



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 11 December 2019

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Carolyn Stewart will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Statutory Meeting held on Wednesday, 13 November 2019 and Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 13 November 2019.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

In accordance with Sections 77A, 77B and 78 of the Local Government Act Councillors are required to disclose an "interest" in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

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

6. QUESTIONS FROM THE PUBLIC

NIL

7. PROCEDURAL ITEMS

7.1	BUILDING PERMITS - MONTHLY UPDATE	5
7.2	REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS	7
7.3	LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS	12
7.4	CORRESPONDENCE INITIATED BY COUNCIL	13
7.5	PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE	15

8. GENERAL BUSINESS

8.1	POLICY REPORTS	17
8.1.1	BULOKE SHIRE COUNCIL COMPLAINTS HANDLING POLICY	17
8.1.2	ELECTION PERIOD POLICY	27
8.2	MANAGEMENT REPORTS	33
8.2.1	APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 28 CAMP STREET WATCHEM	33

8.2.2	COMMUNITY GRANTS AND SPONSORSHIPS	35
8.2.3	RDV FUNDING APPLICATION - WYCHEPROOF STREETScape	40
8.2.4	PROGRESS AGAINST ECONOMIC DEVELOPMENT & TOURISM STRATEGY	42
8.2.5	BUILDING BETTER REGIONS FUND APPLICATIONS	55
8.2.6	DROUGHT COMMUNITIES PROGRAMME EXTENSION - WYCHEPROOF EARLY YEARS FACILITY AND BIRCHIP LEISURE CENTRE	58
8.3	FINANCIAL REPORTS	61
8.3.1	FINANCE PERFORMANCE REPORT AS AT 31 OCTOBER 2019	61
8.4	ORGANISATIONAL REPORTS	76
	NIL	
8.5	REPORTS FROM COUNCILLORS	76
	NIL	
9.	OTHER BUSINESS	
9.1	NOTICES OF MOTION	77
9.1.1	NOTICE OF MOTION - ENVIRONMENT AND CLIMATE CHANGE	77
9.2	QUESTIONS FROM COUNCILLORS	78
	NIL	
9.3	URGENT BUSINESS	78
	NIL	
9.4	ANY OTHER BUSINESS	78
	NIL	
9.5	MATTERS WHICH MAY EXCLUDE THE PUBLIC	79
	The Meeting may be closed to members of the public to consider confidential matters.	
9.5.1	C69 2019/20 LOCAL ROADS REHABILITATION PROGRAM	
9.5.2	C68 2019/20 LAKE TYRRELL TOURISM INFRASTRUCTURE CONSTRUCTION	
	If the meeting has been closed it will be brought back into open session by resolution	

10. MEETING CLOSE

NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, , 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 12 FEBRUARY 2020 AT 7.00PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Development Services Administration

Department: Works and Technical Services

File No: DB/14/02

Attachments:

RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 November 2019 to 30 November 2019.

1. Executive Summary

This report provides information on Building Permits approved by staff from 1 November 2019 to 30 November 2019.

2. List of Building Permits Approved by Council Surveyor

Council Ref Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20190094	4448354394818	469 Borung-Charlton Road, Charlton	Shearing Shed (extension)	31/10/2019
20190099	9273719419950	34 Elliots Road, Bimbourie	Hay / Machinery Shed	07/11/2019
20190100	9233313421082	90 Hilliards Lane, Yeungroon East	Machinery Shed	07/11/2019
20190110	8148573401280	224 Woods Street, Donald	Storage Shed	21/11/2019
20190111	7607441577566	7359 Calder Highway, Sea Lake	Swimming Pool	21/11/019
20190112	7605390320713	15 Willow Court, Donald	Carport	21/11/2019

3. List of Building Permits Approved by Private Surveyor

Council Ref No.	Address	Project Description	Date Approved
20190095	53 Taverner Street, Berriwillock	Amenities Block (Demolition)	15/10/2019
20190096	370 Bellevilles Road, Watchem	Farm Shed	23/10/2019
20190097	53 Tavernet Street, Berriwillock	Amenities Block	23/10/2019
20190098	4 Cox Street, Sea Lake	Billboard	30/08/2019
20190101	236 Berriwillock North Road, Berriwillock	Hay Shed (x2)	08/08/2019
20190102	3118 Calder Highway, Nandaly	Garage Replacement dwelling & alfresco	02/10/2019
20190103	225 Broadway, Wycheproof	Re-stump dwelling	08/11/2019
20190104	7 Peel Street, Charlton	Re-stump dwelling	31/10/2019
20190105	2-4 Messines Street, Nandaly	Amenities Block	07/11/2019
20190106	Racecourse Road Donald (Donald Pony Club)	Shed (Demolition)	07/11/2019
20190107	1A Aitken Avenue, Donald (Donald Hospital)	Ambulance Air Lock Acute Care Door Installation	29/10/2019
20190108	220 Broadway, Wycheproof	Amenities Block (Demolition)	25/10/2019
20190109	41 Main Street, Culgoa	Amenities Block (Demolition) Maternal Child Health Building (Demolition)	25/10/2019

7.2 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments: 1 [↓](#) Councillor Briefing Record - 6 November 2019
2 [↓](#) Councillor Briefing Record - 20 November 2019

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council note the reports of the Assembly of Councillor Meetings held on 6 and 20 November 2019.

1. Key Points/issues

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

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

A planned or scheduled meeting that includes at least half of the Councillors and a member of Council Staff; or

An Advisory Committee of the Council where one or more Councillors are present.

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

A record of both the Assembly of Councillors Meetings held on 6 and 20 November is attached.

BULOKE SHIRE COUNCIL
RECORD
Councillor Briefing

Date and Time:	6 November 2019	Time: 5.00pm – 8.00pm
-----------------------	-----------------	------------------------------

Location:	Council Chamber – Donald District Office
------------------	--

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

Apologies:	Nil
-------------------	-----

Visitors:	NCLEEN – Mary-Ann Sait – Nathan Donnellon, Raylee Campbell, Pam McConville, Candice Jay Charlton Park Committee - John Harley, Joe Thompson, Adam Soulsby, Peter Whykes
------------------	--

ITEMS

NO.	TOPIC	PURPOSE
	Site Tour – Donald Court House Building	
1.	Declarations of Conflicts of Interest	Nil
2.	Briefing Notes	
3.	Presentations	

3.1 Youth Speakers – NCLEEN

3.2 Charlton Park Committee

3.3 CEO – Major projects

4. Items for Discussion

5. Councillor Matters

6. CEO Updates

Next Briefing:

Date and Time:

To be set at Statutory meeting 13
November 2019

Time:

Location:

BULOKE SHIRE COUNCIL
RECORD
Councillor Briefing

Date and Time: 20 November 2019 **Time:** 3.00pm – 6.00pm

Location:

Attendees: Cr- Carolyn Stewart
Cr- David Pollard
Cr- Daryl Warren
Cr- Graeme Milne
Cr- Ellen White
Cr- Bronwyn Simpson

Anthony Judd –Chief Executive Officer
Hannah Yu – Director Corporate Services
Wayne O’Toole– Director of Works and Technical Services
Rose Harris –Director Community Development

Apologies: Cr- David Vis

Visitors: Ali Cupper - MP State Member for Mildura
Bonnie McLean - Rodeo Queen for Australia 2019
Loddon Healthy Minds - Wendy Gladman

ITEMS

NO.	TOPIC	PURPOSE
	Optional Pre- Briefing Tour	Charlton Drainage
1.	Declarations of Conflicts of Interest	Cr Pollard - Item 6: CEO Updates – Lead Loddon Murray Sponsorship, direct conflict with regards to the Rex Theatre Cr Stewart - Item 6 : CEO Updates – Lead Loddon Murray Sponsorship, direct conflict with regards to the Rex Theatre
2.	Briefing Notes	
3.	Presentations	

3.1 Ali Cupper - MP State Member for Mildura

3.2 Loddon Healthy Minds Model
Wendy Gladman

3.3 NCLLEN Bonnie McLean – 2019 National Rodeo Queen

3.4 Funding Opportunities

3.5 Early Years in Buloke

3.6 Local Government Bill 2019

4. Items for Discussion

4.1 Service Review – Information Technology & Communications

5. Councillor Matters

6. CEO Updates

- **LEAD Loddon Murray** – Sponsorship Recommendation
-

Next Briefing:

Date and Time: 4 December 2019

Time: 5.00pm – 8.00pm

Location: Wycheproof Supper Room

7.3 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

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

1. Executive Summary

This report acknowledges and congratulates community persons and/or groups for their success in being recognised for a significant achievement or for being a recipient of an honourable award.

The report also informs Council of any letters of congratulations or any particular recognition of achievement that Council has received or been awarded in the past month.

2. Recognition of Achievement Items

Provider	Recipient	Date	Purpose for Recognition

7.4 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

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

Table of Correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
Requesting ongoing funding support for lake committees impacted by the free boat launching fee policy.	Jaala Pulford, Minister for Boating and Fishing	Sent 27 November 2019		
Social Housing Flats in Wycheproof to be replaced; investigate social housing stock in Buloke Shire in general, and Buloke Shire investigate opportunities to increase social housing in Buloke Shire with relevant partners such as Haven: Home, Safe.	Mr Richard Wynne MP, Minister for Housing; and	Sent 20 August 2019	27 November 2019	Advised DHHS are working with tenants of the non-damaged units in Wycheproof to find them more suitable homes. Once this occurs the site will be sold and proceeds from the sale will be invested in more social housing in the region.
	CEO of Haven; Home, Safe.	Sent 27 August 2019	5 September 2019	Forwarded a copy of letter they sent to Director of

				Housing, Chris Hotham and Loddon Area Director DHHS, Nathan Chapman affirming their support for Council's request to address dire local social housing situation.
--	--	--	--	---

7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

RECOMMENDATION

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

1. Executive Summary

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

2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA817/19	Buloke Shire Council	2A High Street, Charlton (CA 2056, Parish of Charlton East	10/09/2019	Removal of native vegetation	Permit Issued
PPA821/19	Visionstream Pty Ltd	Boort-Wycheproof Road, Glenloth East (CA 20A, Parish of Jeruk)	1/10/2019	Construction of a Telecommunications facility (monopole)	Permit Issued
PPA822/19	Visionstream Pty Ltd	2468 Galaquil East Road, Wilkur (CA 59, Parish of Wilkur	1/10/2019	Construction of a Telecommunications facility (monopole)	Permit Issued
PPA823/19	AWB Grainflow	Back Teddywaddy Road, Charlton (Lot 1 PS547644)	03/10/2019	Construction of a grain bunker	Permit Issued
PPA824/19	DK Wood	480 Donald-Laen Road, Laen	18/10/2019	Construction of three new pig sheds	Request for Further Info

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA825/19	Lacey McInnes	94 Elliots Road, Bimbourie	13/11/2019	Use and development of land for a second dwelling on a lot	Notice of application
PPA826/19	Green Lake Committee of Management	4567 Birchip-Sea Lake Road, Banyan	18/11/2019	Installation of two entrance signs at Green Lake Recreation Reserve	Permit Issued
PPA827/19	Cindy McCallum	56 Dempsey Street, Wycheproof	25/11/2019	Construction of a shed ancillary to a dwelling	Notice of application
PPA828/19	Charlton Men's Shed	7 Armstrong Street, Charlton	26/11/2019	Construction of skillion roof	New

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 BULOKE SHIRE COUNCIL COMPLAINTS HANDLING POLICY

Author's Title: Manager Customer Engagement

Department: Office of the CEO

File No: CM/14/22

Attachments: 1 [↓](#) Buloke Shire Council Complaints Handling Policy

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

1. Adopts the Buloke Shire Council Complaints Handling Policy; and
2. Communicates the availability of the policy to the community and places the policy on Council's website.

1. Executive Summary

Buloke Shire Council historically has not had a Complaints Handling Policy in place, but rather operated under Complaints Procedure as part of our Customer Service Charter.

Members of the public have the right to complain about Council services.

Council is committed to managing complaints in a transparent, fair and consistent way and feedback is encouraged. It helps improve Council services and the way business is conducted.

This policy aims to ensure that customers can raise their complaints easily and with confidence that Council will listen and respond to their concerns, and handle their complaint in a fair and equitable way. If Council is not the right organisation to respond to the complaint, the complainant will be referred to an organisation that can help.

2. Discussion

The Complaint Handling Policy aligns with the Victorian Ombudsman's "Complaints – Good Practice Guide for Public Sector Agencies", which reflects the revised standard for complaint handling, Victoria's public sector values, and the *Charter of Human Rights & Responsibilities Act* 2006.

The revised Complaint Resolution policy is based on the following guiding principles:

- Commitment
- Accessibility
- Transparency
- Objectives and fairness
- Privacy
- Accountability

- Continuous improvement.

The policy also provides details on how to make a complaint and the responsibility of complainants.

3. Financial Implications

There are no financial implications outside operational items budgeted for.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

There has been no consultation with the community about this policy. Council has been guided by the Victorian Ombudsman Office in the compilation of this policy.

6. Internal Consultation

This policy was considered by the Senior Management Team.

7. Legislative / Policy Implications

This policy includes a section on human rights considerations outlining Council's obligations in accordance with the *Charter of Human Rights and Responsibilities Act 2006*.

8. Environmental Sustainability

This policy will be made available online and not printed unless requested.

9. Conflict of Interest Considerations

There were no conflicts in the preparation of this policy.

10. Conclusion

That Council adopts the Buloke Shire Council Complaints Handling Policy, places the document on Council's website and informs the community of the benefits of this policy to Council and community.



POLICY LOCATION	Executive Office	POLICY TITLE	Complaints Handling Policy
POLICY NUMBER		DATE ADOPTED	December 2019
REVISION NUMBER	1	REVISION DATE	December 2022

1. INTRODUCTION

Council is committed to our customers and to providing efficient and responsive services, whilst always striving for improvement. Council takes an all of organisation approach to customer service and values feedback.

Members of the public have the right to complain about Council services. A complaint may arise when:

- A programmed or requested service that should be provided has not been provided to the predetermined standard
- There has been a delay in responding to a service request
- A Council Officer has behaved in an inappropriate way.

Council is committed to managing complaints in a transparent, fair and consistent way and feedback is encouraged. It helps improve Council services and the way business is conducted.

This policy aims to ensure that customers can raise their complaints easily and with confidence that Council will listen and respond to their concerns, and handle their complaint in a fair and equitable way. If Council is not the right organisation to respond to the complaint, the complainant will be referred to an organisation that can help.

Requests for service, information, suggestions and enquiries are not complaints and will not be handled through the complaints handling process.

2. PURPOSE

The policy provides an open and transparent complaint handling procedure by:

- Establishing timeframes for resolving complaints
- Clarifying roles and responsibilities of Council staff
- Ensuring that staff handle complaints fairly and objectively

3. SCOPE

This policy applies to all Buloke Shire Council staff and to third party contractors carrying out services on its behalf.



4. PRINCIPLES

4.1 Guiding principles

Buloke Shire Council recognises the value of complaints and endeavors to make complaining about Council service as easy and practicable as possible.

Council adopts the seven following principles that guide effective complaints handling as outlined in the Victorian Ombudsman's Complaints – Good Practice Guide for Public Sector Agencies (2016).

Commitment: Council is committed to resolving complaints and has a culture that recognises an individual's right to complain. Council values complaints and recognises them as being part of its business of serving the community and improving service delivery.

Accessibility: People with a range of needs can easily complain and staff are available to assist them to navigate the complaints process.

Transparency: Council makes it clear how to complain, where to complain and how the complaint will be handled. The steps taken to respond to a complaint are recorded and will stand up to scrutiny.

Objectivity and fairness: Complaints are dealt with courteously, impartially, within established timeframes and assessed on merit.

Privacy: Complaint information is handled according to privacy laws and other relevant legislation. Council provides clear information about how personal information is handled. Complaint data is de-identified if reported on more widely.

Accountability: Council is accountable internally and externally for its decision making and complaint handling performance. Council provides explanations and reasons for decisions and ensures that its decisions are subject to appropriate review processes.

Continuous improvement: Acting on, learning from and using complaint data helps Council identify problems and improve services.

4.2 Making a complaint

Complaints can be made to Council by:

- By calling Council on 1300 520 520
- In person at Council's Customer Service Office located at 367 Broadway Wycheproof
- In writing, email buloke@buloke.vic.gov.au or mail PO Box 1, Wycheproof, Victoria 3527
- By using the feedback section on Council's website stating that you wish to make a complaint.

Complaints should include:

- Date, time and location
- Nature and description of complaint



- What you expect Council to do to satisfy the complaint
- Any additional supporting information you may have include photography or earlier correspondence with Council.

4.3 Help us to help you

Excellent customer service is a two-way street. As outlined in Council's Customer Service Charter and to ensure your complaint is handled to your satisfaction complainants must:

- Treat Council staff with respect, honesty and courtesy
- Provide accurate and (where possible) complete information.

4.4 Anonymous complaints

Council understands that members of the public may seek to lodge complaints anonymously, or ask that their identity not be disclosed.

Anonymous complainants should note Council may not be able to progress such complaints in instances where insufficient information is provided. When a complainant is unwilling to disclose their details, it can reduce Council's ability to clarify the nature of the complaint in order to investigate the matter thoroughly. If it is determined, after reasonable investigation, that insufficient information has been provided, no further action will be taken. This decision will be made at the discretion of the relevant Director.

4.5 Unreasonable complainants

Whilst most complainants will act reasonably and respectfully in their interactions with Council, there may be occasions where the complainant, despite Council's best efforts, act outside their responsibilities. In these instances, it may be necessary to alter or even restrict the complainant's rights or access to services as a result of their actions. This decision will be made at the discretion of the relevant Director.

4.6 Privacy and confidentiality

Council recognises that the responsible handling of personal information is a key aspect of good governance and is committed to protecting an individual's right to privacy to the extent required by law.

Council will only collect personal information (including sensitive information) that is necessary for its functions and activities.

4.7 Requests for service

Any request for services will be logged onto our electronic request system. Response times will vary in accordance with our set service standards depending upon the nature of the request.

In instances where circumstances beyond Council's control affect our ability to meet this commitment we will keep you updated on the progress of your request.



4.8 Complaints relating to statutory matters

Some Council activities are governed by State or Federal legislation, for example, planning and building and land valuation. In such circumstances, Council is unable to alter its decision-making processes and is guided by the requirements of the legislation in making the final decision.

Council also has a range of objection forms that address rates and property matters, local laws and infringements. These documents may provide a better way forward for a prospective complainant.

4.9 Human rights considerations

Council has an obligation to act in accordance with the *Charter of Human Rights Act 2006* and to consider relevant human rights when making decisions and resolving complaints.

Council will:

- Acknowledge and deal with complaints in a timely way
- Provide transparent information about how complaints are handled
- Protect the privacy of information as far as possible
- Treat everyone involved in a way that is objective, respectful and fair
- Consider and respect human rights
- Promote accountability for decisions.

5. COMPLAINTS HANDLING PROCEDURE

Frontline staff, other officers, the Chief Executive Officer, the Mayor or individual Councillors may receive a complaint, either by telephone, email, post or in person.

All complaints will be recorded and every interaction with the complainant will be documented.

If the Council is not the right organisation to respond to the complaint, staff will refer the complainant to an organisation that can help.

5.1 Procedures

5.1.1 Complaints about Service Standards (Procedure 1)

The following process applies only to complaints about service standards; e.g., "I expected that my road would be graded by now. I'm told the service standard allows for a further six months. That's far too long to wait!"

The receiving officer will:

- Clarify issue and outcome the customer is seeking
- Confirm the complaint is about a service standard
- Record the complaint
- Acknowledge/respond within 10 business days.



Complaints about service standards must be recorded, answered and subsequently collated for review on an annual basis to evaluate and better understand community expectations.

5.1.2 Complaints about the quality of the service, response to requests/complaint or staff behavior (Procedure 2)

Receive

The receiving officer will:

- Clarify issue and outcome the customer is seeking
- Determine whether it is a complaint or a service request
- Aim, if possible, to resolve the issue at the first point of contact. (If this occurs, the matter will not be recorded as a complaint.)
- If the matter is not resolved at first point of contact, record the matter as a complaint
- Refer the complaint to relevant manager.

Investigate

The manager will assign the complaint to an officer for investigation.

As part of the investigation the investigating officer will:

- Acknowledge complaint within 10 business days of receipt and advise the complainant of the contact person for all inquiries and how long it is likely to take to respond to the complaint
- If the complaint relates to a member of staff, notify that person that a complaint has been made and give the staff member an opportunity to respond to the complaint
- Aim to resolve the complaint within 28 days. (Some regulatory processes mandate other timelines. If the complaint is to take longer than 28 days to resolve, the contact person will advise the complainant prior to or at this time and explain why.)
- At the completion of the investigation, inform:
 - a) the complainant, first by telephone and then in writing, of the outcome including the reasons for the decision, and
 - b) the staff member (where relevant) and their immediate superior of the outcome including the reasons for the decision.

Internal Review

A complaint investigation may be subject to an internal review, if:

- The complaint is not resolved in 28 days without good reason e.g., legislation or regulation that stipulates a different timeline, or
- The complainant is not happy with the outcome, in which case he or she can request an internal review.

The internal review will be conducted by a more senior manager, a Director or the Chief Executive Officer.



The investigating officer will, at the completion of the internal review, inform the complainant first by telephone and then in writing of the outcome including the reasons for the decision.

Each complaint investigation will only be subject to one internal review only. However, there may be cause to investigate a complaint about the internal review of that complaint.

External Review

Council's aim is to resolve 100% of issues raised.

If at any time, the complainant is not satisfied with the progress or outcome of an investigation the City will advise the complainant of any other external bodies to pursue their complaint.

5.1.3 Complaints requiring an alternative procedure (Procedure 3)

Complaints received by a Councillor

A complaint received by the Mayor or a Councillor about a service, a staff member or a contractor will be referred to the relevant Manager, Director or the Chief Executive Officer.

Council will then respond to the complaint in accordance with this policy.

Complaints about Contractors

Council is responsible for services carried out by contractors on its behalf. However, if a contractor receives a complaint, the contractor will assess and respond to the complaint in accordance with its own complaint handling process.

If a complainant is not satisfied with the outcome, he or she can ask Council to review the decision.

All outcome letters written by contractors in relation to complaints must include the name and contact details of the Buloke Shire Council staff member to whom the complainant may escalate their complaint.

Allegations of Corrupt Conduct

Where a complaint involves allegations of corrupt conduct, it will be handled in accordance with the *Protected Disclosure Act* Procedures.

Complaints about Councillors

Complaints about Councillors will be dealt with in accordance with the Councillor Code of Conduct.

Complaints about the Chief Executive Officer

A complaint about the Chief Executive Officer will be referred in the first instance to the Chief Executive Officer. The Chief Executive Officer will discuss the complaint with the Mayor prior to a decision being made about who will respond.



Once an investigating officer has been appointed the process outlined above under Procedure 2 will apply.

However if the complaint relates to the conduct of the Chief Executive Officer involving bullying, victimisation or harassment including sexual harassment of:-

- Buloke Shire Councillor, or
- Buloke Shire Council staff member, or
- Any other person in the course of the CEO performing his or her role,

Division 4 of Part 4 of the *Local Government Act 1989* sets out the process to be used by Council.

6. REMEDIES

Where Council identifies an error, it will take steps to redress the situation. Possible remedies may include, but are not limited to:

- An explanation of why the error occurred and the steps taken to prevent it happening again
- A reversal of a decision
- Disciplinary action taken against a staff member
- Providing the means of redress requested by the complainant.

Further, Council will offer a genuine apology in addition to any other remedies offered, irrespective of whether the complainant specifically requests this.

Should a complaint not be resolved to the complainant's satisfaction, then it will be internally reviewed by the Chief Executive Officer. If the complaint is still unresolved, then the complainant has the right to take the matter to the Victorian Ombudsman.

7. LEARNING FROM COMPLAINTS

Council views the complaints handling process as an opportunity to learn and improve. All complaints are reviewed for service improvement opportunities.

8. AVAILABILITY

This policy is available for download from Council's website www.buloke.vic.gov.au or in hard copy from Council's Wycheproof Office, located at 367 Broadway Wycheproof.

9. RELATED DOCUMENTS

- Customer Service Strategy
- Customer Service Charter
- Conflict of Interest Policy
- Information Privacy Policy
- Procurement Policy
- Councillor Code of Conduct
- Staff Code of Conduct



10. RELEVANT LEGISLATION

- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Independent Broad-based Anti-corruption Commission Act 2011*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Local Government Act 1989*

8.1.2 ELECTION PERIOD POLICY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GO/07/08

Attachments: 1 [↓ Election Period Policy](#)

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council receive and adopt the Election Period policy for the 2020 General Elections, pursuant to Section 93B of the *Local Government Act 1989 (the Act)*.

1. Executive Summary

Section 93B of the Act provides that a Council must prepare, adopt and maintain an Election Period policy in relation to procedures to be applied by Council during the election period for a general election.

The attached Election Period policy has been reviewed against the requirements under Section 93A and Section 93B of the Act to ensure Council complies with its legislative requirements.

2. Discussion

Council Elections will be held on Saturday 24 October 2020. The Caretaker period begins on the Nomination day 22 September 2020 and is for a period of 32 days concluding on Election Day 24 October 2020.

Section 93B of the Act states that Council is required to review and adopt an Election Period policy no later than 12 months before a general election. An Election Period policy must detail how Council will:

- Prevent inappropriate decisions or inappropriate use of resources during the election period before a general election
- Limit public consultation and the scheduling of Council events
- Ensure access to information held by Council is made equally available and accessible to candidates during the election.

Council adopted its Election Caretaker Policy in February 2016. The review of the Election Period policy has considered Council's obligations under the Act immediately prior to the general election, as well as the need to ensure these obligations are clearly explained to the Buloke community.

3. Financial Implications

Section 93A of the Act prohibits Council from making certain major policy decisions relating to expenditure during an election period, including decisions:

- Relating to the remuneration of a Chief Executive Officer

- To enter into a contract, the total value of which exceeds 1% of the Council's revenue from rates and charges, and
- To exercise any entrepreneurial power if the sum assessed under Section 193(5A) of the Act in respect of the proposal exceeds 1% of the Council's revenue from rates and charges -

Without first obtaining Ministerial exemption.

The Election Period policy outlines how Council resources, including reimbursement of Councillor's out-of-pocket expenses, will be administered during the election period.

4. Cost Shift Considerations

There are no cost shift considerations from this report.

5. Community Consultation

There has been no community consultation in the development of the Election Period policy. The Election Period policy will be made available on Council's internet website and placed on exhibition at Council's Wycheproof District Office.

6. Internal Consultation

Council's Director Corporate Services has been consulted in the review of the Election Period policy. Advice was sought from Council's solicitors to ensure provisions reflected Council's requirements under the Act and reflected best practice.

7. Legislative / Policy Implications

The Election Period policy is a statutory document which incorporates the prescribed requirements of Section 93A and 93B of the Act. Council is required to adopt an Election Period policy not later than 12 months before the commencement of each general election period, and once adopted make the policy publicly available as soon as possible.

8. Conflict of Interest Considerations

All Council Officers involved in the preparation of this report and the review of the Election Period policy have declared they do not have a conflict of interest.

9. Conclusion

Council has an ongoing commitment to good governance and transparency. The Election Period policy provides clarity regarding Council's obligations under the Act to Councillors, candidates, Council staff and the Buloke community.

POLICY LOCATION	Executive Office	POLICY TITLE	Election Period Policy
POLICY NUMBER	CA06	DATE ADOPTED	December 2019
REVISION NUMBER	2	REVISION DATE	October 2023

1. Purpose

This policy has been adopted by the Buloke Shire Council (**Council**) in compliance with the requirements of Section 93B of the *Local Government Act 1989 (Act)*.

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

2. Election Period

The “Election Period” starts on the last day on which nominations for that election can be received and ends at 6.00pm 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:

- All Councillors, Managers and staff are informed of the requirements of this policy, and
- A copy of this policy is given to all Councillors.

3. Major Policy Decisions

During the Election Period the Council will not make a major policy decision without first obtaining Ministerial exemption.

A major policy decision is defined under Section 93A of the Act to mean a decision:

- Relating to the employment or remuneration of the Chief Executive Officer
- To terminate the appointment of the Chief Executive Officer
- To enter into a contract, the total value of which exceeds 1% of the Council’s revenue from rates and charges, and
- To exercise any entrepreneurial power if the sum assessed under Section 193(5A) of the Act in respect of the proposal exceeds 1% of the Council’s revenue from rates and charges.

Where possible, the Chief Executive Officer will schedule matters for the Council to ensure major policy decisions are made either prior to the commencement, or after the conclusion, of the Election Period.

4. Inappropriate Decisions

During the Election Period the Council will follow procedures intended to prevent the making of inappropriate decisions which include decisions that:

- Would affect voting in an election, or
- Could reasonably be made after the election.

All documentation prepared for Council or special committee meetings will be carefully vetted by the Chief Executive Officer to ensure no agenda item is included which could potentially influence voters’ intentions at the general election or could encourage Councillor candidates to use the item as part of their electioneering.

Councillors commit to refraining from moving motions or raising matters at a meeting which could potentially influence voting at the election.

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

"The recommended decisions on all reports on this agenda do not fall within the definition of a Major Policy Decision as outlined in Section 93A of the Act and Council's Election Period Policy".

Should any report be presented to the Council or a special committee during an Election Period, which it is considered does fall within Section 93A of the Act, 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 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 stationary 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 Council staff will not be asked to undertake any tasks connected directly or indirectly with electioneering.

7. Public Consultation

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

No public consultation will be undertaken during the Election Period unless authorised by a Council decision 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 prevention.

8. Council Events

Councillors acknowledge the scheduling of Council events in the lead up to elections may raise concerns over their potential use by sitting 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 sitting Councillors continue to receive information which is

necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from 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 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 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.

Council is required to comply with Section 55D of the Act which states:

"A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process."

Penalty: 60 penalty units.

In addition:

- (a) During the Election Period, no Council employee 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 Office. 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 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

The 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 sitting 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 MANAGEMENT REPORTS

8.2.1 APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 28 CAMP STREET WATCHEM

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 Application to keep goats - **Confidential**
2 Objection - **Confidential**

RECOMMENDATION

That Council refuses the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep three (3) goats at 28 Camp Street Watchem.

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of three (3) goats at 28 Camp Street Watchem.

2. Discussion

Council's Community Local Law 2019 prohibits the keeping of goats without a local law permit within the confines of a township. Council has received an application requesting a permit to keep (3) goats at 28 Camp Street Watchem.

Surrounding landowners and residents were advised in writing to consider the application and submit any objections to Council by the 9 September 2019. Council has received one (1) signed objection from landowners/residents who state that they are concerned regarding the fencing of the property and that the goats will be allowed to roam the area (refer attachment).

3. Financial Implications

There are no financial implications in this report.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

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

6. Internal Consultation

No internal consultation has taken place.

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council refuse the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep (3) goats at 28 Camp Street Watchem.

8.2.2 COMMUNITY GRANTS AND SPONSORSHIPS

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Attachments: 1 [↓ Cumulative Grants table - 19-20](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

That Council award:

1. \$500 Sponsorship to the Charlton X-Mas Fest Committee;
2. \$500 Sponsorship to the Birchip P-12 School L2P Program;
3. \$2000 Project Support Grant to the Donald 2000 Skate Park Project;
4. \$250 Sponsorship to the Birchip Neighbourhood House Christmas Party;
5. \$250 Sponsorship to the Tchum Lake Aquatic Club Inc. New Year Celebrations.

1. Executive Summary

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

2. Discussion

Project:	Charlton Community X-Mas Fest
Organisation:	Charlton X-Mas Fest Committee
Amount Applied:	\$1500.00 Project Support Grant
Funding Amount Recommended:	\$500 Given the application is for a township Christmas party, the panel evaluated this application consistent with similar Christmas party applications under the sponsorship guidelines. The sponsorship guidelines have a maximum grant of \$500.
Total project cost:	\$5850.00
Project Description:	The Charlton Community X-Mas Fest is run annually for the Charlton Community. This event is free to attend and entertainment for the kids is supplied with a magician, face painting, a jumping castle and Santa will visit giving out lollies and icy poles. The Rotary Club will also host a spinning wheel with great prizes. The Oasis Service Club will again have their BBQ and drinks available to feed everyone.
Project Benefit:	This project aligns with the Council Plan theme to Diversify and Enhance our local economy: 3.7 Support Community Celebrations of important national events and days in public spaces. The project will enhance inclusion in the community and is open to all. The prizes for the raffles are purchased by the committee helping to boost the local economy and encourage people to shop locally. The date chosen is the 20 th of December.
Project:	Advanced Driving Course
Organisation:	Birchip P-12 School
Amount	\$500.00 Sponsorship

Applied:	
Funding Amount Recommended:	\$500
Full project cost:	\$5470.00
Project Description:	Advanced driving course aimed at 16-18 year olds. Aimed to help improve driving abilities in unexpected driving situations. Will help to build the confidence of young drivers while they are building up to the 120 hours of experience.
Project Benefit:	The project aligns with the Council plan through the Build a Healthy and Active Community: 2.8.4 Work with funded partners such as the LLEN and Resource centres in the delivery of youth specific programs. As well as aligning with the Birchip 2030 plan for recreation activities that are not sport specific. The project will help to improve driving skills of young people in adverse situations. This will benefit 20 students as well as their parents and guardians. The catering for the project will be provided by local caterers.
Project:	Donald Skate Park Fundraising
Organisation:	Donald 2000 Inc.
Amount Applied:	\$2500.00 Project Support Grant
Funding Amount Recommended:	\$2000.00 The maximum grant under the Project Support Grant as detailed in the guidelines is \$2000.
Total Project Cost:	\$60,000 (fundraising required)
Project Description:	Develop and build a skate park in Donald. Aim to raise \$60,000 as a community contribution.
Project Benefit:	This project aligns with the Council Plan through the Building a Healthy and Active Community, Enhancing our local economy, working with community groups, Responding to community needs as well as the Child and Youth Strategy. The Donald Skate Park Project will provide a space for all ages and an opportunity to be involved in activities outside the usual mainstream offerings. The Donald community consulted with the youth about the need for this project to help encourage healthy living for youth of Donald.
Project:	Birchip Community Christmas Party
Organisation:	Birchip Neighbourhood House Inc.
Amount Applied:	\$500 Sponsorship
Funding Amount Recommended:	\$250.00 Given there are two applications for events in or around Birchip over the Christmas period, the panel has recommended \$250 for each application (cumulative \$500).
Total project cost:	\$6500.00
Project Description:	A Christmas party for the whole community, for all ages with a Christmas Carol concert and community carol singing. The concert will feature local musicians, particularly young local musicians and the community choir. There will also be rides in the street for young people to enjoy including the Cha Cha and a bouncy slide. After the carol program there is a slide show presentation of the Year that Was which is a visual display of photographs of significant events, activities and milestones that have occurred in 2019. There is a BBQ meal served at the beginning of the evening. As Birchip doesn't have an Agricultural Show

	this event allows them to enjoy a carnival type experience. The event is held on the 21 st of December.
Project Benefit:	This project aligns with the Birchip Community 2030 Plan to create opportunities that encourage wellbeing, social connections and inclusion and active and healthy lifestyles as well as offer a range of non-sport activities, event and leisure opportunities for residents of all ages including children and young people. It also will support, encourage and recognise community volunteers. The Birchip Christmas Party will help to celebrate the community and its achievements for the 2019 year, it will help to celebrate the community volunteers without them having to work and showcase local musical talents particularly those of youth.
Project:	New Year's Eve at Tchum
Organisation:	Tchum Lake Aquatic Club Inc.
Amount Applied:	\$500.00 Sponsorship
Funding Amount Recommended:	\$250 Given there are two applications for events in or around Birchip over the Christmas period, the panel has recommended \$250 for each application (cumulative \$500).
Total Project Cost:	\$7200
Project Description:	This is a family friendly community event held on New Year's Eve on the foreshore of Tchum Lake. The night is designed for a cross section of ages so that families can relax and enjoy the evening together. There is face painting and a bouncy castle for young children, music and fireworks. It is a great chance to promote Buloke's economic and tourism opportunities.
Project Benefit:	This project aligns with Council Plan in the following areas. 2.3.2 Support local community, arts and cultural events; 2.3.3 Work with sport assemblies, government and local sporting groups to provide accessible programs; 2.8.4 delivery of youth specific programs; 3.2 Capitalise on tourism opportunities; Promote the lifestyle and economics of living in Buloke. This event helps to encourage tourism in the region as well as support social inclusiveness.

3. Financial Implications

This brings the allocation under the community grants scheme for the 2019 – 20 financial year to \$12,196.50 out of a total of \$20,000. The sustainability fund contributions so far totals \$0 out of \$50,000 available.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

Staff have sought clarification where necessary from community groups.

6. Internal Consultation

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

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental sustainability matters considered in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council considers providing funding allocations as per the recommendations.

Community Grants, Sponsorship & Sustainability Fund

2019-2020

Organisation	type	Date received	Amount in Application	Recommended \$
The Rex Theatre	Small Equipment Grant	19/07/2019	\$ 1,082.00	\$ 1,082.00
Charlton Bowling Bowling Club	Sponsorship	25/07/2019	\$ 500.00	\$ 500.00
Charlton RSL	Project Support	2018/2019	\$ 718.00	\$ 718.00
Charlton Rotary	Sponsorship	29/07/2019	\$ 500.00	
Charlton Badminton	Sponsorship	14/06/2019	\$ 500.00	\$ 500.00
Charlton Forum	sponsorship	10/09/2019	\$ 500.00	
Donald 2000	Project Support	12/09/2019	\$ 902.00	\$ 902.00
Buloke Health Expo	Project Support Grant	27/09/2019	\$ 2,000.00	\$ 2,000.00
Wycheproof Traders Association	Project Support Grant	18/10/2019	\$ 2,000.00	\$ 2,000.00
Charlton Probus	Small Equipment Grant	21/10/2019	\$ 494.50	\$ 494.50
Sea Lake Youth Group	Small Grant	22/10/2019	\$ 500.00	\$ 500.00
Charlton X-Mas Fest Committee	Project Support Grant (evaluated as sponsorship)	29/10/2019	\$1,500.00	\$ 500.00
Birchip P-12 School L2p Program	Sponsorship	29/10/2019	\$500.00	\$ 500.00
Donald 2000 - Skate Park	Project Support Grant	6/11/2019	\$2,500.00	\$ 2,000.00
Birchip Neighbourhood House	Sponsorship	13/11/2019	\$500.00	\$ 250.00
Tchum Lake Aquatic Club Inc	Sponsorship	14/11/2019	\$500.00	\$ 250.00
TOTAL			\$ 15,196.50	\$ 12,196.50

8.2.3 RDV FUNDING APPLICATION - WYCHEPROOF STREETScape

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

RECOMMENDATION

That Council:

1. Applied for \$450,000 from the Regional Development Victoria Regional Jobs and Infrastructure Fund for the redevelopment of the Wycheproof streetscape.
2. Consider the allocation of \$150,000 of matching funding as part of the 2020/21 budget deliberations

1. Executive Summary

This report is presented to Council to consider submitting an application under Regional Development Victoria's, Regional Jobs and Infrastructure Fund for the redevelopment of the Wycheproof Streetscape (Brightening Broadway).

2. Discussion

The Regional Jobs and Infrastructure Fund (RJIF) is the Victorian Government's overarching regional development package. It focuses on major projects, employment and communities. Regional Development Victoria (RDV) are administering the grants and the closing date is 18 December 2019. The grant is open for one round only and maximum applications to \$500,000. In addition, the criteria have now improved the matching contribution requirements for small rural councils to \$3:\$1.

Council developed streetscape masterplans for the five larger towns in 2016 and has secured funding to complete works in Donald (riverfronts project), Charlton (riverfronts project) and Birchip (Safer Cumming Avenue). In addition, Council has recently delivered improvements to Apex Park in Sea Lake.

Wycheproof Alive and Wycheproof Traders Group have been working with Council over many years to upgrade the streetscape in Wycheproof. The community and local businesses have recently completed a significant amount of work, by painting shopfronts and introducing vines on verandas along Broadway.

The streetscape masterplan outlines a range of improvement opportunities that will be incorporated into this grant including:

- Improving accessibility, through redevelopment of safe and attractive footpaths and crossovers and compliant disabled carparks
- Greening the street through trees and vines
- Greening and landscaping civic area (around Shire Office and Senior Citizens Centre)
- Implementation of wayfinding/interpretive signage
- Development of street art

- Improvement of street furniture (seating, bin surrounds, bike parking)
- Long vehicle parking to allow for caravans and trucks
- Lighting key natural assets

In addition, the establishment of an electric car charging point is fast becoming a priority for the region and will add to tourism stays into the future.

Staff are working alongside the community to develop a \$600,000 package of works, with an aim to apply for \$450,000.

3. Financial Implications

This project aims to apply for \$450,000 state government funding and does need to co-contribution of \$150,000. This funding would need to be considered in the 2020/21 budget and could be accommodated within the existing long term financial plan.

Importantly, this project will also aim to target some of Council's asset renewal challenges, by replacing ageing footpaths.

The ultimate aim is to increase visitation and to make Wycheproof an attractive stopover point for travellers to stay and spend in the township.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The development of the streetscape masterplans were completed through heavy community consultation. The establishment of streetscapes has for a long time been a priority in the Wycheproof Community Plan

6. Internal Consultation

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

7. Legislative / Policy Implications

This project hits a number of Council policy and strategy documents, including but not limited to:

- 2030 Community Plan
- Council Plan
- Economic Development and Tourism Strategy
- Inclusiveness Plan
- Wycheproof Community Plan
- Wycheproof Streetscape Master Plan

8. Environmental Sustainability

This project will incorporate key environmental sustainability initiatives, including the electric car charging point and greening of the community, through tree planting.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council apply for \$450,000 for the Brightening Broadway and consider matching allocation of \$150,000 in the 2020/21 budget deliberations.

8.2.4 PROGRESS AGAINST ECONOMIC DEVELOPMENT & TOURISM STRATEGY

Author's Title: Economic Development & Tourism Lead

Department: Office of the CEO

File No: ED/03/08

Attachments: 1 [↓](#) Economic Development & Tourism Strategy Progress Report Nov 2019

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

RECOMMENDATION

That Council:

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

1. Executive Summary

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

2. Discussion

In August 2018, Council adopted a new Economic Development and Tourism Strategy. One of the key actions in the Year 3 Annual Plan was to report on the progress of the implementation of the Strategy.

Whilst the full progress report is an attachment to the report, some of the key recent highlights include:

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

The Economic Development and Tourism Strategy is a four-year plan. Solid progress was noted in June 2019 at an ordinary Council meeting. Further progress has since been made with additional actions being started and completed.

3. Financial Implications

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

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

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

6. Internal Consultation

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

7. Legislative / Policy Implications

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

The need to report on progress against the strategy was outlined in the Year 3 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications within this report.

