



# **ORDINARY COUNCIL MEETING**

## **AGENDA**

**Wednesday 9 June 2021**

**Commencing at 7.00pm**

**Wycheproof Supper Room**

**367 Broadway, Wycheproof**

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

## **ORDER OF BUSINESS**

### **1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT**

#### WELCOME

The Mayor Cr Daryl Warren will welcome all in attendance.

#### STATEMENT OF ACKNOWLEDGEMENT

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

### **2. RECEIPT OF APOLOGIES**

### **3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Ordinary Meeting and its Confidential Meeting held on Wednesday, 12 May 2021.

### **4. REQUESTS FOR LEAVE OF ABSENCE**

### **5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

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

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

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

### **6. QUESTIONS FROM THE PUBLIC**

Nil

### **7. PROCEDURAL ITEMS**

7.1	REPORT OF COUNCILLOR ASSEMBLIES	6
7.2	CORRESPONDENCE INITIATED BY COUNCIL	11
7.3	LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS	12
7.4	PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE	13
7.5	BUILDING PERMITS - MONTHLY UPDATE	15

### **8. GENERAL BUSINESS**

8.1	POLICY REPORTS	16
-----	----------------	----

8.1.1	PROCUREMENT POLICY	16
8.1.2	ASSET MANAGEMENT POLICY AND ASSET MANAGEMENT STRATEGY	27
<b>8.2</b>	<b>MANAGEMENT REPORTS</b>	<b>48</b>
8.2.1	DRAFT COUNCIL PLAN 2021-25 AND LONG TERM COMMUNITY VISION SUBMISSIONS	48
8.2.2	DRAFT BUDGET SUBMISSIONS 2021/2022	53
8.2.3	SUBMISSIONS TO THE DRAFT FINANCIAL PLAN	75
8.2.4	DRAFT REVENUE AND RATING PLAN SUBMISSIONS	77
8.2.5	APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 14 WATSON STREET, CHARLTON	80
8.2.6	WASTE AND RESOURCE RECOVERY STRATEGY 2020-2025 UPDATE	85
8.2.7	ECONOMIC DEVELOPMENT AND TOURISM STRATEGY PROGRESS REPORT - JUNE 2021	89
8.2.8	FINANCIAL PERFORMANCE REPORT AS AT 30 APRIL 2021	101
<b>8.3</b>	<b>FINANCIAL REPORTS</b>	<b>117</b>
8.3.1	DRAFT AUDIT AND RISK COMMITTEE MEETING MINUTES 12 MAY 2021	117
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	
<b>9.</b>	<b>MEETING CLOSE</b>	
<b>8.4</b>	<b>ORGANISATIONAL REPORTS</b>	<b>156</b>
8.4.1	ACTING CHIEF EXECUTIVE OFFICER	156
<b>8.5</b>	<b>REPORTS FROM COUNCILLORS</b>	<b>158</b>
	NIL	
<b>8.6</b>	<b>MATTERS WHICH MAY EXCLUDE THE PUBLIC</b>	<b>159</b>
	The Meeting may be closed to members of the public to consider confidential matters.	
8.6.1	RESCIND RESOLUTION 8.2.11 OF COUNCIL MEETING 10 APRIL 2019   RURAL COUNCILS TRANSFORMATION PROGRAM	
	If the meeting has been closed it will be brought back into open session by resolution	
<b>9.</b>	<b>OTHER BUSINESS</b>	
<b>9.1</b>	<b>NOTICES OF MOTION</b>	<b>160</b>
	NIL	
<b>9.2</b>	<b>QUESTIONS FROM COUNCILLORS</b>	<b>160</b>
	NIL	
<b>9.3</b>	<b>URGENT BUSINESS</b>	<b>160</b>
	NIL	
<b>9.4</b>	<b>ANY OTHER BUSINESS</b>	<b>160</b>
	NIL	
<b>10.</b>	<b>MEETING CLOSE</b>	

**NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 14 JULY 2021 AT 7.00PM.

**Anthony Judd**  
**CHIEF EXECUTIVE OFFICER**

**6. QUESTIONS FROM THE PUBLIC**

Nil

## 7. PROCEDURAL ITEMS

### 7.1 REPORT OF COUNCILLOR ASSEMBLIES

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/05/04

#### RECOMMENDATION

That the Council note the report of Councillor Assembly Meetings held on 5 and 19 May 2021.

- Attachments:**
- 1 [Councillor Briefing Record - 5 May 2021](#)
  - 2 [Councillor Briefing Record - 19 May 2021](#)

#### KEY POINTS/ISSUES

Transparency is a fundamental principle of democratic governance.

The Local Government Act 2020 (The Act) Section 9 (2) (i) provides that the transparency of Council decisions, actions and information is to be ensured.

In accordance with Section 57 of The Act, Council at its September 2020 Ordinary Meeting, adopted a Public Transparency policy, designed to improve public transparency in Council's decision making processes and to assist the community in understanding the information that is accessible to them.

As per the Council Meeting Schedule adopted 23 November 2020, Councillor Briefings are held for Councillors to meet to consider matters that are likely to be the subject of a Council decision or for the exercise of delegation.

A record of the Councillor Briefings held on 5 and 19 May 2021 is attached for public information.

**BULOKE SHIRE COUNCIL**  
**Record**  
**Councillor Briefing**

---

<b>Date and Time:</b>	5 May 2021	<b>Time:</b> 5:00pm – 8:00pm
<b>Location:</b>	Zoom	

---

**ITEMS**

---

<b>NO.</b>	<b>TOPIC</b>	<b>PURPOSE</b>
	<b>Councillor and CEO only time 5.00pm - 5.30pm</b>	
1.	<b>Welcome</b>	
2.	<b>Apologies</b>	Cr. Vis
3.	<b>Attendees</b>	Cr Simpson, Cr Milne, Cr Getley, Cr Warren, Cr Stewart, Cr Pollard, Anthony Judd, Hannah Yu, Wayne O’Toole, Travis Fitzgibbon, Rose Harris
4.	<b>Visitors</b>	Aileen Douglas (7.2), Rodney Hotker (8.1)
5.	<b>Declarations of Pecuniary Conflicts of Interest</b>	Nil
6.	<b>Confirmation of Councillor Briefing Notes</b>	
7.	<b>Presentations</b>	
7.1	Community Vision and Council Plan – Rose Harris	
7.2	Council Budget, Financial Plan and Revenue and Rating Plan – Aileen Douglas	
8.	<b>Items for Discussion</b>	
8.1	Planning Permit Application – to construct and put up for display a major promotional sign at 5 Woods Street, Donald	
9.	<b>Councillor Matters</b>	

---

---

**9.1** Bond for moving second hand house –  
rate and statutory or non-statutory

---

**9.2** Our rivers, our region

---

**9.3** Charlton levee

---

**9.4** Options re dump point Culgoa

---

**10. CEO Updates**

---

**10.1** IDAHOBIT Day

---

**10.2** Draft Council Meeting Agenda 12 May  
2021

---

**11. Next Briefing:**

---

<b>Date and Time:</b>	19 May 2021	<b>Time:</b> 3.00pm – 6.00pm
<b>Location:</b>	Berriwillock Community Centre	

---

**12. Briefing Close**

8.39pm

**BULOKE SHIRE COUNCIL**  
**Record**  
**Councillor Briefing**

---

<b>Date and Time:</b>	19 May 2021	<b>Time:</b>	3:00pm – 6:00pm
<b>Location:</b>	Zoom		

---

**ITEMS**

---

<b>NO.</b>	<b>TOPIC</b>	<b>PURPOSE</b>
	<b>Councillor and CEO only time 3.00pm -3.30pm</b>	
<b>1.</b>	<b>Welcome</b>	
<b>2.</b>	<b>Apologies</b>	Cr Pollard, Rose Harris
<b>3.</b>	<b>Attendees</b>	Cr Simpson, Cr Milne, Cr Getley, Cr Warren, Cr Vis (left 6.41pm), Cr Stewart, Anthony Judd, Hannah Yu, Wayne O'Toole, Travis Fitzgibbon
<b>4.</b>	<b>Visitors</b>	John Rantino (7.1); Rodney Hotker (7.1); James Goldsmith (7.2 and 8.1); Tianna Hendy (8.2); Amber Ricks (8.3)
<b>5.</b>	<b>Declarations of Pecuniary Conflicts of Interest</b>	Nil
<b>6.</b>	<b>Confirmation of Councillor Briefing Notes</b>	Agreed
<b>7.</b>	<b>Presentations</b>	
<b>7.1</b>	Planning, Building and Local Laws Induction – John Rantino, Special Counsel Public Law (Maddocks)	
<b>7.2</b>	Progress Report on Workforce Development and Skills Needs Report – James Goldsmith	
<b>8.</b>	<b>Items for Discussion</b>	
<b>8.1</b>	City (Region) of Gastronomy Initiative – James Goldsmith	
<b>8.2</b>	End of Season Pool Report 2020-21 – Tianna Hendy	

---

---

**8.3** Major Projects Update – Amber Ricks

---

**8.3** Leases, Licences and Agreements Update  
– Amber Ricks

---

**9. Councillor Matters**

---

**9.1** Aerodromes

---

**9.2** Portable buildings within region

---

**9.3** Forecasts and budget projections due to  
cv19

---

**9.4** Housing sub-committee

---

**9.5** EDATAC

---

**10. CEO Updates**

---

**10.1** Council Plan / Community Vision / Budget  
consultation

---

**10.2** Council's involvement in Rural Councils  
Transformation Program

---

**10.3** Initial discussion around Local Roads and  
Community Infrastructure Program

---

**10.4** Sea Lake Silo Art Pop Up Hotel

---

**11. Next Briefing:**

---

<b>Date and Time:</b>	2 June 2021	<b>Time:</b> 5.00pm – 8.00pm
<b>Location:</b>	Birchip Council Chamber	

---

**12. Briefing Close**

7.28pm

## 7.2 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/06

### PURPOSE

This report notes and records correspondence initiated by Council and informs the Council of the responses received from this correspondence.

### RECOMMENDATION

That the Council notes the record of correspondence initiated by Council and the responses received.

**Attachments:** Nil

### TABLE OF CORRESPONDENCE

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
Safety Upgrade – Boort Charlton Rail Crossing Safety Requirements	Jacinta Allan MP, Ben Carol MP  Copy to: Louise Staley MP Paul Northey RRV	30/4/21	17/5/21	Louise Staley provided council with a copy of the advocacy letter sent from her office to the Hon Jacinta Allan Minister for Transport Infrastructure advocating on behalf of Council for the upgrade.
Requirement for site for new Charlton Fire Brigade Station	Danny Pearson MP,  Copy to: Louise Staley MP, Jaala Pulford MP,	30/4/21		

### 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

#### PURPOSE

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

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

#### RECOMMENDATION

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

**Attachments:** Nil

#### RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition

## 7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

**Author's Title:** Planning Officer

**Department:** Works and Technical Services

**File No:** LP/09/01

### PURPOSE

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

### RECOMMENDATION

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

**Attachments:** Nil

### LIST OF PLANNING APPLICATIONS

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA918/21	AA Majeeb	4 Arundell Square, Charlton	19/03/2021	Use and development of land for a store (shipping container shed)	Objections
PPA919/21	CardnoTGM	Aitken Avenue, Donald (Lot 1 & 2 PS173081)	26/03/2021	Two lot subdivision (boundary realignment) and use and development of land for two dwellings	Referral
PPA920/21	J Pringle	65 Horace Street, Sea Lake	01/04/2021	Liquor licence	Notice of Application
PPA922/21	CardnoTGM	35 Aitken Avenue, Donald	08/04/2021	Two lot subdivision of land (dwelling excision)	Permit Issued
PPA923/21	P Noonan	347 Barbers Road, Karyrie	21/04/2021	Use and development of land for animal production (ducks), increase capacity to 70,000 birds and construction of a shed	Awaiting report

<b>Application No</b>	<b>Applicant</b>	<b>Address</b>	<b>Date Rec</b>	<b>Summary of Proposal</b>	<b>Status</b>
PPA924/21	Gawk	Birchip-Wycheproof Road, Birchip	22/04/2021	Construct and display a major promotion sign	Notice of application
PPA926/21	Northern Land Solutions	294 Corack East-Chirrup Road, Corack East	29/04/2021	Two lot subdivision of land (boundary realignment)	Notice of application
PPA927/21	Caddick Designs	65 Woods Street, Donald	03/05/2021	Construction of a domestic shed	Permit Issued
PPA928/21	LH Perry & Sons Freehold Properties	2 Campbell Street, Birchip	13/05/2021	Use and development of land for a service station (fuel cell), construct and display a business identification sign and alter access to Road Zone, Category 1	RFI
PPA929/21	G Harris	Morgans Road, Donald	20/05/2021	Two lot subdivision of land and use and development of land for animal production (cattle)	RFI
PPA930/21	Caddick Designs	Borong Highway, Gil Gil (CA 2 Sec. 5 Parish of Banyenong)	24/05/2021	Development of land to locate 5 shipping containers and construct 5 verandahs associated with existing Place of Assembly (Esoteric Festival)	Permit Issued

## 7.5 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Statutory Administration Support

**Department:** Works and Technical Services

**File No:** DB/14/01

### EXECUTIVE SUMMARY

This report provides information on Building Permits approved by staff from 1 May 2021 to 31 May 2021.

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 May 2021 to 31 May 2021.

**Attachments:** Nil

### LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20210014		129 High Street, Charlton	Garage/Storage Shed	06/05/2021
20210072		126 High Street, Charlton	Garage/Storage Shed	19/05/2021

### LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR

Permit No.	Address	Project Description	Date Approved
20210070	28 Cave Street, Donald	Shade Structure	03/05/2021
20210071	Birchip-Wycheproof Road, Birchip	Farm Shed	07/05/2021
20210074	849 Drury Road, Berriwillock	Hay Shed	10/05/2021
20210075	379 Richards Road, Litchfield	Open Bay Hay Shed	13/05/2021
20210076	3470 Patchewollock-Sea Lake Road, Straten	Farm Shed	13/05/2021
20210077	65 Woods Street, Donald	Storage Shed	25/05/2021

## 8. GENERAL BUSINESS

### 8.1 POLICY REPORTS

#### 8.1.1 PROCUREMENT POLICY

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** CM/14/17

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### PURPOSE

This report recommends the extension of the current Procurement Policy (the Policy) until December 2021.

#### SUMMARY

Council is required to review and adopt a procurement policy at least once in a financial year. Transition arrangements under the *Local Government Act 2020* ("the 2020 Act") in relation to procurement are due to commence until 1 July 2021, therefore a 6 month extension of the current Policy is proposed.

#### RECOMMENDATION

That Council extend the attached Procurement Policy for a further period of 6 months.

