



ORDINARY COUNCIL MEETING

MINUTES

Wednesday 8 July 2020

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

Minutes of the Ordinary Meeting held on Wednesday, 8 July 2020 commencing at 7.00pm in the Wycheproof Supper Room, 367 Broadway, Wycheproof

PRESENT

CHAIRPERSON:

Cr Carolyn Stewart Mount Jeffcott Ward

COUNCILLORS:

Cr Ellen White Mallee Ward
Cr David Vis Mallee Ward
Cr David Pollard Lower Avoca Ward
Cr Bronwyn Simpson Lower Avoca Ward
Cr Graeme Milne Mount Jeffcott Ward
Cr Daryl Warren Mount Jeffcott Ward

OFFICERS:

Anthony Judd Chief Executive Officer
Wayne O'Toole Director Works and Technical Services

AGENDA

1. COUNCIL WELCOME

WELCOME

The Mayor Cr Carolyn Stewart welcomed all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders and to the Elders from other communities who maybe here today.

2. RECEIPT OF APOLOGIES

Nil.

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

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 10 June 2020, and the Council Meeting held on Wednesday, 1 July 2020.

MOVED: CR DAVID POLLARD

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R786/20)

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of interest.

6. QUESTIONS FROM THE PUBLIC

NIL

7. PROCEDURAL ITEMS

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10. MEETING CLOSE**NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD VIA VIRTUAL STREAM ON WEDNESDAY, 12 AUGUST 2020 AT 7.00PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments: 1 Councillor Briefing Record - 3 June 2020
2 Councillor Briefing Record - 17 June 2020

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council note the reports of the Assembly of Councillor Meetings held on 3 and 17 June 2020.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

**CARRIED.
(R787/20)**

1. Key Points/issues

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

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

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

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

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

A record of the Assembly of Councillors Meeting held on 3 and 17 June 2020 are attached.

7.2 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.

MOTION:

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

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R788/20)

Table of Correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
10 June 2020 Ordinary Meeting To advocate that the Mode Shift Incentive Scheme be continued and funded at \$16M until 30 June 2022;	The Hon Melissa Horne Minister for Public Transport; and Ports and Freight	22 June 2020		
Requesting funding under the Roads of Strategic Importance be considered for the Baileys Road and Calder Highway intersection	The Hon Michael McCormack Deputy PM, Minister for Infrastructure (Commonwealth)	3 April 2020	27 May 2020	The Victorian Government has identified the first tranche of works along the Calder Hwy utilising Roads of Strategic Importance funding. Bailey Rd intersection has been selected for upgrades as part of an early works package. Scheduled to commence within the next three months.

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

MOTION:

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

MOVED: CR DAVID VIS

SECONDED: CR DARYL WARREN

CARRIED.

(R789/20)

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
Buloke Shire Council	Helen Ballentine Former Councillor of Yarriambiack Shire Council	Resigned 24 June 2020	For having served as a Councillor with the Yarriambiack Shire Council for almost 15 years. Helen is well-respected and highly regarded in regional local government and tourism, and had served as Chair of the Wimmera Mallee Tourism for many years.

7.4 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Statutory Administration Support

Department: Works and Technical Services

File No: DB/14/01

Attachments: Nil

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

CARRIED.

(R790/20)

1. Executive Summary

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

2. List of Building Permits Approved by Council Surveyor

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200071	4761866808650	1105 Drury Road, Berriwillock	Extension to Dwelling	28/05/2020
20200072	8183952369120	125 Cope Cope Road, Donald	Storage Shed (x2)	04/06/2020
20200074	7503859007684	3256 Birchip-Wycheproof Road, Wycheproof	Shed	04/06/2020
20200075	4990403888549	2483 Sunraysia Highway, Curyo	Hay Shed	04/06/2020
20200076	3415268038908	1550 Birchip-Wycheproof Road, Wycheproof	Swimming Pool & Safety Barrier	04/06/2020
20200081	1187334323397	91-93 High Street, Charlton	Sign	18/06/2020

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200082	4433811261874	2485 Galaquil East Road Wilkur	Swimming Pool & Safety Barrier	18/06/2020
20200083	6464079471424	32 Mount Street, Wycheproof	Re-stump	18/06/2020
20200084	6048904841322	10 Fraser Street, Birchip	Demolition of Dwelling	18/06/2020
20200085	1913410788018	10 John Curtain Drive, Charlton	Covered Walkway	18/06/2020

3. List of Building Permits Approved by Private Surveyor

Permit No.	Address	Project Description	Date Approved
20200073	296 Blue Allans Road, Sea Lake	Farm Shed	26/05/2020
20200077	181 Best Street, Sea Lake	Re-stump	26/03/2020
20200078	408 Calder Highway, Wycheproof	Farm Shed	02/06/2020
20200079	27 Jubilee Street, Wycheproof	Shed	29/05/2020
20200080	481 Borung Highway, Litchfield	Farm Shed	10/06/2020
20200086	1243 Warne Road, Warne	Hay Shed	11/06/2020
20200087	525 Glenloth Road, Nareewillock	New Dwelling	15/06/2020
20200088	729 Nullawil North Road, Warne	Farm Shed	15/06/2020
20200089	55 Camp Street, Wycheproof	Storage Shed	15/06/2020
20200090	33-43 McClelland Avenue, Sea Lake	Alteration & extension to existing aged care facility	16/06/2020
20200091	5129 Birchip-Sea Lake Road, Sea Lake	Farm Shed	17/06/2020

7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

MOTION:

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

MOVED: CR DARYL WARREN

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R791/20)

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
PPA848/20	RW & CM Parker	548 Gretgrix Road, Teddywaddy West	04/03/2020	Use and development of land for dog breeding, boarding and keeping	Permit Issued
PPA857/20	DJ Mitchell	694 Rupanyup Road, Reedy Dam	28/04/2020	Use and development of land for animal production, increase to 68,000 duck capacity, construction of 2 sheds	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA860/20	DA & LM Broad	1M Keanes Road, Wycheproof South (CA 57 Parish of Teddywaddy	12/05/2020	Use and development of land for a second dwelling on a lot	Awaiting report
PPA862/20	Hazkem Pty Ltd	94 Birchip-Sea Lake Road, Birchip	18/05/2020	Use and development of land for an above ground, self-bunded, Diesel fuel cell	Awaiting report
PPA863/20	Yuille Holdings Pty Ltd	432 Broadway, Wycheproof	28/05/2020	Replacement of flagpole sign, incorporating LED pricing (Wycheproof BP)	Request for Further Information
PPA864/20	Price Merrett Consulting Pty Ltd	279 Goddard Road, Teddywaddy West	09/06/2020	Subdivision of land (3 lot boundary realignment)	Notice of Application Referral
PPA865/20	AL Campbell	31 Green Plains East Road, Corack	15/06/2020	Construction of a hay shed in a Land Subject to Inundation Overlay	Referral
PPA866/20	JW Cleary	21 Kaye Street, Charlton	22/06/2020	Construction of a domestic shed in a Heritage Overlay	Permit Issued
PPA867/20	DJ & KE Rickard	18 Johnson Street, Birchip	23/06/2020	Construction of a dwelling in a Heritage Overlay	Notice of Application

8. GENERAL BUSINESS

8.1 POLICY REPORTS

Nil

8.2 MANAGEMENT REPORTS

8.2.1 GOVERNANCE RULES SUBMISSION

Author's Title: Director Corporate Services

Department: Corporate Services

File No: GO/10/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

REPORT YET TO BE ADMINISTERED

That Council note the community engagement process undertaken and any submissions received in relation to the Draft Governance Rules.

MOVED: CR BRONWYN SIMPSON

SECONDED: CR GRAEME MILNE

CARRIED.

(R792/20)

1. Executive Summary

Council resolved to release its draft Governance Rules (the Rules) at the June 2020 Council Meeting for the purposes of community engagement. This report confirms the outcomes of the community engagement process.

2. Discussion

Section 60 of the *Local Government Act 2020* (the Act) requires Council to adopt and apply the Rules by 1 September. The Rules describe the way the Council will conduct its meetings and make decisions.

Prior to adopting the Rules Council is required to undertake a community engagement process and give due consideration to any outcomes of the same.

Following the Council's resolution on 10 June 2020, Council Officers distributed a copy of the draft Rules to each Community Forum, and Community Asset Committee.

A copy of the draft Rules was made available on the Council's website. As at the date of writing this report, no submissions have been received.

3. Financial Implications

Nil.

4. Cost Shift Considerations

Nil.

5. Community Consultation

As indicated earlier in this report, a copy of the draft Rules was distributed to key Community Forums, as well as those Committees impacted by the draft Rules.

Written submissions to the Council will be received until 4pm 10 July 2020, and any submissions received will be tabled for the consideration of Council at the 2020 July Council Meeting.

Persons making a submission will be invited to formally present their submission to the Council at the same meeting.

6. Internal Consultation

A further presentation to the Councillors on the draft Rules occurred on 1 July 2020.

Matters discussed included the role of the Council, conflicts of interest, and obligations of Community Asset Committees.

7. Legislative / Policy Implications

The Council has complied with its obligations under the Act in undertaking community engagement processes.

8. Environmental Sustainability

Nil.

9. Conflict of Interest Considerations

The Director Corporate Services, Hannah Yu, has no conflicts to declare in relation to this report or the community engagement process undertaken.

10. Conclusion

The Council has complied with all of the relevant requirements of the Act relating to the community engagement processes required to be undertaken, and Council Officers will now proceed to finalise the draft Rules for adoption at the 2020 August Council Meeting.

8.2.2 BULOKE SHIRE RURAL LAND USE AND SETTLEMENTS STRATEGY 2020

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/08/08

Attachments: 1 Buloke Shire Rural Land Use and Settlements Strategy

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council resolve to adopt the Buloke Shire Rural Land Use and Settlements Strategy 2020.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R793/20)

1. Executive Summary

The Council Plan 2017-2021 includes a Rural Land Use review to be undertaken by Council. Given the importance of agriculture in the Buloke Shire, the preparation of a Rural Land Use Strategy is identified in the Council Plan to 'set out the long term vision for the municipality's rural areas'. As the future of the Shire's main population centres are intrinsically linked to the agricultural sector, the scope of the study was broadened to become the Rural Land Use and Settlements Strategy.

2. Discussion

PLN Planning was engaged to conduct the review, prepare the Buloke Shire Rural Land Use and Settlement Strategy (RLUSS) and draft an amendment to the Buloke Planning Scheme.

An initial draft of the RLUSS was presented at a Council briefing in June 2019. Consultation with the community was then conducted to consider the feasibility of introducing the Rural Living Zone into the Buloke Shire Council. Further community consultation sessions were conducted in Birchip and Wycheproof. Community members felt there was interest in rural living on lot sizes of 2 to 4 hectares.

A second draft of the RLUSS was produced identifying land at Birchip, Wycheproof and Donald with potential to be considered for a rezoning to Rural Living Zone. The second draft of the RLUSS was presented for discussion at a Council briefing in October 2019.

The second draft of the RLUSS was made available to the community for consultation. The community was informed with notices in the locally circulating newspapers and on Council's webpage and social media outlets. Community consultation sessions were conducted in December 2019 at Donald, Birchip and Wycheproof.

A meeting was held with the Department of Environment, Land, Water and Planning (DELWP) in February 2020 to discuss the RLUSS and the resulting planning scheme amendment.

Rural Land Use

One of the purposes of a Rural Land Use Strategy is to inform decision making about the application of rural zones and minimum lot sizes for subdivisions and dwellings. The review found that the existing Farming Zone and scheduled controls are appropriate for the rural land in the Shire. Buloke Shire is proactively encouraging agricultural diversity and value adding, including animal industries and these activities can be accommodated under the Farming Zone and scheduled controls.

The subdivision controls under the Farming Zone allow for application to be made for the creation of smaller lots for the accommodation of animal industries and rural dependent enterprises.

Settlements

The settlement review found that that in the context of changes occurring in the agriculture sector, with larger farms and mechanisation slowing population growth, that the existing Township Zones currently contain sufficient capacity to accommodate urban residential needs.

The strategy recommends Council consider the rezoning of some land at the edge of Birchip, Donald and Wycheproof to allow for the creation of rural living lots in the 2 to 4-hectare range, and has identified some suitable areas that could be considered for rezoning to the Rural Living Zone to cater for residents who may be seeking an alternative to township living. It is not supported to create rural living lots larger than 4 hectares given management considerations for larger lots on the edge of town.

The extent of rezoning would be less than has been recommended in the RLUSS report in recognition that the rezoning of the full extent of the areas recommended would not receive DELWP support. It is recommended that smaller areas within the identified areas are identified for a planning scheme amendment and that further amendments are prepared in the future if demand requires that further rezoning may need to be considered.

The strategy seeks to facilitate population growth and build on existing communities to support their viability. This strategy provides for a range of residential forms across the Shire while also protecting the opportunity for the agricultural sector to readily operate and expand.

3. Financial Implications

The preparation of the RLSS was included in the 2019/20 annual budget. Additional costs associated with a future planning scheme amendment and the related giving of notice and advertising will be incorporated into the draft 2020/21 budget.

4. Cost Shift Considerations

Nil

5. Community Consultation

Community consultation began in April 2019 with the sending of a letter inviting submissions to community forums in all the townships, real estate agents, Birchip Cropping Group, and traditional owner organisations.

Community consultation was invited on the first draft of the report by written submission or by attending community consultation sessions held in July 2019 in Birchip and Wycheproof. This was advertised in the local papers, on the Council webpage and on Council social media. Community consultation was conducted on the second draft of the report.

Community consultation sessions were held in Donald, Birchip and Wycheproof in December 2019. Written submissions were also invited. The community consultation was advertised in the local papers, on the Council webpage and on Council social media. A consultation meeting was held with DELWP in the February 2020.

6. Internal Consultation

The RLUSS has been discussed within the Planning Department, the Senior Leadership Team, and at two Council briefings.

7. Legislative / Policy Implications

The amendment process will be carried out as per the requirements of the *Planning and Environment Act 1987*.

The Strategy does not recommend any changes in policy.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council resolve to adopt the Buloke Shire Rural Land Use and Settlements Strategy 2020.

8.2.3 BULOKE WASTE AND RESOURCE RECOVERY STRATEGY 2020-2025

Author's Title: Director Works and Technical Services

Department: Works and Technical Services

File No: GO/05/04

Attachments: 1 Buloke Shire Council Waste & Resource Strategy 2020-2025
2 Waste & Resource Strategy 2020-25 Year One Action Plan

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council adopt:

1. The Buloke Shire Council Waste and Resource Recovery Strategy 2020-2025; and
2. The Buloke Shire Council Waste and Resource Recovery Strategy Year One Action Plan 2020-2025.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R794/20)

1. Executive Summary

The current ten-year Buloke Shire Council Waste Strategy expires in 2022. With the constantly changing landscape in the waste industry, it is pertinent to adopt a new five-year strategy at this time.

The following future directions/opportunities have been identified in the strategy.

Theme	Action	Timeframe (short/medium/long term)*
Landfills	Manage, monitor and report on the condition of each landfill to meet legislative requirements where they exist.	Ongoing
	Implement reductions to operating hours of landfills and transfer stations to reflect current demand	Short
	Examine potential financial incentives for waste minimisation.	Medium
	Investigate methods for improving diversion of waste from landfill.	Short-medium
	Improve data recording at landfills	Short
Kerbside Services	Investigate opportunities for joint procurement for kerbside collection contract with neighbouring Councils	Short
	Identify any opportunities to improve	Short-medium

	transfer station operation to meet best practice standards.	
	Continue to investigate opportunities to increase diversion of materials from landfill.	Ongoing
	Install security cameras to better monitor loads and illegal dumping.	Medium
	Implement glass collection containers to separate glass from comingled recycling	Short
	Develop improved tipping facilities	Medium
Education	Continue to work with Loddon Mallee Waste Group delivering high quality education campaigns.	Ongoing
	Promote education aimed at reducing contamination in recycling.	Ongoing
	Promote e-waste education.	Ongoing
	Develop an asbestos awareness education campaign	Short
	Develop an illegal dumping education campaign	Short
	Promote home composting initiatives.	Ongoing
	Develop a glass out education campaign.	Short
Resource recovery	Identify and implement improvements in resource recovery	Ongoing
Partners	Foster existing and new partnerships where possible	Ongoing
Litter	Identify strategies to gain a better understanding of the littering problem through partnership with the Loddon Mallee Waste and Resource Recovery Group.	Long
	Conduct a review of street litter infrastructure and upgrade to current best practice standards.	Medium
	Seek opportunities to advocate for a Victorian container deposit scheme	Short
	Continue to address littering through a combination of education, infrastructure and enforcement	Ongoing
Illegal dumping	Investigate opportunities to improve data collection to gain a greater understanding of the problem.	Medium
	Continue to address illegal dumping through a combination of education, infrastructure and enforcement	Ongoing
Events	Develop a Waste Wise Event Plan that identifies important waste avoidance and resource recovery specific requirements for event organisers.	Short
	Encourage and assist event organisers to implement higher standards for waste management at events	Short

***Short term – 12 months, medium term – 2 years, long term – 4 years**

2. Discussion

Waste management is a core element of Council services and is an effective service that meets ratepayer's needs. Waste management is an important function in maintaining a high level of community satisfaction.

Waste management also provides an avenue for Council to achieve environmental benefits by providing services that encourage good waste management practices and contribute to Council's commitment to the development of a sustainable community.

The draft strategy has been prepared in acknowledgement of a changing landscape in waste management and based on the best information that is currently available. As information, direction and funding comes available the strategy will be adapted to suit.

The research into the preparation of the strategy highlighted a number of important issues;

- On average, 53% of all material going into our waste bins, collected at the kerbside is either food or garden organics.
- 16% is general waste and
- 31% is recycling.

The number of waste services provided at the kerbside has risen by 3.9% against a population decline of 2.9% in the same period.

Nine themes have been identified as part of the future opportunities and direction for Council over the life of the Strategy:

- Landfills
- Kerbside services
- Infrastructure
- Education
- Resource recovery
- Partners
- Litter
- Illegal dumping and
- Events

State Government Policies

Circular Economy

In February 2020, the State Government issued a policy on implementing a circular economy over the next ten years. The plan includes a four-bin waste and recycling system, the introduction of a container deposit scheme and support for industry and innovation, advancing research and development and supporting clean technologies that will create new markets and new business opportunities for recycled materials.

Within the life of this strategy, Council will work with the Government, agencies and the regional waste group to implement the policy in a cost effective and mutually beneficial way for Council, the community and the environment.

Infrastructure Victoria, Advice to Government

In April 2019, the Victorian Government asked Infrastructure Victoria (IV) to help address issues pertaining to the recycling and resource recovery sector, such as the increasing amount of waste being generated while recovery rates are stagnating. Simultaneously, changes in international markets, combined with weak end markets in Victoria, have led to large amounts of recyclables being stockpiled or sent to landfill. IV was asked to provide advice on the

infrastructure required, and the role for government, to improve recycling and resource recovery in Victoria.

In April 2020 IV produced a report with 13 recommendations on infrastructure to address the issues. The recommendations fell under 4 themes:

- Supports a circular economy
- Supports reprocessing in Victoria
- Supports waste to energy within the waste hierarchy
- Supports recovery of organics

The advice focuses on six priority materials:

- Plastics
- Paper and cardboard
- Glass
- Organics
- Tyres
- e-Waste

The Government has provided \$300Million to deliver the initiatives identified in the report, the private sector is also expected to invest.

Council will monitor the activities emerging out of the report and advocate for opportunities for businesses to establish or expand into the municipality.

3. Financial Implications

There are no financial implications as the Strategy has been prepared internally.

4. Cost Shift Considerations

No cost shift implications

5. Community Consultation

During the preparation of this Strategy, staff have taken on board the consultation and feedback from the community over recent times.

6. Internal Consultation

Council's Senior Leadership Team has reviewed the Strategy along with relevant staff who have provided input into the final draft. Councillors have received a number of Briefings and a workshop to provide input into the Strategy.

7. Legislative / Policy Implications

Relevant legislation as it pertains to waste management is the *Environment Protection Act 1970*. Officers have also utilised Council's Kerbside Waste and Recycling Collection Policy to develop the Strategy.

8. Environmental Sustainability

Best practice in waste management is critical for Council to play its part in environmental sustainability. From advocacy to education to leading by example in our waste management practices in our offices and depots, we must have environmental sustainability at the forefront of everything we do.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council adopt the Buloke Shire Council Waste and Resource Recovery Strategy 2020-2025 and the Year One Action Plan.

8.2.4 BULOKE SHIRE COUNCIL 2017 -21 - YEAR 3 ANNUAL PLAN REVIEW

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: CM/13/06

Attachments: 1 Annual Plan Review

Relevance to Council Plan 2017 - 2021

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

MOTION:

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

MOVED: CR DAVID VIS

SECONDED: CR ELLEN WHITE

CARRIED.

(R795/20)

1. Executive Summary

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

2. Discussion

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

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

The final report (attached) highlights a strong year of delivering on the Annual Plan, and the overarching Council Plan 2017-21. A majority of the actions have been completed, with five actions either underway or nearing completion.

Some of the highlights of the final report (attached) include:

- The delivery of travellers rest facilities for Wycheproof, Nullawil, Culgoa, Berriwillock and Nandaly
- The successful running of the climate change event in partnership with the BCG.
- Progress of Lake Tyrrell tourism facilities
- Joining the silo art trail, through works at Sea Lake silo art, Nullawil silo art and Charlton murals.
- Completion of projects at Charlton Park and Donald Community Multi-Purpose Project
- Development of Advocacy Strategy, and the funding outcomes that have been achieved over the past twelve months for early years, roads, caravan parks and streetscapes.
- Achievements that all communities have made against their Community Plans.
- Improvements to IT systems and financial reporting and repayment of the \$7million loan.

3. Financial Implications

The costs of these actions and delivery against the plan were included in the 2019/20 budget.

4. Cost Shift Considerations

There are no cost shift considerations applicable in this report.

5. Community Consultation

The Annual Plan for Year 3 was adopted by Council at the July 2019 Ordinary Meeting, and has been published on the Council website. It was informed by the Council Plan and other strategies where Council heavily consulted the community.

6. Internal Consultation

The broader Management Team have contributed to this report.

7. Legislative / Policy Implications

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

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

8. Environmental Sustainability

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

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.2.5 COUNCIL PLAN 2017-21 - YEAR 4 ANNUAL PLAN

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/02/03

Attachments: 1 Annual Plan - Year 4

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council Plan 2017-2021 –Year 4 Annual Plan.

MOVED: CR ELLEN WHITE

SECONDED: CR DAVID POLLARD

CARRIED.

(R796/20)

1. Executive Summary

Following the adoption of the Buloke Council Plan 2017-2021, each year Annual Plans have been developed to note the strategic objectives of the Council Plan, and to demonstrate and document the tasks, measures and proposed completion dates in order to implement and deliver Council's strategic objectives.

This report is presented to Council to consider the key strategic actions to be undertaken in the forthcoming financial year.

2. Discussion

The Years 1, 2 and 3 Annual Plans have served as really important planning and tracking tools for Council to ensure the deliver against the Council Plan.

The Year 4 Annual Plan highlights a range of key actions against the strategic priorities and objectives set in the 2017-21 Council Plan. The plan has been developed through reviews of existing strategies, consideration of resources available in budget and commitments made by Council over the past twelve months.

Some of the key actions/projects included in the attached Year 4 Annual Plan over the coming year include:

- Develop a Community Engagement Policy, ICT Strategy, Climate Change Adaptation and Mitigation Plan and Gender Equality Action Plan
- Delivering the COVID-19 Community Connector Project, funded through DHHS (state government),
- Apply for funding for a Recreation Strategy for the Shire.
- Partner with the NCLLEN to deliver the Strong Families Strong Children Program in Buloke.
- Construct visitor and tourism amenities in Sea Lake including completion of the Lake Tyrrell works and infrastructure provision for a tourism hub at the old Sea Lake office.
- Conversion of streetlights to efficient LED globes

- Development of town brochures and a residents welcome pack
- Construction of recreation infrastructure at Donald Community Precinct and the Birchip Netball Courts
- Revaluation of Councils land and building assets
- Deliver on key strategies including the Waste Management Strategy, Customer Service Strategy and Rural Land Use and Settlements Strategy
- Deliver on caravan park upgrades at Wycheproof, Donald and Wooroonook Lakes
- Develop and deliver a Council induction program for the elections to be held in October 2020.

3. Financial Implications

The costs associated with the implementation of the Annual Plan are factored in to the 2019/2020 Budget.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

There was significant consultation undertaken in the development of the Council Plan 2017-2021, which is the basis of this document.

6. Internal Consultation

The Year 4 Annual Plan was developed in consultation with Councillors and the broader Management Team.

7. Legislative / Policy Implications

The Annual Plan demonstrates the deliverables of the adopted Council Plan 2017-2021 required under the Act.

8. Environmental Sustainability

The natural environment and its sustainability is a key objective of the Built and Natural environment theme.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council adopt the Council Plan 2017 – 2021 Year 4 Annual Plan.

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE REPORT AS AT 31 MAY 2020

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

1	Income Statement
2	Cashflow Forecast
3	Cashflow Forecast Chart
4	Balance Sheet
5	Cashflow Statement
6	Capital Program 19-20

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

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

MOVED: CR BRONWYN SIMPSON

SECONDED: CR ELLEN WHITE

CARRIED.

(R797/20)

1. Executive Summary

As at 31 May 2020, the Annual Forecast reflects the impact of the following issues on the approved budget:

- Dec-18 Flood recovery expenditure has been confirmed for the rest of this financial year at \$2m less than previous forecast.

The remaining expenditure will be incurred next financial year and the budget will be updated accordingly prior to final adoption;

- Delay with funding on Lake Tyrrell project (\$2m) and Dec-18 Flood recovery (\$3m); and
- Provision for a call regarding the defined benefits superannuation scheme commitments (\$1m).

A call is looking less likely in most recent reporting but we will maintain a conservative stance to ensure Buloke is best placed should circumstances arise

The table below outlines the summary of the impact on reported results:

Income Statement — Buloke Shire Council								
JUL 2019 - MAY 2020								
	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)	Annual Forecast (\$)	Budget v Forecast Variance	Updated Annual Forecast (\$)	Budget v Updated Forecast
Normal Operating Surplus/Deficit	1,210,631	807,713	402,918	(1,431,645)	(1,292,280)	139,365	(1,688,366)	(256,721)
<i>Special Projects Surplus/Deficit (Dec 18 Flood)</i>	<i>(1,134,376)</i>	<i>(209,510)</i>	<i>(924,866)</i>	<i>25,000</i>	<i>(3,714,587)</i>	<i>(3,739,587)</i>	<i>(1,224,817)</i>	<i>(1,249,817)</i>
<i>Covid-19 - Change in timing of FAG</i>					<i>(2,116,110)</i>	<i>(2,116,110)</i>		<i>0</i>
<i>Covid-19 - Provision for defined benefits super call</i>					<i>(1,000,000)</i>	<i>(1,000,000)</i>	<i>(1,000,000)</i>	<i>(1,000,000)</i>
Operating Surplus/Deficit	76,255	598,203	(521,948)	(1,406,645)	(8,122,977)	(6,716,332)	(3,913,183)	(2,506,538)
Capital Income	5,851,426	7,756,000	(1,904,574)	7,847,000	9,919,443	2,072,443	9,613,331	1,766,331
Net Surplus/Deficit	5,927,681	8,354,203	(2,426,522)	6,440,355	1,796,466	(4,643,889)	5,700,148	(740,207)

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 31st May 2020 is \$7.894m. Excluding capital grant income of \$7.818m, the operating result is close to break-even (\$76K). The variance to budget mostly relates to major project funding delays and a potential call on defined superannuation benefit obligations depicted in the table above.

The **Balance Sheet** summarises of the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$276m.

The **Cashflow Statement** reflects actual results for the year to date (July – March) in line with statutory financial reporting. At 31st May 2020, Council's Cash and Cash Equivalents were \$19.070m following the advanced payment of FAG for next financial year.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 31st May 2020, the monthly budgets and specified timing parameters (such when BAS/super are due and quarterly rate receipts).

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

The cashflow chart shows:

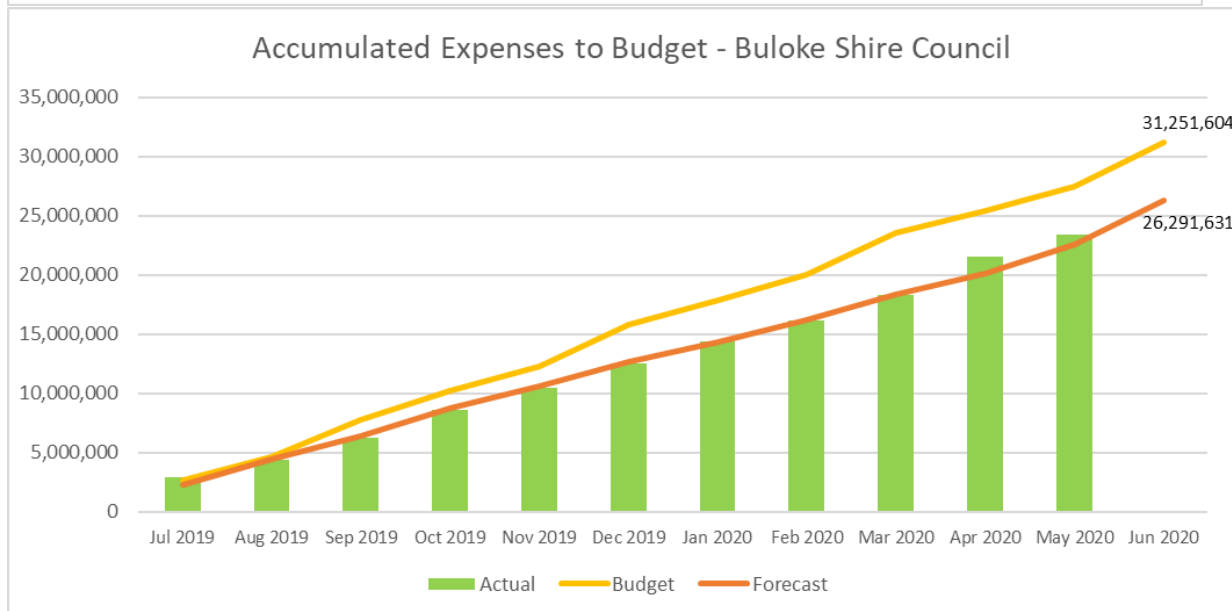
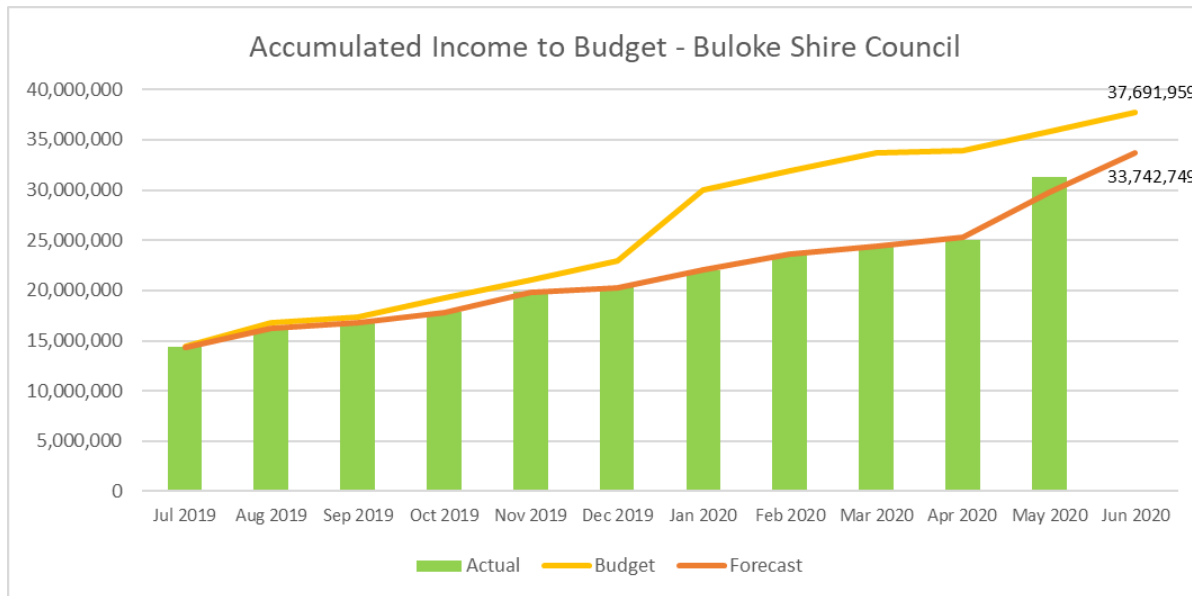
1. The line graph to reflect the ending bank balance each month for the year to date and a projection of the ending bank balance for the rest of the year; and
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance.

The bank balance is expected to remain positive throughout the 2019/20 financial year and into the next financial year. However, the cashflow impact of 2020/21 capital projects and ongoing projects of Lake Tyrrell and Dec 2018 Flood recovery are still being finalised.

The **Capital Works Program** depicts \$12.718m of the annual capital works budget of \$11.754m has been expended or committed during July to May including additional projects. Progress of project completion is detailed by percentage and chart.

Financial Implications

The tables below provide an overview of Council’s financial performance as at 31st May 2020. The format has been changed to add the forecast (draft).



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

Overall results remain impacted by funding delays (flood recovery and Lake Tyrrell) and a potential call defined benefit superannuation. Forecasted results indicate potentially low cashflow period September to January dependant on timing of 2020/21 capital projects still to be confirmed. Overdraft funding may be required during this period.

8.4 ORGANISATIONAL REPORTS

8.4.1 ACTING CHIEF EXECUTIVE OFFICER

Author's Title: Executive Assistant

Department: Office of the CEO

File No: PE/21/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council appoint the Director of Corporate Services Hannah Yu, as Acting Chief Executive Officer from 20 July to 29 July 2020 inclusive.

MOVED: CR DAVID VIS

SECONDED: CR DAVID POLLARD

CARRIED.

(R798/20)

1. Executive Summary

The Chief Executive Officer will be on annual leave from 20 July to 29 July 2020. As a matter of organisational process, positions are filled by acting staff when any supervisor or manager is on leave for a week or more.

2. Discussion

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

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

3. Financial Implications

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

4. Cost Shift Considerations

Nil.

5. Community Consultation

Nil.

6. Internal Consultation

The matter has been discussed with the Director Corporate Services.

7. Legislative / Policy Implications

The *Local Government Act 1989* requires Council to appoint a Chief Executive Officer, but does not provide any requirements for appointing an Acting Chief Executive Officer when the Chief Executive Officer is on leave. It is this Council's practice to appoint an Acting Chief Executive Officer by way of Council resolution.

8. Environmental Sustainability

Nil impact.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council appoint the Director of Corporate Services Hannah Yu, as Acting Chief Executive Officer from 20 July to 29 July 2020 inclusive.

8.5 REPORTS FROM COUNCILLORS

Nil

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

9.1.1 ANZ BANK - CLOSURE OF DONALD BRANCH

Author's Title: Councillor Daryl Warren

Department: Office of the CEO

File No: GO/09/01

Attachments: Nil

MOTION:

The Council writes to the Chief Executive Officer of the ANZ Group, Mr. Shayne Elliott seeking him to review the decision to close the Donald Branch on the basis that the continuing operation of the Branch is essential to the well-being and sustainability of the community and business in Donald and District.

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

CARRIED.

(R799/20)

Background

ANZ Banking Group has announced that it intends to close its branch in Donald in December of this year. ANZ has serviced Donald and District since 1911, when the Union Bank was opened in Woods Street Donald. In 1951 the Union Bank merged with the ANZ and continued to provide banking services in Donald, thus creating some 109 years of continuous banking service for the Donald community.

Currently there are three Banks servicing Donald and District with the Commonwealth Bank and Donald and District Community Bank providing full banking services.

Closing the ANZ Branch will have a significant impact on the community who has supported its operation for 109 years. Business operators have expressed significant concern that the closure will create in the current climate, forcing them to restructure their banking arrangements that will certainly have a huge impact on the prosperity of the District going forward.

ANZ have advised that the reason for the proposed closure is due to changes in the number of customers using the branch. The fall in attendance numbers was seen to make the Branch unsustainable. The nearest full ANZ banking services are located at St Arnaud. Given that there is no public transport between Donald and St Arnaud personal banking will become well near impossible for many locals which includes many older and socially challenged members of the community.

Motion

The Council writes to the Chief Executive Officer of the ANZ Group, Mr. Shayne Elliott seeking him to review the decision to close the Donald Branch on the basis that the continuing operation of the Branch is essential to the well-being and sustainability of the community and business in Donald and District.

9.2 QUESTIONS FROM COUNCILLORS

9.2.1 SIGNIFICANT DIRT ROAD ACCESS – GRAIN RECEIVAL SITES – CR MILNE

Cr Milne enquired for significant dirt roads that access grain receival sites, they be graded prior to the forthcoming harvest, to prevent larger traffic using the smaller roads. Cr Milne made reference to Tower Road in Donald, to save the larger traffic going on Jeffcott Road.

The Chief Executive Officer responded that discussions for a strategic approach on this matter will be held at Farmgate Meetings/Silo Gate Meetings, in addition to staff from the Works and Technical Services Department to have offline discussions with such groups.

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC

Nil

10. MEETING CLOSE

Meeting closed at 7.29pm.