9. Conflict of Interest Considerations

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

10. Conclusion

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

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	Ongoing. Direction for this investment attraction activity will be set and supported by the industry, product and services gap analysis project, which includes a three-year investment attraction plan.
	1.2	Support and advocate for automation ventures such as AgTide.	2020-2021	Ongoing. Council is a partner to the Agriculture Victoria Internet of Things trial surrounding Birchip. Project has been tendered and roll out has commenced.
Build community capacity to facilitate economic development & tourism.	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	The draft Gap Analysis has been received by Council and feedback is now being collated to provide back to the consultants. This will help to guide Buloke's key priorities in the three-year investment attraction plan.
	2.2	Identify knowledge and skill gaps amongst business as well as a preference for training solutions	Late 2019	Buloke Shire partnered with RDA and the Officer of the Victorian Skills Commissioner to develop the Workforce Development & Skills Needs report. The report has now been delivered. Council has worked with one RTO to run a workshop with the healthcare, aged care and social assistance industries. The purpose of the

				workshop was to investigate the feasibility of delivering local training in Buloke which is congruent with the local industry needs identified in the report. Council will work with partners to develop and deliver a more comprehensive action plan over the coming months.
	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	Complete. Ongoing meetings (bi-monthly). EDATAC are assisting to advise on actions in the strategy such as the Industry, Product and Services Gap Analysis, as well as developing a business support system in the Buloke Shire.
	2.4	Implement a business support system to interface with business and Council.	2020	Started. EDATAC have undertaken an initial workshop to identify options. Further workshop is booked with EDATAC to begin formulating actions.
	2.5	Support town communities to establish and oversee community enterprises in meeting local needs	2018	Preliminary investigation has been undertaken to look at upskilling opportunities for community groups. Buloke Shire supported Nandaly Hotel and ACRE to promote and run a social enterprise workshop in September.
Ensure Councils	3.1	Agree on a whole-of-council coordination of new business and business expansion, with nominated	Late 2018	Better Approvals Project has been finalised and was publicly

continued and strengthened investment in economic development support.		case officers.		launched in early November, along with the signing of the Small Business Charter. Both initiatives have and will bring multiple Council departments together in order to deliver a more small business friendly experience in the Shire.
	3.2	Decide on the most appropriate package of business and investment incentives to send a welcoming message to businesses.	2019-early 2020	Not started. No monetary incentives budgeted for in 19/20. Will explore this with EDATAC in early 2020. This will also form part of the investment attraction plan. Will continue to seek funding opportunities.
	3.3	Review the Municipal Strategic Statement (MSS) and other Council documents to ensure land use strategies are attractive to investment.	2020	The MSS will get a minor update as part of the amendment that is done when the Rural Land Use and Settlement Strategy (RLUSS) is adopted. The RLUSS found that the Farming Zone is suitable and appropriate for any agricultural investments that might be undertaken in the shire. It is considered that there is enough flexibility to allow for other appropriate businesses with permits, eg tourism ventures and renewable energy (which were identified as priorities in the Economic Development &

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

				has considered the need for the introduction of the Rural Living Zone into the Buloke planning scheme, as this was put forward by community consultation. This would need to be introduced by a planning scheme amendment that would have to be approved by the Minister (DELWP).
	4.4	Secure funding support to map current and develop new opportunities for Early Childhood education provision.	2018	Ongoing. Funding secured for Charlton Early Years Facility and Sea Lake. Bids in for additional funding for Wycheproof. Secured funding for Maternal Child Health support.
Secure funding for our infrastructure to attract economic development.	5.1	Regular seeking of investment for critical town and rural assets through grant programs	2019	In progress. Significant success with the Drought Funding and Safer Cumming Avenue project targeting critical town assets.
	5.2	Having a clear asset management plan and project priorities pipeline to ensure shovel readiness when grants are released.	2019	In progress. Designs developed for priority projects (roads and streetscapes). Advocacy strategy in progress.
	5.3	Actively lobby levels of government for improved rural funding models that address asset renewal.	2018-2021	Ongoing. Active advocacy for both Federal Government (Roads to Recovery, HVSP) and State Government (Roads to Market, Fixing Country Roads).

	5.4	With Rail Freight Alliances, campaign for improved rail freight and infrastructure	Ongoing.	Council has written to relevant ministers advocating for improved freight connectivity and continue to campaign hard for the full completion of the Murray Basin Plan. Strong Councillor representation at RFA meetings and conference.
	5.5	Seek opportunities to promote public transport including sustainable funding models for community and transport.	Early 2019	In Progress. All five larger towns now have community transport options. \$15k project underway from Mallee Transport for promotional material for existing transport connections. We are 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	Applications submitted (and successful) and further projects have been prioritised in

				pipeline/advocacy documents. Continuing to seek further funding opportunities to continue streetscape priority works.
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
	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 for legumes and oil seeds.	2020-21	Ongoing. Eco Dev & Tourism Lead continues to be involved in collaborative projects with partners to achieve economic outcomes for BSC.
	6.3	Work with NPC on attracting intensive animal value add products	2019	Ongoing. Eco Dev & Tourism Lead has met with Wayne Street to discuss NPC, and has consulted NPC on various potential investment projects.
	6.4	Participate and support WMT initiatives including production of new prints and online visitor information.	2020	Ongoing. Eco Dev & Tourism Lead involved in WMT digital innovation project which has now been finalised and launched. Eco Dev & Tourism Lead is a representative for BSC on WMT committee. Council has strong involvement in priority projects such as Trading off the Trails and the implementation of the Wimmera Mallee Destination Management

				Plan.
Tourism experience development.	7.1	Continue targeted community grants program to support events.	2018-2021	Review of grants program completed. Community and events grants remain available. Community grants program supports events through sponsorship and project support grants. Work has begun on specific event planning and risk management documents to support applications. This will be a joint Economic Development and Community Development project. Preliminary discussions between departments have commenced.
	7.2	Assist with event promotion including calendar of events online and in print.	2020	Not started. It is anticipated that this will be informed by the branding/marketing project.
	7.3	Feasibility if chartered air services to tourism destinations.	2020	Not started. No progress. This is anticipated to be an
	7.4	Incentivise shop owners to upgrade shop facades. Council could subsidise as part of streetscape improvement program.	Early 2019	Started. Project considered as part of grants review, however no additional funding has been sought. Looking towards ideas such as 'town blitzes' in partnership with community. An opportunity to seek advice from EDATAC.

	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	In progress. Significant improvements to streetscape in Birchip has been funded, as well as toilet upgrades along the Calder Highway as part of the Drought Communities Programme.
	7.6	Develop tourism signage strategy to encourage consistency in appearance.	2019	In progress. Eco Dev & Tourism Lead worked with contractor to conduct an audit and gap analysis of current tourism signage in the Shire to help inform the strategy. This component has been funded by RDA and has been completed. Eco Dev and Tourism Lead will now seek further funding, to complete next phase in the project.
	7.7	Prepare Buloke Country marketing plan to includes as style guide, brand name, inclusive information and utilises commissioned photography.	2019	Started. This project has been scoped and a funding application has been made to RDV. Application was unsuccessful. Eco Dev & Tourism Lead continues to seek other funding opportunities.
	7.8	Improve the online content about Buloke Shire's attractions and services.	2020	Started. Eco Dev & Tourism Lead has begun developing updated content in the Eco Dev section on website.

	7.9	Develop thematic trails with adjacent shires to connect self-drive and coach visitors with key attractions and supporting services.	2019	In progress. This has been executed via WMT digital innovation project was launched in October. The project is being supported by Eco Dev & Tourism Lead.
	7.10	Improve the distribution of visitor information.	2020	In progress. Action will form part of implementation of Branding Project at a Buloke Shire level, and part of WMT digital innovation project at a regional level. Council have supported Buloke Tourism in the development of the Visitor Guide, which has now been printed.
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	In progress. Eco Dev & Tourism lead is providing support and localised advice to the Loddon Mallee Renewable Energy Roadmap project and continues to seek opportunities around alternate energy provision such as solar, battery storage and biomass. Eco Dev & Tourism Lead has provided support to multiple potential investors in renewables/sustainability.
	8.2	Develop a partnership to attract new technology providers and system developers to overcome IT	2018	Projects such as AgTide, Internet of Things trial and mobile

		challenges.		blackspot will allow community enterprise and farmers to overcome technology shortfall.
	8.3	Investigate the options for farmers to secure native vegetation offsets on their property for investment.	2019	<p>Started.</p> <p>In discussions with DELWP about providing information sessions on native vegetation offset as an additional revenue opportunity for landowners.</p> <p>The Building Climate Resilience event held in October via the Drought Communities Programme also provided sessions on alternate options for revenue and adding value to existing agribusiness.</p>

8.2.5 BUILDING BETTER REGIONS FUND APPLICATIONS

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

1. Submits applications under the Building Better Regions Fund for:
 - Buloke Roads of Strategic Importance (Sea Lake Lascelles and Culgoa Ultima Road) for \$1,000,000; and
 - Birchip Safer Cumming Avenue Project for \$450,000
2. Considers matching funding for Buloke Roads of Strategic Importance of \$1,000,000 in the development of the 2020/21 budget

1. Executive Summary

This report is presented to Council to consider making applications under the Federal Government's Building Better Regions Fund

2. Discussion

The \$841.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to:

- create jobs
- drive economic growth
- build stronger regional communities into the future

For Round 4 there is a total of \$200 million available. The Infrastructure Projects Stream supports projects that provide economic and social benefits to regional and remote areas. The projects can be either construction of new infrastructure or the upgrade or extension of existing infrastructure. Applications require a \$1:\$1 co-contribution and applications close 19 December.

Officers have identified two projects that meet the eligibility, but also critically, where Council have the ability to meet the \$1:\$1 co-contribution. These projects are:

- Buloke Roads of Strategic Importance (Sea Lake Lascelles and Culgoa Ultima Road); and
- Birchip Safer Cumming Avenue Project for \$450,000

Buloke Roads of Strategic Importance (Sea Lake Lascelles and Culgoa Ultima Road)

Council has recently undertaken an assessment of the condition of all key freight and tourism routes in the Shire and in the long term financial plan, have increased Council's ability to fund the renewal of the link roads. Two of the projects requiring investment include the Sea Lake Lascelles Road and the Culgoa Ultima Road. Both roads are heavy freight routes and are

increasingly taking more b-doubles. In addition, both are now serving as key tourism routes, particularly the Sea Lake-Lascelles Road through the extension of the Silo Art Trail into Sea Lake.

This \$2million project would include widening these roads, improving the rideability and the strength of the pavements of 3.5kms of the Sea Lake Lascelles Road and 1.9kms of the Culgoa Ultima Road.

Council has the ability to match this co-contribution requirements for this through the 2020/21 budget, with the Long Term Financial Plan outlining strong investment into road pavement rehabilitation.

Birchip Safer Cumming Avenue Project

Council secured \$320,000 of funding from Regional Roads Victoria in early 2019, with Council co-contributing \$130,000. The planning for these works are well underway and tenders are to be called for in the first quarter of 2020. Given the works haven't started, there provides a good opportunity to apply for a larger streetscape project and leverage existing \$450,000 of funding and apply for an additional \$450,000 under the Building Better Regions Fund.

Officers are working with landscape planners and the community to scope up a \$900,000 project that includes:

- Reduction to one lane of traffic, and introduction of a cycling and reversing lane,
- Creation of turning lanes and extension of median strips
- Hard and soft landscaping, including greening of town
- Improved wayfinding signage and creation of alfresco eating at bakery
- Street art
- Improvements to overall visual amenity of the township.

In the event this funding is unsuccessful, Council will deliver upon the existing project.

3. Financial Implications

These grants would provide a strong financial outcome for Council in ensuring overarching benefit for Council.

For the road specific project, it uses future budget allocations to leverage additional federal grants to target Council's key challenge, which is sealed road pavements.

For the Birchip streetscape project, we aim to leverage existing committed funds to gain a larger project that will have a bigger impact in the community.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The Birchip streetscape project has had a significant amount of consultation through streetscape masterplans and the Birchip Forum.

6. Internal Consultation

Staff from Council's management team have met to discuss the projects.

7. Legislative / Policy Implications

This project hits a number of Council policy and strategy documents, including but not limited to:

- 2030 Community Plan
- Council Plan
- Economic Development and Tourism Strategy
- Inclusiveness Plan
- Birchip Community Plan

- Birchip Streetscape Master Plan

8. Environmental Sustainability

This project will incorporate key environmental sustainability initiatives, including the electric car charging point and greening of the community, through tree planting.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council apply for:

- Buloke Roads of Strategic Importance (Sea Lake Lascelles and Culgoa Ultima Road) for \$1,000,000; and
- Birchip Safer Cumming Avenue Project for \$450,000

8.2.6 DROUGHT COMMUNITIES PROGRAMME EXTENSION - WYCHEPROOF EARLY YEARS FACILITY AND BIRCHIP LEISURE CENTRE

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GR/05/04

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

That Council:

1. Apply for \$300,000 from the Federal Government Drought Communities Programme for upgrades to the Birchip Community Leisure Centre precinct
2. Apply for \$300,000 from the Federal Government Drought Communities Programme for the Wycheproof Early Years Facility development
3. Work closely with the State Government to secure \$500,000 from the Children's Facility Capital Program for the Wycheproof Early Years Facility development
4. Consider the allocation of up to \$200,000 of Council funding out of the 2020/21 Council budget for the Wycheproof Early Years Facility development
5. Receives a further report regarding the status of these projects if state government funding is not successful for either project
6. Receives a further report on the application of other projects under the Federal Government Drought Communities Programme

1. Executive Summary

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

2. Discussion

The DCP funding guidelines state that funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend.

Declared Councils are eligible to apply for up to \$1million of projects that can be completed and acquitted prior to 31 December 2020. Councillors and officers have conducted initial workshops on the options available, relying heavily on the priorities listed in the individual township community plans. In addition, there are many state funding programs that require a matching contribution, and strong consideration has been given to the ability to leverage the federal drought funding an even stronger outcome for the community.

In mid-2019, Council made an application for \$1.48 million for a new Wycheproof Early Years Facility (Kindergarten, childcare and maternal child health centre) to be located on the site of the Wycheproof P-12 School. This application was unsuccessful and feedback from the State Government has been to consider a smaller application, consider reducing the cost (and scope) of the project and the ability to co-contribute for the development (noting the guidelines called for a co-contribution).

In considering this feedback, staff are currently working to rescope the project to a \$1million total project cost, and also working with the community on their capacity to contribute. The Drought Communities Programme has been identified as a potential funding source, as has the community fundraising and Council's own capital budget for 2020/21.

In addition, Council have been working alongside the Birchip Community Leisure Centre Committee for many years to develop the site and improve facilities. Currently, the facility requires upgrades to change facilities (partially funded), netball courts and light to playing surfaces. The changerooms project currently has a shortfall of funding, and there is currently an opportunity to leverage further funding from Sport and Recreation Victoria to deliver a larger project at the Birchip Community Leisure Centre (netball courts and lighting upgrades). If successful, these projects would add to the current upgrades occurring to the oval surface.

The funding strategies for both projects require funding from all three levels of government and therefore, there is some level of risk in the approach. Given this, a further report should be provided to Council in early 2020 outlining the status and if any adjustments are required to the funding strategies. In addition, Council will need to make further applications under the Drought Communities Programme Extension.

3. Financial Implications

These projects are likely to significantly increase the size of the 2020/21 budget. This recommendation is aiming to leverage the maximum amount of federal and state government funding available. This recommendation does commit up to \$200,000 of funding from own-source revenue to the Wycheproof Early Years Facility from the Council budget in 2020/21, however this can be accommodated in the Long Term Financial Plan.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The development of this recommendation was based on priority projects listed in the Buloke 2030 Plan, and the individual township community plans. In addition, Council has toured both sites over the past eighteen months. Additional community consultation will be held following the outcomes of the applications.

6. Internal Consultation

Staff and Councillors have workshopped these applications over the November/December period.

7. Legislative / Policy Implications

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

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

- Recreation Plan

8. Environmental Sustainability

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

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council

- Work closely with the State Government to secure \$500,000 from the Children's Facility Capital Program for the Wycheproof Early Years Facility development
- Apply for \$300,000 from the Federal Government Drought Communities Programme for the Wycheproof Early Years Facility development
- Consider the allocation of up to \$200,000 of Council funding out of the 2020/21 Council budget for the Wycheproof Early Years Facility development
- Applies for \$300,000 from the Federal Government for upgrades to the Birchip Community Leisure Centre precinct
- Receives a further report regarding the status of these projects and other funding applications under the Drought Communities Programme.

8.3 FINANCIAL REPORTS

8.3.1 FINANCE PERFORMANCE REPORT AS AT 31 OCTOBER 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 [Income Statement October 2019](#)
- 2 [Balance Sheet October 2019](#)
- 3 [Cashflow Statement October 2019](#)
- 4 [Capital Works Program October 2019](#)
- 5 [Cashflow Forecast October 2019](#)
- 6 [Cashflow Chart October 2019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

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

1. Executive Summary

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

The reported surplus as at 31 October 2019 is \$9.23m. Excluding capital grant income of \$1.87m, the operating surplus is \$7.36m. This operating surplus is lower than budget (surplus \$7.74m) which is now largely due to the timing of the December 2018 flood event funding and related expenditure which were planned in September/October.

The **Balance Sheet** summarises of the value of Assets (what we own) and our Liabilities (what we owe), and the difference between assets and liabilities (Net Assets or Equity) reflects our net worth. Council's net worth as at this accounting period is \$282m due to the recognition rate income at this early stage of the financial year. Net worth is anticipated to decrease to \$279m by 30 June 2020 as budgeted expenditure occurs (\$273m as at 30 June 2019).

The **Cashflow Statement** reflects actual results for the year to date (July – October) in line with statutory financial reporting. At 31 October 2019, Council's Cash and Cash Equivalents were \$17.33m.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 31 October, the monthly budgets and specified timing parameters (such when BAS/super are due and quarterly rate receipts). **Cashflow following the \$7m loan repayment in early November remains strong at \$10.91m on hand at the date of this report.**

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

The cashflow chart shows:

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

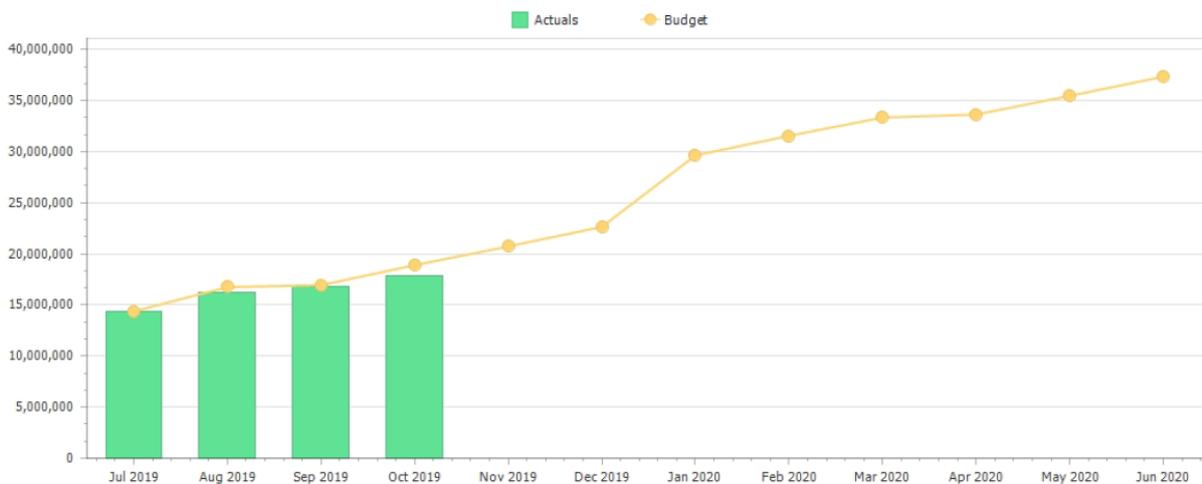
The bank balance is expected to remain positive throughout the 2019/20 financial year.

The **Capital Works Program** depicts \$4.3m of the annual capital works budget of \$11.754m has been expended or committed during July to October. Progress of project completion is detailed by percentage.

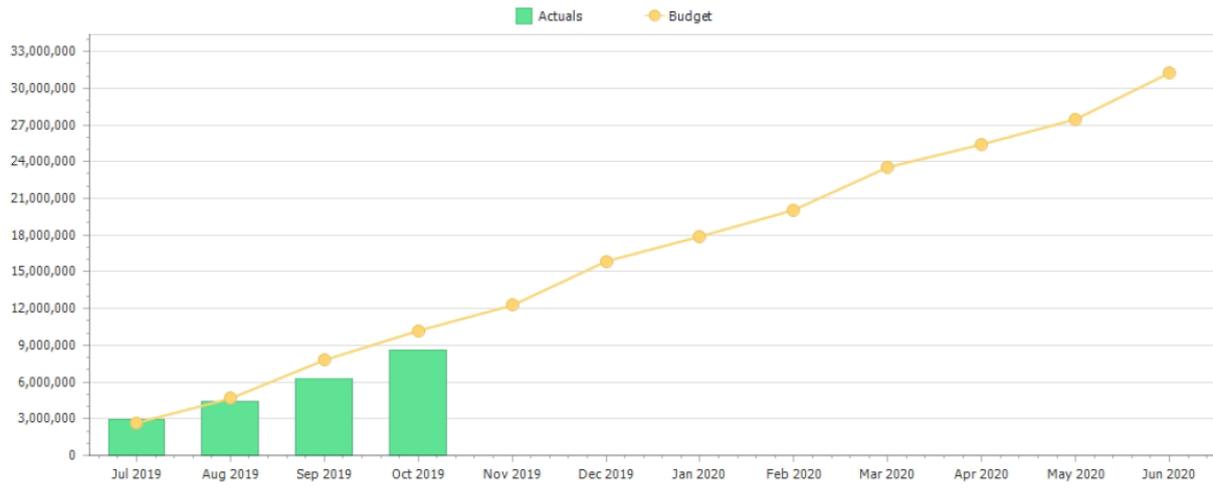
Financial Implications

The tables below provides an overview of Council's financial performance as at 31 October 2019

Accumulated Income to Budget — Buloke Shire Council



Accumulated Expenses to Budget — Buloke Shire Council



The following commentary is provided:

a. Total income - less than budget due to:

- Upfront payment of the FAG in June 2019 (down \$1.5m)
- Delay with December 2018 Flood event funding (down \$1.25m)
- Partly offset by capital contributions received for the Donald Community Precinct included in the 2018/19 budget (Up \$0.5m)

b. Total expenses - less than budget due to:

- Delay with December 2018 Flood event funding (down \$1.25m)

c. Operating Surplus - Lower than budget expenditure has partly offset the impact of lower than budget income reducing the **total operating surplus variance actual to budget to less than 5%**

2. Community Consultation

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

3. Internal Consultation

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

4. Legislative / Policy Implications

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

5. Environmental Sustainability

This report has no direct impact on environmental sustainability.

6. Conflict of Interest Considerations

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

7. Conclusion

The year to date surplus is impacted by the timing of the FAG and the December Flood event funding/expenditure. This variance to budget is expected to be resolved in the half yearly reforecasting when project timing can be updated.

Income Statement — Buloke Shire Council

JUL 2019 - OCT 2019

	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)
Operating Income				
Rates and charges	13,704,347	13,638,157	66,190	13,691,489
Statutory fees and fines	65,122	27,832	37,290	187,550
User fees	221,149	237,537	(16,388)	777,612
Grants - operating	1,733,186	3,870,465	(2,137,279)	14,588,943
Contributions	69,900	41,804	28,096	52,536
Other Income	147,627	111,640	35,987	196,829
Total Operating Income	15,941,331	17,927,435	(1,986,104)	29,494,959
Operating Expense				
Employee Costs	3,089,871	3,197,027	107,157	9,890,818
Materials and services	2,935,338	4,377,717	1,442,378	13,189,088
Depreciation	2,439,492	2,439,490	(2)	7,318,458
Bad and doubtful debts	0	0	0	50,000
Borrowing costs	3,800	0	(3,800)	147,994
Other expenses	114,791	173,891	59,100	655,244
Total Operating Expense	8,583,293	10,188,125	1,604,832	31,251,603
Operating Surplus/Deficit	7,358,038	7,739,310	(381,272)	(1,756,644)
Capital Income				
Grants - capital	1,570,571	972,249	598,322	7,665,000
Other Capital Income	298,356	0	298,356	182,000
Total Capital Income	1,868,927	972,249	896,678	7,847,000
Net Surplus/Deficit	9,226,965	8,711,559	515,406	6,090,356

1. Timing of Financial Assistance Grant (FAG) varied from adopted budget due to State Government decision to pay 50% prior to June 30.

2. Delayed timing of expenditure to budget across categories leading to general positive variance, mostly regarding the December 2018 Flood restoration expenditure. Timing anticipated to catch-up in rest of year with no change to expected totals.



Balance Sheet — Buloke Shire Council

OCT 2019

	Oct 2019	Jun 2019	Variance	% Variance
Asset				
Current assets	32,058,952	23,848,089	8,210,863	34%
Cash and cash equivalents	17,333,197	20,278,391	(2,945,194)	(15%)
Trade and other receivables	14,596,813	3,191,773	11,405,040	357%
Inventories	111,133	111,133	0	0%
Other assets	17,809	266,792	(248,983)	(93%)
Non-current assets	264,420,606	262,470,688	1,949,918	1%
Accrued Interest	67,958	87,269	(19,312)	(22%)
Property, infrastructure, plant and equipment	264,352,648	262,383,419	1,969,229	1%
Total Asset	296,479,558	286,318,777	10,160,781	4%
Liability				
Current liabilities	12,739,047	11,805,231	(933,815)	(8%)
Trade and other payables	2,467,296	2,173,399	(293,898)	(14%)
Trust funds and deposits	942,900	292,876	(650,024)	(222%)
Provisions	2,328,850	2,338,957	10,107	0%
Interest-bearing liabilities	7,000,000	7,000,000	0	0%
Non-current liabilities	1,445,611	1,445,611	0	0%
Provisions	1,445,611	1,445,611	0	0%
Total Liability	14,184,658	13,250,842	(933,815)	(7%)
Net Assets	282,294,900	273,067,935	9,226,965	3%
Equity				
Equity	282,294,900	273,067,935	9,226,965	3%
Accumulated Surplus	105,135,810	105,135,810	0	0%
Reserves	167,932,125	167,932,125	0	0%
Current Earnings	9,226,965	0	9,226,965	N/A
Total Equity	282,294,900	273,067,935	9,226,965	3%

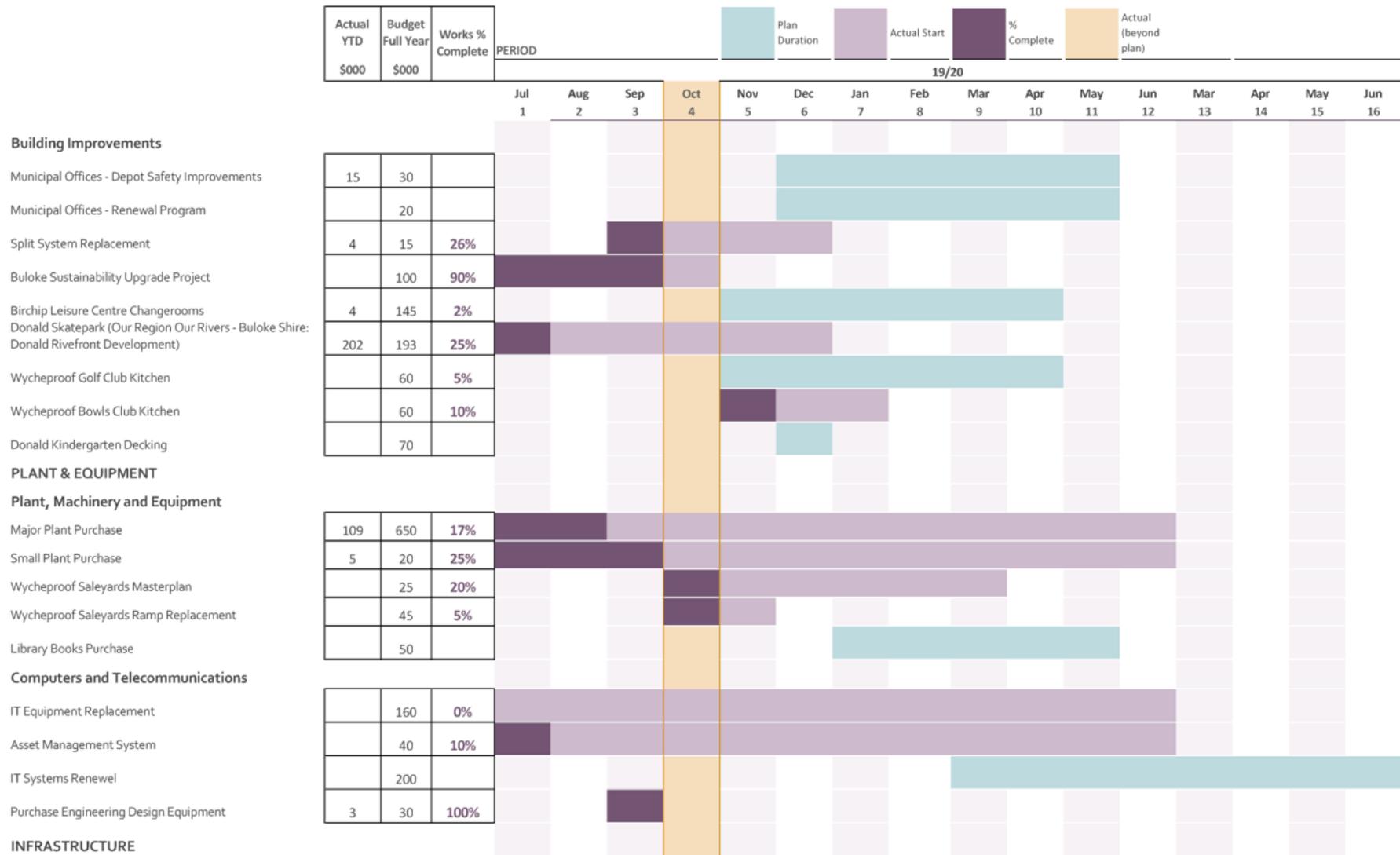
Cashflow Statement — Buloke Shire Council

JUL 2019 - OCT 2019

	Jul 2019 - Oct 2019
Bank at Beginning	20,278,391
Cashflow from Operating Activities:	
Net Profit	9,226,965
Adjustments to Net Profit for Non-Cash Activities:	
Non - Cash expenses	2,439,492
Depreciation	2,439,492
Total Adjustments to Net Profit for Non-Cash Activities	2,439,492
Cashflow from Investing Activities:	
Current assets	(11,156,057)
Trade and other receivables	(11,156,057)
Non-current assets	(4,389,410)
Accrued Interest	19,312
Property, infrastructure, plant and equipment	(4,408,721)
Current liabilities	933,816
Trade and other payables	293,898
Trust funds and deposits	650,024
Provisions	(10,107)
Net Cashflow from Investing Activities	(14,611,651)
Net Cashflows	(2,945,194)
Bank at End	17,333,197

BULOKE SHIRE COUNCIL - CAPITAL PROGRAM

Expenditure			19/20																
Actual YTD	Budget Full Year	Works % Complete	PERIOD	Jul 1	Aug 2	Sep 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9	Apr 10	May 11	Jun 12	Mar 13	Apr 14	May 15	Jun 16
\$000	\$000																		
PROPERTY																			
Land Improvements																			
Parks and Gardens - Park Irrigation Upgrades	1	40																	
Parks and Gardens - Park and Street Furniture/BBQUpgrade	10	20																	
Birchip Streetscape Improvement	19	440	20%																
Parks and Gardens - Town Entrances - Tree Planting & Bins		10	35%																
Buildings																			
Donald Community Precinct Construction	1,066	950	90%																
Charlton Park 2020 Redesign	476	560	100%																
Charlton Early Years Centre		350	15%																
Our Region Our Rivers - Buloke Shire: Charlton Riverfront Development (Weir Upgrade)	208	450	30%																
Our Region Our Rivers - Buloke Shire: Donald Rivefront Development	73	450	30%																
Lake Tyrell Infrastructure	84	526	45%																
Birchip Community Leisure Centre Oval Sprinkler System	1	85																	
Berriwillock Tynan Park Toilets Replacement	146	135	65%																
Culgoa Public Toilets Replacement	54	100	65%																
Nandaly Travellers Rest Development	58	122	65%																
Nullawil Public Toilet Replacement	71	95	40%																
Wycheproof Centenary Park Toilet Replacement	81	140	65%																



	Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD															
				19/20															
				Jul 1	Aug 2	Sep 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9	Apr 10	May 11	Jun 12	Mar 13	Apr 14	May 15	Jun 16
Roads																			
Roads to Recovery - Road Resealing Program		1,008	20%																
Roads to Recovery - Birchip/Corack Road Final Seal		75																	
Roads to Recovery - Yeungroon Road Final Seal		75																	
Roads to Recovery - Watchem/Warrack Road Final Seal		80																	
Roads to Recovery - Major Patch Program		100																	
Watchem/Warrack #2	35	450	8%																
Roads to Recovery - Gravel Road Resheeting Program	135	560	24%																
Road Renewal - Culgoa/Ultima Road	113	2,250	5%																
Footpaths and Cycleways																			
Footpath Renewal Program	54	70	77%																
Donald/Avon Plains Road Culvert	10	60	16%																
Drainage																			
Donald -Walker Street	5	75																	
Charlton Levee Bank Detailed Design	36	115	30%																
Recreational, Leisure & Community Facilities																			
Swimming Pool Renewal Program	19	80	23%																
Parks and Gardens - Playground Replacement Program		80	10%																
Waste Management																			
Wycheproof Transfer Station Fence Upgrade	20	40	50%																
Solar Power to Charlton Transfer Station	22	25	89%																
Solar Power to Wycheproof Transfer Station	22	25	87%																

	Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD																
				19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34		
				Jul 1	Aug 2	Sep 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9	Apr 10	May 11	Jun 12	Mar 13	Apr 14	May 15	Jun 16	
E-Waste Storage Sheds Donald, Charlton and Wycheproof		30																		
Aerodromes																				
Donald Aerodrome Runway Reseal		170																		
	471	5,368																		
TOTAL CAPITAL PROGRAM	3,161	11,754																		
CARRIED FORWARD PROJECTS FY19																				
Green Lake Stage 2	202																			
Roads and E-waste	493																			
	3,856	11,754																		
NEW PROJECTS FY20																				
Direl (Lake Tyrrell)	356																			
Charlton-Swan Hill Rd Glenloth Blackspot	40																			
Project management oncosts	29																			
	424	0																		
Special Projects - Non Capital																				
Charlton Township Arts Mural	28	30	50%																	
Sea Lake Silo Art	79	85	60%																	
Donald Pony Club Facilites Upgrade	11	70	65%																	
Watchem Hall Toilet Upgrade	7	80	65%																	
Small Halls/Fire Sheds Upgrade Program	1	35	75%																	

Climate Change/Farming Event

Actual YTD \$000	Budget Full Year \$000	Works % Complete	PERIOD															
			Jul 1	Aug 2	Sep 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9	Apr 10	May 11	Jun 12	Mar 13	Apr 14	May 15	Jun 16
1	30	75%																
128	330																	

Cashflow Forecast — Buloke Shire Council

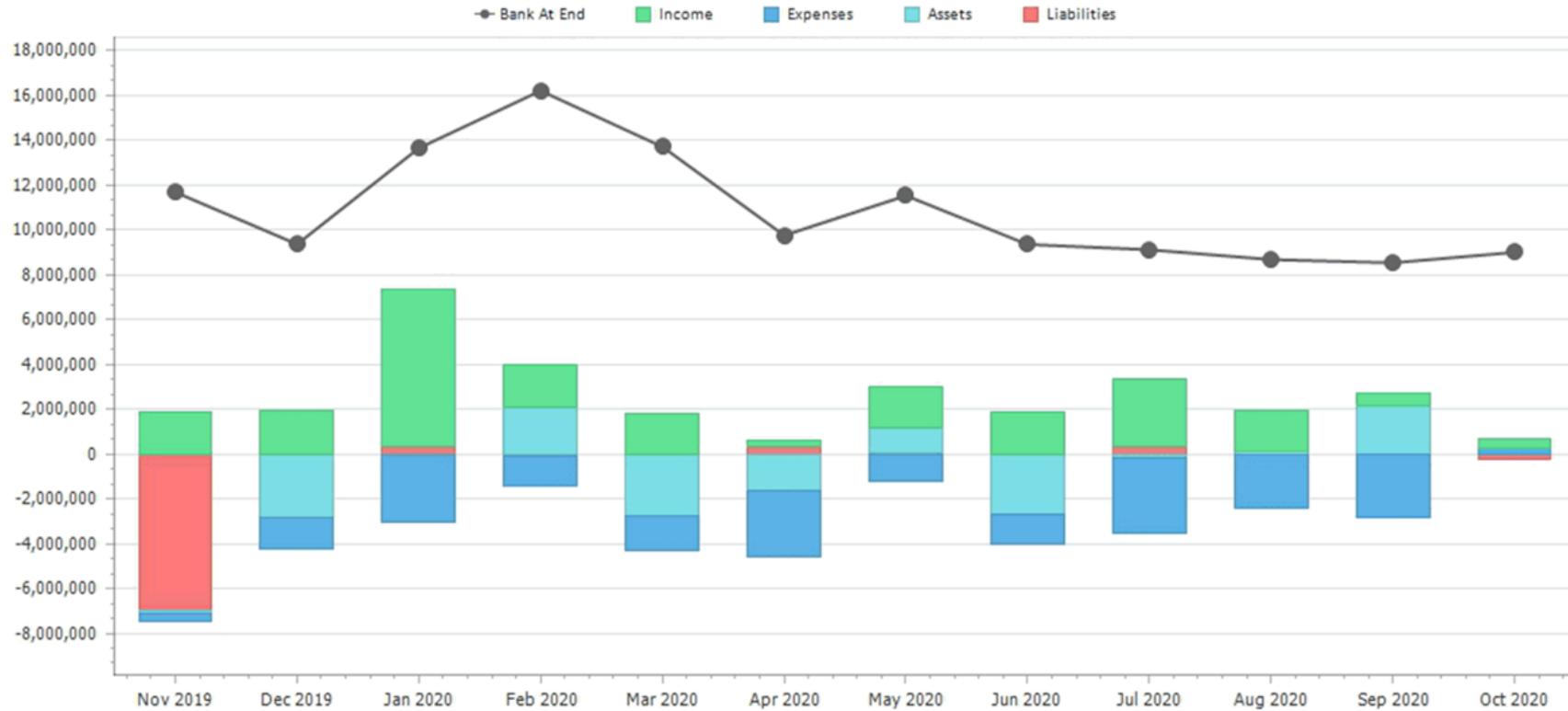
NOV 2019

	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Total
Bank at Beginning	17,333,197	11,682,654	9,364,063	13,655,406	16,214,205	13,712,596	9,757,435	11,530,959	9,353,212	9,117,451	8,678,138	8,534,178	17,333,197
Income													
Operating Activities	1,840,176	1,927,423	6,993,018	1,924,569	1,794,873	304,373	1,833,128	1,883,721	2,990,312	1,845,020	544,219	403,985	24,284,819
Cash Inflows - Capital Income	0	66,000	6,692,751	0	0	0	0	66,000	446,449	820,240	200,000	0	8,291,440
Cash Inflows - Operational Income	1,840,176	1,861,423	300,267	1,924,569	1,794,873	304,373	1,833,128	1,817,721	2,543,864	1,024,780	344,219	403,985	15,993,379
Cash Inflows from Operation	1,840,176	1,927,423	6,993,018	1,924,569	1,794,873	304,373	1,833,128	1,883,721	2,990,312	1,845,020	544,219	403,985	24,284,819
Expense													
Operating Activities	(345,144)	(1,406,138)	(3,035,567)	(1,381,869)	(1,534,643)	(2,920,455)	(1,221,560)	(1,390,811)	(3,393,029)	(2,338,746)	(2,840,213)	280,304	(21,527,871)
Cash Outflows	(345,144)	(1,406,138)	(3,035,567)	(1,381,869)	(1,534,643)	(2,920,455)	(1,221,560)	(1,390,811)	(3,393,029)	(2,338,746)	(2,840,213)	280,304	(21,527,871)
Cash Outflows from Operation	(345,144)	(1,406,138)	(3,035,567)	(1,381,869)	(1,534,643)	(2,920,455)	(1,221,560)	(1,390,811)	(3,393,029)	(2,338,746)	(2,840,213)	280,304	(21,527,871)
Asset													
Current assets	183,683	(12,798)	2,271	2,081,932	3,634	7,865	1,447,349	170,345	(169,676)	116,393	2,174,971	6,040	6,012,010
Trade and other receivables	183,683	(12,798)	2,271	2,081,932	3,634	7,865	1,447,349	170,345	(169,676)	116,393	2,174,971	6,040	6,012,010
Non-current assets	(358,962)	(2,784,969)	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	0	(10,681,544)
Property, infrastructure, plant and...	(358,962)	(2,784,969)	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	0	(10,681,544)
Movement in Assets	(175,279)	(2,797,767)	2,271	2,081,932	(2,710,511)	(1,660,835)	1,087,649	(2,624,722)	(169,676)	116,393	2,174,971	6,040	(4,669,534)

	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Total
Liability													
Current liabilities	(6,970,296)	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	(219,734)	(6,415,838)
Trade and other payables	29,704	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	(219,734)	584,162
Interest-bearing liabilities	(7,000,000)	0	0	0	0	0	0	0	0	0	0	0	(7,000,000)
Movement in Liabilities	(6,970,296)	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	(219,734)	(6,415,838)
Net Movement	(5,650,543)	(2,318,591)	4,291,344	2,558,798	(2,501,609)	(3,955,161)	1,773,524	(2,177,747)	(235,761)	(439,313)	(143,960)	470,595	(8,328,424)
Bank at End	11,682,654	9,364,063	13,655,406	16,214,205	13,712,596	9,757,435	11,530,959	9,353,212	9,117,451	8,678,138	8,534,178	9,004,773	9,004,773

Cashflow Chart — Buloke Shire Council

NOV 2019 — OCT 2020



8.4 ORGANISATIONAL REPORTS

Nil

8.5 REPORTS FROM COUNCILLORS

Nil

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

9.1.1 NOTICE OF MOTION - ENVIRONMENT AND CLIMATE CHANGE

Author's Title: Councillor Ellen White

Department: Office of the CEO

File No: GO/09/01

Attachments: Nil

RECOMMENDATION

That Council:

1. Develop a Climate Change Mitigation and Adaptation Strategy and Plan in 2020
2. Considers in its budget allocations from 2020 onwards, the implementation of the plan
3. Continues its relationship with CVGA and other similar councils to benchmark our climate change strategy and plans

Discussion

At our October meeting, Council acknowledged that the climate is in a state of change, and that we will consider methods of greenhouse gas reduction when opportunities arise. Since then, Council staff and some councillors have attended a seminar on Climate Risk Through a Financial and Liability Lens, delivered by the Global Head of Climate Risk Governance of Minter Ellison, Sarah Barker.

This seminar raised issues in regard to future implications which could impact on Council in discharging its statutory and legal obligations.

The newly introduced Local Government Act also recognises that Councils will have a higher duty of care in dealing with the vagaries of Climate Change as they may present in the future: saying

“The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted”

In taking these matters into consideration it may well be prudent and timely for Council to consider the development of a Strategy and Plan to quantify its level of liability, but importantly to map out a way forward in dealing with these emerging changes.

Based on this, I ask that the Buloke Shire Council:

1. Develop a Climate Change Mitigation and Adaptation Strategy and Plan in 2020
2. Considers in its budget allocations from 2020 onwards, the implementation of the plan
3. Continues its relationship with CVGA and other similar councils to benchmark our climate change strategy and plans

9.2 QUESTIONS FROM COUNCILLORS

Nil

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC

RECOMMENDATION:

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

- | | | |
|-------|--|-------------------------|
| 9.5.1 | C69 2019/20 LOCAL ROADS REHABILITATION PROGRAM | (d) contractual matters |
| 9.5.2 | C68 2019/20 LAKE TYRRELL TOURISM INFRASTRUCTURE CONSTRUCTION | (d) contractual matters |

RECOMMENDATION:

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

10. MEETING CLOSE