**Attachments:** 1 [Procurement Policy](#)

#### DISCUSSION

Council is required to review and adopt its Procurement Policy at least once in each financial year in accord with s 186A of the *Local Government Act 1989*. Council's current Policy is due for review in June 2021.

The transition arrangements under the 2020 Act relating to procurement are due to commence on 1 July 2021. Council will be required to prepare and adopt a new procurement policy in accord with s 108 of the 2020 Act by 1 January 2022.

Given the requirement to adopt a new procurement policy after the commencement of s 108, it is proposed that the current Policy be extend until December 2021 given no major changes are required at the present time.

A further review of the Policy shall occur within 6 months of commencement of s 108 of the 2020 Act, with a view of adopting a new procurement policy during this period.

#### RELEVANT LAW

s 186A of the *Local Government Act 1989* states that Council must adopt a procurement policy and review it at least once in each financial year.

S 108 of the 2020 Act is due to commence on 1 July 2021. The 2020 Act stipulates that a procurement policy must comply with the requirements set out in the 2020 Act, including any matters prescribed by regulation. Under the 2020 Act Council's new procurement policy must be adopted within 6 months of commencement of s 108.

#### **RELATED COUNCIL DECISIONS**

Council's current Policy was adopted at its Ordinary Meeting on 10 June 2020.

#### **OPTIONS**

Council Officers have considered the benefits and disadvantages in extending the current Policy for a further period. The extension of the Policy will allow Council to meet the requirements of the *Local Government Act 1989*, and will also allow sufficient time for a considered approach to the further review of the current Policy over the coming months as part of the transition phase.

#### **SUSTAINABILITY IMPLICATIONS**

The Policy requires Council to have regard to the long term and cumulative effects of procurement activities including supporting sustainability.

#### **COMMUNITY ENGAGEMENT**

Not applicable.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

The Policy requires Council to have regard to the long term and cumulative effects of procurement activities including supporting innovation.

#### **COLLABORATION**

Not applicable.

#### **FINANCIAL VIABILITY**

The Policy requires staff to consider the advancement of Council priorities including taking whole of life and transactional cost factors in procurement into consideration, and provides a framework for achieving value for money (amongst other obligations).

#### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

#### **COUNCIL PLANS AND POLICIES**

Not applicable.

#### **TRANSPARENCY OF COUNCIL DECISIONS**

Information in relation to the application of the Policy has been outlined in this report. The proposal to extend the current Policy was also noted by the Audit and Risk Committee at its May meeting.

#### **CONFLICTS OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.



<b>POLICY LOCATION</b>	Corporate Services	<b>POLICY TITLE</b>	Procurement Policy
<b>POLICY NUMBER</b>	CA03	<b>DATE ADOPTED</b>	June 2020
<b>REVISION NUMBER</b>	10	<b>REVISION DATE</b>	June 2021

### Purpose

The purpose of this policy is to assist Council to meet its obligations and responsibilities by providing a framework which will:

- Ensure compliance, consistency and control over procurement activities,
- Achieve value for money and continuous improvement in the provision of services,
- Demonstrate accountability to ratepayers, and
- Provide guidance on ethical behaviour in local government procurement activities.

This document represents the current policy of Council until it is revised or rescinded.

### Scope

This policy is made under Section 186A of the *Local Government Act 1989* (the Act).

This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works undertaken by Council to ensure these are procured at a competitive rate and in a transparent manner.

The procurement policy applies to the acquisition of goods, services and works by Council other than an action or decision relating to:

- Emergency response, relief or recovery
- Legal services
- Labour hire
- Electoral or valuation services
- Payroll expenses and deductions
- Refunds
- Warranties for plant and equipment
- Insurances
- Utilities

All monetary values stated in this policy include GST, except where specifically stated otherwise.



## Definitions

In this policy –

**“Delegations”** refers to the authorisation of officers to approve a range of functions in the procurement process.

**“Emergency response, relief or recovery”** refers to section 186(5)(a) of the Act, which provides that Council may resolve to enter into a contract because of an emergency.

**“GST”** refers to Goods and Services Tax. For the purposes of this policy, any amounts stated are inclusive of GST, unless expressly stated otherwise.

**“Panel contracts”** means a contract that sets out rates for goods and services which are available for the term of the agreement for two or more potential suppliers. Such agreement will not commit Council to purchase a specified value or quantity of goods or services unless specified as part of the tender process.

**“Procurement”** is the whole process of acquisition of external goods, services or works. Procurement is deemed to include the whole-of-life cycle, from initial concept through to end of useful life of an asset, including disposal, or the end of a service contract.

**“Regional businesses”** refers to businesses registered within the Shire of Buloke, and registered within municipalities which share a common boundary with the Shire of Buloke.

## Policy Statement

The Buloke Shire Council (Council) recognises developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council; will enhance achievement of Council objectives including sustainable and socially responsible procurement, and; support bottom-line cost savings, local economies, innovation and better service provision for communities.

Council understands its role in supporting regional economic benefit as major purchaser of goods and services within the municipality, and this Policy aims to ensure where possible there is a positive influence on and outcome for the local economy.

Council is committed to procurement that supports local businesses plus economic diversity and viability. This also supports socially inclusive activities as it works to stimulate the local economy and contribute to local job creation and reduces the reliance on goods and services that impact the environment through travel and transport.

Council endorses the practice of sustainable procurement and the sourcing of environmentally preferable products and services whenever they perform satisfactorily and are available at a competitive price.

Sustainable procurement practice will demonstrate to the community that Council’s purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability.



## Preamble

This Policy is designed to ensure elements of best practice applicable to Local Government procurement incorporates:

- Broad principles covering ethics, value for money, open and fair competition, responsibility and accountability, risk management, probity and transparency, and guidelines giving effect to those principles,
- A system of delegations, and
- A professional approach to all major procurements.

Council's procurement policy requires contracting and purchasing activities to support its corporate strategies, aims and objectives including, but not limited to, those related to sustainability, protection of the environment, and corporate social responsibility.

The Victorian Local Government Best Practice Procurement Guidelines 2013 will guide the approach for procurement within Council. This approach supports Council's commitment to Best Value principles within the Act, including the sustainable delivery and continuous improvement of services which best meets the interests of the Buloke community, as follows:

### a. Value for money

Council will procure goods, services and works after consideration of cost and non-cost factors which contribute to the advancement of Council priorities and community interest as follows:

- Cost factors: whole-of-life and transactional costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.
- Non-cost factors: fit-for-purpose, quality, service and support, project delivery, risk, local economic contribution and financial capacity.

### b. Open and fair competition

Procurement activities will be conducted, and be seen to be conducted, in an impartial, fair and ethical manner. This includes, but is not limited to, ensuring all prospective suppliers and/or vendors are provided with the same access to information about procurement to enable them to submit prices, quotations or tenders on an equal basis.

Council will take all reasonable steps to test the market in a consistent manner without bias, or perception of bias.

### c. Accountability, probity and transparency

A consistent approach to procurement will be applied across Council through the application of authorised financial delegations, this policy and associated procedures to ensure the highest level of integrity and public interest. Council staff are required to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.

Council will work within an auditable and regular reporting mechanism to ensure adherence to procurement frameworks and legislative requirements.



**d. Risk management**

Risk management will be applied at all stages of procurement and steps will be taken to ensure associated activities will be managed to protect Council's capability to prevent, manage and recover from interruption to the supply of goods, services and works.

**e. Innovative and social practices**

Council will have a regard for the long-term and cumulative effects of procurement activities and decisions through:

- Minimising environmental impact by purchasing goods and services which reduce its environmental footprint, and supporting innovation in sustainability, and
- Seeking ways to promote social procurement when sourcing goods, services and works to generate positive social outcomes.
- Seeking continuous improvement including through embracing innovative and technological initiatives, and addressing service gaps by considering options for joint ventures between Council and external partners.
- Giving preference to goods manufactured in Australian and New Zealand wherever practicable.

**f. Environmental Sustainability**

Council is also committed to reducing its environmental impacts and will encourage the design and use of projects and services that have been produced to ethical standards which have minimal impact on the environment and human health. This includes but is not limited to:

- waste and resource recovery
- recycling
- energy management
- emissions management
- water conservation
- eco-buy products
- green building design
- environmentally sustainable procurement.

**g. Buy Local Content**

Council is committed to purchasing from local and regional businesses where such purchases may be justified through value for money.

All other factors being equal, Council should where reasonably practicable to do so give preference to regional economic benefit when sourcing works, goods or services.

These benefits may take the form of:

- increased local employment



- increased activity and spend in local economies with identifiable benefits
- the level of local content in the goods, services and works including the life cycle impacts of products purchased on the local community.

Council where reasonably practicable to do so may include a local content weighting of up to 10% within request for quotation or tender evaluation criteria for projects above \$30,001 in support of the Buy Local Content principle in this Policy.

The application of regional content must have consideration of the best value principles set out in the Act.

## Guidelines

### Ethics and conflict of interest

Council and Council staff will adhere to conduct principles within the Code of Conduct for Councillors, and the Code of Conduct for Staff respectively. This both means and includes the requirement to:

- Neither seek nor receive personal gain,
- No Councillor or Council Officer may, either directly or indirectly, solicit or accept gifts or presents from any member of the public, or prospective suppliers and/or vendors, who is involved with any matter connected with the duties of the Council Officer, or in which Council is interested.
- Maintain confidentiality regarding pricing, specifications, quotations, tenders or any other commercial interests or proprietary information,
- Deal with prospective suppliers and/or vendors in an honest and impartial manner which does not allow conflicts of interest, or the perception of conflicts of interest,
- Be accountable for all decisions, and
- Present a high standard of professionalism and impartiality.

### Governance

Council has established a procurement responsibility framework and delegations to ensure accountability, traceability and auditability of all procurement decisions made over the lifecycle of goods, services or works.

Council procedures will be maintained to ensure appropriate internal controls are in place, including as a minimum:

- Separation of duties in transactional end-to-end activities,
- Transparency in the acquisition of goods, services or works,
- Clear and documented audit trails for procurement activities,
- Appropriate authorisations are obtained and documented,
- A regular, at least annual, review of creditor payments made over the previous two years to ensure compliance with public tender thresholds,



- Establishment of panel contracts for any goods, services or works which may result in expenditure exceeding public tender thresholds in favour of one supplier,
- Systems are established and maintained to monitor compliance with this policy and associated procedures, and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the senior leadership team, Audit Committee and Council.

### **Tenders**

Section 186 of the Act determines that the public tender threshold for contracts is valued at \$150,000 for purchase of goods or services, and \$200,000 for purchase of works.

Council may determine to allow public expressions of interests or tenders may be called for contracts below the public tender threshold amounts if it is considered the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better value for money outcome.

Council Officers must not disclose allocated tender budgets to prospective suppliers and/or vendors, without prior written authorisation by the Chief Executive Officer.

All tender processes will be conducted in accord with this policy, its associated procedures, relevant legislation and comply with Council requirements outlined within the Buloke Shire Council Tendering and Contracts Manual.

### **Panel Contracts**

Contractors may be appointed through the use of panel contracts which Council has put in place. Supplier panels may be appointed by Council after a publicly advertised tender process has taken place.

When looking to engage a supplier from a panel contract, Council officers should refer to the requirements set out in the Procurement procedure.

### **Quotations & Other Standard Purchasing Methods**

The purchase of goods, services and works below the public tender threshold shall be undertaken in accord with one of the procurement methods outlined in the Procurement procedure.

### **Delegations**

Financial delegations will be consistent with the Instrument of Delegation from Council to the Chief Executive Officer, and the Instrument of Delegation from Chief Executive Officer to Staff.

The availability of existing funds within an approved budget, or source of funds, must be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council Officers must not authorise the expenditure of funds in excess of their financial delegations. Council is solely responsible for approving the following:

- Contract term extensions which require allocation of funds in excess of Council approved budgets, and



- Awarding Contract with a value which exceed the Chief Executive Officer's financial delegations.

A quarterly report will be tabled at an Ordinary Meeting of Council outlining contracts awarded under the Chief Executive Officer's financial delegations values which meet or exceed the public tender threshold.

All tenders with a value:

- above the public tender threshold amounts under Section 186 of the Act, and
- within the financial delegation of the Chief Executive Officer

will be reported to Councillors on a monthly basis to enable Council, by majority agreement, to request the award of a contract to occur at an Ordinary Meeting of Council.

#### **Exemptions**

Where a Council Officer has taken all reasonable steps to comply with this policy and its associated procedures but is unable to meet requirements under the same, for example:

- Where there is only one known and reputable supplier or provider for the particular goods, services or works, or
- Where there is an inability to obtain sufficient quotations

the Council Officer may apply, in writing, for an exemption under this policy to the Chief Executive Officer.

Applications will only be considered for procurement activities which are below the public tender threshold (for example, where quotations are sought), as outlined in the Procurement Procedure.

Council Officers must not disclose allocated tender budgets or project budgets below the public tender threshold to prospective suppliers and/or vendors, without prior written authorisation by the Chief Executive Officer.

Such requests and approvals must be in writing and appropriate records kept.

#### **Emergency & Public Safety Situations Requiring Immediate Action**

The Council Officer appointed as the primary officer responsible for emergency management or public safety response, or an alternative officer authorised to act in the primary officer's absence, has authorisation to take immediate action in the procurement of services, goods or works during a declared emergency management situation in order to protect the Buloke community and/or Council assets, but subject to that Council Officer acting within the scope of their financial delegation.

This authority ceases where there is no further requirement to take immediate action in order to protect life or property. Emergency provisions must not be used for the procurement of extended works or services.

#### **Training**

All Council Officers with financial delegation will be provided with training and information in accord with Council policies.



### **Record Keeping**

Council is responsible for retaining all documentation arising from procurement activities in line with the Buloke Shire Council Records Management Policy and Local Government Records Management Disposal Schedule.

### **Complaints**

Complaints from potential suppliers, tenderers and contracted suppliers concerning Council's procurement processes should be reported in accord with Council's Complaints Handling Policy and Procurement procedure.

Complaints in relation to corrupt or fraudulent activity in relation to procurement should be made in accord with either Council's Fraud and Corruption Reporting policy and Protected Disclosure policy, as applicable.

### **Breach of this Policy**

Council may take disciplinary action against an Employee who is found to breach this policy and its associated procedures in accord with Council's Disciplinary Action policy.

Suspected breaches of this policy by Councillors will be referred to the Chief Executive Officer in accord with Council's mandatory notification requirements.

### **References**

This policy was developed in accordance with the following legislation:

- *Local Government Act 1989*
- *Local Government (General) Regulations 2015*
- *Consumer and Competition Act 2010*
- *National Competition and Consumer Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*

This policy was developed in accordance with the following documents:

- Code of Conduct for Councillors
- Code of Conduct for Staff
- Complaints Handling policy
- Local Government Procurement Best Practice Guidelines 2013
- MAV Procurement: Procurement Policy Model 2011
- Procurement procedure
- Protected Disclosure policy
- Records Management policy
- Risk Management policy
- Risk Management framework



- Tendering and Contracts Manual
- Fraud and Corruption Reporting policy
- Disciplinary Action policy

## 8.1.2 ASSET MANAGEMENT POLICY AND ASSET MANAGEMENT STRATEGY

**Author's Title:** Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** CM/14/17

### **Relevance to Council Plan 2017 - 2021**

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

### **PURPOSE**

To present the Asset Management Policy 2021 and Asset Management Strategy 2021 to Council for adoption.

### **SUMMARY**

Officers have developed an updated Asset Management Policy and Asset Management Strategy for adoption by Council.

The Policy applies to all assets under Council's control, regardless of the source of acquisition.

The Strategy provides a range of actions to be undertaken to improve or enhance Council's asset management capability and to achieve strategic objectives.

### **RECOMMENDATION**

That Council:

1. Adopt the Asset Management Policy 2021 and the Asset Management Strategy 2021; and
2. Rescind the Accounting Treatments of Assets Policy

**Attachments:** 1 [↓Asset Management Policy 2021](#)  
2 [↓Asset Management Strategy 2021](#)

### **DISCUSSION**

The Asset Management Policy and Strategy are due for review this financial year. A literature review of similar sized Councils has been undertaken and consideration has been given to recent audits and benchmarking undertaken by CT Management on Council's core competency in asset management under the National Asset Management Assessment Framework.

Specific focus has been placed on acquisition and disposal of assets ensuring service delivery benefits are realised by existing assets and assets determined as being surplus are disposed of appropriately.

The Policy is designed to set a framework for undertaking asset management in a structured, coordinated, cost effective and financially sustainable manner. The Policy will ensure that Council's assets are measured, valued and depreciated in accordance with the relevant accounting standards and other State Government Policies. In addition, the Policy enables consistency of decision making and enables Council to ensure that its assets continue to function and meet the needs and expectations of the community.

The Strategy describes the current status, vision and actions for improving asset management within the Shire.

The Strategy establishes the framework that determines the nature and direction of asset management – its objective is to describe how Council will meet its commitment to asset management as documented in its Council Plan, Long Term Financial Plan and Asset Management Policy.

A structured set of actions aimed at enabling improved asset management by the organisation forms the measurable basis for delivering this objective. These actions are aimed (in the first instance) at providing Council with a core level of asset management practice as soon as possible in line with the requirements under the *Local Government Act 2020* Integrated Strategic Planning Framework.

Both documents were presented for comment to a recent Audit and Risk Committee meeting.

**RELEVANT LAW**

Not applicable.

**RELATED COUNCIL DECISIONS**

Not applicable.

**OPTIONS**

Not applicable.

**SUSTAINABILITY IMPLICATIONS**

Not applicable.

**COMMUNITY ENGAGEMENT**

Not applicable.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

This action relates to improvement actions identified through Council’s independent Audit and Risk Committee

**COLLABORATION**

Collaboration has occurred with other Councils with the provision of their policies as part of the literature review in the development of the Policy and Strategy.

**FINANCIAL VIABILITY**

The strategy and policy aim to address Council’s key financial sustainability challenge, which is adequately maintaining and managing the large amount of assets under Council control.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

This Policy and Strategy are intrinsically linked to the Council Plan, Long Term Financial Plan, Long Term Capital Plan and Budget.

**TRANSPARENCY OF COUNCIL DECISIONS**

Not applicable.

**CONFLICTS OF INTEREST**

I, Wayne O’Toole, have no conflicts of interest to declare in relation to the matters contained within this report.

	<b>Policy Location</b>	Works and Technical Services		
	<b>Policy Title</b>	Asset Management Policy		
	<b>Policy No</b>		<b>Date Approved</b>	xx/xx/2021
	<b>Revision No</b>		<b>Revision Date</b>	xx/xx/2023

## Scope

The policy applies to all assets under Council's control, regardless of the source of acquisition. This applies to Council's assets, grouped as including roads, drainage, footpaths, buildings, amenities, sporting facilities, etc. To facilitate delivery of the directions under the *Local Government Act 2020* and comply with regulations Council shall:

Prepare an Asset Management Strategy and Asset Management Plans to support and achieve the Council Plan 2017-2021 and Long Term Financial Plan objectives.

## Purpose

This policy is designed to set a framework for undertaking asset management in a structured, coordinated, cost effective and financially sustainable manner across the organisation and to assess continued ownership and the management of risk.

This Policy will ensure that Council's non-current assets are measured, valued and depreciated in accordance with the relevant Accounting Standards and other State Government Policies.

In addition, this policy enables consistency of decision-making and enables Council to ensure that its assets continue to function and meet the needs and expectations of the community.

## Vision

**Buloke. Shaping our future together.**

Buloke Shire Council will continue to work to optimise the whole of life costs of its assets, while meeting the present and future service delivery needs of the community and minimising exposure to risk.

## Policy Statement

The Asset Management Policy provides for a flexible approach to ensure the importance of best appropriate practice asset management for the Council's infrastructure assets to meet the demands of the present and future generations.

The Policy reflects Council's vision, mission, and asset management objectives as set out in the Council Plan 2021 - 2026.

The benefits of a strategic approach in establishing an asset management policy, together with a sustainable asset management improvement strategy, include:

- better allocation of limited Council resources

- improved alignment of assets with services and community expectations
- reduced demand for new Council assets through better integration of service planning and asset planning
- more effective use and maintenance of existing Council assets
- improved processes and accountability for capital and recurrent works
- use of non-asset solutions to meet service demand
- an increase in environmentally sustainable solutions.
- compliance with relevant accounting standards and legislative requirements for asset management.

## Principles

To assist in achieving consistency and commitment to asset management decision-making, Council will take into consideration the following key objectives:

1. As custodians/caretakers of community assets and as part of providing quality infrastructure and community facilities, undertake to develop acceptable levels of service that are affordable and financially sustainable without compromising the needs of future generations. These levels of service are to be included in asset management plans
2. Ensure that in accordance with the Council Plan and the Long Term Financial Plan, quality infrastructure assets will support services that are appropriate, accessible, responsive and sustainable to the community.
3. Council's Long Term Financial Plan will include in its base, the financial impacts of the Asset Management Plans.
4. The management of assets in accordance with relevant local government frameworks.
5. Monitoring and reporting on Council's asset management expenditure in terms of operational, maintenance, renewal, new and upgrade costs.
6. Management of the assets will include utilising a multi-disciplinary, cross-functional asset management working group to ensure all stakeholders are involved.
7. Development of strategies to maintain a planned approach for the management of all asset portfolios in a systematic and sustainable manner while maintaining focus on asset levels of service to ensure equity within the community.
8. Development of Asset Management Plans for all major asset groups.
9. Involvement and consultation with the community and key stakeholders to assist in the establishment of responsible and best practice Asset Management Plans to ensure whole of life asset function.
10. Council will report to the community on its service performance.
11. Development and implementation of a Capital Evaluation Framework to assist in prioritising projects for consideration within Council's Long-Term Financial Plan and Annual Budget, taking into consideration:
  - Demonstrated need and asset function
  - Level of service
  - Community benefits and community goodwill
  - Historical ownership and social fabric considerations
  - Overall community value of asset ownership
  - Lifecycle maintenance cost
12. Undertaking assessment of asset demand to ensure that:

- Assets meet community needs and expectations
  - Assets are regularly maintained and refurbished
  - Asset design, construction, maintenance and refurbishment continue to meet the standards of the day
  - Risk management strategy requirements are met
  - Assets continue to function as built for their full asset life
  - Overall life-cycle costs are reduced
13. Encouragement of continuous improvement, innovation and cost effective methods to improve work practices and processes.
  14. Consideration of new assets after service delivery alternatives have been investigated.
  15. Examination of the whole of life cost implications for new assets including the ongoing costs of maintenance and refurbishment.
  16. Involvement of the community as part of Council's Community Engagement Strategy, best value principles and continuous improvement.
  17. A framework for considering surplus assets and their disposal.
  18. Utilise a corporate asset management system that provides at least the following core functions:
    - Inventory management
    - Asset condition history
    - Predictive analysis
    - Asset treatment history
    - Maintenance planning
    - Financial management for assets including requisite reporting
    - Integrated Geographic Information System Mapping

## Accountability and Responsibility

### Council:

- Acts as steward for infrastructure assets.
- Sets corporate asset management policy and vision with linkage to the Council Plan.
- Sets levels of service, risk and cost standards.
- Provides appropriate resources for asset management.
- Promotes and raises awareness of asset management with the community

### Senior Leadership Team:

- Refines the Asset Management Policy, Strategy and Plans.
- Fosters and supports the multi-disciplinary, cross-functional implementation of asset management.
- Implements and continuously audits and reviews the Asset Management Policy, Strategy and Plans.
- Ensures the community and key stakeholders inputs are integrated into the Asset Management Plans.
- Ensures accurate and reliable information is presented to Council for decision making.
- Promotes and raises awareness of asset management with the Council, staff, users and community.
- Ensures that asset management performance, skills and training needs are identified as part of staff performance appraisal process.

## Policy Review

This Policy will be monitored continuously to ensure its relevance in terms of community needs and

expectations, Council goals and statutory requirements. The policy will be reviewed on an ongoing basis and amended as required.

Monitoring of asset management will be provided by:

- Internal audits
- Public consultation and feedback
- Annual reviews of strategies and plans

## Legislation & Regulations

This policy was developed in accordance with the following legislation:

- *Local Government Act 2020*
- Local Government (Planning and Reporting) Regulations 2014
- *Road Management Act 2004*
- *Local Government Act 2020* (Part 4, Division 1 – Strategic Planning – Section 92 Asset Plan)

### Section 92 Asset Plan

(1) Subject to subsection (6), a Council must develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.

(2) The scope of an Asset Plan is a period of at least the next 10 financial years.

(3) An Asset Plan must include the following—

(a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;

(b) any other matters prescribed by the regulations.

(4) Subject to subsection (6), a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election, other than the first general election to be conducted under section 257(1)(a).

(5) The Asset Plan adopted under subsection (4) has effect from 1 July in the year following a general election.

(6) A Council must develop and adopt an Asset Plan under this section in accordance with its community engagement policy by 30 June 2022 following the first general election to be conducted under section 257(1)(a).

(7) The Asset Plan adopted under subsection (6) has effect from 1 July 2022

## Availability of the Policy

This Policy will be available for inspection at Council's Wycheproof Office during ordinary business hours and at Council's website [www.buloke.vic.gov.au](http://www.buloke.vic.gov.au)



**Buloke Shire Council**

**Asset Management Strategy**

**June 2021**

## Table of Contents

<b>1</b>	<b><i>Introduction</i></b> .....	<b>2</b>
<b>2</b>	<b><i>Scope and Background</i></b> .....	<b>3</b>
	Scope.....	3
	Stakeholders.....	3
<b>3</b>	<b><i>Strategic Context</i></b> .....	<b>5</b>
<b>4</b>	<b><i>Current Status, Future Targets and Actions</i></b> .....	<b>7</b>
	Council Assets.....	7
	Current Status.....	8
	Future Vision and Action.....	9
<b>4</b>	<b><i>Improvement Plan</i></b> .....	<b>11</b>
<b>5</b>	<b><i>Implementation and Review</i></b> .....	<b>12</b>
<b>6</b>	<b><i>APPENDIX A</i></b> .....	<b>13</b>
	National Framework Core Competency Report Card.....	13

## 1 Introduction

The decision to invest in assets imposes a responsibility on Councils to provide the requisite funds for the operation, maintenance, renewal and disposal of the asset over its life cycle. Asset decisions cannot be made in isolation and Government capital and recurrent outlays should be considered within the Council Plan, Budget, Long Term Financial Plan and Community Plans. Understanding the impact these assets will have on the future costs and revenues of the Council is of vital importance.

The Council is custodian of an extensive range of community assets that it provides to facilitate delivery of its services to the community. These include:

- the road & street network, including footpaths, kerb and channel, culverts, bridges, traffic facilities, guard rails, street furniture, bus shelters, street lighting, street name & regulatory signs, and car parks both on and off-street;
- flood protection and stormwater drainage systems;
- waste management facilities, including landfill, waste transfer stations and public place receptacles;
- buildings and facilities of various types that provide a focus for services, such as administrative facilities, child care centres, health centres, kindergartens, community halls and public toilets etc;
- parks and recreation facilities, including active and passive recreation areas, sport centres, playgrounds, swimming pools and lighting, etc.
- plant and equipment, including workshop and depot facilities to undertake specific services;
- Information technology networks, including computer and telecommunication systems.

There is increasing demand for resources to provide the various services for which Council has a statutory responsibility as well as those services that the community expects it to provide. At the same time, the ability to adequately fund these assets and services is becoming increasingly difficult due to competing demands.

Council needs to balance this funding of upkeep with increasing the asset base. The means by which Council achieves proper management of its assets is by Asset Management Plans.

By better understanding the extent and condition of its assets, Council is able to more effectively plan and fund its works programs. Consequently, these assets will be maintained to an acceptable standard, which will enable Council to competently deliver services to the community.

The purpose of this document is to provide specific actions to be undertaken in order to improve or enhance Council's asset management capability and to achieve strategic objectives.

## 2 Scope and Background

This strategy describes the current status, vision and actions for improving asset management within the Buloke Shire Council.

The Asset Management Strategy establishes the framework that determines the nature and direction of asset management – its objective is to describe how Council will meet its commitment to asset management as documented in its Council Plan, Long Term Financial Plan and Asset Management Policy.

A structured set of actions aimed at enabling improved asset management by the organisation forms the measurable basis for delivering this objective. These actions are aimed (in the first instance) at providing Council with a core level of asset management practice as soon as possible in line with the requirements under the *Local Government Act 2020* Integrated Strategic Planning Framework.

It is a strategic document with the objective of optimising the lifecycle cost of asset sustainably over the long term, ensuring capital investment is used effectively and in the best interests of the community.

The Strategy has been developed in line with Local Government Victoria's Guidelines for Developing an Asset Management Policy, Strategy and Plans.

The benefits of a strategic approach in establishing an Asset Management Policy, together with an Asset Management Strategy, include:

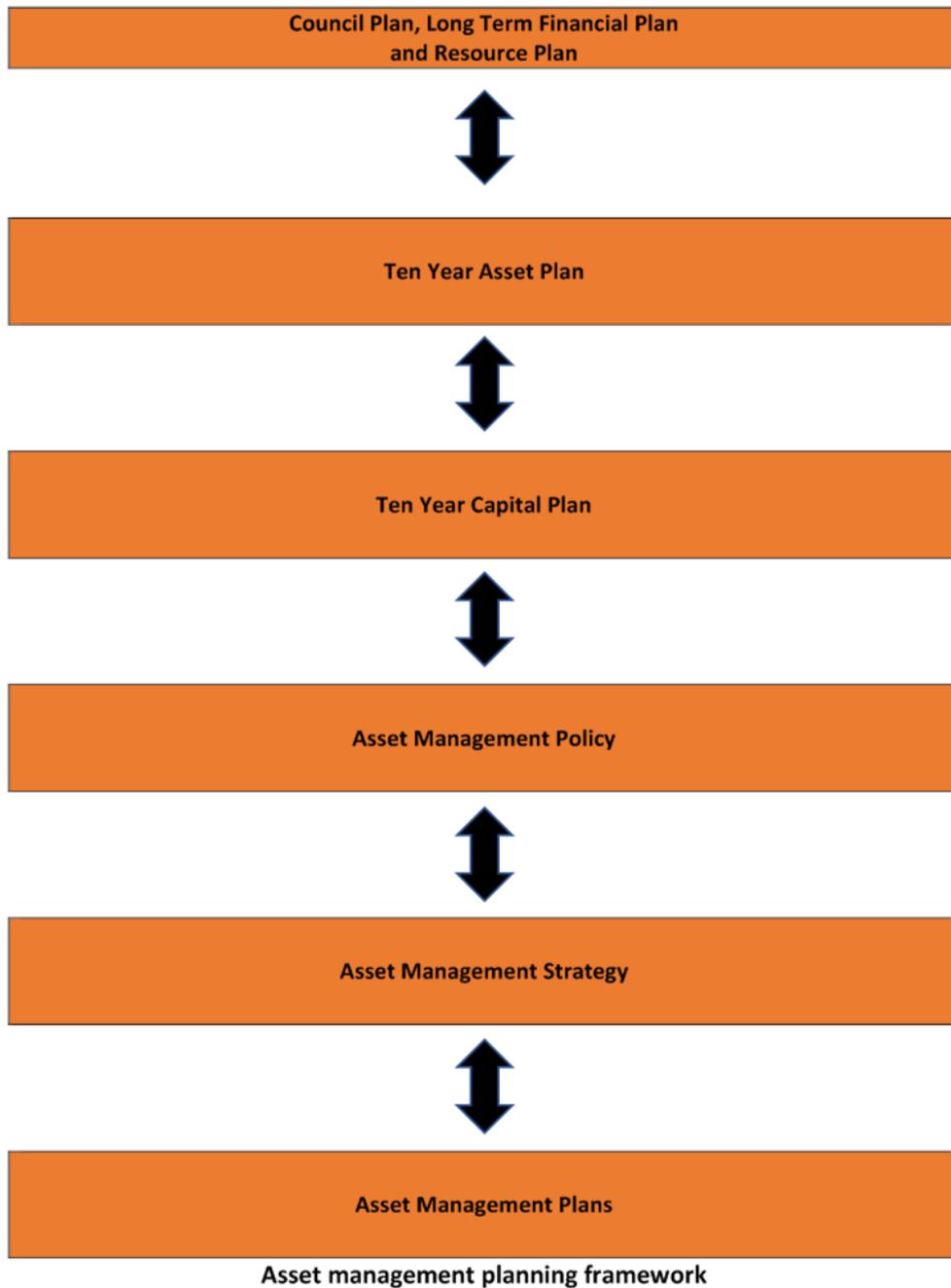
- better allocation of limited Council resources
- improved alignment of assets with services and community expectations
- reduced demand for new Council assets through better integration of service planning and asset planning
- more effective use and maintenance of existing council assets
- improved processes and accountability for capital and recurrent works
- use of non-asset solutions to meet service demand
- increased ability to identify surplus assets which can be disposed
- increased use of sustainable development solutions.

Council is responsible for the operation of its infrastructure and the management of assets to ensure the delivery of services to its stakeholders. The key stakeholders include:

- Residents
- Ratepayers
- Community groups
- Businesses
- Councillors
- Users of Council services
- Travellers
- State and Federal Government Departments and Agencies
- Developers
- Utility providers
- Auditors internal/external
- Audit and Risk Committee
- Employees and volunteers
- Contractors/suppliers
- Insurers

### 3 Strategic Context

The Strategy also forms part of a planning and policy framework within Council itself as demonstrated below.



The Council Plan 2017-2021 provides the strategic theme to respond to and enhance our built and natural environment.

The plan has a heavy focus on both improved asset management and asset-based approaches with ongoing financial sustainability.

The Long Term Financial Plan establishes a financial framework over a ten-year period to ensure Council's strategic objectives identified in the Council Plan are achieved.

The Resource Plan incorporates long term funding requirements for the maintenance and renewal of Council's various assets and services and feeds into the annual budgeting process.

The Asset Management Policy compliments and builds upon the Council Plan vision to provide a more formalised approach to asset management principles and methodology.

Asset Management Plans are long-term plans that outline the asset activities for the service areas within Council.

The Strategy develops the actions through a process of:

- Outlining the required status of asset management practices within Council to achieve the future vision as described in Asset Management Policy.
- Describing the current status of asset management practices.
- Identifying actions to close the gap between the required and current status, including resource needs and timelines.

This Strategy also influences the following strategies:

- Risk Management Strategy
- Waste and Resource Recovery Strategy
- Road Safety Plan
- Road Management Plan
- Roadside Management Plan
- Playspace Strategy
- Plant Replacement Program
- Recreation Strategy
- Aquatics Strategy
- Municipal Public Health Plan

Further consideration of these strategies will be undertaken as part of the preparation of detailed asset management plans as a number of these are asset specific.

#### 4 Current Status, Future Targets and Actions

Council is responsible for management of a wide range of assets. An indicative list of major assets is provided below:

Asset Component	Length (kms)
Sealed Roads – Rural	896
Sealed Roads – Urban	99
Gravel Roads – Rural	1,099
Gravel Roads – Urban	11
Formed Roads - Rural	3,195
Formed Roads - Urban	11
<b>Sub-Total Roads</b>	<b>5,311km</b>
<b>Footpaths</b>	<b>62km</b>
<b>Kerb &amp; Channel</b>	<b>105km</b>
<b>Bridges/Major Culverts</b>	<b>37</b>
<b>Buildings</b>	<b>273</b>
<b>Drainage pipes</b>	<b>28.5km</b>
<b>Drainage pits</b>	<b>690</b>
<b>Parks and Open Space</b>	<b>46</b>

Council measures its asset management maturity in the context of the National Asset Management Assessment Framework (NAMAF). The NAMAF is a methodology for assessing the maturity of a Council's asset and financial planning, management and reporting practices. It consists of 11 key elements against which Councils can self-assess their progress in implementing better practice asset management and reporting processes.

Council's objective is to achieve Core Maturity for each of the 11 NAMAF elements within the near future.

Appendix A shows Council's current Core Maturity status and assessment matrix.

Following the most recent NAMAF assessment in 2020, a list of improvements was established in line with recommendations from the Victorian Auditor General's Office for assessment of regional asset management.

Future Vision (Policy Principles)	Current Status	Actions to Close the Gap between Required and Current
<p><b><u>Update Strategic Documents</u></b></p> <p>Ensure strategic asset management documents are updated regularly to reflect best practice. This includes the upcoming requirement for an Asset Management Plan in line with the Integrated Strategic Planning Framework.</p>	<p>All documents are to be updated in the 20/21 financial year</p>	<p>Asset management staff ensure key documents are up to date. The Asset Management Plan required under the Integrated Strategic Framework will be complete by 30 June 2022.</p>
<p><b><u>Community Engagement</u></b></p> <p>Involve and consult with the community and key stakeholders to assist in the establishment of responsible and "best practice" asset management plans and ensure "whole of life" asset function in planning for the present and future generations.</p> <p>Involve the community as part of best value principles and the continuous improvement of asset management with the various Asset Management Plans and other strategies.</p> <p>Council will report to the community on its service performance.</p>	<p>Council's Annual Report provides information on Council's assets Consultation with community groups on assets, service delivery and ongoing requirements</p> <p>Publish all documents on website seeking feedback</p>	<p>Deliberative engagement will take place as part of the Integrated Strategic Planning Framework.</p> <p>Continued reporting on asset performance via the Annual Report</p>

Future Vision (Policy Principles)	Current Status	Actions to Close the Gap between Required and Current
<p><b><u>Monitoring</u></b></p> <p>Develop and implement comprehensive asset management monitoring, reporting and evaluation systems, and publicly report their progress against plans and strategies, including against capital works budgets</p>	<p>Utilisation of Confirm Asset Management System provides monitoring and reporting of asset performance.</p>	<p>Review the efficacy of Confirm against Council requirements and current best practice as part of 2021 IT Strategy implementation plan to ascertain if the system can meet expectations.</p>
<p><b><u>Project Evaluation</u></b></p> <p>Develop and implement a Capital Evaluation framework</p> <p>Where new assets are considered, examine the “whole of life” cost implications including ongoing costs of maintenance and refurbishment of that asset over its life</p>	<p>A detailed evaluation framework exists for roads renewal works. No detailed framework exists for new and upgrade or other renewal works.</p>	<p>Utilise existing available systems to evaluate proposed capital works including life cycle maintenance costs.</p>

#### 4 Improvement Plan

ACTION	PRIORITY	RESPONSIBILITY	TIMEFRAME
Update all strategic asset management documents, Policy, Strategy and Plans.	High	Manager Assets	June 2021
Develop and adopt new Asset Management Plan as required under the Integrated Strategic Planning Framework.	Medium	Manager Assets	June 2022
Consult regularly with community on asset management issues including best value principles, asset renewal and disposal.	Medium	Asset Manager	June 2021
Establish and maintain surplus asset register for reporting to SLT and Council for consideration of disposal	Medium	Manager Assets	June 2022
Develop and implement an asset Disposal Framework to enable a consistent approach to decision making	Medium	Manager Assets	June 2022
Review current asset management system in line with recommendation from 2021 IT Strategy to ensure it is fit for purpose with a ten year view.	Medium	Manager Assets	July 2022
Council form an Asset Management Committee with Terms of Reference to ensure the Policy, Strategy and Plans are being acted upon according to service levels and target dates.	High	Manager Assets	June 2021
Continue with three-year rolling Service Plans for all major services that address: Community expectation, future demand, current service status, future service vision, actions to meet future service vision	High	Management Team.	June 2021
Council develop a process by which the financial implications of AMPs can be fully considered within the development of the LTFP.	Medium	Manager Assets Finance Manager	July 2022

ACTION	PRIORITY	RESPONSIBILITY	TIMEFRAME
Develop a Roles and Responsibilities matrix that identifies positions responsible for service and asset delivery.	High	Management Team	December 2021
Utilise a Capital Evaluation Framework for new and upgrade projects that addresses whole of life costs.	Medium	Manager Assets Manager Finance	June 2022

## 5 Implementation and Review

Development of this strategy is to follow the Local Government Victoria Better Practice Guide for Asset Management.

Review of this Strategy will take place every three years in March;

- Review the AM Strategy.
- Audit the status and implementation of identified actions and as set out in AM Strategy.

The audit and review shall be conducted by the Asset Management Committee with the results reported to the Senior Leadership Team

## 6 APPENDIX A

### *National Framework Core Competency Report Card*

Council:- Buloke Shire Council

Review Date: July 2020

#### Summary Sheet

Outcomes to be Achieved:

Priority Council Actions: (maximum of 5 key actions to be identified)

- Action 1: Accelerate efforts to review and update asset management frameworks, policies and strategies to meet better practice standards.
- Action 2: Ensure asset management plans covering all asset classes are in place.
- Action 3: As a priority, develop a strategy to effectively reduce asset renewal gaps.
- Action 4: Improve asset management systems and knowledge of asset portfolios to ensure up to date information on all assets.
- Action 5: Identify and review the skills and resources required to effectively manage infrastructure assets, including developing a skills matrix and action plan to address identified skill and resource requirements and gaps.

Performance Scorecard:

Core

1 Strategic Planning	90 Excellence
2 Annual Budget	94 Excellence
3 Annual Report	85 Excellence
4 Asset Management Policy	100 Excellence
5 Asset Management Strategy	100 Excellence
6 Asset Management Plans	72 Proficient
7 Governance & Management	50 Systematic
8 Levels of Service	50 Systematic
9 Data & Systems	66 Proficient

10 Skills & Processes

63  
Systematic

11 Evaluation

50  
Systematic

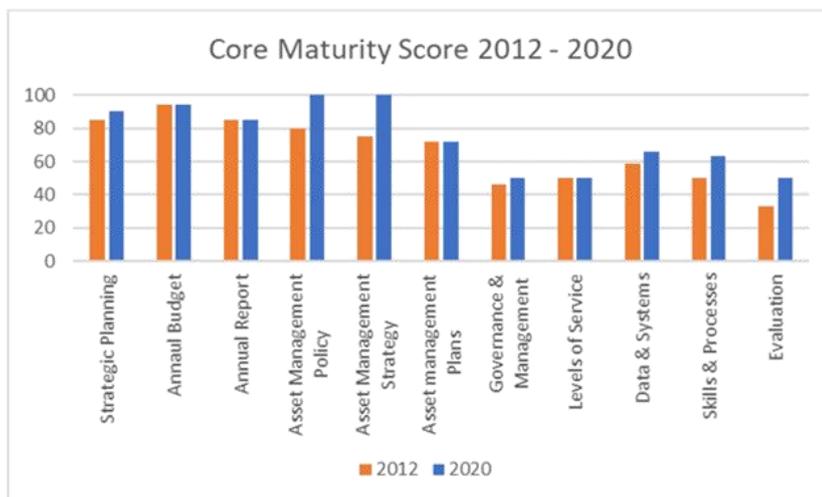
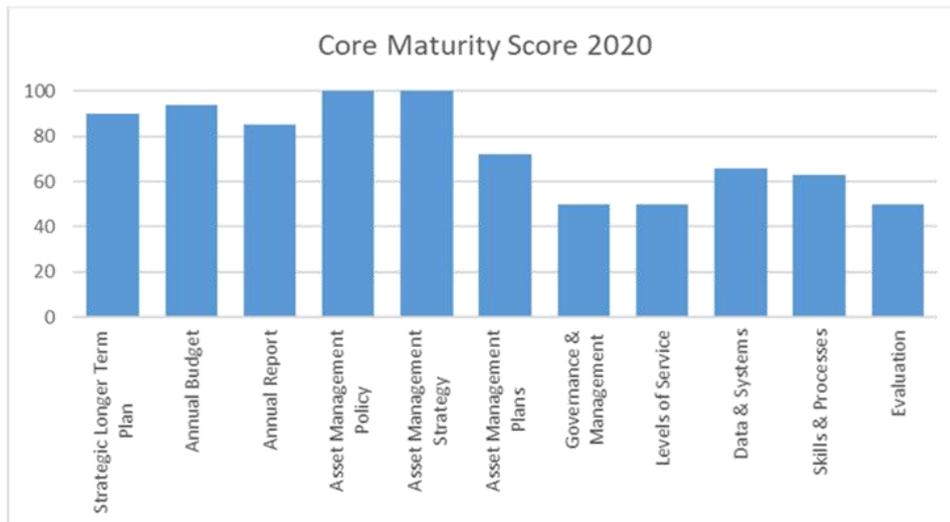
## National Framework Core Competency Report Card

*Based on 11 Key Framework Elements*

**Council:- Buloke Shire Council**

**Review Date:** July 2020

**Council Performance - Core Competencies Gap Analysis (Basic Level)**



change

## 8.2 MANAGEMENT REPORTS

### 8.2.1 DRAFT COUNCIL PLAN 2021-25 AND LONG TERM COMMUNITY VISION SUBMISSIONS

**Author's Title:** Chief Executive Officer

**Department:** Office of the CEO

**File No:** CM/13/06

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Diversify and enhance our local economy.

#### PURPOSE

To receive submissions in respect of the Draft Long-Term Community Vision and Council Plan 2021-2025 adopted for exhibition on 12 May 2021.

#### SUMMARY

Any people or groups who have made submissions to the Community Vision and Council Plan have been invited to speak to their submission.

#### RECOMMENDATION

That Council receives submissions in respect of the Draft Long-Term Community Vision and Council Plan 2021-2025 adopted for exhibition on 12 May 2021.

**Attachments:** 1 [Submission 1 - Martin Duke Wycheproof](#)

#### DISCUSSION

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

Sub. No.	Correspondent	Purpose of Submission to Draft Long-Term Community Vision and Council Plan 2021-2025
1.	Martin Duke - Wycheproof	<p>The overall thrust of document of improved community engagement is better than last iteration. Concerns with the available opportunities for community review before document was put together for Council. Query on how individual town and district community plans will be derived from document, or would be used to try to help each community group to refine or develop its own plan.</p> <p>Other specific comments attached</p>

#### RELEVANT LAW

*Local Government Act 2020*

**RELATED COUNCIL DECISIONS**

Council decisions around other key strategic documents will interact with this Draft Council Plan.

**OPTIONS**

Not applicable

**SUSTAINABILITY IMPLICATIONS**

The Draft Long-Term Community Vision and Council Plan 2021-2025 presents several strategies around sustainability initiatives and responds to the requirement that Local government is identified in the *Climate Change Act 2017* as a decision-maker that must consider climate change when preparing a municipal public health and wellbeing plan, which is incorporated into this document.

**COMMUNITY ENGAGEMENT**

Since the release of the draft Community Vision and Council Plan, Council has embarked on listening posts, a social media campaign, traditional print media and letters to key stakeholders to ask for feedback on the key documents.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

This Draft document being presented outlines several innovative strategies building on the community feedback as well as indicators to promote continuous improvement. This document will have an annual review and an annual plan which will be reported on quarterly.

**COLLABORATION**

In developing this draft document, Council has collaborated with a range of stakeholders and regional and state bodies to build into the strategies presented.

**FINANCIAL VIABILITY**

The Draft Budget underpins how the strategies in this document will be resourced, grouped under the same four strategic objectives.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable

**COUNCIL PLANS AND POLICIES**

This draft document sets out the next four year Council Plan. The previous Council Plan (2017-2021) has been taken into account to link through to this new document. The Integrated Buloke 2030 Plan has heavily influenced this Draft document also.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report recommends this draft document goes on public exhibition for 28 days to enable the public to make submission and provide feedback on the proposed strategies and direction.

**CONFLICTS OF INTEREST**

No officer involved in this report has a conflict of interest

**From:** [REDACTED]  
**Sent:** Sunday, 30 May 2021 10:31 AM  
**To:** Cr Carolyn Stewart <[crStewart@buloke.vic.gov.au](mailto:crStewart@buloke.vic.gov.au)>; Cr David Pollard <[crpollard@buloke.vic.gov.au](mailto:crpollard@buloke.vic.gov.au)>; Anthony Judd <[AJudd@buloke.vic.gov.au](mailto:AJudd@buloke.vic.gov.au)>  
**Subject:** Response to Buloke Shire Council - 2021 Long Term Community Vision and Council Plan

Crs Stewart and Pollard, and CEO Anthony Judd,

Thank you for the opportunity to comment to the Council's Long Term Community Vision and Council Plan of 2021.

Well done on the massive amount of work to gather and pull the different perspectives together, and into one format and such a smart looking document.

I think the principles expressed are an improvement on the previous edition, and auger well for a more community inclusive Council for its 2020 to 2024 term.

As I indicated to Carolyn and David at the Listening Post on Wednesday 19 May, I am putting in writing a lot of the comments I have on the document below.

I would be happy to expand on the matters I raise if you are needing any clarification.

### **Overall**

The overall thrust of the document of improved community engagement is better than the last iteration.

The initial community engagement for the development of the document was good. The meeting of community people in the Wycheproof Shire Hall on 2 March was heartening and well attended. It was interesting to observe the locals jumping in, as requested, without too much explanation, and fill in the post-it notes and talking to the headings as shown.

However one feels that a lot of the interpretation of the meaning of the notes and comments at that Wycheproof Shire Hall meeting may have been lost, misinterpreted or misconstrued as there has been no opportunity for the community people to read the outcomes and clarify what they meant, before it was bundled into the present document before Council.

I imagine the time constraints have meant the better level of community engagement has been missed.

One feels the officers have felt the need to interpret the various messages and present a complete package to Council.

Also overall, it is still not clear how the individual town and district community plans will be derived from the document, or would be used to try to help each community group to refine or develop its own plan.

### **Specific comments –**

**Page 4** – The recognition of the indigenous ownership of the land does not acknowledge their use of the land for resource materials (such as salt at L Tyrrell), the use of the land as trading routes, and the spiritual value of the land.

**Page 6** – the last paragraph on the left side refers to the Customer Service Charter as an outcome. This should not be the end of the Customer Service focus. The development/review of the Customer Service Strategy is admirable, ideally by public engagement, and there should be setting of

measurements and monitoring of performance. There should be set timelines for undertaking regular reviews and modifying the Charter and Strategy and the measurement results.

It is an area that the Council is let down by at times.

**Page 12** – Priority 1 – The built environment needs to be in response to stated community needs.

Priority 4 – between 'valued' and 'customer' insert 'responsive'.

**Page 19** – One of the challenges is for the Buloke Shire (this being the Council and Staff) in the preparedness to listen and actually hear what the whole community is saying (not just some of the community). The State and Federal Governments cannot and do not hear what is being said in the rural areas. We are seen as country hicks in the back blocks with no real need for engagement with. Examples are the rail lines lack of upgrades and the debacle of standardisation; the state of the C class roads

**Page 23** – the 'Accessing health and wellbeing services' line needs to have particular emphasis on the mental health of our people as a focus.

An extra line is suggested highlighting how the poor telecommunication in areas of the Shire does not help the wellbeing of all our locals and visitors.

**Page 27** – The long term aspiration needs to be 'responsive to the ongoing changing environment'.

In the heading 'Inclusive footpath and kerb planning' – Quality infrastructure and multi-use assets that are well maintained and used – add – 'and connected together, especially to high profile locations'.

**Page 28** – Additional 'No. 12 – Communicate regularly with the community to determine its perspective on priorities, appropriate levels of maintenance and forward planning'

**Page 29** - Item 1.3.4 - the reference should be to 'built' assets and not just 'building' assets, as this is more all-encompassing and comprehensive

Item 1.4.1 – add to the end – 'and to better advocate for the needs of the community'.

Item 1.4.4 – add at the end – 'and then implement in line with the findings'

**Page 30** - Under advocacy and lobbying include –

Other road, rail and transport authorities

Telecommunication authorities – Telstra and NBN Co.

**Page 32** - For topic 11 – Continue to lobby Government for improved, connected and viable transport services across and beyond the Buloke Shire.

In this section there should be a category for the monitoring of the ongoing delivery and performance of services for the Aged. This is particularly so since local government has moved out of the Aged Care service delivery, and thus has lost direct contact with that cohort of our society. An overall component in this category should be for establishing a monitoring and reporting of the success or otherwise of the new style Aged Care service

**Page 33** - Under advocacy and Lobbying include "Telecommunication improvements".

Topic 2.3.5 - A strategy needs to be inserted to authorise, empower and steer the ongoing monitoring and reporting in the Aged Care service delivery sector.

**Page 38** - Under Advocacy and Lobbying include-

Product Stewardship for all industries. (A glowing example is Drummuster)

Container deposit systems and support infrastructure

**Page 40** – Add "no. 10. Good connection to other levels of government and their agencies"

**Page 41** – topic 4.1.4 – the year should be 2025

Topic 4.2.4 – at the end add – 'and deliver to the required level and report annually'.

Again, I will be happy to explain what I mean about any of the above topics, and in general terms hope the agreed and adopted document helps the Council over its 2020 to 2024 term, and gives guidance to the next Council after that.

Kind Regards,  
Martin Duke

email -  
mobile



Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

## 8.2.2 DRAFT BUDGET SUBMISSIONS 2021/2022

**Author's Title:** Chief Executive Officer

**Department:** Office of the CEO

**File No:** FM/05/02

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

### PURPOSE

To receive submissions in respect of the Draft 2021/22 Annual Budget.

### SUMMARY

Council adopted the Draft 2020/21 Annual Budget at the Council Meeting held on 12 May 2021 and gave notice to the Buloke community in accordance with the Council's Community Engagement policy. Submissions will be received until 12 noon 9 June 2021. Persons making a submission are invited to attend the Council Meeting held on 9 June 2021 to present to their submissions.

### RECOMMENDATION

That Council receives submissions in respect of the Draft 2021/22 Annual Budget adopted for exhibition on 12 May 2021.

- Attachments:**
- 1 [Submission 1 - Mr Martin Duke](#)
  - 2 [Submission 2 - Buloke Youth Health Expo - Budget Application](#)
  - 3 [Submission 2 -Buloke Youth Health Expo - Report](#)
  - 4 [Submission 2 -Buloke Youth Health Expo - Media Reports 2018](#)
  - 5 [Submission 3 - Mallee Sports Assembly - Gentle Exercise Program](#)
  - 6 [Submission 4 - Buloke Neighbourhood House - Annual Funding](#)

### DISCUSSION

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

Sub. No.	Correspondent	Purpose of Submission to Draft Budget 2021/2022
1.	Mr Martin Duke	<ul style="list-style-type: none"> <li>• Budget development methodology</li> <li>• Continued critical review of built assets in consultation with community to identify and remove built infrastructure from asset management register where surplus to needs</li> <li>• Specific comments re major initiatives (procurement kerbside waste bins, recognition and allocation aged care service model, analyse and enhance improved customer service / community engagement focus)</li> </ul>
2.	Youth Health Expo Working Party	Funding for current and future Youth Health Expo events
3.	Charlton Gentle Exercise Group/Mallee Sports Assembly	Installation disability ramp and railing at shallow end of Charlton Pool

Sub. No.	Correspondent	Purpose of Submission to Draft Budget 2021/2022
4.	Buloke Neighbourhood House Cluster	Seeking an annual funding allocation of \$5,000 to each House in the Council's Annual Budget to support us in meeting the needs of our communities.

Council will consider submissions prior to adopting the 2021-22 Annual Budget at the Council Meeting to be held on 16 June 2021.

#### **RELEVANT LAW**

In receiving and considering submissions, Council is lawfully compliant with section 96 of the *Local Government Act 2020*.

#### **RELATED COUNCIL DECISIONS**

Council adopted the Draft 2020/21 Annual Budget at the Council Meeting held on 12 May 2021 and commenced community engagement activities.

#### **OPTIONS**

Council will consider submissions and determine whether to allocate resources in response to submissions prior to considering the 2021-22 Annual Budget at the Council Meeting to be held on 16 July 2021.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable

#### **COMMUNITY ENGAGEMENT**

Key budget initiatives and information on services provided by Council were highlighted on Council's social media platforms, providing Council the opportunity to receive direct comments from the community and individual residents on specific matters of interest.

A copy of the Draft 2021/22 Annual Budget was provided to all primary community forums inviting feedback and submissions. Councillors attended listening posts throughout the Shire in May 2021 as part of its community engagement process.

Council advertised the Draft 2021/22 Annual Budget in local papers and made it available for inspection on Council's website.

Those who have made a written submission were invited to make a verbal submission to the Council Meeting on 9 June 2021.

One submission has identified opportunities to improve future community engagement and involvement in development of the Annual Budget.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

#### **COLLABORATION**

Not applicable.

#### **FINANCIAL VIABILITY**

One submission has highlighted the need for a strategic review and rationalisation of built infrastructure as a measure to ensure Council's long-term financial sustainability.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Council's community engagement has been undertaken in accordance with the Council's Community Engagement policy.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report allows submitters to make a public statement to Council and contribute to the shaping of the budget.

**CONFLICTS OF INTEREST**

I, Hannah Yu, have no conflicts of interest to declare in relation to this report.

RECEIVED BY EMAIL SUNDAY 30 May 2021.

Crs Stewart, Pollard, CEO Anthony Judd, and director Hannah Yu,

Thank you for the opportunity to comment to the draft 2021/22 Annual Budget.

As mentioned at the Wycheproof Listening Post of Wednesday 19 May, to Crs Stewart, Pollard and director Hannah Yu, I am putting some of my observations in a written format.

I have no interest in presenting to a Council meeting on these matters this year, but thank all for inviting and allowing the opportunity to do so.

#### **Other jurisdictions**

Council budget preparation is an interesting process to observe and especially in the context of some municipalities (particularly in other states) allowing the Community to develop in some places the entire budget, and in others a set amount of the budget – such as by a set bulk allocation for sports and recreation that is split up by a community driven and decided method.

But perhaps our community and Council are not quite ready for such methodology.

#### **Comments - overall**

The overall thrust I hope in the Asset Management area is for continuing critical asset management reviews of all built assets. Specifically to ascertain (by community engagement) all the built assets and infrastructure that is surplus to needs. That such identified assets are divested, disposed of or demolished, so the weight and commitment financially for such assets is removed from the annual and long term budgets.

#### **Specific comments**

Page 8 – Major initiative no. 1 - I am not sure if it is a typo, but the procurement of new kerbside waste and recycling bins seems to be unnecessary expense and action. Some other municipalities only budget for replacement of failed and failing wheelie bins. Some bins have had lives of 25 plus years.

Page 7 – Major initiatives - There needs to be a recognition and allocation for the monitoring system of the new Aged Care service model.

Page 11 – Major initiatives – Analyse and enhance and embed an improved customer service and community engagement focus and philosophy for all Council services.

I would be happy to have individual conversations to obtain or provide clarification on any of the above.

I hope the budget process goes smoothly and results in a readily accepted rate debts by the ratepayers, and good delivery of all planned services.

Regards,  
Martin Duke

email -   
mobile 

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

*Buloke Youth Health Expo*

28 May 2021

Mayor and Councillors  
Buloke Shire Council  
Via email

*Buloke Youth Health Expo Working Party  
C/- Jacinta Miller  
Wycheproof P-12 College  
McKenzie Crescent  
Wycheproof VIC 3527  
E: Jacinta.miller@education.vic.gov.au*

Dear Cr Warren, Cr Vis and Councillors

**RE: Submission to budget – Youth Health event**

I am writing today, on behalf of the small working party that organises the Buloke Youth Health Expo, to request that Buloke Shire Council consider including funding for that event in the current and future budgets.

The Buloke Youth Health Expo is a health promotion event that is youth specific. It brings together Year 9 and 10 students from each of the five secondary schools in the Buloke Shire to discuss and learn about issues related to their health and wellbeing and what services are available. An aim is to positively promote healthy and safe lifestyle practices. Outcomes include reduced isolation and the positive social experience enjoyed by the students, as well as increased awareness of community services and agencies available for students to access.

The Buloke Youth Health Expo is now entering its 20<sup>th</sup> year with the 10th biennial event to be held in 2022. The project began as a council led project but is now led by the Secondary School Nurses at Tyrrell College, Sea Lake and Wycheproof P-12 College. Since council gave over the lead for the project, funding for the event has not been secure. For some time, the working party has been required to apply for funding for each event and this funding is limited to \$2000 per event.

The project pays for venue hire, bus travel for students to and from Birchip, morning tea and lunch for all attendees. A large part of the budget goes towards engaging expert speakers as there are few presenters available from what we would regard as 'local' services who are funded to provide outreach into the shire.

As the Buloke Youth Health Expo is the only health promotion event for youth in the Shire, it is requested that the Buloke Shire Council allocate in the current and recurrent budgets an amount to ensure the sustainability of the event.

Last week we held the 9<sup>th</sup> Buloke Youth Health Expo (it has been postponed due to COVID lockdown in 2020) bringing together over 70 students studying Year 10 from across the shire. While all receipts are not in yet, the cost of 4 presenters alone was \$4500 and this was achieved through some tough negotiation as most quotations received early in the planning stage ranged for \$2000 to \$3000 per presenter. During planning the estimated cost of hosting the event was pared down to \$7000. To cover this other funding was achieved through a one-off Australian Department of Health Grant and Wycheproof-Sea Lake LDAT funding which is not ongoing. The current uncertainty of funding application/approval processes makes advance planning for the event difficult. The grant application process often gives only a relatively short lead time from approval to the event. In order to bring high quality expert speakers to the region 12 months' notice or a long lead time in booking is required. Without a guarantee of funds providing a booking deposit or confirming speakers 12 months in advance is an added difficulty. Guaranteed funding allocation from Buloke Shire Council would also

*Buloke Youth Health Expo*

allow more notice for other Buloke community groups and agencies to avail themselves of these experts while they are in the shire.

An example of such a collaboration with the wider community was engaging Dale Skinner, Black Dog Institute, who was the mental health speaker at this year's Buloke Youth Health Expo. He also spoke at several community events at towns in Buloke and this occurred through our liaison with the Buloke Neighbourhood House Network. We had a unique opportunity to engage Mr Skinner and by happy circumstance Black Dog Institute had received funding to support rural communities which our project was able to link into for very low cost.

As you can see by the attached report, this event is of great value to young people throughout the Buloke Shire. I hope that Council is able to accommodate our request now and into the future.

Thank you for your consideration

Sincerely

Jacinta Miller  
Secondary School Nurse  
Wycheproof P-12 College



Wednesday  
30 May  
2018

Report

Our 2018 theme is **RESPECT** based on the strengths  
of **TOLERANCE** and **UNDERSTANDING**.





The 2018 theme for the Buloke Youth Health Expo was *Respect* based on the strengths of *Tolerance* and *Understanding* and these were the names of the two groups that students were allocated to. The structure of the expo was conference style with concurrent sessions. This was in response to feedback from the 2016 expo when students commented they would have like to have heard all the presenters and not just the workshops they were allocated to. All students attending the 2018 expo heard each of the four presentations (Appendix 1). The expos were instigated by the Secondary School Nurse program with Wellbeing staff, in 2001 and this year we celebrated the eighth Buloke Youth Expo

The expo is a biennial event open to all Year 9 & 10 students at the five secondary schools in Buloke Shire: Charlton Secondary College, Birchip P-12 School, Charlton College, Donald High School, Tyrell College Sea Lake and Wycheproof P-12 College with invitations extended to the local FLO program. This year 130 students attended the expo accompanied by teachers from each school.

The aims of the Buloke Youth Health Expo are to:

- Increase knowledge about health and wellbeing
- Increase knowledge and promote opportunities for young people to make healthy lifestyle choices
- Promote engagement by connecting young people with local services

## Theme

The following explanation of the theme was promoted to all students:

- *'TOLERANCE is not passive. It demands an active choice to reach out on the basis of mutual understanding and respect, especially where disagreement exists. Tolerance means recognising that our diversity is a strength — a wellspring of creativity and renewal for all societies. Tolerance can, and must, be learned... We need to nurture tolerance by promoting cultural understanding and respect — from parliaments to the playground. We need to tackle growing inequality and reject social exclusion based on gender, disabilities, sexual orientation, and ethnic or religious background. Tolerance is the strongest foundation for peace and reconciliation.'* former UN Secretary-General Ban Ki-moon
- *UNDERSTANDING is based within the strength domains of Wisdom, Humanity and Justice. Within the concept of understanding is kindness, the ability to be aware of the needs of others, to be selfless and empathise with those around you. Kindness represents a fundamental aspect of being and thriving in a social world. As Mark Twain wrote; 'Kindness is the language which the deaf can hear and the blind can see.'*





## Speakers & information

### Minus18

Minus18 is a peer led support group for LGBTI youth—youth empowering youth. All Minus18 activities put youth voices at the forefront. Through the fostering of social inclusion, Minus18 tackles bullying and discrimination by creating spaces where LGBTI youth belong. Since 1998, Minus18 has supported LGBTI youth and 87% of young people who attend Minus18 events or engage on line, report a positive improvement in their feelings of self and identity.



Mill O'Sullivan

Mill O'Sullivan, is head of Workshops and Content Development at Minus18 and speaks at corporations and schools on the topic of sexuality and gender. Mill's key focus is to call on everyone in the broader community to become powerful and sustainable allies to the LGBTI community. Mill's personal journey through secondary school was the basis of this presentation.

### Chalk Circle



Elly Twomey

Chalk Circle, a not-for-profit organisation, has the aim to create conversations around gender equality to empower the next generation. Founded in 2014, presenters engage the community with credible, relatable, and empowering information regarding gender literacy. We encourage young people to see the effects of rigid gender roles and stereotypes and think about how we can break these down.

Presenters Elly Twomey and Bridget Fejes spoke about gender and its impact on our lives; with a particular focus on body image.

### Red Frogs

Red Frogs is a support program for young people 15 to 25 years old. Red Frog volunteers provide a positive peer presence in alcohol-fuelled environments where young people gather. Red Frogs offers workshops to educate young people on safe partying behaviours, and promote and provide activities that are not centred on alcohol. Dave Doolan is a youth communicator and currently heads up 'Red Frogs' in Bendigo where he leads teams working with La Trobe University helping keep students safe in party environments, and leads Collective Society, a youth group based at Connect Church, Bendigo



Dave Doolan

He spoke about the Red Frogs' Party Safe Program which addresses many of the situations young people may confront in various party environments. The presentation aimed to equip, empower and encourage young people to make positive choices and be a voice of change within their culture.

### headspace

*headspace* is the National Youth Mental Health Foundation providing early intervention mental health services for young people aged 12 to 25 years, along with assistance in promoting young peoples' wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services. *headspace* Swan Hill provides a comprehensive youth health service including: doctor, dietitian, occupational therapy and mental health services including: psychologist, counselling and health promotion.



Kat Hindle and Ben Keath

Kat Hindle with colleague Ben Keath spoke on the topic; 'Tips for a healthy headspace' exploring daily life stressors and how to cope with them and presented an interactive workshop type session with several activities.





## Collective Society Youth Group

Jake Blabey, Chaplain at Charlton College, and youth group Collective Society members coordinated and provided lunchtime activities including an inflatable obstacle course and 'zorb' balls on the oval. Collective Society is the youth group of Connect Church, Bendigo.

## Information bags

To provide quality, valid information supporting the aims of this major health promotion event for young people, many organisations provided materials for information bags that included brochures on mental health, information cards, booklets, brochures and promotional items from the Australian Drug Foundation, The National Cannabis Prevention and Information Centre (NCPIC), Youth Law Centre, beyondblue, YoDDA, Ego Pharmaceuticals, Andrew Broad Member for Mallee, Australian Department of Health, 1800RESPECT, Safe Schools program, the Brain Foundation, Continece Foundation of Australia (Vic Branch).

## Evaluations

Of the 130 students attending 98 students completed evaluations. And of the 10 staff attending nine staff completed forms.

1. *Were the aims of the Buloke Youth Health Expo achieved?* 93 responded Yes; three responded in the negative and two provided no response. Of the eight staff who completed evaluations all agreed that the aims were met

### Sessions

2. *Which presentation did you enjoy the most?* Red frogs were nominated by 70 participants, Minus 18 nominated by 16 students, seven nominated headspace and five responded all presentations equally good. Of the eight staff who completed evaluations, seven nominated Minus18, one listed Red Frogs and one commented that all four sessions were equally interesting

*Why?* The top three reasons for the RedFrogs nomination was the relevance, interest and that red frog lollies were handed out. The top three reasons for nominating Minus18 was that the presenter's story was engaging and the session was interesting and fun. Those who nominated headspace stated that they felt more involved in that session, they learned more about mental health services available, it was relatable and helpful.

From the staff feedback most indicated that the Minus18 presentation was authentic and from personal anecdotes provided a great message, one staff member said they were not aware of Red Frogs and enjoyed learning about that organisation.

3. *Which presentation did you enjoy the least?* All sessions were enjoyed by 30 respondents; 57 student respondents indicated Chalk Circle; 8 students indicated that they least enjoyed the headspace presentation; 2 nominated the Red Frogs presentation and one nominated the Minus18 session. Of the staff who attended 4 commented that all sessions were equally informative, 4 indicated Chalk Circle and one indicated headspace

*Why?* The top reasons for the negative feedback for the Chalk Circle session from both students and staff was the presentation style that included overuse of videos, little interactivity and did not have enough body image content. The top reasons for the negative feedback from both students and teachers for the headspace session was that students stated they had heard this presentation before and technical issues. Technical issues and the session being rushed also accounted for the negative feedback on Red Frogs.

4. *What is one piece of information you learned from attending the event?* Of the 98 responses: 27 respondents stated safe partying from the Red Frogs session with most responses indicating that they did not know about this organisation; 20 repeated information from the Minus18 session with most responses indicating new knowledge





about the difference between the terms sex and gender and the messages 'to be yourself' and not judge people; 20 responses repeated information from the Chalk Circle session for example 'there are more CEOs call John than there are women CEOs'; and 10 respondents reported how to deal with stress and self-care from the headspace session; and 17 did not write an response to the question.

From the staff feedback, two staff stated they had learned that students were open minded and receptive to the information from all the presentations; three indicated the definitions regarding gender from the Minus18 session and two commented on learning about the existence of the Red Frogs organisation and facts from that presentation; two repeated facts from the Chalk Circle session.

5. *What was the most interesting fact you learned today?* Of the 98 respondents 30 repeated facts from the Chalk Circle presentation including: '...there are more CEOs call John than there are women CEOs', gender pay gap figures, male prison population and the death by shark attack facts; 25 repeated back facts from the Red Frogs session; 15 repeated facts from the Minus18 presentation, three students repeated tips and goals to reduce stress; and 22 did not answer the questions. Of the staff responses three repeated facts from the Red Frogs presentation, three from the Minus18 presentation and three from the Chalk Circle presentation.

It was interesting to note that while a majority of students attending did not rate the Chalk Circle presentation highly the facts and information learned from that session were the ones the students thought the most interesting. The response to Red Frogs was also of interest and shows that these events for young people are a positive way to promote organisations and their messages.

A confounder to the feedback is that the presentations that had prizes for participation, particularly Red Frog lollies, headspace lollipops and Minus18 skittles lollies to hand out received the most favourable responses in the evaluations.

#### ***Venue, catering and overall program***

Overall the day was rated 8/10 by participants. A majority of staff and students rating the venue, food and overall day very positively. However, some students commented the 45 minute sessions were too long, and noise from some sessions impacted on other sessions.

From an organisational perspective the day went very smoothly with student labels delivered to schools prior to the event and reduction in the amount of rooms and set up required. The presenters were all booked and confirmed between 12 and 8 weeks in advance. The strategies to minimise waste and single use plastic worked well.

There are some considerations for future events regarding noise in the venue making it difficult to hold concurrent sessions in the current venue configuration, technology available including having internet available and having Mac compatible equipment.

## **Funding**

So that the event can be offered at no cost to all students, and so that there is no financial impost to schools, a great deal of effort goes into fundraising and sourcing in-kind support. Grants were sourced from funding programs including the ANZ Bank's FRRR Seeds of Renewal Grant program, Buloke Council Grant Program and Wycheproof P-12 College Rights, Resilience & Respectful Relationships Lead School Program Funding. The grants were added to by local fundraising and went to fund: speakers and activities, bus travel, catering, venue hire, printing and equipment.

Schools provided in kind support for teachers to attend with students.





Catering was sourced locally from Birchip P-12 School VET hospitality students. The students under the guidance of Ms Kristy Knights provided a buffet-style sandwich and wrap self-service where students were able to make up their own sandwiches and wraps from a selection of fresh ingredients. This meant that the event reduced the amount of plastic wrap needed and that all tastes and dietary preferences were more easily catered for. The student catering team did make up special meals for those students with special diet needs and allergies. Fruit was donated by the Wycheproof and Birchip Foodworks providing a box each of in-season mandarins and apples. At the end of the day there was only a handful of fruit pieces left and food scraps were collected for local composting.

To reduce the amount of plastic used during the event reusable water bottles were sourced and donated by GWMWater. Of interest there were many students who had already brought their own reusable water bottle.

INCOME	\$	EXPENSES	\$
FRRR Grant	1600	Student bus travel	1029.32
		venue hire	136.36
		travel event set up (\$360)	485.80
		Printing labels and program (\$125.80)	
• Buloke Shire	2000	Catering, activities, equipment, presenter accommodation/meals	1569.31
• Wycheproof P-12 College DEET/RRRR funding	2280	Presenters fees	2280.00
• Local fundraising	2000		
<b>TOTAL CASH INCOME</b>	<b>7880</b>	<b>TOTAL EXPENDITURE</b>	<b>5500.79</b>
<b>IN KIND estimate</b>			
Staff: CRT teachers, support staff, SSN	4320	Staff: CRT teachers, support staff, SSN	4320
Miscellaneous health promotion material	8400	Miscellaneous health promotion material	8400
Ego pharmaceuticals sun screen and lip balm products and samples	1500	Ego pharmaceuticals sun screen and lip balm	1500
GWMWater	700	GWMWater	700
Catering IGA – Fruit	80		80
<b>Total IN KIND</b>	<b>14920</b>	<b>Total IN KIND</b>	<b>0</b>
Total project	<b>22,800</b>	<b>CASH BALANCE REMAINING</b>	2379.21





*The day in pics*



1. Mill O’Sullivan explains the biology and the brain when it comes to gender identity. 2. Dave Doolan gave out red frog lollies as he explained the origins of the Red Frog organisation and its mission to keep young people party safe. 3. Kat Hindle and Ben Keath show students how to juggle stress. 4. Elly Twomey of Chalk Circle. 5 Steady as you go, Breydan tests his skills with giant Jenga. 6. Trying to keep on your feet during inflatable boxing is nigh impossible. 7. Bubble soccer or zorb balls were the most popular lunchtime entertainment. 8. Each student received a bag full of health information and product samples and a trio from Birchip P-12 students was pleased to see lip balm and sunscreen samples from Ego.



# Birchip to Host Buloke Youth Expo

(By Jacinta Miller)

All ready for the eighth Buloke Youth Health Expo, Wednesday, May 30, at Birchip.

On Wednesday, May 30, 140 Years 9 and 10 students from the five secondary schools in Buloke Shire will gather in Birchip for the Buloke Youth Health Expo.

The theme for the 2018 expo is "Respect", and reflects the commitment of local schools to the philosophy of the Rights Resilience and Respectful Relationships program, acceptance of diversity among the student body and respect for the environment.

Every two years, students come together for the event organised by the Wellbeing staff at the schools and co-ordinated by the Secondary School Nurses at Wycheproof and Sea Lake.

Included in the project is travel for students, lunch, refreshments and access to expert speakers.

This year's expo is funded via grants provided by FRRR ANZ Seeds of Renewal program, Buloke Shire Council, and Wycheproof P-12 College through the Rights Resilience and Respectful Relationships program.

Other local support includes fantastic donations from organisations such as GWM Water, providing reusable water bottles for the day to minimise the use of plastics, and local businesses including the Wycheproof-Birchip IGA, a long-time supporter of the event, providing fruit for the students.

Each student will receive a satchel with information and gifts thanks to wonderful support from: beyondblue, headspace, Legal Aid Victoria, Ego brand, Andrew Broad Member for Mallee, the Brain Foundation, Commonwealth Department of Health, 1800 RE-SPECT and other peak bodies.

A new format this year has enabled organisers to bring four excellent speakers to the event. The program features quality guest speakers and presenters from Minus 18, talking about gender diversity, Chalk Circle, talking about body image; Dave Doolan of Red Frogs, talking about drug and alcohol safety; and Kathryn Hindle and Ben Keath of headspace, Swan Hill, who will talk about managing stress in daily life.

## Mill O'Sullivan Minus 18

Mill is a non-binary activist who heads Workshops and Content Development at Minus 18. Though only age 25, Mill has provided some of the country's largest institutions with workshops and professional development events on the topic of sexuality and gender. Mill's key focus is to call on everyone in the broader community to become powerful and sustainable allies to the LGBTI community.

Mill is relentless in the quest to empower and celebrate LGBTI youth. Mill's presentation is on the theme of the ethos of Minus 18: "That through understanding positive relationships, championing self-expression and exploring the barriers that LGBTIQ people face, we then equip your young people with the tools they need to challenge discrimination and create inclusive and awesome spaces for everyone."

## Chalk Circle

Founded in 2014, Chalk Circle is a not-for-profit organisation that creates conversations around gender equality to empower the next generation. Presenters engage the community with credible, relatable, and empowering information regarding gender literacy. We encourage young people to see the effects of rigid gender roles and stereotypes, and think about how we can break these down.

Chalk Circle presenters are Sarah Russell who, when not presenting with Chalk Circle, looks after a sustainable clothing company and aims to offset the impact on the environment through recycling quality clothing and helping the community contribute to a more sustainable clothing culture.

Sarah's experiences of gender stereotyping, discrimination and oppression, both personally and professionally, led her to join Chalk Circle. She believes the ability to empower young people with the means to create conversations around gender and to break down these barriers so they can experience a society free from these struggles is really exciting!

Elly Twomey is studying for a Bachelor of Arts at the University of Melbourne, majoring in Gender Studies and Criminology. She joined Chalk Circle in 2015 because of her passion for gender issues, and belief in the power of education to create a better world.

Sarah and Elly will speak about gender and its impact on our lives; with a particular focus on body image.

## Red Frogs

Dave Doolan of Red Frogs knows the good the bad and the ugly of teenage risk taking especially around risky alcohol use and partying. Dave is a youth communicator and currently heads up Red Frogs in Bendigo where he leads teams working in La Trobe University helping keep students safe in

party environments. On top of this he leads Collective Society, a local youth group having great impact throughout Bendigo. Dave's communication style is passionate, funny and packed with story-telling.

Red Frogs is a support program for young people aged 15 to 25 years, and Red Frog volunteers provide a positive peer presence in alcohol-fuelled environments where young people gather, educate young people on safe partying behaviours, and promote and provide activities that are not centred on alcohol.

The group started in 1997 after Andy Gourley and some skateboarding mates hit Schoolies Week on the Gold Coast and realised the need for a designated sober person at the massive drinking parties. He started to provide support to the manager of one hotel and used red frog lollies as an icebreaker.

In the first year Andy and his mates handed out 80kg of red frogs and they soon became known as the Red Frog Crew. Today,

Red Frog volunteers support school leavers, university students, party and festival goers, event managers, sporting groups, and musicians in Australia, New Zealand, United Kingdom, Canada, South Africa and Poland. And they now give out more than 16 tonnes of the popular red frog sweet each year.

In his presentation Dave will provide information and strategies for young people to respect themselves, their community and to minimise drug and alcohol risks and harms.

## headspace

Kat Hindle is a Youth Worker at headspace Swan Hill and qualified Personal Trainer. She is passionate about supporting young people to achieve their potential through physical and mental wellbeing. headspace Swan Hill offers health advice; support and information for young people aged 12 - 25, their family and friends. Services are free and confidential. Kat will co-present with colleague Ben Keath a mental health counsellor with headspace Swan Hill, who is passionate about supporting young people who are experiencing mental health issues. Their topic is "Tips for a healthy



• Speaking about respecting gender diversity, Mill O'Sullivan from Minus 18.



• Dave Doolan, Red Frogs

headspace" exploring daily life stressors and how to cope with them.

## Collective Society Youth Group

Jake Blabey, chaplain at Charlton College, and youth group Collective Society members will run lunchtime activities including an inflatable obstacle course on the oval

# Looking forward to staying independent for longer?

## Start talking about it now.

Australian Government

Australians are living longer. And that means there's a lot more life to enjoy.

Whatever you're looking forward to, such as finding new ways to keep healthy, active and connected - the government has programs to assist. There are also 20,000 extra high level home care packages to help you stay at home and independent for longer.

There are lots of ways to live the life you want.

Visit [longliveyou.gov.au](http://longliveyou.gov.au)

long live you

[longliveyou.gov.au](http://longliveyou.gov.au)

Authorised by the Australian Government, Canberra.

# “Respect” the Theme at Youth Health Expo

(From Jacinta Miller, Wycheproof P-12 College)

Teams of Year 9 and 10 students, under the banners of Tolerance and Understanding, heard good health and wellbeing messages from some inspirational speakers at the 8th. biennial Buloke Youth Health Expo last Wednesday.

The theme for the day was “Respect”, which reflected and consolidated on the work being done at schools currently in the areas of the Rights, Resilience and Respectful Relationships Program, including: SafeSchools, and



waste reduction and environmental awareness initiatives at the schools.

A total 130 students from the five secondary schools in Buloke Shire attended the day at the Birchip Recreation Centre.

Early student feedback from evaluation forms has rated the most informative sessions as being: Dave Doolan, of Red Frogs, who spoke about minimising risk and reducing harm around drugs and alcohol and unsafe partying; and Mill O’Sullivan, of Minus18, whose story about seeking identity and current work in supporting LGBTI youth was deemed by students as very authentic and relatable.



• Mill O’Sullivan of Minus18 helped to explain the differences between our bodies, hearts and minds with the ultimate message; “No matter how minimal it seems, celebrating self-expression and identity saves lives”.



• Kat Hinde and Ben Keath of headspace encourage Lachlan Wright and Rylee McGarry of Tyrrell College to keep juggling the balloons representing the different stresses students have to manage day to day.



• Dave Doolan doled out the Red Frogs with great tips on keeping safe and minimising alcohol and drug harms.



• Inflatable soccer was a popular lunchtime activity courtesy of the volunteers from Collective Society Youth Group.

The facts cited by Chalk Circle presenter Elly Twomey, were rated at the top of the most interesting facts learned on the day, for example “... there are more CEOs in Australia named John than there are women CEOs; and the crowd participation in the headspace sessions was inspirational.

The Buloke Youth Health Expo is organised by the Secondary School nurses at Wycheproof P-12 College and Tyrrell College, Sea Lake, and supported by the principals and wellbeing teams at each of the five secondary schools. This year’s expo was structured on a conference style with concurrent sessions, and all students heard each of

the four presentations. This format follows the feedback received after the 2016 expo.

The success of the event is due to many individuals and organisations including: Jake Blabey, Chaplain at Charlton P-12 College and volunteers from Connect Church, Bendigo; Collective Society Youth Group which provided the lunchtime activities including giant Jenga, inflatable soccer and boxing ring; Barry McKenzie, Children & Youth Services at Buloke Shire for support and advice; Harrison and the team at Wycheproof & Birchip IGA providing fruit; and GWMWater providing reusable water bottles. A sumptuous and delicious lunch was provided by the Birchip P-12 catering students

under the guidance of Ms Kristy Knights.

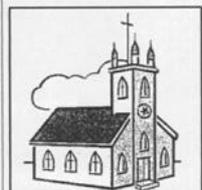
Show-bag sponsors were Legal Aid Victoria, Ego Pharmaceuticals, Australian Department of Health, 1800 RESPECT, SafeSchools, Youth Drug & Alcohol Advice service (YODAA), Contenance Victoria, and headspace.

Major funding for the day was received from Buloke Shire Council, FRRR ANZ Seeds of Renewal program, and Wycheproof P-12 College a lead school in the Rights Resilience and Respectful Relationships Program.

The organising group was very grateful to be able to access these funds as without this financial support the event could not go ahead.



• Birchip P-12 students Katie Bennett, Ruby Cook and Rosie Hogan were happy with the satchels jammed full of health information and items including lip balm and sunscreen.



**CHURCHES**  
**ANGLICAN**  
 Enquiries: Rev'd Judi Bird  
 0435 593 395  
 Sunday  
 Charlton, 9 a.m. (M.P.).  
 Donald, 11 a.m. (M.P.)

**Donnellon's Bulk Haulage**  
 Pty Ltd  
**BUYING ALL GRAINS**  
 BULK CARRIERS of . . .  
 • Gypsum • Fertilizer  
 • Gravel • Woodchips  
 • Road Base Materials  
**Public Weighbridge 3008**  
 Phone Bill  
 5492 2333 or 0428 136 483



# Chalk Circle it up to Red Frogs and a Good Headspace for all Minus18s at Buloke Youth Health Expo 2018



• Dave Doolan doled out the Red Frogs at the Buloke Youth Health Expo, with great tips on keeping safe and minimising alcohol and drug harms.



• Inflatable soccer was a popular lunchtime activity courtesy of the volunteers from Collective Society Youth Group.

Teams of Year 9 and 10 students, under the banners of Tolerance and Understanding, heard good health and wellbeing messages from some inspirational speakers at the eighth biennial Buloke Youth Health Expo recently.

The theme for the day was Respect which reflected and consolidated on the work being done at schools currently in the areas of the Rights Resilience and Respectful Relationships program, including: SafeSchools, and waste reduction and environmental awareness initiatives at the schools.

A total 130 students from the five secondary schools in Buloke Shire attended the day at the Birchip Recreation Centre. Early student feedback from evaluation forms has rated the most informative sessions as being: Dave Doolan, of Red Frogs, who spoke about minimising risk and reducing harms around drugs and alcohol and unsafe partying; and Mill O'Sullivan, of Minus18, whose story about seeking identity and current work in supporting LGBTI youth was deemed by students as very authentic and relatable.

The facts cited by Chalk Circle presenter Elly Twomey were rated at the top of the most interesting facts learned on the day, for example '... there are more CEOs in Australia named John than there are women CEOs'; and the crowd participation in the Headspace sessions was inspirational.

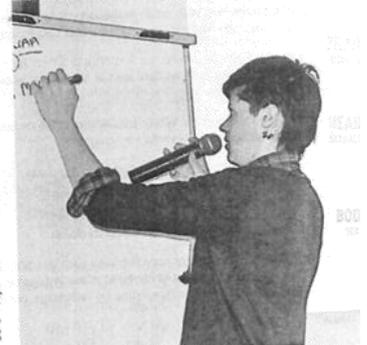
The Buloke Youth Health Expo is organised by the secondary school nurses at Wycheproof P-12 College and Tyrrell College, Sea Lake, and supported by the principals and wellbeing teams at each of the five secondary schools. This year's expo was structured on a conference style with concurrent sessions and all students heard each of the four presentations. This format follows the feedback received after the 2016 expo.

The success of the event is due to many individuals and organisations including: Jake Blabey, Chaplain at Charlton P-12 College and volunteers from Connect Church, Bendigo, Collective Society Youth Group who provided the lunchtime activities including giant Jenga, inflat-

ring, Barry McKenzie, Children and Youth Services at Buloke Shire for support and advice; Harrison and the team at Wycheproof and Birchip IGA providing fruit; and GWMWater providing reusable water bottles. A sumptuous and delicious lunch was provided by the Birchip P-12 catering students under the guidance of Ms Kristy Knights.

Showbag sponsors were: Legal Aid Victoria, Ego Pharmaceuticals, Australian Department of Health, 1800 RESPECT, SafeSchools, Youth Drug and Alcohol Advice service (YODAA), Contingence Victoria and Headspace.

Major funding for the day was received from Buloke Shire Council, FRRR ANZ Seeds of Renewal program and Wycheproof P-12 College a lead school in the



• Mill O'Sullivan of Minus18 helped to explain the differences between our bodies, hearts and mind with the ultimate message: 'No matter how minimal seems, celebrating self-expression and identity save lives.'

Rights Resilience and Respectful Relationships program. The organising group was very grateful to be able to access the funds as without this financial support the event could not go ahead.

## Wycheproof Ladies Golf

Six ladies played in perfect weather on Wednesday, June 6, with the course greening up for the President's trophy.

President Therese welcomed players to the day.

Vicki Orchard won the prestigious trophy with a score of 97-28-69 nett. Runner-up was Eily Grant with 104-30-74. Least putts - Vicki Orchard 24. Vicki also qualified for the silver spoon.

Competition winners were Jill and Eily Grant.

### Did You Know?

Our pennant team was



• President Therese McLennan congratulating winner Vicki Orchard.

beaten by half a game for the coveted trophy. Congratulations St. Arnaud

on your win. A great night of fellowship and a delightful meal was enjoyed by pennant players and supporters after the pennant defeat at the Royal Mail Hotel.

It was great to see Vicki back on the winner's list. She took home three trophies on President's day.

Get your partner organised for the annual Pot of Gold day.



• Kat Hindle and Ben Keath of Headspace encourage Lachlan Wright Rylee McGarry of Tyrrell College to keep juggling the balloons representing different stresses students have to manage day to day.



• Birchip P-12 students Katie Bennett, Ruby Cook and Rosie Hogan happy with the satchels jammed full of health information and items including...

**THEATRE CHARLTON**  
**REX**  
 20-24 High St. Charlton Vic. Telephone: 0423 622 731  
 E: boxoffice@theatre.org.au www.theatre.org.au

**CROOKED HOUSE**  
 115 mins  
 SAT 16 June - 8pm  
 SUN 17 June - 2pm  
 TUES 19 June - 8pm



Mallee Sports Assembly Inc. A0016748B

**MILDURA**  
101-101A Ninth Street  
Mildura VIC 3500  
PO Box 2316  
Mildura VIC 3502

**Telephone**  
(03) 5021 3464

**Mobile**  
0428 213 509

**Email**  
info@malleesportsassembly.org.au  
31<sup>st</sup> May 2021

**SWAN HILL**  
PO Box 1419  
Swan Hill VIC 3585

**Mobile**  
0429 332 008

**Email**  
swanhill@malleesportsassembly.org.au

**WYCHEPROOF**  
280 Broadway  
Wycheproof VIC 3527  
PO Box 50  
Wycheproof VIC 3527

**Mobile**  
0427 780 109

**Email**  
wycheproof@malleesportsassembly.org.au

CIL  
GENERAL MAIL REGISTRY  
FILE NO CP...108149  
RECEIVED 02 JUN 2021  
DOCUMENT NO  
DIRECTED TO 21-003041  
REFERRED TO

Executive Officer, Mr Anthony Judd  
Buloke Shire Council  
PO Box 1  
Wycheproof Vic 3527

**Dear Anthony,**  
**Re: Letter of Support for Installation of Disability Ramp and Rails for Charlton Swimming Pool**

On behalf of the Mallee Sports Assembly-Wycheproof I wish to write in support for the Charlton Gentle Exercise Group seeking the installation of a disability ramp and the required railing at the shallow end of the Charlton Swimming Pool.

We, the Mallee Sports Assembly, has just completed the "Beyond The Front Step" program (under the Loddon Mallee "Move it" funding) targeting 65+ years old residents in the Buloke Shire to become more physically active, a project that the Buloke Shire Council gave great and valuable support-very much appreciated. A six week water aerobics program that was conducted at the Charlton Swimming Pool (completed 24<sup>th</sup> Feb 2021) was one of the activities of our project. Eighteen people attended this program which was excellent. Most of the participants were 65+ years or older. The program was a great success (facilitator Kasey King) but if the pool was fully accessible (for entry and exist) this would encourage extra people to join in and become more physically active.

Kasey included a mix of aqua fitness exercises which were backed up by very motivating and inspirational music. The sessions suit all ages, especially older adults as it is low impact, great for muscle strength, improves balance and improves overall health and fitness. The sessions were also very socially interactive which is also important for one's mental health.

The Buloke Shire is an "ageing" Shire and it is important to have facilities and opportunities in place to enhance the health and well-being of our residents within. The Buloke Shire has great sporting facilities within, especially our swimming pools which are open to all our residents for free of cost (how lucky are we). By installing a new disabled ramp and railing at the Charlton Swimming Pool will increase the usage of this wonderful facility.

Sport and recreation plays a major and vital role for the sustainability of the community for rural townships like Charlton. Sporting and recreational venues are where people can meet, socially engage and participate in various outdoor physical activities. The approval of this request will encourage more people to be socially interactive and provide enhanced, accessible opportunities for physical activity which improves one's health and well-being, which is our desired outcome.

I encourage the Buloke Shire Council to approve this request (especially before the new season recommences) and I hope it is viewed upon most favourably.

Yours sincerely,

  
Rhonda Allan  
PROJECT OFFICER-WYCHEPROOF



Regional Sport Program



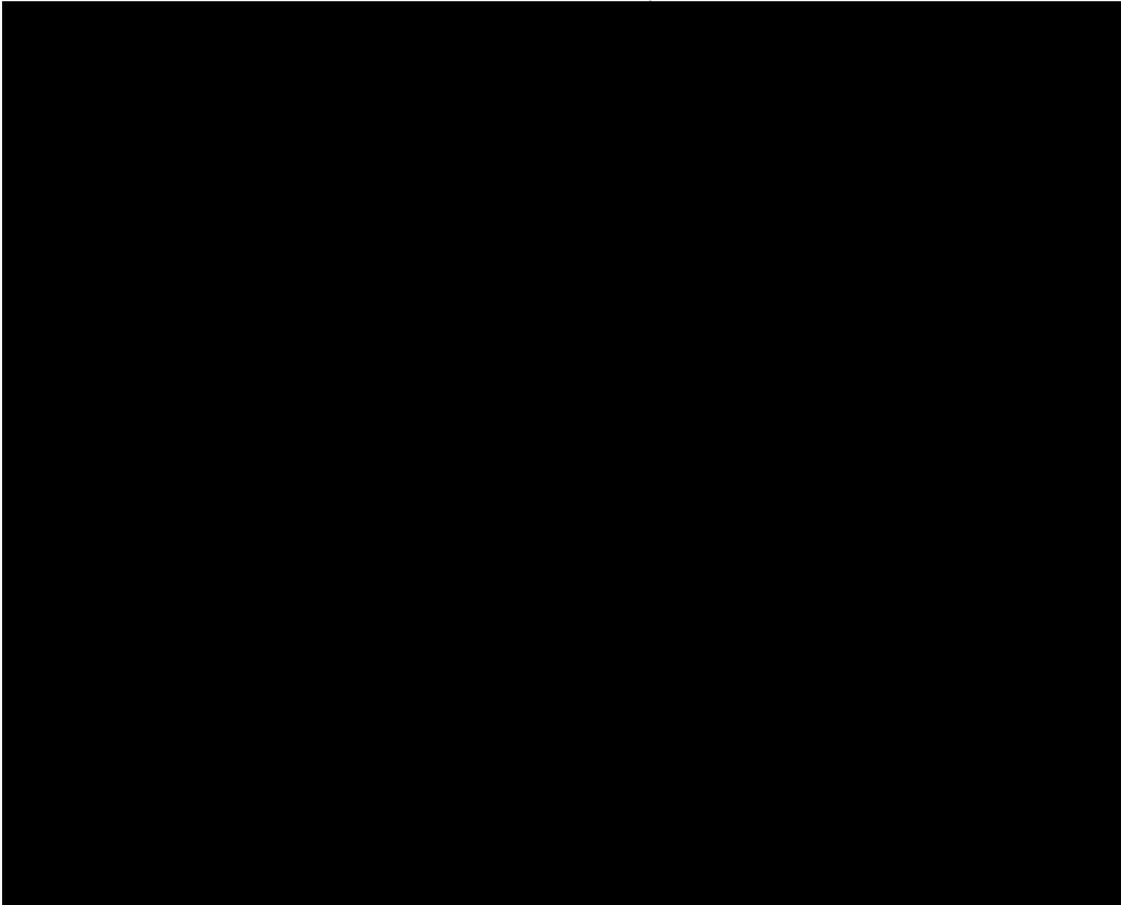
**PARTICIPATE, FEEL GREAT!**

To the CEO, Anthony Judd,

As enthusiastic participants in the over 65s gentle water exercise program we would like to put forward a request to the Buloke Shire to discuss, and consider, installing a disability ramp and rail at the shallow end of our local Charlton swimming pool. We have noticed it difficult for some to enter and exit the pool using the steps, and the handrail gets too hot to hold onto. This would enable the disabled, elderly and mothers with babies to utilise the pool facility with ease and confidence, therefore providing a safe environment. We believe a ramp and new rail will enable all to enter and exit the pool with ease and will increase numbers in using the facility.

Règards Julie McGurk

Gentle exercise program.



SUBMISSION TO ANNUAL BUDGET 2021-22

03/06/2021



**Buloke Neighbourhood House Cluster**  
**(incorporating Birchip Neighbourhood House, Charlton Neighbourhood House, Donald Learning Centre, Sea Lake Neighbourhood House, and Wycheproof Community Resource Centre)**

**Attn:** Mr Anthony Judd  
Chief Executive Officer  
Buloke Shire Council  
PO Box 1  
Wycheproof VIC 3527

3 June 2021

Dear Mr Judd,

**Re: Funding submission to the Buloke Shire Council's Annual Budget 2021-22**

We write to you on behalf of the Buloke Neighbourhood House Cluster to appeal to Council to include an annual funding allocation of \$5,000 to each House in the Council's Annual Budget to support us in meeting the needs of our communities.

We have demonstrated, in our use of the \$5,000 from the recent CASI allocation, how efficiently we can deliver programs to connect our communities in an inclusive nature. With many of our projects already on the ground it is evident that we are well-placed to both respond to local need, and deliver interesting and engaging activities, including Sea Lake's colour run and family fun day at Green Lake, Birchip's Magnolia Tree performance and mental health night with Tom Boyd and Dale Skinner the (Black Dog Institute) and Donald's upcoming Crazy Ladies (BBAC) mental health performance – to name a few.

We were thrilled to be extended this much needed funding allocation and greatly appreciated the opportunity it provided in assisting us in supporting our communities to Bounce Back from COVID-19.

It is also noteworthy, that we valued the recognition as fellow professional emergency response and recovery organisations during the lockdown periods last year, with the invitation as stakeholders in the Council's Community Support meetings. It was pleasing that Council recognised that we are not a group of individual houses, that can only work in isolation and that collectively the power of Neighbourhood Houses to deliver support to the Buloke communities is incredibly strong. The reach of Neighbourhood Houses across Victoria is powerful, we exist to unite people and help communities achieve goals. We achieve this largely through our partnerships and the Buloke Houses Cluster have the backing of our state-wide sector body in Neighbourhood Houses Victoria (NHVIC) and national peak body Australian Neighbourhood Houses and Centres Association (ANHCA). We sit on many local and regional networks and boards including, but not limited to, being active members of the Buloke Wellbeing and Equity Network, and Loddon Mallee Learn Local Forums. We are a member of the Mallee Neighbourhood House Network (MNHN) which stays across emerging issues and provides support and training to its members. Most importantly, we have the patronage and support of our local communities.

**We are worth investing in!** We are the heart of our communities. We bring people together to connect, learn and contribute to our local communities through social, educational, recreational, and group/individual support. According to the findings of the 2019 Neighbourhood Houses Survey Report, summarised in the 2019 Sector Value Snapshot, Neighbourhood Houses create \$4.27 in community value for every \$1 of income and \$22.05 for every \$1 of NHCP funding.

In addition to our usual activities, we have stepped in to help address gaps in essential services, for example community transport, VicRoads and Centrelink, Food Bank, support of community groups - notably our most vulnerable community members, youth and older residents. Each House has been able to achieve these great outcomes and initiatives through the dedication of passionate co-ordinators/managers and Committees of Management that continue to go above and beyond their expected duties.

We are all too aware that the road to recovery post pandemic will be a long one for the Buloke communities and the ability to plan and resource our responses is invaluable. However, we are still in response at the moment and the shock to our community's health, economic and social systems needs increased support from our sector, which can be assisted by your small investment.

What a wonderful partnership opportunity we present to Council, with this budget submission. For a minor budget allocation, you would be assisting the 6,184 residents of Buloke, who all have access to a Neighbourhood House.

The Victorian Government's Department of Families, Fairness and Housing, provides core funding to our houses through the Neighbourhood House Coordination Program. With the exception of Wycheproof all of our houses funding is based on 25 hours of coordination funding per week, with Wycheproof receiving 40 hours of coordination funding.

This funding **ONLY** covers House co-ordination hours. Co-ordination hours essentially equates to covering the wages of the House co-ordinator to be in the house helping people who come in on a daily basis. These funded hours do not cover any funding to organise low-cost accessible events and activities for the whole community. Neighbourhood Houses must seek all other funding from sources such as Department of Education and Training, State and Federal Government, Philanthropic organisations, and other funding bodies, or use fee for service. The latter is not ideal as hosting events or activities in rural areas with small populations, are incredibly expensive and would often be unaffordable for the majority of residents.

The ad hoc approach to seeking external funding makes forward planning a constant challenge and is never guaranteed. We are asking that the Buloke Shire Council consider supporting Neighbourhood Houses, financially, to deliver activities and events held in Buloke on an annual basis. This will assist us greatly by reducing this uncertainty, take unnecessary pressure off House co-ordinators and their committees, and also create an opportunity to leverage this funding to secure additional funding from other sources. We could have a much longer lead in period to partnering with community groups and other organisations knowing that the funding is available in advance.

We see this proposed allocation as 'community event and activities funding'. Council's funding would be actively strengthening the resilience of Buloke communities by providing financial support to Neighbourhood Houses to host relevant and responsive events and activities in their communities in a timely manner. We play a vital role in building community resilience during and in the aftermath of local emergencies. With this additional investment of local Government support, we will hold a stronger position in our communities to meet current and emerging needs. By hosting community events and activities, we are improving the liveability of every town in Buloke, promoting tourism and we are also

supporting local businesses, e.g. local supermarkets and butchers etc., which has significant flow-on effects for boosting the local economy.

We continue to share many common goals with your organisation. The outcomes of our activities and events strongly align with the Long-term Community Vision and Council Plan 2021-25 in the following areas:

- Priority 2: Our Community Wellbeing
- