - 16 Days of Activism	200.00
Wycheproof Community Resource Centre Inc.	Sponsorship - Community Events - 16 Days of Activism	200.00
Donald Learning Group Inc.	Sponsorship - Community Events - 16 Days of Activism	200.00
Donald Pastoral and Agricultural Society Inc.	Sponsorship - Community Events - Donald Show 2019	100.00
Charlton College	Sponsorship - Community Events - Speech Night Contribution	100.00
Wycheproof P-12 College	Sponsorship - Community Events - Speech Night Contribution	100.00
Sea Lake Youth Group	Sponsorship - Community Events -16 Days of Activism	200.00

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Recipient	Description	Amount
Charlton Motel	Sponsorship - Seniors Week	218.18
The Pacific Belles	Sponsorship - Seniors Week	1,772.73
Charlton Rex Theatre Museum Ltd.	Sponsorship - Seniors Week	250.00
Wycheproof P-12 College	Walk 2 School	1,666.66
Birchip P-12 School	Walk 2 School	1,666.66
Nullawil Primary School	Walk 2 School	1,666.66
St. Marys Primary Donald	Walk 2 School	1,666.66
St. Mary's Primary School Sea Lake	Walk 2 School	1,666.66
Donald Primary School	Walk 2 School	1,666.66
Tyrrell College	Walk 2 School	1,666.66
St. Joseph's Primary School	Walk 2 School	1,666.66
Charlton College	Walk 2 School	1,666.66
Sea Lake Off Road Club Inc.	Community Capacity Building Event	9,089.08
Tchum Lake Aquatic Club	Better Boating Program	4,000.00
Various Contribution	Fire Service Levies Paid On Behalf Of Community Organisations	3,852.25
		\$392,546.62



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CHALLENGES AND FUTURE OUTLOOK

In developing the Council Plan 2017-21 Council considered the challenges facing the Shire and developed strategies in relation to these challenges. Council delivers these strategies and the resultant actions by developing an Annual Plan for each year of the four years of the current Council Plan.

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THE KEY CHALLENGES FACING BULOKE IDENTIFIED WERE:



AGEING INFRASTRUCTURE

Communities have historically relied on meeting face to face and there are currently some thirty-five buildings across the Shire where people meet at least once during the year. Many of these buildings existed prior to the 1970's and need substantial upgrades which represent significant financial future cost on communities.



INTERNET ACCESS

Buloke Shire has poor internet connectivity across significant areas. Recently 5,422km of roads were tested in Buloke Shire and the results show that only seven towns in Buloke Shire: Birchip, Charlton, Culgoa, Donald, Sea Lake, Nandaly and Wycheproof, have reasonably good coverage by all three carriers. Pervasive black spots become extensive approximately ten kilometres outside of these centres.



QUALITY HOUSING STOCK

A number of Buloke communities have recently celebrated 125 and 150 year anniversaries. This is reflected in the age and condition of housing stock. There are some 3,186 structural dwellings in Buloke with an 83.4% occupancy rate. The average house price in Buloke is \$82,000 and Buloke currently has 930 single person households.



FURTHER EDUCATION

Local access to further education is restricted to online access. Face to face learning requires travelling some 100 kilometres to attend a physical institution. 13.6% of our young people aged 20-24 are attending university or other tertiary institutions compared with 32.6% across Victoria. This results in only 14% of Buloke residents aged 25-44 holding a degree compared with 29.8% across Victoria. 9% of young people between 15 and 19 years are disengaged from education and employment compared with 5.8% across Victoria.



TRANSPORT ACCESS

Public transport is extremely limited in Buloke. Communities are addressing the gap with volunteer based community transport programs. 2.9% of Buloke residents travelled to work by public transport, walking or cycling compared with 14.3% across Victoria.



CLIMATE CHANGE

Buloke's agricultural sector is continually adapting to the changing climate in the Southern Mallee. Climate change impacts significantly on the agricultural sector, potentially changing the mix of agricultural enterprises in the region. There is a need for a broader community response to maintain economic viability. Rainfall has been below average across much of southeast Australia since 1997. Temperatures in Australia have risen by 0.9 °C since 1910.



OTHER CHANGING DEMOGRAPHICS

Anecdotal evidence suggests a shift in the demographic landscape in Buloke. Data shows that 100% of dwellings for rent in Buloke are deemed affordable to Centrelink recipients. An increase in enhanced maternal child health clients reflects some more complicated factors for guardians of small children.





RESPONDING TO THE COVID-19 PANDEMIC

As the COVID-19 situation continued to evolve Council took a proactive approach to ensure the balance of the health and safety of the community and staff alongside the provision of essential services.

Some of our services and facilities were at times closed and some services took on a different form. Council enacted each change on the back of advice from the Federal and State Governments.

Minimising disruption was a priority, second only to the health and wellbeing of the community.

Council enacted several initiatives to support the community including a COVID-19 Financial Hardship Policy in response to the uncertainty created by the pandemic.

Council's aim was to assist ratepayers through the COVID-19 event without creating additional financial stress when the pandemic has been resolved.

As part of the 2020/21 Annual Budget, Council adopted an initiative to offer local businesses impacted by COVID-19 fee assistance for registration renewals under the *Food Act 1984* and the *Public Health and Wellbeing Act 2008*.

Council also commenced employing up to 50 new staff to six-month contracts under the State Government's Working for Victoria program, giving unemployed locals and others employment at the hardest of times.

Some of these staff were deployed to a Business Support Team and a Community Wellbeing Team.

The Business Support Team became the go to for local businesses to help find the answers to the questions they had and to find government assistance they may be eligible for. The team was also central to the launch of the Buy Buloke website.

The Community Support and Recovery Team was charged with maintaining community connection through information sharing and building pathways.

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MAYOR'S MESSAGE MAYOR, CR CAROLYN STEWART

On behalf of Council, it gives me great pleasure to present the Annual Report 2019/20. This always represents a time to pause and reflect on achievement and what a special place Buloke is to be.

In what has been a turbulent year, Buloke can reflect on many significant achievements despite the disruption caused by COVID-19. Buloke has much to celebrate.

The Year 3 Annual Plan was again about delivery of a strong suite of projects and initiatives to build a better Buloke. Our efforts yielded impressive results, which continue to build upon the strengths of our region as we continue to implement the Council Plan 2017-2021.

A robust Annual Budget allowed Council to pursue a diverse range of priorities, bringing many positive outcomes for Buloke communities. I acknowledge the hard work of our community and the support from both the State and Federal governments for enabling us to deliver on multiple projects for the benefit of our region and communities.

The completion of the Charlton Park multipurpose project and Donald Community Precinct project stand out as amazing achievements that are intergenerational in what they will do for each of those communities.

Many great things fell out of the Drought Communities Program including the building of nine new toilet facilities across the Shire. These clean, safe facilities in our towns and at our recreational lakes will support locals and travellers alike.

We are well positioned to grow our tourism in the Shire too with two extraordinary Silo art stops in Nullawil and Sea Lake and progress on major initiatives such as the Lake Tyrrell Tourism Infrastructure Project.

The global COVID-19 pandemic has obviously brought with it a high degree of both challenge and anxiety for us all. Once again, Buloke communities stood tall and helped their most vulnerable at the most trying of times. Council has been there the whole time and our staff and volunteers have not shirked an issue to continue to deliver an amazing level of service, albeit a little differently at times.

Whilst for much of the year we couldn't celebrate together as a community, the opening of the new facility at Charlton Park and the Australia Day Eve celebration in Birchip stand out.

Council looks forward to continuing to deliver on the Council Plan over the next year with new streetscape works in our five major towns and new Early Years Centres for Charlton, Sea Lake and Wycheproof on the horizon.

Thank you to CEO Anthony Judd and to all of our staff for their hard work throughout the year. Buloke prides itself on doing a lot with a little, and to continue to deliver such great outcomes, largely during a pandemic, is something we should all be proud of.



CHIEF EXECUTIVE OFFICER'S MESSAGE

ANTHONY JUDD

What an amazing year it has been for Buloke Shire Council, one of exceptional community achievement and one of strength against adversity.

As our communities adjusted to life during a global pandemic, in such a fashion that no active cases were recorded in Buloke Shire, large parts of our workforce also took a major shift.

As the State Government directive moved that all staff that could work from home should, Council still had many essential services to deliver that meant some of our staff could not work from a home setting.

I commend our outdoor staff, Independence Support staff and other functions of Council that rolled their sleeves up and continued to do what they did best for the community.

Our Meals on Wheels volunteers, who give so much of their time to our most vulnerable, have for the time been replaced by staff and Councillors. I look forward to those volunteers being reinstated. Volunteerism is what makes Buloke what it is.

Thank you also to our staff that were able to settle into their new normal of working from home and continuing their exceptional output, and to our Information and Communication Technology staff who have supported them so wonderfully in transition.

The Year 3 Annual Plan was one of delivery, and of significant intergenerational projects. The Charlton Park and Donald Community Precinct facilities are open. They were ambitious in scope and so important to each community. They are now reality.

In the north of the Shire, the Lake Tyrrell Tourism Infrastructure Project construction commenced. This will be a key plank in our emerging tourism story.

Nullawil and Sea Lake welcomed two extraordinary stops on the Silo Art trail, whilst street art projects in Charlton and Sea Lake continue to grow.

I would like to take this opportunity to congratulate Councillors, staff, businesses, community groups, Neighbourhood Houses and the Buloke community for their extraordinary leadership, adaptability and support during the year and the COVID-19 pandemic.

The Buloke community is no stranger to adversity, from flood to drought and back again, this community is resilient, cooperative and inclusive.

Our organisation works hard to emulate our community to deliver each and every day for it.

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DESCRIPTION OF OPERATIONS

Buloke Shire is a public statutory body under the *Local Government Act (the Act)*. The Act sets out the primary purposes and objectives of the Buloke Shire and defines its functions and powers.

The Buloke Shire's main administrative office is located in Wycheproof. The organisation also operates facilities, services and administrative functions from more than twenty other locations including Birchip, Charlton, Donald and Sea Lake.

Buloke Shire Council provides an extensive range of services that support and enhance the lives of our community.

COMMUNITY DEVELOPMENT

Aged and Disability Services

This service provides a range of maintenance and support services to assist frail older people and younger people with a disability to live independently at home. Council's service provides domestic assistance, personal care, respite care, home maintenance, meals services, volunteer coordination and five senior citizens centres. These services are integral to allowing many people to stay living in their homes.

Community Grants

This service provides donations, allocations and support to groups in the community that contribute to services that connect and involve the local area.

Community Support

This service develops links between and within the communities in the Shire and works with local communities and groups to access community projects recognised as priorities. It supports a range of youth services and provides a pathway for young people to have their voice heard by Council. The service also facilitates economic development throughout the Shire and provides support to local businesses and assists in the promotion of tourism.

Early Years

This service advocates for the wellbeing of children and their families and ensure it is supported through planning and service development. The service supports pre-school services in five towns, delivers maternal and child health and a supported playgroup program.

Environmental Health

This service promotes the health and well-being of the Shire's local communities through a range of Public Health Programs including immunisations, food surveillance and registration of food premises, accommodation standards and waste water management.

Environmental Planning

This service manages Council's Environmental Compliance and Sustainability Programs and Services.

Library Services

This Council delivered service provides library services to the townships of Berriwilllock, Birchip, Charlton, Culgoa, Donald, Nullawil, Sea Lake, Watchem and Wycheproof.

Municipal Emergency Management

This service develops, coordinates and delivers Council's Municipal Emergency Management Plan and coordination of the Municipal Operation Coordination Centre and associated software.

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CORPORATE SERVICES

Finance

This service encompasses all areas of financial reporting, rates, debtors and creditors for Council.

Governance

This service provides for Councillors and the organisation's overall governance services. This includes records management services as well as corporate risk management and insurance programs.

Information Technology

This service is to provide the organisation with Information and Telecommunication Services.

Human Resources

This service provides the organisation with recruitment, training, organisational development, and occupational health and safety.

EXECUTIVE OFFICE

Customer Service

This service provides for both internal and external customers by resolving the majority of customer enquiries, requests and payments at the first point of contact.

Executive Administrative Support

This service provides administrative support to Councillors and Executive Leadership and is responsible for the distribution of Council agendas.

Media and Communications

This service is responsible for the management and provision of advice on external communication, in consultation with relevant stakeholders on behalf of Council. The service is responsible for outgoing media releases, social media and advertising.



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WORKS AND TECHNICAL SERVICES

Assets and Project Management

This service is to provide for the management, design and administration of Council's assets and Infrastructure services, including planning management of the Capital Works Program.

Property Maintenance

This service is to provide property maintenance services to a range of Council's building-based assets, focusing on the upkeep and renewal of buildings. This area maintains in excess of 250 buildings across the shire and aims to keep them maintained in a fit for purpose state.

Recreation

This service provides recreational facilities and support to community-run recreation reserves in ten towns across the Shire, as well as governance support to community recreation clubs and committees.

Recreational Lakes

This service provides a contribution to the management and development of the recreational lakes including Tchum, Watchem and Wooroonook Lakes. Council undertakes toilet cleaning at the lakes outside the summer peak period.

Road Services

This service is to provide road maintenance for the 1100km of sealed, 650km gravel and 3800km of earth roads across the Shire.

Saleyards

This service provides for the management and administration of Council's Saleyards Precinct at Wycheproof for external Livestock Agents to sell livestock.

Statutory Compliance

This service provides statutory planning, building services and compliance and local laws services. This department also includes areas such as fire hazards, dog and cat registration and control and stock control.

Swimming Pools

This service manages and operates seven seasonal swimming pools, from the third week in November to the third week in March annually.

Urban Areas

This service manages and coordinates Council's parks, gardens and urban infrastructure providing routine, preventative and ongoing maintenance and improvements.

Waste and Environment

Waste and Environment Services is responsible for the maintenance and improvement of Council's landfill and transfer stations as well as providing a Residential Kerbside Garbage and Recycling Service in all towns within the Shire.



ECONOMIC FACTORS

The large area and dispersed population increases the costs of delivering services to our communities when compared to metropolitan Councils. The average cost per unit service can be up to three times greater than supplying the same services in a metropolitan area.

Approximately 15% of our ratepayers are pensioners entitled to the pensioner rebate. Rate increases can have a significant impact on the disposable income of a significant proportion of our community. Council has a Rates and Financial Hardship Policy in place to assist people who are facing financial hardship in paying their rates. During periods of adverse weather conditions, such as floods or drought, there is an impact on Council's rural ratepayers' ability to pay rates and the Financial Hardship Policy offers opportunities to discuss payment arrangements.

Council's infrastructure, particularly roads and buildings continue to age and deteriorate, and with changes to population and demographics it is critical that all assets are assessed for their affordability and usefulness to the community into the future.

Buloke's economy is dominated by agriculture, mainly dry land cropping and livestock. This generates around 27% of economic output, 56% of exports from the Shire and employs 29% of all workers.

The top five industries in order of employment numbers in the Shire are agriculture, health care and social assistance, education and training, retail and construction.

Buloke is embracing emerging economic development and tourism opportunities within the Shire and we work toward these thriving now and into the future.

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MAJOR ECONOMIC DEVELOPMENT AND TOURISM STRENGTHS

- Land and environment suited to broadacre cropping, coupled with over 150 years of inter-generational expertise in growing grains.
- Industry driven capabilities in innovation and research and development in broadacre farming.
- Land and environment suited to extensive livestock and intensive livestock production. Extensive sheep grazing has a long history in the Shire, with Wycheproof recognised as the largest store sheep-selling centre in regional Victoria. Intensive pig production and cattle lot feeding are well established in the Shire, and there has been recent growth in intensive poultry growing (for both meat and table eggs).

- Assets that attract visitors, including Victoria's largest salt lake (Lake Tyrrell), two acclaimed silo art trail sites in Nullawil and Sea Lake, heritage sites, historic buildings, collections and recreational lakes (Lakes Watchem, Tchum, Wooroonook, Buloke and Green Lake).
- Regular annual events such as the Mallee Root RoundUp, Charlton Film Festival and regular race meetings and sporting events, and emerging events such as Cuisine in the Crop and the Esoteric Dance Festival.

Just as the overall Shire economy is highly dependent on broadacre farming, so are the Shire's towns, where a majority of businesses contribute to agribusiness supply chains and provide services to farming communities.

Agricultural activity is dominated by cereals, pulses, oilseeds and sheep for meat and wool. This agricultural focus has been responsible for the many distinctive features in the towns, strong resilience and connected communities, but it has also led to decades long population decline as farms have become bigger and more automated, and the financial returns from agricultural commodities have declined in an increasingly competitive global environment.

The total resident population of Buloke Shire was estimated to be 6,124 in 2019. This continues a decline of around 1% over each year of the last decade.

*Source: Australian Bureau of Statistics, Regional Population Growth, Australia, 2018-19.



GRANTS RECEIVED FROM EXTERNAL SOURCES

Grant funds received and received in advance from external sources 2019/2020

Funding Source	Project Summary	Amount
Department Economic Development, Jobs, Transport and Resources	Fruit Fly Cleanout Project 2nd Instalment	106.27
Department Economic Development, Jobs, Transport and Resources	Roads to Market-Yeungroon Road Upgrade	68,000.00
Department Economic Development, Jobs, Transport and Resources	Roads to Market-Birchip Corack Road	59,000.00
Department Environment, Land, Water and Planning	Lake Tyrrell Conservation Management Plan	242,500.00
Department Environment, Land, Water and Planning	Living Libraries Infrastructure Program	240,000.00
Department Environment, Land, Water and Planning	Municipal Emergency Resourcing	60,000.00
Department Environment, Land, Water and Planning	Recycling Rebate for Councils Program	19,368.00
Department Environment, Land, Water and Planning	Victorian Grants Commission - Financial Assistance Grants	6,683,634.00
Department Environment, Land, Water and Planning	Victorian Great Outdoors - Donald Caravan Park	56,750.00
Department Environment, Land, Water and Planning	Victorian Great Outdoors - Gordon Park	13,550.00
Department Environment, Land, Water and Planning	Victorian Great Outdoors - Wooroonook Lakes	168,146.00
Department Environment, Land, Water and Planning	Victorian Great Outdoors - Wycheproof Caravan Park	125,166.00
Department Environment, Land, Water and Planning	Public Libraries Funding Program 2017-2020	116,313.00
Department Environment, Land, Water and Planning	Premiers Reading Challenge Book Fund 2016-2020	5,616.00
Department Environment, Land, Water and Planning	Roadside Weeds and Pests Program 2019-2020	75,000.00
Department Health and Human Services	CASI Community Connector Lead Organisation	33,860.00
Department Health and Human Services	Community Activation COVID-19 Support	20,000.00
Department Health and Human Services	Home and Community Care Services	150,772.63
Department Health and Human Services	Immunisation Services	5,870.88

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Funding Source	Project Summary	Amount
Department Health and Human Services	Maternal Child Health	283,964.26
Department Health and Human Services	Supported Playgroups	17,835.53
Department Health and Human Services	Victorian Seniors Festival	2,200.00
Department Industry, Innovation and Science	Drought Communities Program	1,500,000.00
Department of Education and Training	Children's Week 2019	700.00
Department of Education and Training	Supported Playgroups	20,625.00
Department of Education and Training	Kindergarten Infrastructure and Service Plan	35,000.00
Department of Education and Training	Local Planning and Change Management	35,000.00
Department of Health	Commonwealth Home Support Program	738,622.49
Department of Infrastructure, Transport, Cities and Regions	Roads to Recovery	2,399,644.00
Department of Jobs, Precincts and Regions	Birchip-Corack Road Upgrade	279,000.00
Department of Jobs, Precincts and Regions	Birchip Leisure Centre Oval Redevelopment	90,000.00
Department of Jobs, Precincts and Regions	Buloke Industry, Product and Service Gap Analysis	37,500.00
Department of Jobs, Precincts and Regions	Charlton Multi-Purpose Facility Development	750,000.00
Department of Jobs, Precincts and Regions	Donald Multi-Purpose Community Facility Redevelopment	300,000.00
Department of Jobs, Precincts and Regions	Donald Netball Change Room Development	10,000.00
Department of Jobs, Precincts and Regions	Donald Recreation Reserve Stadium Redevelopment	10,000.00
Department of Jobs, Precincts and Regions	Donald Skatepark Development	13,300.00
Department of Jobs, Precincts and Regions	Lake Tyrrell Tourism Infrastructure Project	200,000.00
Department of Jobs, Precincts and Regions	Sea Lake Community Capacity Building Program	10,000.00
Department of Jobs, Precincts and Regions	Working for Victoria	916,162.00
Department of Justice	December 2018 Flood Event	213,012.11
Department of Transport	Better Boating Program	12,000.00
Department of Transport	Glenloch Blackspot	302,747.00
Department of Transport	Heavy Vehicle Safety and Productivity	200,000.00
Department of Transport	School Bus Sign Ahead Project	1,687.00
Department of Transport	School Crossing Supervisor Subsidy	12,348.00
Department Premier and Cabinet	Anzac Centenary Community Grant	1,000.00
Department Treasury and Finance	December 2018 Flood Event	190,475.00
Emergency Management Victoria	Flood and Drainage Management Plan	181,500.00
Emergency Management Victoria	Charlton Flood Mitigation Levee Design Stage 2	25,800.00
Mallee Catchment Management Authority	Biodiversity Response Planning - Tyrrell Project	10,000.00
Mallee Catchment Management Authority	Lake Tyrrell Tourism Infrastructure Project	108,488.18
Mallee Catchment Management Authority	Mallee Threatened Ecological Project	30,000.00
Municipal Association of Victoria	Tobacco Activity	13,703.60
Sustainability Victoria	E-Waste Infrastructure	175,474.90
Swan Hill Rural City Council - Regional Growth Fund	Our Region Our Rivers	851,744.00
VicHealth	This Girl Can Project	14,300.00
VicRoads	Fixing Country Roads	1,272,000.00
		19,410,985.85

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COUNCIL PROFILE

The Buloke Shire Council is a public statutory body incorporated under the *Local Government Act (the Act)*. The Act sets out the primary purposes and objectives of the Council and defines its functions and powers.

The Council consists of a Mayor, Deputy Mayor and five Councillors.

The current Buloke Shire Council was elected on the 29 October 2016 and will retire in October 2020.

The Council's role is to:

- (a) to act as a representative government by taking into account the diverse needs of the local community in decision making;
- (b) to provide leadership by establishing strategic objectives and monitoring their achievement;
- (c) to maintain the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;
- (d) to advocate for the interests of the local community to other communities and governments;
- (e) to act as a responsible partner in government by taking into account the needs of other communities;
- (f) to foster community cohesion and encouraging active participation in civic life.

COUNCIL OFFICES

Wycheproof District Office is open to the public for face-to-face customer service Monday to Friday 8.30am to 5.00pm at 367 Broadway, Wycheproof.

All services can be accessed by calling 1300 520 520.

Council's Customer Service Charter is available on Council's website.



Postal Address: PO BOX 1,
Wycheproof Victoria 3527



Fax: (03) 5493 7395



Email: buloke@buloke.vic.gov.au



Website: www.buloke.vic.gov.au



You can also connect with Council on social media via Facebook, Twitter and LinkedIn accounts.

COUNCILLORS

Lower Avoca Ward



**CR DAVID
POLLARD**
(DEPUTY MAYOR)

MOBILE: 0458 918 638
E: crpollard@buloke.vic.gov.au

Cr Pollard is currently serving a third term as Councillor. David has a long history of volunteerism including with the CFA and Ambulance Victoria. He farms land between Charlton and Wycheproof and also enjoys a love of the arts. David has served three terms as Mayor from November 2011, 2016 and 2017.



**CR BRONWYN
SIMPSON**

MOBILE: 0436 914 253
E: crsimpson@buloke.vic.gov.au

Cr Simpson is a first term Councillor, elected in September 2019 after the resignation of Cr John Shaw. Born and raised in rural Victoria, Bronwyn had a sense of community and volunteerism instilled in her from a young age. Bronwyn and her husband Stephen live in the Yeungroon area and she juggles her passions of crafts and cooking with part time employment in Birchip.

Mallee Ward



**CR DAVID
VIS**

MOBILE: 0488 032 723
E: crvis@buloke.vic.gov.au

A first term Councillor, Cr Vis has lived in Sea Lake for 12 years. He is passionate about the area and works hard to grow Buloke communities whilst focusing on business and tourism growth. He has been a member of Advance Sea Lake and is passionate about ensuring his community is heard.

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**CR ELLEN
WHITE**

MOBILE: 0417 560 706

E: crwhite@buloke.vic.gov.au

Cr White is currently serving her third term on Council. Ellen is a farmer from Towaninnie and always strives for improvement for Buloke. She is passionate about mitigating for climate change as well as social justice and inclusion.

Mount Jeffcott Ward



**CR GRAEME
MILNE**

MOBILE: 0419 126 911

E: crmilne@buloke.vic.gov.au

Cr Milne is serving his second term as Councillor. An active community member living and working in Watchem, Graeme is passionate about growing our towns and areas - both big and small - by working together.



**CR CAROLYN
STEWART
(MAYOR)**

MOBILE: 0488 032 063

E: crstewart@buloke.vic.gov.au

Cr Stewart is undertaking her first term as Councillor. A Buloke resident for over 18 years and living in Buckrabanyule, Carolyn is balancing ownership of a cropping and grazing property with both parenthood and her teaching job. She is also a qualified accountant who is keen to see our economy strengthen to provide opportunities for the community including youth. Carolyn was elected Mayor in November 2018 and again in November 2019.



**CR DARYL
WARREN**

MOBILE: 0427 194 422

E: crwarren@buloke.vic.gov.au

Cr Warren is a first term Councillor. Daryl has worked in Local Government and is a highly active community member in Buloke. Living in Donald, he has been a key driver for many local projects and initiatives and has a strong focus on financial sustainability.

COUNCIL DELEGATES LIST

Adopted 13 November 2019.

Organisation	Representative(s)
Audit Committee	Mayor (or Deputy Mayor)
Australian Livestock Saleyards Association Inc.	Cr Pollard
Buloke and Northern Grampians Landcare Network	Cr White
Calder Highway Improvement Committee	Cr Pollard
Central Murray Regional Transport Forum	Cr White
Central Victorian Greenhouse Alliance	Cr Pollard
Charlton Community Theatre Pty Ltd Board	Cr Warren
Charlton Park Committee of Management	Cr Stewart
Charlton Stadium Committee	Cr Pollard
CFA – Municipal Fire Management Planning Committee	Crs Milne, Simpson and White
Donald 2000 Inc.	Cr Warren
Economic Development and Tourism Committee	Crs Milne, Stewart and Vis
Loddon Mallee Waste and Resource Recovery Group	Cr Warren
Library Advisory Committee	Crs Milne, Simpson and White
Municipal Association of Victoria	Mayor (or Deputy Mayor)
Municipal Emergency Management Planning Committee	Crs Pollard and White
Municipal Flood Management Committee	Crs Pollard and Warren
North Central Local Learning Employment Network	Cr Simpson
North West Municipalities Association	Cr Warren
Rail Freight Alliance	Cr Milne, Cr Vis as deputy
Recreational Water Users Alliance	Cr Stewart
Rural Councils Victoria	Cr Pollard
Sunraysia Highway Improvement Committee	Cr Milne
Watchem Progress Association	Cr Milne
Wimmera Mallee Tourism Association	Cr Warren, Cr Vis as deputy
Wimmera Southern Mallee Transport Group	Cr Warren
Workspace Australia	Cr Warren
Wycheproof Recreation Reserve Committee of Management	Cr Pollard

MEETINGS OF COUNCIL

During 2019/20 Buloke Shire Council held four different types of meetings:

- Ordinary Meetings
- Statutory Meeting
- Councillor Briefings (Assemblies of Council)
- Special Meetings

Meetings were held at Council's district offices throughout the Shire on a rotating basis as well as virtually during the COVID-19 pandemic, and were conducted in accordance with the both the *Local Government Act 1989* and the *Local Government Act 2020*.

Virtually-held Ordinary Meetings of Council were streamed live via Council's website.

At each Ordinary Meeting, there is a Public Question Time segment, which is designed to provide an opportunity for members of the public to ask questions on municipal issues and receive responses from Councillors and Council Officers.

Agendas and minutes for all meetings are available online at Council's website and in hard copy from Council's Wycheproof office.

During the COVID-19 pandemic, Council offered to mail requested documents to those seeking access to them.

Councillor Attendance 2019/20

	Ordinary Meetings	Statutory Meetings	Special Meetings	Assemblies of Council	Total Attended
Number of Meetings held	11	1	3	23	38
Cr Carolyn Stewart (Mayor)	11	1	3	23	38
Cr David Pollard (Deputy Mayor)	11	1	1	20	33
Cr Graeme Milne	11	1	3	23	38
Cr Ellen White	10	1	3	23	37
Cr John Shaw	0	0	0	0	0
Cr Bronwyn Simpson	7	1	3	17	28
Cr David Vis	7	1	3	18	29
Cr Daryl Warren	11	1	3	21	36

Note:

Cr White was on approved leave of absence from 21 December 2019 until 15 January 2020. No meetings or assemblies were held in this time.

Cr David Vis was on approved leave of absence from 12 February 2020 until 30 June 2020. This period included five Ordinary Meetings, one Special Meeting and ten Assemblies of Council.

Cr Shaw was on approved leave of absence when the reporting period started until 14 August 2019, at which point Cr Shaw resigned. This period included two Ordinary Meetings and three Assemblies of Council.

Cr Simpson was sworn in at a ceremony on 23 September 2019 after Cr Shaw's resignation created a vacancy in the Lower Avoca Ward.

COUNCILLOR ALLOWANCES

The *Local Government Act 1989* regulates the allowances payable to mayors and councillors in Victoria. The Act provides for the minimum and maximum allowances payable as set by an Order in Council from time to time. Each council must, within the allowances range, determine the allowances it will pay to its mayor and its councillors, having regard to the local situations and priorities. Buloke Shire's Mayor and Councillors are paid an allowance in accordance with Section 73B of the Act which provides for an annual adjustment factor to be paid to these allowances.

The Mayor has use of a Council-funded mobile phone, a fully maintained vehicle for use on Council business and an iPad with intranet and internet access.

The Councillors also have the use of a Council-funded mobile phone, access to a fully maintained vehicle for use on Council business and an iPad with intranet and internet access.

In addition, all Councillors receive 9.5% in superannuation from Buloke Shire.

The following table contains details of current allowances for the Mayor and Councillors during the year.

Councillor Allowances

Councillor	Allowances	Remote Travel Allowance	Superannuation	Total
Cr Pollard	19,156.77	0	1,819.89	20,976.66
Cr White	19,156.77	0	1,819.89	20,976.66
Cr Milne	19,156.77	0	1,819.89	20,976.66
Cr Simpson	16,169.78	40	1,536.13	17,705.91
Cr Stewart	60,650.45	0	5,761.79	66,412.24
Cr Warren	19,156.77	2,520	1,819.89	20,976.66
Cr Vis	19,156.77	80	1,819.89	20,976.66
Cr Shaw	0	0	0	0
Total	172,604.08	2,640	16,397.37	189,001.45

Note: A remote travel allowance will continue to provide compensation for the time spent on long distances travelled by Councillors in remote areas. This allowance provides for a maximum limit of \$5,000 per annum (at a daily rate of \$40) or as may be amended from time to time by Order in Council.

COUNCILLOR EXPENSES

Councillors are entitled to claim out of pocket expenses incurred while performing their civic, statutory and policy making duties as a Councillor. Expenses that can be claimed are outlined in the Councillor Expense Policy and include expenses such as professional development, conferences and travel.

Councillor Expenditure 1 July 2019– 30 June 2020

Councillor	Travel and Accommodation	Vehicle	Childcare	Information and Communication Technology	Conferences and training	Total
Cr Pollard	1209.68	340			1190	2739.68
Cr White					220	220
Cr Milne	800.77	3487.04			2845.84	7133.65
Cr Stewart	795				940.01	1735.01
Cr Warren		2520				2520
Cr Simpson	297.04			1,570.92	250	2117.96
Cr Vis	395.36	978.3			125	1498.66
Cr Shaw						
Total	3497.85	7325.34		1,570.92	5570.85	17964.96

It is also worth noting the difficulties for some Councillors in accessing vehicles to perform their duties due to the disadvantage of their geographic residential situations in relation to the garaging of available vehicles at Council Offices.

Special Committees

Council has established three Special Committees under Section 86 of the Act for the purpose of managing Council facilities efficiently, in compliance with legislative requirements and consistent with the community's expectations. The three committees are:

- Charlton Park Committee of Management
- Wycheproof Recreation Reserve Committee of Management
- Birchip Community Housing Committee

Agendas and minutes from meetings held by Special Committees are available for public inspection online or in person at Council's Wycheproof office.

There have also been committees formed by Council resolution that met throughout the year. These committees were:

- Audit Committee
- Library Advisory Committee
- Economic Development and Tourism Advisory Committee
- Rating and Revenue Strategy Reference Group

PRESCRIBED DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

Council maintains a range of documents and registers for public inspection in accordance with the Act and the *Local Government (General) Regulations 2015*.

The following documents are available for inspection at Council's Wycheproof Office, 367 Broadway, Wycheproof. To arrange an inspection please contact the Director Corporate Services on 1300 520 520. Many of the documents are available to view on-line or by download from the Council website.

- A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by Councillor or any member of Council staff in the previous 12 months.
- Register of Interests – Returns lodged by Councillors and Council Officers.
- Register of Inspections of Interests.
- Minutes of Ordinary and Special Meetings held in the previous twelve months which are kept under section 93 of the Act and in accordance with part 26 of the Buloke Shire Council Governance Rules, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act, or as defined in section 3(1) of the Local Government Act 2020.
- Minutes of meetings of special committees established under section 86 of the Act and held in the previous twelve months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act or s395 of the *Local Government Act 2020* and are confidential information within the meaning of section 77(2) of the Act, or as defined in section 3(1) of the *Local Government Act 2020*.
- A register of delegations kept under Section 11 and section 47 of the *Local Government Act 2020*.
- A list of all leases involving land which were entered into by Council.
- A register of authorised officers appointed under section 244 of the Act.
- A list of donations and grants made by the Council during the financial year.
- Names of the organisations of which the Council was a member during the financial year.
- Council's policy in relation to the reimbursement of expenses for Councillors and Council Committees.
- Details of gifts received by Councillors and Council Staff.
- Councillor Code of Conduct.
- Council Governance Rules.
- Council Transparency Policy.
- Council Local Laws.
- Current Council Plan.
- Current Strategic Resource Plan.
- Current Annual Budget.
- Annual Report and the associated Auditor's Report on the Financial Statements.
- Details regarding differential rates declared by Council.
- Copy of the current Procurement Policy.
- Copies of the Preliminary and Final reports from the last Electoral Representation Review.
- Copies of election campaign donation returns for the Council Election.
- Copy of Buloke Planning Scheme.
- A register of Councillor Declared Conflicts of Interest.
- Terms of reference for Buloke Shire Council's Economic and Tourism Advisory Committee.
- Terms of reference for Buloke Shire Council's Library Committee.

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Buloke Shire is a vibrant workplace that offers a range of employment opportunities. An employer of choice, Council staff operate under an agreed set of values outlining standards in professionalism, leadership, care, collaboration and fairness.

Council is an equal opportunity employer. Our roles are non-gender specific and Council encourages all suitably qualified applicants to apply for positions.

BULOKE SHAPING OUR FUTURE TOGETHER.

ORGANISATIONAL STRUCTURE

Buloke Shire Council Senior Leadership Team comprises the Chief Executive Officer and four senior staff (three Directors and one Manager) reporting directly to the position.



ANTHONY JUDD

Chief Executive Officer



ROSE HARRIS

Director Community Development

- Community Development
- Emergency Management
- Environmental Compliance
- Immunisation
- Independence Support
- Libraries
- Maternal and Child Health
- Public Health
- Youth



HANNAH YU

Director Corporate Services

- Finance
- Governance
- Human Resources
- Information Communication Technology
- Insurance
- Occupational Health and Safety
- Payroll
- Records Management
- Revenue
- Risk Management



WAYNE O'TOOLE

Director Works and Technical Services

- Asset Planning and Delivery
- Building and Surveying
- Community Facilities
- Local Laws
- Recreational Facilities
- Tourism
- Road Services
- School Crossings
- Town Planning
- Urban and Parks
- Waste and Environment
- Economic Development



TRAVIS FITZGIBBON

Manager Customer Engagement

- Councillor and Executive Support
- Customer Service
- Media and Communications
- Working for Victoria Program

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EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Buloke Shire Council is committed to excellent working relationships and refuses to tolerate workplace harassment or any form of discrimination or offensive behaviour.

Council recognises the value of staff and will select or promote individuals for employment, training and career advancement on the basis of personal merit in fair and open competition according to skills, qualifications, knowledge and efficiency relevant to the position involved.

All staff are required to treat colleagues and members of the public with courtesy and sensitivity to their rights, duties and aspirations.

Council's Manager Human Resources is the Equal Opportunity contact who is able to assist with resolving problems to create workplace harmony, positive morale and a productive environment for all.

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EMPLOYEE STATISTICS

The reported employee statistics are a head count of staff and not a full-time equivalent (FTE). Council employs staff under many different arrangements as part of its workforce. Council's FTE at 30 June 2020 is 123.6 or 110.2 excluding temporary employees.

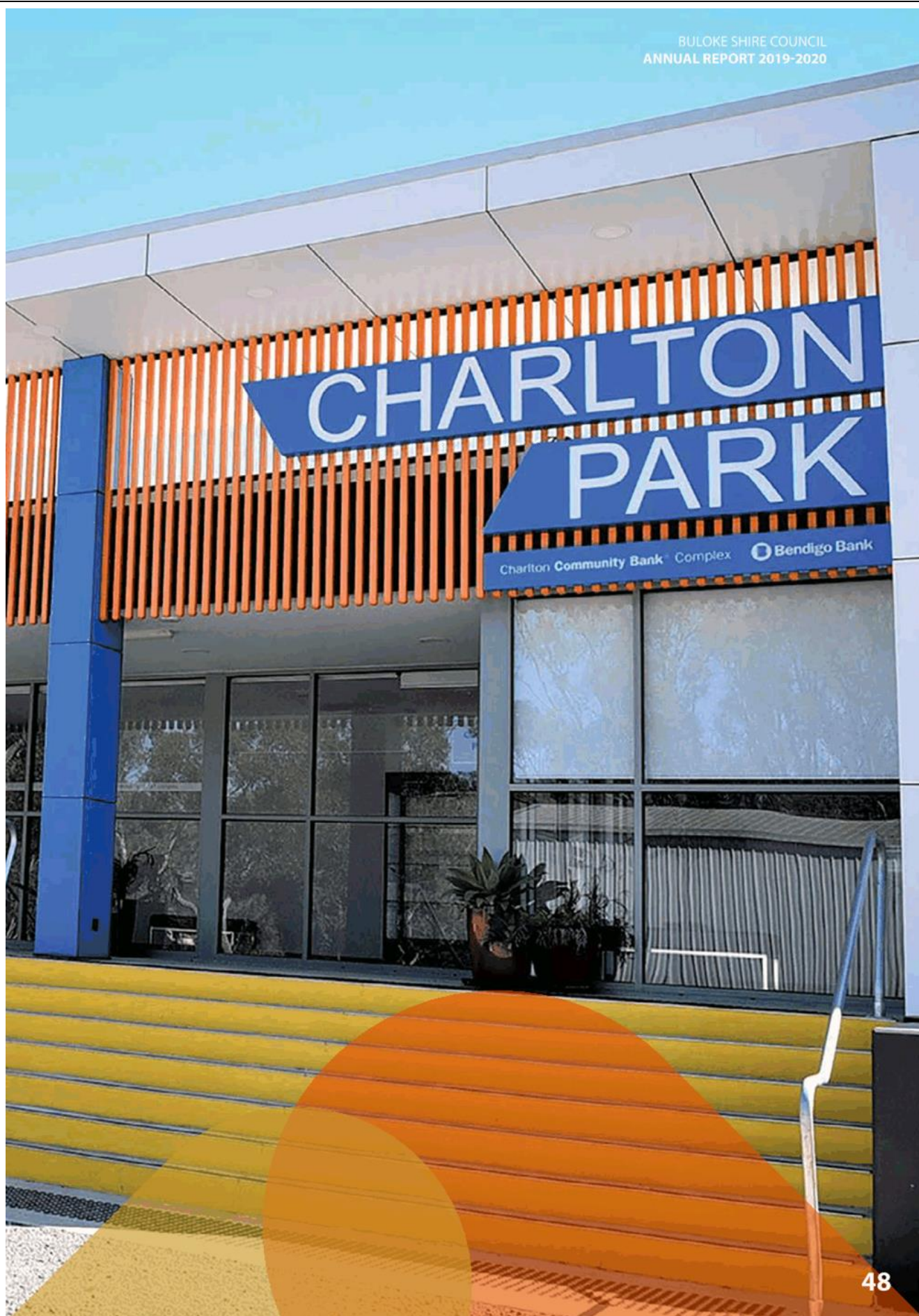
Department	Casual	Part Time	Full Time	Total
Executive Office	1	4	3	8
Corporate Services	10	6	13	29
Works and Technical Services	1	13	68	82
Community Development	6	28	11	45
Totals	18	51	95	164

Workplace Incidents			
2016-2017	2017-2018	2018-2019	2019-2020
48	57	84	44

Employee Statistics 2019-2020			
	Male	Female	Total
Permanent Full Time	58	21	79
Temporary Full Time	9	7	16
Permanent Part Time	12	39	51
Temporary Part Time	0	0	0
Casual	7	11	18
Totals	86	78	164

Note: Includes 6 males and 6 females employed under the W4V program

Service Milestones Achieved During 2018-2019	
5 Years	3
10 Years	2
15 Years	7
20 Years	1
25 Years	1
35 Years	1



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COUNCIL PLAN

The Annual Report provides a summary of the achievements against the Buloke Shire Council Plan 2017-2021.

Central to the Council Plan 2017-2021 are five strategic objectives:

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

The Council Plan 2017-2021 also incorporates the Strategic Resources Plan and the Municipal Health and Wellbeing Plan.

The Strategic Resource Plan establishes a financial framework over the next four years to ensure our strategic objectives, as expressed in the Council Plan, are achieved.

The Municipal Health and Wellbeing Plan outlines how we will work in partnership with our community, local service providers and other levels of government to improve the health and wellbeing of the whole community.

PERFORMANCE AGAINST THE STRATEGIC OBJECTIVES IN THE COUNCIL PLAN

Council's performance for the 2019/20 year has been reported against each strategic objective to demonstrate how Council performed in achieving the 2017-2021 Council Plan. Performance has been measured as follows:

- Results achieved in relation to strategic indicators in the Council Plan.
- Progress in relation to the major initiatives identified in the Budget.
- Services funded in the Budget and the persons or sections of the community who are provided those services.
- Results against the prescribed service performance indicators and measures.

The diagram below depicts the planning and accountability framework that applies to local government in Victoria.

The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

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STRATEGIC OBJECTIVE 1

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DELIVER OUR SERVICES IN A FINANCIALLY VIALE WAY

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

1.1 IMPROVE OUR FINANCIAL PLANNING AND REPORTING

ACTIONS

- Develop a ten year financial plan to ensure long term responsible financial management.
- Provide clear and concise financial reporting on a monthly basis at Ordinary Council Meetings to monitor and respond to financial risks.
- Maintain accurate property valuation records, including supplementary valuations.

1.2 CONTINUOUS SERVICE IMPROVEMENT FOR EFFICIENT AND FLEXIBLE SERVICES

ACTIONS

- Undertake an annual program of service reviews to ensure each service is reviewed at least every three years.
- Continue to report on the Local Government Performance Reporting Framework.
- Investigate opportunities for further shared services and resources with neighbouring Councils to leverage economies of scale and scope.

1.3 ENHANCE OUR INFORMATION COMMUNICATION AND TECHNOLOGY TO IMPROVE PRODUCTIVITY, SERVICE DELIVERY AND COMMUNICATION WITH THE COMMUNITY

ACTIONS

- Invest in the priorities of the Information and Communication Technology Strategy to improve productivity and online service delivery.
- Increase our online communication presence through the website and social media.

1.4 ADVOCATE FOR IMPROVED FINANCIAL OUTCOMES FOR RURAL COMMUNITIES

ACTIONS

- Support the Rural Living Campaign to ensure equitable access to services provided by all levels of government.
- Work with state and federal governments and industry bodies to highlight the effects of shifting costs on to local government.

STRATEGIC INDICATORS

- Implementation of the 2019 Revenue and Rating strategy to ensure equitable outcomes for our ratepayers.
- Investigate further shared service with other councils and governance bodies.
- Redevelopment of asset management plans and ten year capital works plan.

MAJOR INITIATIVES

- 1. Investigate further shared service with other Councils and governance bodies.

Result: \$5 million of funding secured in partnership with five other Councils under the Rural Councils Transformation Program.

- 2. Continue to actively review a ten year financial plan to improve the long term financial management of the organisation.

Result: Council continues to actively review a ten year financial plan to improve the long term financial management of the organisation.

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STRATEGIC OBJECTIVE 2

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BUILD A HEALTHY AND ACTIVE COMMUNITY

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

2.1 SEEK EFFECTIVE PLACE BASED HEALTH SERVICES AND INITIATIVES FOCUSED ON PREVENTION BASED MEASURES

ACTIONS

- Advocate with our partners for appropriate health funding models that suit our community and location.
- Partner with local groups to advance primary prevention measures within the community.
- Undertake an audit of all current health related services delivering within Buloke to determine levels of service and delivery with our relevant partners.

2.2 ADVOCATE FOR ACCESSIBLE PUBLIC AND COMMUNITY TRANSPORT FOR ALL BULOKE RESIDENTS

ACTIONS

- Expedite public and community transport access through involvement with the Mallee Local Area Transport Forum.
- Support local community initiated transport options including facilitating knowledge between communities.
- Work with Public Transport Victoria to ensure rural communities are considered in transport planning.

2.3 PROMOTE AND ENHANCE PASSIVE AND ACTIVE RECREATION

ACTIONS

- Seek investment for multi-use recreation facilities.
- Support local community, arts and cultural events.
- Work with sport assemblies, government and local sporting groups to provide accessible programs.
- Participate in the management of the library service.

2.4 DEVELOP COMMUNITY PLANS TO ENHANCE THE LIVEABILITY OF ALL BULOKE COMMUNITIES

ACTIONS

- Deliver an integrated community planning process and develop uniform community plans for our ten communities.
- Develop an integrated community plan to guide Council's decision making on township projects.

2.5 ACTIVELY WORK TO REDUCE COMMUNITY VIOLENCE AND SUPPORT VICTIMS IN PARTNERSHIP WITH KEY AGENCIES

ACTIONS

- Assist lead agencies to pursue primary prevention funding.
- Evaluate our service reviews and grant applications to ensure equitable outcomes are being achieved.
- Contribute to implementation of the Loddon Mallee Regional Action Plan for the Primary Prevention of Violence Against Women.

2.6 DEVELOP A BULOKE INCLUSIVENESS PLAN TO ADDRESS ACCESS AND ENGAGEMENT OF ALL RESIDENTS

ACTIONS

- Work with the local Registered Aboriginal Parties to develop recognition statements and pursue collaborative enterprise.
- Promote Aged and Disability services that allow people to remain in their communities.
- Enhance service planning and delivery relationship with local health service providers through the Southern Mallee Primary Care Partnership.
- Implement an inclusiveness plan to address accessibility and engagement for all within our community.

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2.7 EXPLORE LOCALISED DELIVERY OF EDUCATION TO ADDRESS SKILL GAPS AND CAPITALISE ON LOCAL EMPLOYMENT OPPORTUNITIES

ACTIONS

- Partner with Local Learning and Employment Networks to support young people in their region by improving their participation, engagement, attainment and transition outcomes.
- Promote educational opportunities with all service delivery options for all ages including local based and further afield institutions.

2.8 IMPLEMENT THE MUNICIPAL EARLY YEARS PLAN AND CHILD AND YOUTH STRATEGY TO ADDRESS THE NEEDS OF YOUNG PEOPLE IN THE SHIRE

ACTIONS

- Provide enhanced Maternal and Child Health services for families at risk.
- Provide support to local playgroups, early years committees and child care providers.
- Work with Mallee Family Care to develop a Buloke Early Years Network to assist educators, practitioners and parents to access quality early years resources.
- Work with funded partners such as the Local Learning and Employment Networks and community resource centres in the delivery of youth specific programs such as Engage! and FreeZa.

STRATEGIC INDICATORS

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

MAJOR INITIATIVES

- 1. Implement Council's Integrated Community Plan to guide Council's decision making on township projects.

Result: An Action Plan template as developed and distributed to each of our ten Community Forums. Strong progress on the implementation of the plans has been reported, with all communities having completed multiple actions.

- 2. Increased planning and design to support shovel-ready applications.

Result: Council has engaged external design professionals to have a range of building, landscaping and road projects to a shovel ready stage.

- 3. Implement the Buloke Inclusiveness Plan.

Result: Council has commenced treaty negotiations with Dja Dja Wurrung. Council awaits the next steps under the lead of Dja Dja Wurrung once they have met with all their Local Government Areas.

SERVICE PERFORMANCE INDICATORS

SERVICE/INDICATOR/MEASURE	2017	2018	2019	2020	Comments
AQUATIC FACILITIES					
Utilisation	5.9	6.4	5.1	4.9	The Buloke Shire has a relatively small population dispersed over a wide area. The number of hot days over summer show results in larger percentage variances.
Utilisation of aquatic facilities					
[Number of visits to aquatic facilities / Municipal population]					
ANIMAL MANAGEMENT					
Health and safety					All animal prosecutions (2) were successful
Animal management prosecutions	New in 2020	New in 2020	New in 2020	100%	
[Percentage of successful animal management prosecutions]					
FOOD SAFETY					
Health and safety					Council had no critical or major non-compliance notifications about food premises.
Critical and major non-compliance outcome notifications	100%	100%	100%	0%	
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100					
LIBRARIES					
Participation					Since the changes to the delivery of library services by Council, the number of borrowers is showing an increasing trend back to when the service was provided by 3 different service providers pre 2018/19.
Active library members	11.3%	8.3%	7.1%	7.9%	
[Number of active library members / Municipal population] x100					
MATERNAL AND CHILD HEALTH (MCH)					
Participation					Council has a consistently high participation rate of children attending MCH Key Ages and Stages services up to the 36 months visit, after which the participation substantially reduces.
Participation in the MCH service	77%	77%	78%	79.5%	
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100					
Participation in the MCH service by Aboriginal children	75%	67%	74%	93%	Council has a consistently high participation rate of ATSI children attending MCH services up to the 42 months visit.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100					



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DIVERSIFY AND ENHANCE OUR LOCAL ECONOMY

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

3.1 STRENGTHEN AGRIBUSINESS DIVERSIFICATION

ACTIONS

- Undertake a Rural Land Use review to ensure our planning scheme reflects agricultural opportunities including rural dependent enterprises.
- Develop a promotional plan for Buloke products and services.
- Review the Economic Development Strategy to incorporate agricultural diversification that capitalises on water supply and intensive animal husbandry.

3.2 CAPITALISE ON TOURISM OPPORTUNITIES

ACTIONS

- Ensure that tourism is incorporated in to the review of the Economic Development Strategy to intensify opportunities.
- Ensure appealing tourism facilities that meet visitor needs such as rest stops and signage.

3.3 ADVOCATE AND FACILITATE IMPROVED AND EQUITABLE CONNECTIVITY TO PROMOTE LIVEABILITY

ACTIONS

- Advocate for equitable access to NBN multiplatform technology for all areas of the Shire.
- Advocate through iLoddon Mallee for blackspot funding.

3.4 ENCOURAGE AND PROMOTE RENEWABLE ENERGY OPTIONS AS A DRIVER OF ECONOMIC GROWTH AND A SUSTAINABLE ENVIRONMENT

ACTIONS

- Actively participate to improve on our partnership with Central Victoria Greenhouse Alliance.
- Review our Municipal Strategic Statement to ensure our land use strategies attract renewable opportunities.
- Promote our new sustainability fund to communities.

3.5 SEEK FUNDING FOR REGIONAL SUPPLY CHAIN STRATEGIES (ROAD AND RAIL) TO SECURE VIABLE MARKET ACCESS FOR BULOKE PRODUCTS

ACTIONS

- Seek funding to upgrade key freight routes and reduce first/last mile blockages.
- Provide business with information on and access to business support services including navigating export markets.
- As part of the Rail Freight Alliance, campaign for improved rail freight and infrastructure.

3.6 PROMOTE THE LIFESTYLE AND ECONOMICS OF LIVING IN BULOKE

ACTIONS

- Attract Arts, Community and Culture specific funding.
- Maintain and enhance our relationship with Hobsons Bay City Council.
- Provide local small business with information on and access to business support services.
- Explore opportunities to attract people in to our communities.

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3.7 ENHANCE COMMUNITY COHESION AND ATTRACTIVENESS WITH WELL-MAINTAINED FUNCTIONAL STREETSCAPES

ACTIONS

- Support community celebrations of important national events and days in public places.
- Actively seek funding to develop Streetscape Plans for each of the townships.

STRATEGIC INDICATORS

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

MAJOR INITIATIVES

- 1. Actively promote our sustainability fund to communities.

Result: Council continues to promote its sustainability fund through traditional and social media channels and reports on awarded grants.

- Continue to implement the Economic Development Strategy and Tourism Strategy.

Result: Council noted solid progress against the Economic Development Strategy and Tourism Strategy at its June Ordinary Meeting. The strategy is a four year plan with a range of significant funding being secured across the reporting period including \$4 million for streetscapes upgrades in Buloke's five major towns.

OTHER INITIATIVES

- 3. Complete the transition to electronic tagging in Council saleyard operations.

Result: The transition to electronic tagging at Council's Wycheproof Saleyard facility is complete.

- 4. Work with the state government to develop tourism facilities and enhance visitor experience at Lake Tyrrell.

Result: The Lake Tyrrell Tourism Infrastructure project was nearing completion at the time of reporting. A tourist information centre was also being developed at the time of reporting.

SERVICE PERFORMANCE INDICATORS

SERVICE/INDICATOR/MEASURE	2017	2018	2019	2020	Comments
STATUTORY PLANNING					
Decision Making					
Council planning decisions upheld at VCAT	0%	0%	0%	100%	Council had 1 planning decision challenged in VCAT. The decision was upheld.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100					



RESPONDING TO AND ENHANCING OUR BUILT AND NATURAL ENVIRONMENT

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

4.1 REDUCE THE ASSET RENEWAL GAP

ACTIONS

- Develop and implement a ten year capital works plan.
- Prioritise Council's investment into asset renewal projects.
- Continue the review of Council's asset inventory to identify surplus assets.

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4.2 PARTNER WITH COMMUNITIES TO DEVELOP FIT FOR PURPOSE MULTI-USE HUBS

ACTIONS

- Construct key multi-use projects such as the Charlton Park 2020 project and the Donald Community Precinct upgrade.
- Proactively engage with community groups to establish plans for consolidation of ageing or excess building assets as part of a broader community planning exercise.

4.3 BUILD COMMUNITY PREPAREDNESS AND RESILIENCE TO THE EFFECTS OF EXTREME WEATHER EVENTS

ACTIONS

- Conduct a review of Council's suite of emergency management plans.
- Partner with key agencies such as Victorian SES and CFA to improve community education to prepare for natural disasters.

4.4 ENHANCE THE STRATEGIC DELIVERY OF COUNCIL ASSETS

ACTIONS

- Undertake a review of existing asset management plans.
- Implement an Asset Management software system to improve infrastructure planning and delivery.
- Participate in regional transport and road groups to improve network planning across the region.
- Develop a major projects advocacy document to present to potential funding partners including a strategic masterplan for the main park in each township.

4.5 ENSURE THE ONGOING PRACTICAL MANAGEMENT AND PROTECTION OF THE SHIRE'S NATIVE VEGETATION

ACTIONS

- Review the Roadside Vegetation Management Plan to better balance community needs with statutory requirements.
- Enhance the promotion of Council's natural environment and assets through regional tourism boards to be a key driver for tourism development.

4.6 SUPPORT COMMUNITIES' ACCESS TO RECREATIONAL WATER BY ENHANCING OUR AQUATIC FEATURES

ACTIONS

- Continue to implement the Buloke Aquatic Strategy and invest in key projects such as the Wycheproof Swimming Pool Change Facility Upgrade.
- Lobby state and federal government to complete water security works at Green Lake.
- Work with state government to rejuvenate the amenity blocks and tourism facilities at Council's recreational lakes.
- Review options for opportunities for increased pool access.

4.7 BECOME A CHAMPION OF ENVIRONMENTAL SUSTAINABILITY THROUGH DESIGN AND PRACTISE

ACTIONS

- In partnership with the Central Victorian Greenhouse Alliance, retrofit key community facilities with environmentally sustainable design features.
- Benchmark sustainability performance against other municipalities and develop a plan to reduce Council's carbon footprint.

4.8 IMPROVE WASTE MANAGEMENT PRACTICES AND REDUCE WASTE TO LANDFILL FOR IMPROVED ENVIRONMENTAL OUTCOMES

ACTIONS

- Implement restoration program for Council utilised gravel pits and former landfill sites.
- Work with Loddon Mallee Waste and Resource Recovery Group to implement best practice.
- Explore and promote resource recovery opportunities throughout the Shire.
- Review bin provision in key public spaces in conjunction with other state authorities where relevant such as main street areas, recreation reserves, roadside stops and parklands to improve resource recovery and deter littering.

STRATEGIC INDICATORS

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

MAJOR INITIATIVES

- 1. Continue to review and re-adopt a ten year capital works plan.

Result: Ten year capital works plan has been developed.

- 2. Redevelop and prioritise Major Projects Pipeline document.

Result: Advocacy Document was presented to Council in May.

OTHER INITIATIVES

- 3. Implementation of key infrastructure projects, including Charlton Park 2020 Project, Birchip Early Years Centre, Donald Community Multipurpose Project and streetscape master plan implementation.

Result: Facilities at Birchip, Charlton and Donald have all been completed and are operational. Funding has been realised to implement the streetscape master plan.

- 4. Construction of visitor amenities at Tchum, Wooroonook and Watchem Lakes to improve capacity and increase tourism to the Shire.

Result: The new visitor amenities are open and operational.

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SERVICE PERFORMANCE INDICATORS

SERVICE/INDICATOR/MEASURE	2017	2018	2019	2020	Comments
ROADS					
Satisfaction					
Satisfaction with sealed local roads	36%	39%	42%	39%	Council's Long Term Financial Plan identifies investment into road infrastructure
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					
WASTE COLLECTION					
Waste diversion					
Kerbside collection waste diverted from landfill	24%	23%	25%	25%	The result is derived from the volume of recyclable waste collected from recycling bins.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					





SUPPORT OUR COUNCILLORS, STAFF, VOLUNTEERS AND THE COMMUNITY TO MAKE INFORMED AND TRANSPARENT DECISIONS

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

(5.1) IMPLEMENT A ROBUST COMPLIANCE AND RISK FRAMEWORK TO ENSURE STATUTORY OBLIGATIONS ARE FULFILLED

ACTIONS

- Maintain and review the risk framework.
- Implement the internal audit plan.

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5.2 ENSURE THE BULOKE ORGANISATIONAL DEVELOPMENT STRATEGY SUPPORTS OUR CULTURE

ACTIONS

- Establish and implement regular reporting against the organisational development strategy.

5.3 ENSURE OUR COUNCILLORS HAVE SUPPORT IN PERFORMING THEIR ROLES AND RESPONSIBILITIES

ACTIONS

- Develop and implement a Councillor Development program.
- Promote professional development opportunities for Councillors.

5.4 REVIEW AND MONITOR PARTNERSHIP ARRANGEMENTS TO MAXIMISE SERVICES FOR BULOKE

ACTIONS

- Secure representation on the relevant Federal, state, regional and local bodies.
- Review our partnerships to ensure that there are clear outcomes to measure our staff and Councillor investments.

5.5 INCREASE OUR COMMUNICATION AND INVOLVEMENT WITH THE COMMUNITY IN DECISION MAKING

ACTIONS

- Provide high quality customer service and manage requests effectively through a Customer Service Charter.
- Provide targeted communication aligned to requirements and expectations of residents and stakeholders such as businesses and forums.
- Improve Council's website functionality and accessibility.

5.6 RECOGNISE OUR VOLUNTEERS AND SUPPORT THEIR SIGNIFICANT CONTRIBUTIONS

ACTIONS

- Develop and implement a Volunteer Action Strategy that incorporates promotional material to encourage and retain volunteers.

STRATEGIC INDICATORS

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

MAJOR INITIATIVES

- 1. Complete. All the strategy items have been completed and the Rural Council Transformation Program funding to replace Corporate System is ongoing.

Result: Complete

All the strategy items have been completed and the Rural Council Transformation Program funding to replace Corporate System is ongoing.

- 2. Implementation of the Volunteer Strategy.

Result: At the time of reporting of the 26 actions within the Volunteer Strategy 13 are complete and another 13 are either ongoing initiatives or are in progress. It is anticipated that there will be significant work done in this area during the COVID-19 recovery phase.

OTHER INITIATIVES

- 3. Ongoing implementation of a Councillor Development Program.

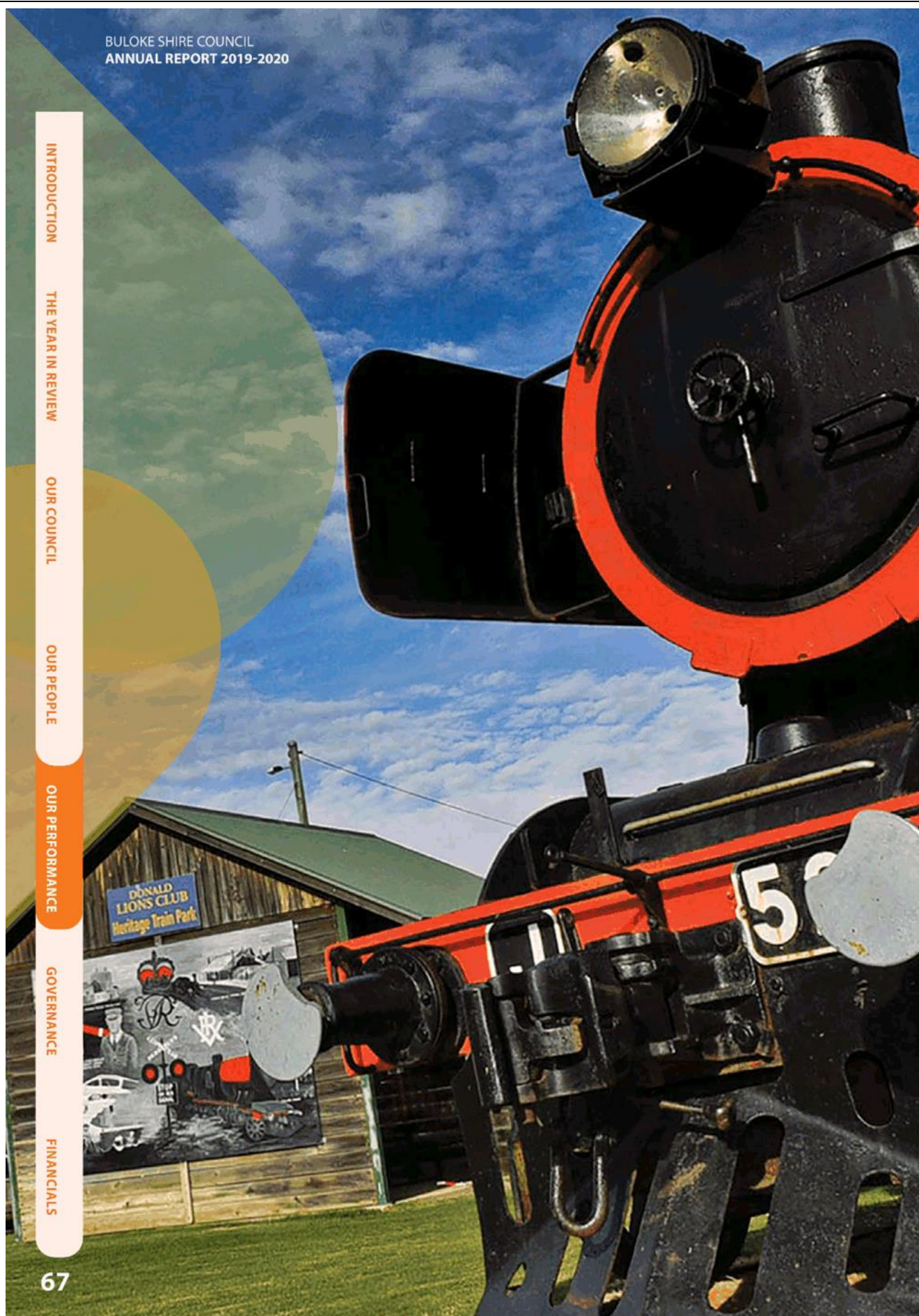
Result: A Councillor Development Plan has been developed and agreed upon by Councillors.

- 4. Implementation of a customer service strategy.

Result: The Action Plan devised as part of the strategy continues to be implemented and will be reported against to Council in December 2020.

SERVICE PERFORMANCE INDICATORS

SERVICE/INDICATOR/MEASURE	2017	2018	2019	2020	Comments
GOVERNANCE					
Satisfaction					
Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	49%	50%	52%	58%	Council is being more proactive, utilising social media to inform the community of decisions. The improving result in satisfaction shows the community is becoming more aware of Council decisions and opportunities to engage with Council during the decision making process.



GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

GOVERNANCE

The Buloke Shire Council is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- Taking into account the diverse needs of the local community in its decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner
- Advocating the interests of the local community to other communities and governments
- Fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation, public forums such as Council meetings, community forum summits and the ability to make submissions to Special Committees of Council.

Council's formal decision-making processes are conducted through Council meetings and Special Committees of Council. Council delegates the majority of its decision-making to Council staff. These delegations are exercised in accordance with adopted Council policies.

GOVERNANCE AND MANAGEMENT CHECKLIST

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and Management Item	Assessment
Community Engagement Policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Community Engagement Policy and Guidelines is incorporated into the Community Engagement Strategy. Adopted 11 February 2015.
Community Engagement Guidelines (guidelines to assist staff to determine when and how to engage with the community)	Community Engagement Policy and Guidelines is incorporated into the Community Engagement Strategy. Adopted 11 February 2015.
Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the <i>Local Government Act 1989</i> on 1 July 2020
Annual Budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the <i>Local Government Act 1989</i> on 1 July 2020.
Asset Management Plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Asset Management Strategy was adopted on 9 December 2015. Road Management Plan was adopted on 12 December 2018.
Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges)	Rating Strategy was adopted 8 May 2019.
Risk Policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation. Adopted 14 June 2017.
Fraud Policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation. Adopted 12 February 2020.
Municipal Emergency Management Plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> . Adopted 8 November 2017.
Procurement Policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act</i> . Adopted

Governance and Management Item	Assessment
Business Continuity Plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plans in operation – reviewed in March 2020. Policy and Framework adopted 8 November 2017.
Disaster Recovery Plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation. Approved 13 May 2018. Presented to Audit Committee 5 September 2018.
Risk Management Framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation. Adopted 14 June 2017.
Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Committee established in accordance with section 139 of the <i>Local Government Act 1989</i> . Established 28 October 2004. Current Charter adopted 8 November 2017.
Internal Audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged on 8 March 2017.
Performance Reporting Framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the <i>Local Government Act 1989</i>)	Current framework in operation. 1 July 2014.
Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Reported against on 10 July 2019 and 9 October 2019.
Financial reporting (quarterly statements to Council under section 138 of the <i>Local Government Act 1989</i> comparing budgeted revenue and expenditure with actual revenue and expenditure)	Monthly statements presented to Council in accordance with section 138(1) of the <i>Local Government Act 1989</i> .
Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented. Policy and Framework in place, report format is under review.
Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Quarterly Risk Reporting is undertaken.

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Governance and Management Item	Assessment
Annual Report (annual report under sections 131, 132 and 133 of the Local Government Act 1989 to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council on 9 October 2019 in accordance with section 134 of the <i>Local Government Act 1989</i> .
Councillor Code of Conduct (Code under section 76C of the <i>Local Government Act 1989</i> setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the <i>Local Government Act 1989</i> on 15 November 2017.
Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 11 of the <i>Local Government Act 2020</i> . Council to CEO on 10 June 2020. Delegations reviewed in accordance with section 98(6) of the <i>Local Government Act 1989</i> . Council to Staff on 12 December 2018. CEO to Staff on 14 March 2018.
Meeting Procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act. Adopted 8 May 2019.

I certify that this information presents fairly the status of Council's governance and management arrangements.



Anthony Judd
 Chief Executive Officer



Cr Carolyn Stewart
 Mayor

STATUTORY INFORMATION

FREEDOM OF INFORMATION

The *Freedom of Information Act 1982* ("FOI Act") establishes, as far as possible, the right of the community to access information in the Council's possession. Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the FOI Act and in summary as follows:

- It should be in writing.
- It should identify as clearly as possible which document is being requested.
- It should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information on regarding FOI can be found at www.ovic.vic.gov.au and on the Buloke Shire Council website.

	2016-17	2017-18	2018-19	2019-20
Total Number of requests in this period	1	1	3	4
Access granted in full	0	0	0	1
Access granted in part	1	1	2	2
Outcomes of requests outstanding from previous period				
Access granted in full	0	0	0	0
Access granted in part	0	1	0	1
Other				1
Access denied in full	0	0	1	
Requests still under consideration	0	1	1	1
Number of internal reviews sought	0	0	0	0
Requests referred to another government agency	1	0	0	0
Number of Victorian Civil and Administrative Tribunal (VCAT) appeals lodged	0	0	0	0
Outcome of VCAT decisions appealed in the period				
Withdrawn	0	0	0	0
Successful	0	0	0	0
Still to be heard	0	0	0	0
Total Charges collected	\$27.90	\$28.40	\$124.80	\$118.40

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BEST VALUE

In accordance with section 208B(f) of the Act, at least once every year a council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation.

Council undertakes a rigorous process to set its Annual Budget and fees and charges and consults the community through this process as well as for calling for submission on its proposed budget.

Council is committed to a review of all services over a three year period. As part of the service review process, opportunities and challenges will be identified and action plans developed to make the most of opportunities and to alleviate challenges. Central to this program is embedding a culture of continuous improvement throughout the organisation with a focus on efficient service delivery.

Services reviewed over the last three financial years:

2017/18	2018/19	2019/20
Community Development	Human Resources	Road Service
Urban and Parks	Media and Communications	Project Management
Risk Management	Local Laws	ICT
Governance	Building and Planning	OHS
Brokered Care	Waste and Environment	Public Health
Home Care	Asset Management	Library
Meals on Wheels	Customer Service	Economic Development and Tourism
Records Management	Recreation	School Crossing Supervisors
Public/Environmental Health	Maternal and Child Health	Project Management
Finance	Immunisation	
	Saleyards and Truckwash	

DISABILITY ACTION PLAN

In accordance with section 38 of the *Disability Act 2006*, Council has prepared a Disability Action Plan it must report on the implementation of the Disability Action Plan in its annual report.

The Buloke Shire Council Inclusiveness Plan was adopted at the October 2018 Ordinary Meeting of Council. Amongst a range of considerations, the plan addresses Council's obligations under the *Disability Act 2006*.

This plan follows the five principles of action as identified through the Rural Social Inclusion Framework. It is important that this plan is viewed as a starting point for an ongoing process.

In accordance with section 38 of the *Disability Act 2006*, Council must report on the implementation of the Disability Action Plan in its annual report.

Council has implemented the following actions:

- Delivered Community Care services to eligible members of the community by providing adequate and equitable access to services.
- Developed cross sector partnership opportunities to capitalise on existing resources and services.
- Increased opportunities for people with a disability to participate in community events.
- Continued to work on referral pathways and advocate for place-based services in the Buloke Shire.
- Actively worked with local health services and the Royal Flying Doctors Service in the area of Speech Pathology.
- Regularly promoted services available to people with a disability or mental illness and their carers and assisted with referral pathways.
- Council continues to advocate for rural gaps in service, with a focus on NDIS service providers
- Council promoting inclusion and participation in the community of persons with a disability through the instigation of the Inclusiveness Plan, formed through close community consultation.
- Strengthened partnerships with organisations such as the Mallee Sport Assembly to source funding and opportunity for inclusive and diverse activities.
- Accessibility and inclusion lens applied to major projects – early learning centres, streetscapes and playground concepts.

The Buloke Shire Council Inclusiveness Plan is available on Council's website.

CONTRACTS

During the 2019-20 year Council entered into no contracts with a value of \$150,000 or more for goods and services or \$200,000 or more for works without engaging in a competitive process.

DOMESTIC ANIMAL MANAGEMENT PLAN

All Victorian Councils are required by the *Domestic Animals Act 1994 (the Act)* to prepare and implement a four year Domestic Animal Management Plan (DAMP) to guide decision making in relation to animal management for dogs and cats. The scope of the DAMP does not include activities for the management of wildlife, horses, livestock, or pest animals.

The four year plan builds on the 2013-2017 DAMP and provides the framework for the planning, development, and evaluation of animal management services and programs delivered by Buloke Shire Council and complies with the requirements of the Act.

Council's Domestic Animal Management Plan 2017-2021 was adopted on 14 March 2018 and is available on Council's website.

FOOD ACT MINISTERIAL DIRECTIONS

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any ministerial directions received during the financial year.

No such ministerial directions were received by Buloke Shire Council during the 2019-20 year.

PROTECTED DISCLOSURE PROCEDURES

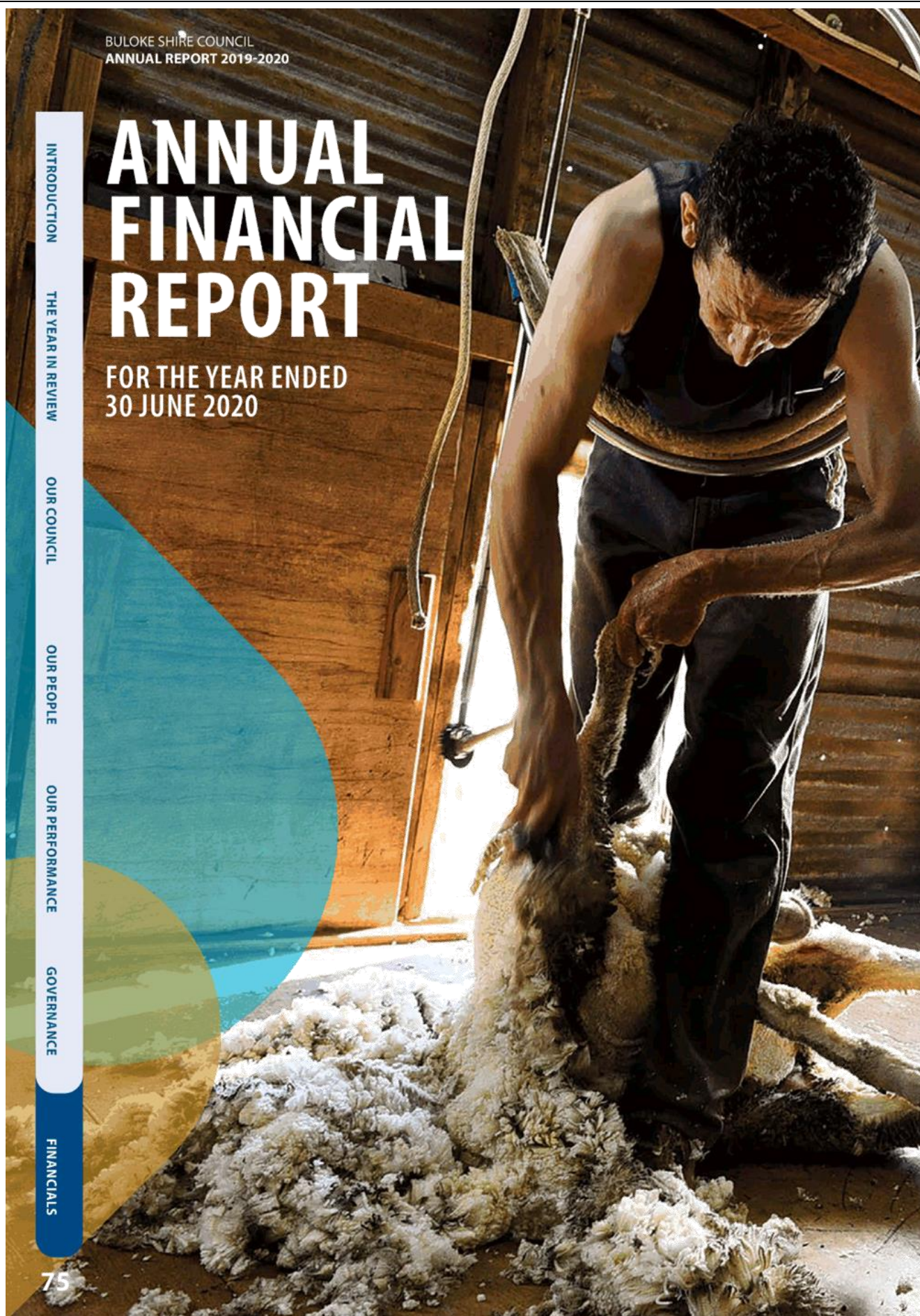
In accordance with the *Public Interest Disclosures Act 2012* a council must include in its annual report information about how to access the procedures established by the Council under that Act. It is also required to provide certain information about the number and types of public interest disclosures complaints investigated during the financial year.

The *Public Interest Disclosures Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available on Council's website.

During the 2019-20 year, no such disclosure was notified to Council officers appointed to receive disclosures, or to IBAC.

ROAD MANAGEMENT ACT MINISTERIAL DIRECTION

In accordance with section 22 of the *Road Management Act 2004*, a Council must publish a copy or a summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by Council during the 2019-20 year.



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Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, the Australian Accounting Standards and other mandatory professional reporting requirements.



Aileen Douglas CPA
Principal Accounting Officer

Date : 23/10/2020 <Date>

Wycheproof

In our opinion the accompanying financial statements present fairly the financial transactions of Buloke Shire Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify the financial statements in their final form.



Cr Carolyn Stewart
Councillor

Date : 23/10/20 <Date>

Wycheproof



Cr David Pollard
Councillor

Date : 23-10-20 <Date>

Wycheproof



Anthony Judd
Chief Executive Officer

Date : 23/10/20 <Date>

Wycheproof

BULOKE SHIRE COUNCIL 2019/2020 FINANCIAL REPORT



Independent Auditor's Report

To the Councillors of Buloke Shire Council

Opinion	<p>I have audited the financial report of Buloke Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> balance sheet as at 30 June 2020 comprehensive income statement for the year then ended statement of changes in equity for the year then ended statement of cash flows for the year then ended statement of capital works for the year then ended notes to the financial statements, including significant accounting policies certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

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Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
12 November 2020



Sanchu Chummar

as delegate for the Auditor-General of Victoria

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Comprehensive Income Statement For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
Income			
Rates and charges	3.1	13,769	13,414
Statutory fees and fines	3.2	325	171
User fees	3.3	742	809
Grants - operating	3.4	9,906	15,007
Grants - capital	3.4	8,539	8,773
Contributions - monetary	3.5	462	1,657
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(8)	56
Other income	3.7	561	440
Total income		34,296	40,327
Expenses			
Employee costs	4.1	9,776	9,855
Materials and services	4.2	6,902	15,905
Depreciation and amortisation	4.3	8,156	7,591
Amortisation - right of use assets	4.4	294	-
Bad and doubtful debts	4.5	471	67
Borrowing costs	4.6	106	296
Finance costs - leases	4.7	26	-
Other expenses	4.8	723	697
Total expenses		26,454	34,411
Surplus/(deficit) for the year		7,842	5,916
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Additional asset recognition	6.2	537	
Net asset revaluation increment/(decrement)	6.2	4,157	61,323
Total comprehensive result		12,536	67,239

The above comprehensive income statement should be read in conjunction with the accompanying notes.

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Balance Sheet As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	6,541	2,071
Other financial assets	5.1	11,003	18,207
Trade and other receivables	5.1	2,877	3,163
Inventories	5.2	181	111
Other assets	5.2	190	342
Total current assets		20,792	23,894
Non-current assets			
Property, infrastructure, plant and equipment	6.2	270,940	262,382
Right-of-use assets	5.8	394	-
Total non-current assets		271,334	262,382
Total assets		292,126	286,276
Liabilities			
Current liabilities			
Trade and other payables	5.3	1,374	2,133
Trust funds and deposits	5.3	203	292
Unearned Income	5.3	1,287	353
Provisions	5.5	2,476	2,340
Interest-bearing liabilities	5.4	-	7,000
Lease liabilities	5.8	257	-
Total current liabilities		5,597	12,118
Non-current liabilities			
Provisions	5.5	1,137	1,445
Interest-bearing liabilities	5.4	-	-
Lease liabilities	5.8	160	-
Total non-current liabilities		1,297	1,445
Total liabilities		6,894	13,563
Net assets		285,232	272,713
Equity			
Accumulated surplus		112,146	105,137
Reserves	9.1	173,086	167,929
Total Equity		285,232	273,066

The above balance sheet should be read in conjunction with the accompanying notes.

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Statement of Changes in Equity For the Year Ended 30 June 2020

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020					
Balance at beginning of the financial year		273,066	105,137	167,929	-
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	(353)	(353)	-	-
Impact of change in accounting policy - AASB 16 Leases	5.8	(17)	(17)	-	-
Adjusted Opening balance		272,696	104,767	167,929	-
Surplus/(deficit) for the year		7,842	7,842	-	-
Additional asset recognition		537	537	-	-
Net asset revaluation increment/(decrement)		4,157	-	4,157	-
Transfers to other reserves	9.1	-	(1,000)	-	1,000
Balance at end of the financial year		285,232	112,146	172,086	1,000

		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019					
Balance at beginning of the financial year		205,827	99,221	106,606	-
Surplus/(deficit) for the year		5,916	5,916	-	-
Net asset revaluation increment/(decrement)		61,323	-	61,323	-
Balance at end of the financial year		273,066	105,137	167,929	-

The above statement of changes in equity should be read in conjunction with the accompanying notes.

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Statement of Cash Flows For the Year Ended 30 June 2020

	Note	2020 Inflows/ (Outflows) \$'000	2019 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		14,244	13,192
Statutory fees and fines		275	180
User fees		833	924
Grants - operating		8,846	15,007
Grants - capital		10,313	7,500
Contributions - monetary		548	1,657
Interest received		368	409
Other receipts		314	29
Net GST refund/(payment)		111	(79)
Employee costs		(9,881)	(9,076)
Materials and services		(7,292)	(16,737)
Other payments		(1,513)	(764)
Net cash provided by/(used in) operating activities	9.2	17,166	12,242
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(12,798)	(11,993)
Proceeds from sale of property, infrastructure, plant and equipment		317	55
Payments for investments		(11,003)	(16,273)
Proceeds from sale of investments		18,208	12,146
Net cash provided by/(used in) investing activities		(5,276)	(16,065)
Cash flows from financing activities			
Finance costs		(105)	(296)
Repayment of borrowings		(7,000)	-
Interest paid - lease liability		(26)	-
Repayment of lease liabilities		(289)	-
Net cash provided by/(used in) financing activities		(7,420)	(296)
Net increase (decrease) in cash and cash equivalents		4,470	(4,119)
Cash and cash equivalents at the beginning of the financial year		2,071	6,190
Cash and cash equivalents at the end of the financial year	5.1	6,541	2,071
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above statement of cash flows should be read in conjunction with the accompanying notes.

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Statement of Capital Works For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
Property			
Buildings		5,810	6,768
Total buildings		5,810	6,768
Total property		5,810	6,768
Plant and equipment			
Plant, machinery and equipment		1,286	629
Computers and telecommunications		44	203
Library books		47	219
Total plant and equipment		1,377	1,051
Infrastructure			
Roads		5,279	3,798
Footpaths and cycleways		54	81
Other infrastructure		278	295
Total infrastructure		5,611	4,174
Total capital works expenditure		12,798	11,993
Represented by:			
New asset expenditure		1,588	1,306
Asset renewal expenditure		3,122	6,303
Asset upgrade expenditure		8,088	4,384
Total capital works expenditure		12,798	11,993

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Introduction

The Buloke Shire Council was established by an Order of the Governor in Council on 20 January 1995 and is a body corporate.

The Council's main office is located at 367 Broadway, Wycheproof, Victoria 3527.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the Local Government (Planning and Reporting) Regulations 2014.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

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Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the higher of 10 percent or \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

1.1 Income and expenditure

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance %	Ref
Income					
Rates and charges	13,691	13,769	78	1%	1
Statutory fees and fines	188	325	137	73%	2
User fees	776	742	(34)	-4%	
Grants - operating	14,919	9,906	(5,013)	-34%	3
Grants - capital	7,665	8,539	874	11%	4
Contributions - monetary	185	462	277	150%	5
Net gain/(loss) on disposal of property, infrastructure, plant & equipment	50	(8)	(58)	-116%	6
Other income	203	561	358	176%	7
Total income	37,677	34,296	(3,381)		
Expenses					
Employee costs	9,927	9,776	151	2%	8
Materials and services	13,139	6,902	6,237	47%	9
Depreciation and amortisation	7,318	8,450	(1,132)	-15%	10
Bad and doubtful debts	50	471	(421)	-842%	11
Borrowing costs	148	106	42	28%	12
Finance costs - leases	-	26	(26)	100%	13
Other expenses	655	723	(68)	-10%	14
Total expenses	31,237	26,454	4,783		
Surplus/(deficit) for the year	6,440	7,842	(1,402)		

(i) Explanation of material variations

Variance Explanation: Ref

- 1 Rates and charges - positive variance due to underestimation of income from increased number of Windfarms .
- 2 Statutory fees and fines - positive variance due to increased construction activity and fire prevention compliance.
- 3 Grants - operating - budget includes Natural Disaster Financial Assistance grant funding for flood restoration work to the value of \$6m per initial estimate of damage. The restoration work was later confirmed at a value of \$3.5m and majority of works delayed to 2020-21 financial year. Grant funding is to be received in arrears.
- 4 Grants - capital - positive variation due to increased capital project funding opportunities during the financial year.
- 5 Contributions - monetary - community contributions to multi-year projects in Donald and Charlton budgeted in previous financial year were received later than expected.

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- 6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment - items to be sold during the financial year confirmed after 2019-2020 budget completed. Default estimate used in budget due to the unpredictability of auction sales.
- 7 Other income - positive variance due to change in recognition of reimbursement income previous offset against expenses.
- 8 Employee costs - variance relates to unplanned turnover within third tier management roles
- 9 Materials and services -budget includes flood restoration work to the value of \$6m per initial estimate of damage. The restoration work was later confirmed at a value of \$3.5m and the majority of works delayed to 2020-21 financial year.
- 10 Depreciation and amortisation - impact of Infrastructure revaluation as at 30th June 2019 not identifiable during 2019-20 budget preparation. Estimate based on previous year used.
- 11 Bad and doubtful debts - negative variance due to provision for doubtful rates debtors. Refer note 5.1.
- 12 Borrowing costs - budget estimate overstated on borrowing costs related to \$7m loan paid out November 2019.
- 13 Finance costs - leases - variance due to change in treatment of leases under AASB 16 Leases. Refer note 5.8 for further details.
- 14 Other expenses - negative variance due to Council Contributions and donations funded externally.

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Note 1 Performance against budget (cont'd)

1.2 Capital works

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance %	Ref
Property					
Buildings	5,166	5,810	644	12%	1
Total Buildings	5,166	5,810	644	12%	
Total Property	5,166	5,810	644	12%	
Plant and Equipment					
Plant, machinery and equipment	740	1,286	546	74%	2
Computers and telecommunications	430	44	(386)	-90%	3
Library books	50	47	(3)	-6%	
Total Plant and Equipment	1,220	1,377	157	13%	
Infrastructure					
Roads	4,678	5,279	601	13%	4
Footpaths and cycleways	130	54	(76)	-58%	5
Other infrastructure	560	278	(282)	-50%	6
Total Infrastructure	5,368	5,611	243	5%	
Total Capital Works Expenditure	11,754	12,798	1,044	9%	
Represented by:					
New asset expenditure	1,819	1,588	(231)	-13%	
Asset renewal expenditure	7,975	3,122	(4,853)	-61%	
Asset upgrade expenditure	1,960	8,088	6,128	313%	
Total Capital Works Expenditure	11,754	12,798	1,044	9%	

(i) Explanation of material variations

Variance Ref	Explanation:
1	Buildings - variance partly off-set by reclassification of items listed under "Other infrastructure" but mostly the result of additional expenditure on the multi-year construction project in Donald.
2	Plant, machinery and equipment - additional expenditure off-set by proceeds of sale of plant and equipment of \$325K. Specific plant purchases items not identified at preparation of budget 2019-20.
3	Computers and telecommunications - items included in budget since reclassified as operational expenses. Part of the budget has been deferred (\$200K) regarding the progression of the Rural Council Transformation Project investigating shared service options amongst the six participating Councils.
4	Roads - increase spending relating to additional Roads to Recovery funding received.
5	Footpaths and cycleway - negative variance due recosting on a project and carried forward.
6	Other infrastructure - reclassification of items listed under "Other infrastructure"

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Note 2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2 (a) Delivering our services in a financially viable way

To achieve our objective of delivering our services in a financially viable way, we will continue to review our services to provide high quality, cost effective, and responsive services.

Build a healthy and active community

To achieve our objective of building a healthy and active community, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services.

Diversify and enhance our local economy

To achieve our objective of diversifying and enhancing our local economy, we will continue to actively seek economic opportunities.

Responding to and enhancing our built and natural environment

To achieve our objective of responding to and enhancing our built and natural environment, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services.

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

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

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Note 2.1 Analysis of Council results by program

2.1 (b) Summary of revenues, expenses, assets and capital expenses by program

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2020					
Delivering our services in a financially viable way	17,043	1,644	15,399	4,460	20,792
Build a healthy and active community	1,749	2,158	(409)	1,313	-
Diversify and enhance our local economy	477	977	(500)	60	-
Responding to and enhancing our built and natural environment	14,961	18,582	(3,621)	12,612	271,334
Support our Councillors, staff, volunteers and the community to make informed and transparent decisions	66	3,093	(3,027)	-	-
	34,296	26,454	7,842	18,445	292,126
	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
2019					
Delivering our services in a financially viable way	16,435	1,316	15,119	4,048	23,935
Build a healthy and active community	1,801	2,349	(548)	1,398	-
Diversify and enhance our local economy	790	2,042	(1,252)	379	-
Responding to and enhancing our built and natural environment	21,297	25,856	(4,559)	17,955	262,341
Support our Councillors, staff, volunteers and the community to make informed and transparent decisions	4	2,848	(2,844)	-	-
	40,327	34,411	5,916	23,780	286,276

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	2020	2019
	\$'000	\$'000

Note 3 Funding for the delivery of our services

3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV is the value of the land and all its improvements.

The valuation base used to calculate general rates for 2019/20 was \$1.709 billion (2018/19 \$1.574 billion). The 2019/20 rate in the CIV dollar was a General Rate of 0.007699 cents (2018/19, 0.007715 cents) and a Farm Rate of 0.006314 cents (2018/19, 0.006789 cents).

Rates - Residential	2,533	2,475
Rates - Commercial	630	618
Rates - Rural	8,220	7,974
Windfarm electricity generation charge	115	79
Municipal Charge	752	751
Garbage Charges	1,423	1,424
Interest on Rates and Charges	96	93

Total rates and charges	13,769	13,414
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The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2019, and the valuation will be first applied in the rating year commencing 1st July 2019.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Compliance	149	95
Planning Permits & Certificates	74	65
Revenue Collection	9	7
Building Regulations and Inspections	93	4
Total statutory fees and fines	325	171

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Pound fees and animal registrations	82	59
Home and Community Care	168	166
Brokered Programs Charges	195	177
Public Health and Wellbeing Charges	32	30
Building Services charges	20	87
Caravan Parks & Halls	14	46
Waste and Environment	97	90
Saleyards / Truck Wash	129	153
Other	5	1

Total user fees	742	809
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User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.

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	2020 \$'000	2019 \$'000
3.4 Funding from other levels of government		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	11,551	9,469
State funded grants	6,894	14,311
Total grants received	18,445	23,780
(a) Operating Grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	6,684	6,525
General home care	587	702
Recurrent - State Government		
General home care	93	147
School crossing supervisors	12	12
Libraries	122	119
Maternal and child health	279	358
Community safety	60	60
Health and immunisation	20	11
Other	78	87
Total recurrent operating grants	7,935	8,021
Non-recurrent - Commonwealth Government		
Other	28	90
Non-recurrent - State Government		
Environmental management and climate change	115	313
Natural disaster -flood damage	403	5,951
Working for Victoria	916	-
Other	509	276
Birchip Kindergarten	-	356
Total non-recurrent operating grants	1,971	6,986
Total operating grants	9,906	15,007
(b) Capital Grants		
Recurrent - Commonwealth Government		
Roads to recovery	2,400	1,252
Recurrent - State Government		
Total recurrent capital grants	2,400	1,252
Non-recurrent - Commonwealth Government		
Drought Communities Programme	1,000	-
Charlton Park 2020 redesign	-	400
Donald Community Precinct	-	500
Regional Growth Fund - Our Region Our Rivers	852	-
Non-recurrent - State Government		
Recreation	1,160	1,998
Road rehabilitation	2,181	2,566
Donald Skate Park	13	120
E-Waste facilities and Sustainability	175	85
Flood Management	207	1,141
Tourism and cultural heritage signs	551	711
Total non-recurrent capital grants	6,139	7,521
Total capital grants	8,539	8,773

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	2020 \$'000	2019 \$'000
(c) Unspent grants received on condition that they be spent in a specific manner		
<i>Operating</i>		
Balance at start of year	353	2,635
Received during the financial year and remained unspent at balance date	183	353
Received in prior years and spent during the financial year	(353)	(2,635)
Balance at year end	<u>183</u>	<u>353</u>
<i>Capital</i>		
Balance at start of year	-	-
Received during the financial year and remained unspent at balance date	1,104	-
Received in prior years and spent during the financial year	-	-
Balance at year end	<u>1,104</u>	<u>-</u>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

3.5 Contributions

Monetary		
Revenue Collection Contributions	41	70
Youth Development Contributions	-	29
Other Community Service Contributions	12	59
Capital Works Contributions	409	1,440
Reimbursements	-	59
Total contributions	<u>462</u>	<u>1,657</u>

Monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale/disposal		
Plant and Equipment	317	56
	<u>317</u>	<u>56</u>
Written down value of assets disposed		
Plant and Equipment	325	-
	<u>325</u>	<u>-</u>
Total net gain/loss on disposal of property, infrastructure, plant and equipment	<u>(8)</u>	<u>56</u>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

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	2020 \$'000	2019 \$'000
3.7 Other income		
Interest on investments	187	319
Rent Council properties	11	11
Shared services charge	19	62
Sundry external works	21	36
Reimbursements	226	-
Fuel tax credits	82	-
Other income	15	12
Total other income	561	440

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services

4.1 Employee costs

Wages and salaries	8,619	8,655
Allowances	116	218
Worksafe	229	227
Superannuation	812	755
Total employee costs	9,776	9,855

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	28	16
	28	16
Employer contributions payable at reporting date.	-	-

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	402	390
Employer contributions - other funds	444	349
	846	739

Employer contributions payable at reporting date.	-	62
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	2020 \$'000	2019 \$'000
4.2 Materials and services		
Advertising	64	75
Consultants Fees	362	747
Garbage	211	103
Information Technology	421	426
Insurance	326	304
Operational Contracts and Services	2,333	10,984
Operational Materials	897	925
Other	309	326
Promotion/Public Education	5	14
Subscriptions/Memberships/Publications	103	86
Telephone	108	79
Utilities	519	430
Vehicle and Plant Costs	1,244	1,101
Vehicle Lease Costs	-	305
Total materials and services	6,902	15,905
4.3 Depreciation and amortisation		
Property	1,468	1,459
Plant and equipment	1,244	957
Infrastructure	5,444	5,175
Total depreciation	8,156	7,591
<i>Refer to note 6.2 for a more detailed breakdown of depreciation and accounting policy.</i>		
4.4 Amortisation - Right of use assets		
Vehicles	294	-
Total Amortisation - Right of use assets	294	-
4.5 Bad and doubtful debts		
Rates debtors	441	-
Other debtors	30	67
Total bad and doubtful debts	471	67
Movement in provisions for doubtful debts		
Balance at the beginning of the year	233	170
New Provisions recognised during the year	443	67
Amounts already provided for and written off as uncollectible	-	(4)
Amounts provided for but recovered during the year	-	-
Balance at end of year	676	233

Provision for doubtful debt is recognised based on an expected credit loss model. Bad debts are written off when identified. This model considers both historic and forward looking information in determining the level of impairment.

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	2020	2019
	\$'000	\$'000
4.6 Borrowing costs		
Interest - Borrowings	106	296
Total borrowing costs	106	296
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.		
4.7 Finance Costs - Leases		
Interest - Lease Liabilities	26	-
Total finance costs	26	-
4.8 Other expenses		
Auditors' remuneration - VAGO - audit	45	42
Auditors' remuneration - Internal	26	37
Councillors' allowances	186	182
Council Contributions and Donations	392	349
Council meeting expenses	11	10
Others	33	77
Election expenses	30	-
Total other expenses	723	697

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	2020 \$'000	2019 \$'000
Note 5 Our financial position		
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	-	-
Cash at bank	6,541	2,071
Total cash and cash equivalents	6,541	2,071
(b) Other financial assets		
Term deposits - current	11,003	18,207
Total other financial assets	11,003	18,207
Total financial assets	17,544	20,278
Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Trust funds and deposits (Note 5.3 (b))	203	292
- Unearned Income (Note 5.3 (c))	1,287	-
Total restricted funds	1,490	292
Total unrestricted cash and cash equivalents	5,051	1,779

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

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	2020 \$'000	2019 \$'000
(c) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	1,297	1,219
Infringement debtors	362	312
Provision for doubtful debts - infringements	(235)	(233)
Provision for doubtful debts - rates debtors	(441)	-
GST receivable	265	376
<i>Non statutory receivables</i>		
Grant debtors	1,287	1,273
Other debtors		
Other debtors	342	216
Total current trade and other receivables	<u>2,877</u>	<u>3,163</u>
Total trade and other receivables	<u>2,877</u>	<u>3,163</u>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(a) Ageing of Receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	50	160
Past due by up to 30 days	24	14
Past due between 31 and 180 days	33	29
Past due between 181 and 365 days	235	10
Past due by more than 1 year	-	3
Total trade & other receivables	<u>342</u>	<u>216</u>

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	2020 \$'000	2019 \$'000
5.2 Non-financial assets		
(a) Inventories		
Inventories held for distribution	181	111
Total inventories	181	111

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Prepayments	180	237
Accrued income	-	98
Other	10	7
Total other assets	190	342

5.3 Payables

(a) Trade and other payables

Trade payables	1,106	1,904
Accrued expenses	268	229
Total trade and other payables	1,374	2,133

(b) Trust funds and deposits

Funds held on behalf of community groups and third parties	50	25
Overpaid rates and charges	46	123
Fire Services Levy	4	1
Other refundable deposits	103	143
Total trust funds and deposits	203	292

(c) Unearned income

Grants received in advance - operating	183	353
Grants received in advance - capital	1,104	-
Other	-	-
Total unearned income	1,287	353

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Funds held on behalf of community groups and third parties - Amounts received as trust deposits to be expended in a specified manner that had not occurred at balance date.

Overpaid rates and charges - This amount represents the amount of rate payments made by rate payers in advance at 30 June 2020.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities

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5.4 Interest-bearing liabilities

	2020 \$'000	2019 \$'000
Current		
Borrowings - secured	-	7,000
Non-current		
Borrowings - secured	-	-
	-	7,000
Total	-	7,000

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	Employee \$ '000	Landfill restoration \$ '000	Other \$ '000	Total \$ '000
2020				
Balance at beginning of the financial year	2,966	343	476	3,785
Additional provisions	767			767
Amounts used	(838)	(39)	(33)	(910)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(18)	(27)	16	(29)
Balance at the end of the financial year	2,877	277	459	3,613

2019				
Balance at beginning of the financial year	2,186	321	487	2,994
Additional provisions	1,231	-	-	1,231
Amounts used	(542)	(19)	(52)	(613)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	91	41	41	173
Balance at the end of the financial year	2,966	343	476	3,785

(a) Employee provisions

Current provisions expected to be wholly settled within 12 months

	2020 \$'000	2019 \$'000
Annual leave	600	493
Long service leave	146	-
Rostered days off	28	24
	774	517

Current provisions expected to be wholly settled after 12 months

	2020 \$'000	2019 \$'000
Annual leave	200	164
Long service leave	1,287	1,460
	1,487	1,624
Total current employee provisions	2,261	2,141

Non-current

Long service leave	221	192
Redundancy	395	633
Total non-current employee provisions	616	825
Aggregate carrying amount of employee provisions:		
Current	2,261	2,141
Non-current	616	825
Total aggregate carrying amount of employee provisions	2,877	2,966

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The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

Key assumptions:	2020	2019
- discount rate	0.87%	1.32%
- wage inflation rate	4.25%	4.31%

Redundancy

Council has acknowledged the potential impact on services provided in aged care following the introduction of the National Disabilities Insurance Scheme (NDIS) and the Commonwealth Government's announcement of ceasing the current funding model for over 65's in 2022. Provision has been updated based on employees in this service area as at 30 June 2020. Actual redundancies incurred may be less than the provision if employees terminate their employment prior.

Key assumptions:	2020	2019
- discount rate	0.87%	1.32%
- inflation rate	4.25%	1.90%

(b) Landfill restoration

	2020 \$'000	2019 \$'000
Current	165	149
Non-current	112	194
	277	343

Key assumptions:	2020	2019
- discount rate	0.87%	1.32%
- inflation rate	1.70%	1.90%

Council is obligated to restore landfill sites to a particular standard. Current engineering projections indicate that the landfill sites will cease operation on a staged basis as sites reach capacity. This time period will vary according to the size and actual usage of the sites. Restoration work is expected to commence shortly after the applicable site is closed. The forecast life of the landfill sites are based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the sites to a suitable standard and budgeted costs for that work. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

(c) Gravel pit restoration -

	2020 \$'000	2019 \$'000
Current	50	50
Non-current	409	426
	459	476

Key assumptions:	2020	2019
- discount rate	0.87%	1.32%
- inflation rate	1.70%	1.90%

Under provisions of the *Mineral Resources (Sustainable Development) Act* (1990), Council is obliged to restore gravel pits currently operated under Work Authority Permits. The forecast life of gravel pits is based on current estimates of remaining suitable gravel availability and unrestored areas of individual sites. The provision for pit restoration has been calculated based on the present value of the expected cost of works to be undertaken.

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5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2020.

Other facilities - Bank Guarantee

Total facilities

Used facilities - bank guarantee

Unused facilities

2020	2019
\$'000	\$'000
300	150
300	150
100	100
200	50

Council has no overdraft facility at 30 June 2020.

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2020					
Operating					
Recycling/Garage Collection	498	-	-	-	498
IT systems and technology	86	8	15	4	113
Office equipment	41	1	-	-	42
Building Surveying	181	-	-	-	181
Asset valuation	43	-	-	-	43
Public lighting	33	-	-	-	33
Flood restoration works	938	-	-	-	938
Fuel cards	505	-	-	-	505
Total	2,325	9	15	4	2,353
Capital					
Buildings	1,034	-	-	-	1,034
Total	1,034	-	-	-	1,034
Total	3,359	9	15	4	3,387
	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2019					
Operating					
Recycling	91	-	-	-	91
Garbage collection	255	-	-	-	255
IT systems and technology	167	8	15	4	194
Office equipment	39	1	-	-	40
Waste transfer stations	55	-	-	-	55
Total	607	9	15	4	635
Capital					
Buildings	-	-	-	-	-
Total	-	-	-	-	-
Total	607	9	15	4	635

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5.8 Leases

Policy applicable before 1 July 2019

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable after 1 July 2019

Council has applied AASB 16 Leases using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to AASB 16 Leases, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied AASB 16 Leases only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms. Council has identified long-term leases significantly below-market terms amounting to \$10,820 per annum.

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Right-of-Use Assets	Property \$'000	Vehicles \$'000	Other, etc. \$'000	Total \$'000
Balance at 1 July 2019	-	506	-	506
Additions	-	182	-	182
Amortisation charge	-	(294)	-	(294)
Balance at 30 June 2020	-	394	-	394

Lease Liabilities	2020
Maturity analysis - contractual undiscounted cash	\$'000
Less than one year	275
One to five years	165
More than five years	-
Total undiscounted lease liabilities as at 30 June:	440
Lease liabilities included in the Balance Sheet at 30 June:	
Current	257
Non-current	160
Total lease liabilities	417

i. Leases classified as operating leases under AASB 117 Leases

At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying AASB 16 Leases to leases previously classified as operating leases under AASB 117 Leases.

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of AASB 137 Provisions, Contingent Liabilities and Contingent Assets onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

ii. Leases previously classified as finance leases

For leases that were classified as finance leases under AASB 117 Leases, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under AASB 117 Leases immediately before that date.

Council is not required to make any adjustments on transition to AASB 16 Leases for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with AASB 16 Leases from the date of initial application.

Impact on financial statements

On transition to AASB 16 Leases, Council recognised an additional \$506,686 of right-of-use assets and \$524,171 of lease liabilities, recognising the difference in retained earnings.

When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 5.5%.

	2019
	\$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	596
Discounted using the incremental borrowing rate at 1 July 2019	(72)
Finance lease liability recognised as at 30 June 2019	524
- Recognition exemption for:	
short-term leases	-
leases of low-value assets	-
- Extension and termination options reasonably certain to be exercised	-
- Residual value guarantees	-
- Lease liabilities recognised as at 1 July 2019	524

Note 6 Assets we manage

6.1 Non current assets classified as held

Nil

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6.2 Property, infrastructure, plant and equipment

	At Fair Value 30 June 2019	Additions	Revaluation	Depreciation	Disposals/ Expenses	Recognition additions	Transfers	At Fair Value 30 June 2020
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	66,472	2,039	4,157	(1,468)	-	537	8,148	79,885
Plant and equipment	4,798	1,377	-	(1,244)	(325)	-	-	4,606
Infrastructure	183,983	5,333	-	(5,444)	-	-	(928)	182,944
Work in progress	7,128	4,049	-	-	(452)	-	(7,220)	3,505
	262,382	12,798	4,157	(8,156)	(777)	537	-	270,940

Summary of Work in Progress

Summary of Work in Progress					
	Opening WIP	Additions	Transfers	Disposals/ Expenses	Closing WIP
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	5,614	3,771	(7,220)	(114)	2,051
Plant and equipment	21	-	-	(21)	-
Infrastructure	1,495	278	-	(319)	1,454
Total	7,130	4,049	(7,220)	(454)	3,505

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6.2 Property, infrastructure, plant and equipment Summary of property, infrastructure, plant and equipment

(a) Property

	Land - specialised	Land - non specialised	Land under roads	Total Land & Land Improvements	Buildings - non specialised	Total Buildings	Work in Progress	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	3,773	57	22,312	26,142	86,207	86,207	5,614	117,963
Accumulated depreciation at 1 July 2019	-	-	-	-	(45,877)	(45,877)	-	(45,877)
	3,773	57	22,312	26,142	40,330	40,330	5,614	72,086
Movements in fair value								
Additions	-	-	-	-	2,039	2,039	3,771	5,810
Revaluation	415	22	-	437	12,819	12,819	-	13,256
Disposal/Expenses	-	-	-	-	-	-	(114)	(114)
Recognition additions	-	-	-	-	537	537	-	537
Transfers	-	-	-	-	7,650	7,650	(7,220)	430
	415	22	-	437	23,045	23,045	(3,563)	19,919
Movements in accumulated depreciation								
Depreciation and amortisation	-	-	-	-	(1,468)	(1,468)	-	(1,468)
Revaluation	-	-	-	-	(9,099)	(9,099)	-	(9,099)
Transfers	-	-	-	-	498	498	-	498
	-	-	-	-	(10,069)	(10,069)	-	(10,069)
At fair value 30 June 2020	4,188	79	22,312	26,579	109,252	109,252	2,051	137,882
Accumulated depreciation at 30 June 2020	-	-	-	-	(55,946)	(55,946)	-	(55,946)
	4,188	79	22,312	26,579	53,306	53,306	2,051	81,936

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6.2 Property, infrastructure, plant and equipment
 Summary of property, infrastructure, plant and equipment

(b) Plant and Equipment

	Library	Plant machinery and equipment	Fixtures fittings and furniture	Computers and telecomms	Work in Progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	380	10,100	420	1,892	21	12,813
Accumulated depreciation at 1 July 2019	(86)	(6,334)	(415)	(1,159)	-	(7,994)
	294	3,766	5	733	21	4,819
Movements in fair value						
Additions	47	1,268	18	44	-	1,377
Disposal/Expenses	-	(325)	-	-	(21)	(346)
Transfer	(60)	60	-	-	-	-
	(13)	1,003	18	44	(21)	1,031
Movements in accumulated depreciation						
Depreciation and amortisation	(12)	(957)	(1)	(274)	-	(1,244)
Accumulated depreciation of disposals	-	-	-	-	-	-
	(12)	(957)	(1)	(274)	-	(1,244)
At fair value 30 June 2020	367	11,103	438	1,936	-	13,844
Accumulated depreciation at 30 June 2020	(98)	(7,291)	(416)	(1,433)	-	(9,238)
	269	3,812	22	503	-	4,606

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6.2 Property, infrastructure, plant and equipment Summary of property, infrastructure, plant and equipment

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational leisure and community	Parks open spaces and streetscapes	Landfill sites	Other Infrastructure	Work in Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	340,242	10,925	9,545	8,176	282	148	733	2,540	1,495	374,086
Accumulated depreciation at 1 July 2019	(172,767)	(4,409)	(4,430)	(4,390)	(55)	(108)	(705)	(1,744)	-	(188,608)
	167,475	6,516	5,115	3,786	227	40	28	796	1,495	185,478
Movements in fair value										
Additions	5,279	-	54	-	-	-	-	-	278	5,611
Transfers	-	-	-	-	(282)	(148)	-	-	-	(430)
Disposal/Expenses	-	-	-	-	-	-	-	-	(319)	(319)
Reclassification	-	-	-	-	-	-	-	-	-	-
Impairment losses recognised against asset revaluation reserve	-	-	-	-	-	-	-	-	-	-
	5,279	-	54	-	(282)	(148)	-	-	(41)	4,862
Movements in accumulated depreciation										
Depreciation and amortisation	(5,015)	(102)	(158)	(64)	(14)	-	(5)	(86)	-	(5,444)
Transfers	-	-	-	-	69	108	-	(675)	-	(498)
	(5,015)	(102)	(158)	(64)	55	108	(5)	(761)	-	(5,942)
At fair value 30 June 2020	345,521	10,925	9,599	8,176	-	-	733	2,540	1,454	378,948
Accumulated depreciation at 30 June 2020	(177,782)	(4,511)	(4,588)	(4,454)	-	-	(710)	(2,505)	-	(194,550)
	167,739	6,414	5,011	3,722	-	-	23	35	1,454	184,398

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6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit
<i>Asset recognition thresholds and depreciation periods</i>		
Land & land improvements		
land	-	All
land under roads	-	All
Buildings		
buildings	30 - 50 years	All
Plant and Equipment		
plant, machinery and equipment	3 - 13 years	1
fixtures, fittings and furniture	4 - 13 years	1
computers and telecommunications equipment	3 - 6 years	1
Infrastructure		
road formation	95 - 105 years	All
sealed road pavements	60 - 90 years	All
unsealed road pavements	15 - 25 years	All
sealed road surfaces	15 - 25 years	All
bridges	80 - 120 years	All
footpaths and cycleways	20 - 70 years	All
drainage	100 years	All
recreational, leisure and community facilities	10 - 50 years	All
waste management	10 - 50 years	All
parks, open space and streetscapes	10 - 50 years	All

Land under roads

Council recognised land under roads it controls at fair value .

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

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6.2 Property, infrastructure, plant and equipment Summary of property, infrastructure, plant and equipment

Valuation of land and buildings

Valuation of land and buildings was undertaken by a qualified independent valuer Preston Rowe Paterson Horsham and Wimmera Pty Ltd in June 2020. The valuation of land and buildings as at 30 June 2020 has been assessed at fair value using the 2020 valuations for existing assets and recognising additions post the revaluation at cost. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Land - Non specialised	-	79	-	Jun-20
Land - Specialised	-	-	4,188	Jun-20
Land under roads	-	-	22,312	Jun-18
Buildings - Non Specialised	-	-	53,306	Jun-20
Total	-	79	79,806	

Valuation of infrastructure

Valuation of the road infrastructure has been determined in accordance with valuation undertaken by independent valuer, Peter Moloney, MIE (Aust) Member Institute of Engineers, Dip Civil Engineering (FIT) and Council's Senior Asset Engineer, Naga Sundararajah, FIE (Aust) Fellow Member Institute of Engineers, B Sc (Hons) in Civil Engineering (UK) and M. Engineering in Construction Management (SL).

A valuation of Council's bridge assets was performed by Mr Peter Moloney, Dip Civil Engineering (FIT), Member Institute of Engineers (Aust) MIE.

Valuation of drains has been determined in accordance with a valuation undertaken by independent valuer, Peter Moloney, MIE (Aust) Member Institute of Engineers, Dip Civil Engineering (FIT) and Council's Director Works & Technical Services, Anthony Judd, BMgt, MBA.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

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Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation
Roads	-	-	167,739	Jun-19
Bridges	-	-	6,414	Jun-19
Footpaths and cycleways	-	-	5,011	Jun-19
Drainage	-	-	3,722	Jun-19
Landfill sites	-	-	23	Jun-15
Other Infrastructure	-	-	35	Jun-17
Total	-	-	182,944	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values of 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1.40 and \$1.50 per square metre.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2020 \$'000	2019 \$'000
Reconciliation of specialised land		
Land under roads	22,312	22,312
Community facilities	4,188	3,773
Total specialised land	26,500	26,085

6.3 Investments in associates, joint arrangements and subsidiaries

Nil

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Note 7 People and relationships

7.1 Council and key management remuneration

(a) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors	Councillor David Pollard Mayor
	Councillor Graeme Milne
	Councillor Ellen White
	Councillor John Shaw (Resigned 19 August 2019)
	Councillor Carolyn Stewart
	Councillor David Vis
	Councillor Daryl Warren
	Councillor Bronwyn Simpson (Elected 23 September 2019)

Key management personnel	Anthony Judd Chief Executive Officer
	Hannah Yu Director Corporate Services
	Jerri Nelson Director Community Development (1 July 2019 to 22 August 2019)
	Rosemary Harris Director Community Development (23 August 2019 to 30 June 2020)
	Wayne O'Toole Director Works and Technical Services

	2020 No.	2019 No.
Total Number of Councillors	7	7
Chief Executive Officer and other Key Management Personnel	5	6
Total Key Management Personnel	<u>12</u>	<u>13</u>

(b) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

Short-term benefits	801	815
Post employment benefits	70	91
Long-term benefits	15	10
Termination benefits	-	-
Total	<u>886</u>	<u>916</u>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

\$10,000 - \$19,999	-	1
\$20,000 - \$29,999	7	5
\$30,000 - \$39,999	-	1
\$40,000 - \$49,999	-	1
\$60,000 - \$69,999	1	-
\$100,000 - \$109,999	-	1
\$110,000 - \$119,999	-	1
\$120,000 - \$129,999	-	1
\$130,000 - \$159,999	3	1
\$180,000 - \$189,999	-	-
\$220,000 - \$229,999	1	1
	<u>12</u>	<u>13</u>

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(c) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$148,000

The number of Senior Officers are shown below in their relevant income bands:

Income Range:	2020 No.	2019 No.
<\$148,000	1	1
	<u>1</u>	<u>1</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to	112	99

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Nil

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties

Nil

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:

Nil

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Nil

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Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

(a) Contingent assets

Natural Disaster Financial Assistance Grant Funding

A significant flood event occurred in December 2018 and DNFA funding of \$3.5m is anticipated for works completed in the 2020-21 financial year.

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

(c) Guarantees for loans to other entities

Council has guaranteed two loans taken out by Sec 86 Committees to undertake capital works on facilities located on Council land. The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee

	2020 \$'000	2019 \$'000
Bank Guarantee	300	150
TOTAL	300	150

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in AASB 13 Fair Value Measurement. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with AASB 116 Property, Plant and Equipment or AASB 138 Intangible Assets, as appropriate, except as specified AASB 1059;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

The Standard principally amends AASB 101 Presentation of Financial Statements and AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

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AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

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The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates of 0.35%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

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Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

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Note 9 Other matters

9.1 Reserves

(a) Asset revaluation reserves

2020

Property

Land & land improvements	1,595	437	2,032
Land under roads	22,307	-	22,307
Buildings	20,826	3,720	24,546

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
	44,728	4,157	48,885

Infrastructure

Roads	105,768	-	105,768
Bridges	3,014	-	3,014
Footpaths and cycleways	5,123	-	5,123
Drainage	2,022	-	2,022
Kerb & Channel	6,911	-	6,911
Other infrastructure	363	-	363

	123,201	-	123,201
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Total asset revaluation reserves

	167,929	4,157	172,086
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2019

Property

Land & land improvements	1,595	-	1,595
Land under roads	22,307	-	22,307
Buildings	20,826	-	20,826

	44,728	-	44,728
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Infrastructure

Roads	50,173	55,595	105,768
Bridges	1,511	1,503	3,014
Footpaths and cycleways	4,194	929	5,123
Drainage	1,777	245	2,022
Kerb & Channel	3,860	3,051	6,911
Other infrastructure	363	-	363

	61,878	61,323	123,201
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Total asset revaluation reserves

	106,606	61,323	167,929
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The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

(b) Other reserves

2020

Defined Benefits

Total Other reserves

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
	-	1,000	-	1,000
	-	1,000	-	1,000

Defined Benefits - This reserve is used to assist with the funding of any call that may be made on Council as a result of shortfall in the Local Authorities Superannuation Fund Defined Benefits Plan. Refer to note 9.3 for further detail.

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	2020 \$'000	2019 \$'000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	7,839	5,916
Depreciation/amortisation	8,450	7,591
(Profit)/loss on disposal of property, infrastructure, plant and equipment	8	(56)
Finance costs	132	296
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	567	(1,450)
(Increase)/Decrease in prepayments	57	(19)
Increase/(decrease) in accrued income	95	(2)
Increase/(decrease) in trade and other payables	(585)	(924)
(Decrease)/increase in trust funds and other payables	(89)	148
(Increase)/decrease in inventories	(70)	(48)
Increase/(Decrease) in provisions	(83)	11
Increase/(Decrease) in employee benefits	(89)	779
Increase/(Decrease) in grants received in advance	934	-
Net cash provided by/(used in) operating activities	17,166	12,242

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contribution to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Buloke Shire Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

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Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

As at 30 June 2019, a interim actuarial investigation was held as the Fund provided lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBIs were:

Net investment returns 6.0% pa

Salary information 3.5% pa

Price inflation (CPI) 2.0% pa.

Vision Super has advised that the estimated VBI at 30 June 2020 decreased to 104.6% (107.1% 2019).

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2019 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular Contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2017/2018). This rate will increase in line with any increases in the SG contribution rate.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding Calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Buloke Shire Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

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The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Buloke Shire Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017

The Fund's actuarial investigations identified the following in the defined benefit category of which Council is a contributing employer:

	2019	2017
A VBI surplus	\$151.3	\$69.8
A total service liability surplus	\$233.4	\$193.5
A discounted accrued benefits surplus	\$256.7	\$228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2019 VBI during August 2019 (2018: August 2018).

The 2020 interim actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020.

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Note 10 Change in accounting policy

Council has adopted AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income of Not-for-Profit Entities*, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 *Revenue from Contracts with Customers* applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted AASB 15 *Revenue from Contracts with Customers* using the modified (cumulative catch up) method. Revenue for 2019 as reported under AASB 118 *Revenue* is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 *Revenue from Contracts with Customers* requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

b) AASB 16 Leases

AASB 16 *Leases* requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 *Income of Not-for-Profit Entities* applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted AASB 1058 *Income of Not-for-Profit Entities* using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 *Income of Not-for-Profit Entities* requires income to be recognised as Council satisfies the performance obligations under the contract.

d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019.

	2019 \$'000
Retained earnings at 30 June 2019	105,137
Revenue adjustment - impact of AASB 15 <i>Revenue from Contracts with Customers</i>	(353)
Income Adjustment - impact of AASB 1058 <i>Income of Not-for-Profit Entities</i>	-
Expense Adjustment - AASB 16 <i>Leases</i>	(17)
Retained earnings at 1 July 2019	104,767

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 \$'000	Adjustments \$'000	Post adoption \$'000
Assets			
Right of use assets	-	506	506
Grants receivable	-	-	-
	-	506	506
Liabilities			
Unearned income - operating grants	-	353	353
Unearned income - capital grants	-	-	-
Lease liability - current	-	361	361
Lease liability - non-current	-	163	163
	-	877	877

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BULOKE SHIRE COUNCIL 2019/2020 FINANCIAL REPORT

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

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Note 11 Impact of COVID 19 pandemic on operations and 2019-20 financial report

On 11 March 2020, COVID 19 was declared as a global pandemic by World Health Organisation. Since then, various measures have been taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020.

In response to government directive amidst the COVID-19 outbreak, the leisure centre facilities, libraries, community centres were closed. These closures have only resulted in an immaterial decrease in the council user fee revenue.

Council has been required to increase maintenance of public facilities and had redeployed staff in this regard. Additional cost to Council of this requirement has been immaterial to date.

Council activated its hardship policy in response to this crisis on 16 March 2020. Financial impact from deferral of rates revenue, interest free period and rebate of public health fees has been immaterial to date.

Council was successful in gaining funding under the Victorian State Government's Working for Victoria program. Council will receive \$2.748m and incurred additional expenditure of \$2.748m over the 2019-20 and 2020-21 financial years to employ an extra fifty (50) full time positions for a six month period commencing June 2020. Council has received \$916K of this funding to 30 June 2020.



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DESCRIPTION OF BULOKE

The Buloke Shire is located in the north west of Victoria between 210 and 360 kilometres from Melbourne.

The Buloke Shire is bounded by both the Mildura and Swan Hill Rural Cities in the north, Gannawarra and Loddon Shires in the east, Northern Grampians Shire in the south and Yarriambiack Shire in the west.

The Buloke Shire is a predominantly rural area. The main townships are Birchip, Charlton, Donald, Sea Lake and Wycheproof. The shire also comprises of the smaller townships of Berriwillock, Culgoa, Nandaly, Nullawil and Watchem.

The Buloke shire encompasses a total land area of 8,000 square kilometres and is approximately 140 kilometres long and 60 kilometres wide.

The two main highways servicing the Buloke Shire are the Calder Highway and the Sunraysia Highway, both of which run north and south through the Shire.

Land is used largely for agriculture, particularly grain (wheat, oats and barley) production and sheep grazing.

The Buloke Shire is named after the 'buloke' or 'bulloak' tree, 'Allocasuarina Luehmannii' which is common in the area and the feature of the Buloke Shire logo.

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SUSTAINABLE CAPACITY INDICATORS

FOR THE YEAR ENDED 30 JUNE 2020

INDICATOR/MEASURE	2017	2018	2019	2020	COMMENTS
POPULATION Expenses per head of municipal population <i>[Total expenses / Municipal population]</i>	\$3,669.25	\$4,079.66	\$5,564.68	\$4,320.22	Increased expenses for Flood Restoration and Roads to Recovery programs in 2018/19.
INFRASTRUCTURE PER HEAD OF MUNICIPAL POPULATION <i>[Value of infrastructure / Municipal population]</i>	\$28,661.67	\$31,351.81	\$42,429.33	\$44,242.33	Flood recovery works and infrastructure revaluations in 18/19 and negative population growth has increased the value per head of population.
POPULATION DENSITY PER LENGTH OF ROAD <i>[Municipal population / Kilometres of local roads]</i>	1.17	1.16	1.16	1.16	Council covers a large area with a low dispersed population.
OWN-SOURCE REVENUE Own-source revenue per head of municipal population <i>[Own-source revenue / Municipal population]</i>	\$2,280.92	\$2,315.23	\$2,407.83	\$2,512.90	Own source revenue is relatively high when compared to other councils due to Council's rural location, low population and reliance on rate income as its main income source.
RECURRENT GRANTS Recurrent grants per head of municipal population <i>[Recurrent grants / Municipal population]</i>	\$2,169.97	\$1,376.85	\$1,499.51	\$1,687.62	Recurrent grants remain consistent, lower rates of population decline than forecasted.
DISADVANTAGE Relative Socio-Economic Disadvantage <i>[Index of Relative Socio-Economic Disadvantage by decile]</i>	3.00	3.00	3.00	3.00	Council is ranked in the lower end of the SEIFA index, indicating high levels of disadvantage within the municipality.
WORKFORCE TURNOVER Percentage of staff turnover <i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year]x100</i>	5.4%	15.7%	9.5%	9.6%	Staff turnover remains consistent and is expected to continue at this or a higher level into the future, given the profile of the workforce. Council has committed to an organisational strategy to attract and retain staff.

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DEFINITIONS

“Adjusted underlying revenue” means total income other than:

- a) non-recurrent grants used to fund capital expenditure; and
- b) non-monetary asset contributions; and
- c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

“Infrastructure” means non-current property, plant and equipment excluding land

“Local road” means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

“Population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“Relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decline for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

“Unrestricted cash” means all cash and cash equivalents other than restricted cash.

SERVICE PERFORMANCE INDICATORS

FOR THE YEAR ENDED 30 JUNE 2020

SERVICE INDICATOR/MEASURE	2017	2018	2019	2020	COMMENTS
AQUATIC FACILITIES	5.9	6.4	5.1	4.9	The Buloke Shire has a relatively small population dispersed over a wide area. The number of hot days over summer show results in larger percentage variances.
Utilisation					
Utilisation of aquatic facilities <i>[Number of visits to aquatic facilities / Municipal population]</i>					
ANIMAL MANAGEMENT	New in 2020	New in 2020	New in 2020	100%	All animal prosecutions (2) were successful
Health and safety					
Animal management prosecutions <i>[Number of successful animal management prosecutions]</i>					
FOOD SAFETY	100%	100%	100%	0%	Council had no critical or major non-compliance notifications about food premises.
Health and safety					
Critical and major non-compliance outcome notifications <i>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</i>					
GOVERNANCE	49%	50%	52%	58%	Council is being more proactive, utilising social media to inform the community of decisions. The improving result in satisfaction shows the community is becoming more aware of Council decisions and opportunities to engage with Council during the decision making process.
Satisfaction					
Satisfaction with council decisions <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>					
LIBRARIES	11.3%	8.3%	7.1%	7.9%	Since the changes to the delivery of library services by Council, the number of borrowers is showing an increasing trend back to when the service was provided by 3 different service providers pre 2018/19
Participation					
Active library members <i>[Number of active library members / Municipal population] x100</i>					

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SERVICE INDICATOR/MEASURE	2016	2017	2018	2019	COMMENTS
MATERNAL AND CHILD HEALTH (MCH)	77%	77%	78%	79.5%	Council has a consistently high participation rate of children attending MCH Key Ages and Stages services up to the 36 months visit, after which the participation substantially reduces.
Participation Participation in the MCH service <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>					
Participation Participation in the MCH service by Aboriginal children <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	75%	67%	74%	93%	Council has a consistently high participation rate of ATSI children attending MCH services up to the 42 months visit.
ROADS Satisfaction Satisfaction with sealed local roads <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	36%	39%	42%	39%	Council's Long Term Financial Plan identifies investment into road infrastructure.
STATUTORY PLANNING Decision Making Council planning decisions upheld at VCAT <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	0%	0%	0%	100%	Council had 1 planning decision challenged in VCAT. The decision was upheld.
WASTE COLLECTION Waste diversion Kerbside collection waste diverted from landfill <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	24%	23%	25%	25%	The result is derived from the volume of recyclable waste collected from recycling bins.

DEFINITIONS

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"Active library member" means a member of a library who has borrowed a book from the library

"Annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the *Local Government Act 1989*.

"Class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"Class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"Critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"Food premises" has the same meaning as in the *Food Act 1984*

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* (Cwth)

"HACC service" means home help, personal care or community respite provided under the HACC program

"Local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"Major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"Population" means the resident population estimated by council

"Target population" has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* (Cwth)

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

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DIMENSION/INDICATOR/ MEASURE	ACTUAL				FORECASTS				COMMENTS
	2017	2018	2019	2020	2021	2022	2023	2024	
EFFICIENCY	New in 2020	New in 2020	New in 2020	\$1,939	\$1,973	\$2,018	\$2,069	\$2,122	Council experiences little growth in the number of properties in the Shire, forecasted rates are in line with capping.
Revenue level									
Average residential rate per residential property assessment <i>[General Rates and Municipal Charges / Number of property assessments]</i>									
Expenditure level	\$3,792	\$4,036	\$5,498	\$4,227	\$4,474	\$4,269	\$4,450	\$4,646	Increased funding for Flood Restoration and Roads to Recovery programs was received in 2018/19.
Expenses per property assessment									
<i>[Total expenses / Number of property assessments]</i>									
LIQUIDITY	469%	415%	203%	371%	710%	511%	456%	371%	Council retired a \$7M debt in 19/20. There are no plans for borrowing.
Working capital									
Current assets compared to current liabilities <i>[Current assets / Current liabilities] x100</i>									
Unrestricted cash	252%	375%	172%	286%	538%	452%	396%	310%	Reduction in current liabilities resulting from repayment of \$7M debt.
Unrestricted cash compared to current liabilities									
<i>[Unrestricted cash / Current liabilities] x100</i>									

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DIMENSION/ INDICATOR/MEASURE	ACTUAL					FORECASTS			COMMENTS
	2017	2018	2019	2020	2021	2022	2023	2024	
OBLIGATIONS	New in 2020	New in 2020	New in 2020	137%	142%	179%	147%	165%	With the retirement of Council's debt in 2018/19, Council is now focussing on improving condition of assets.
Asset renewal and upgrade Asset renewal compared to depreciation <i>[Asset renewal expense / Asset depreciation] x100</i>									
Loans and borrowings Loans and borrowings compared to rates <i>[Interest bearing loans and borrowings / Rate revenue] x100</i>	55%	54%	52%	0%	0%	0%	0%	0%	Council retired a \$7M debt in 2019. There are no future plans to borrow funds.
Loans and borrowings repayments compared to rates <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	2.3%	2.3%	2.3%	52%	0%	0%	0%	0%	Council retired a \$7M debt in 2019. There are no future plans to borrow funds.
Indebtedness Non-current liabilities compared to own source revenue <i>[Non-current liabilities / Own source revenue] x100</i>	57%	55%	9.7%	8.4%	10.5%	10.0%	9.8%	9.5%	Retirement of \$7M loan in 2018/19 has resulted in low level of non-recurrent liabilities
OPERATING POSITION	20.22%	6.76%	-10.5%	4.47%	4.4%	4.1%	2.47%	0.6%	Variations in previous years are a result of the timing of recurrent grant payments
Adjusted underlying result Adjusted underlying surplus (or deficit) <i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>									

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DIMENSION/INDICATOR/ MEASURE	ACTUAL				FORECASTS				COMMENTS
	2017	2018	2019	2020	2021	2022	2023	2024	
STABILITY	45%	48%	43%	50%	48%	51%	51%	51%	Own source revenue is relatively high compared to other councils due to Council's rural location, low population and reliance on rate income as its main income source.
Rates concentration Rates compared to adjusted underlying Revenue <i>[Rate revenue / Adjusted underlying revenue] x100</i>									
Rates effort Rates compared to property values <i>[Rate revenue / Capital improved value of rateable properties in the municipality] x100</i>	0.92%	0.94%	0.85%	0.81%	0.78%	0.79%	0.80%	0.81%	Low increases in residential property values, higher increases in farming values and rates remaining consistent.

DEFINITIONS

"Adjusted underlying revenue" means total income other than:

- a) non-recurrent grants used to fund capital expenditure; and
- b) non-monetary asset contributions; and
- c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"Adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"Asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"Current assets" has the same meaning as in the AAS

"Current liabilities" has the same meaning as in the AAS

"Non-current assets" means all assets other than current assets

"Non-current liabilities" means all liabilities other than current liabilities

"Non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"Own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"Population" means the resident population estimated by council

"Rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"Recurrent grant" means a grant other than a non-recurrent grant

"Residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"Restricted cash" means cash and cash equivalents, within the meaning of the AAS that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"Unrestricted cash" means all cash and cash equivalents other than restricted cash.

OTHER INFORMATION

FOR THE YEAR ENDED 30 JUNE 2020

1. BASIS OF PREPARATION

Council is required to prepare and include a Performance Statement within its annual report. The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's Strategic Resource Plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its Strategic Resource Plan on 1 July 2020 and which is an appendix of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan can be obtained by contacting council.

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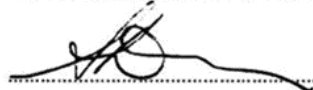
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Certification of the Performance Statement

In my opinion, the accompanying Performance Statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



Aileen Douglas
Principal Accounting Officer

Dated: 23/10/2020

In our opinion, the accompanying Performance Statement of the Buloke Shire for the year ended 30 June 2020 presents fairly the results of Council's performance in the accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

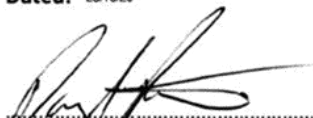
At the date of the signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this Performance Statement in its final form.



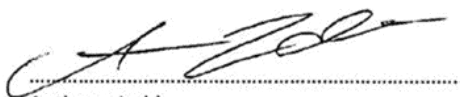
Cr Carolyn Stewart
Councillor

Dated: 23/10/20



Cr David Pollard
Councillor

Dated: 23-10-2020



Anthony Judd
Chief Executive Officer

Dated: 23/10/20



Victorian Auditor-General's Office

Independent Auditor's Report

To the Councillors of Buloke Shire Council

Opinion	<p>I have audited the accompanying performance statement of Buloke Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none">• description of municipality for the year ended 30 June 2020• sustainable capacity indicators for the year ended 30 June 2020• service performance indicators for the year ended 30 June 2020• financial performance indicators for the year ended 30 June 2020• other information and• the certification of the performance statement. <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2020, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
12 November 2020

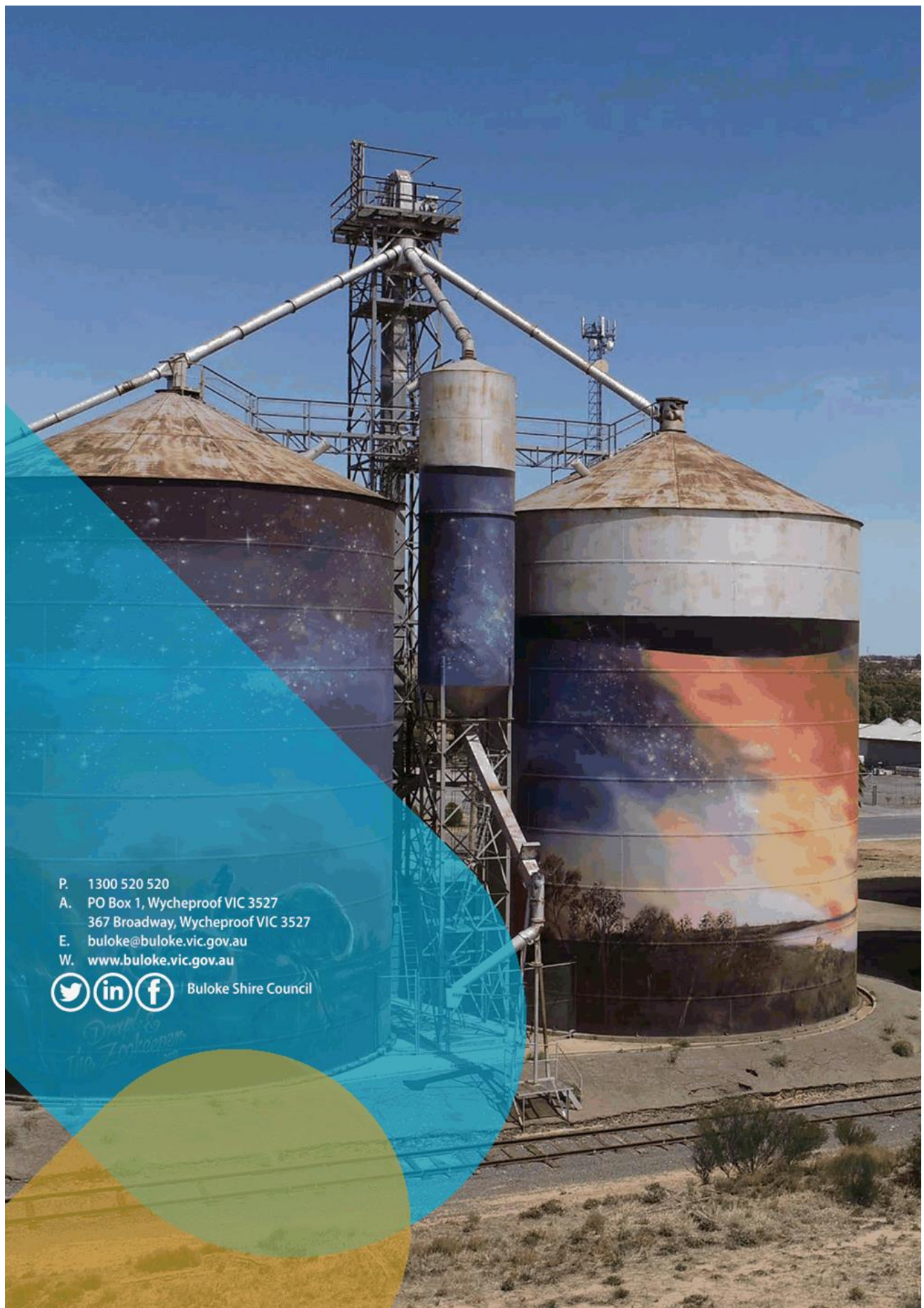


Sanchu Chummar

as delegate for the Auditor-General of Victoria



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8.5 REPORTS FROM COUNCILLORS

Nil

8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC

RECOMMENDATION:

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

- | | | |
|-------|---|---|
| 8.6.1 | CONTRACT C85 2020/21 BIRCHIP
NETBALL COURT REDEVELOPMENT | (g(ii)) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage |
| 8.6.2 | CONTRACT C87 2020/2021 PAVEMENT
REHABILITATION WORKS - CULGOA
LALBERT ROAD FROM CH 2.620KM TO
CH 4.440KM | (g(ii)) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage |

RECOMMENDATION:

That Council reopens the meeting to the public pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*.

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

10. MEETING CLOSE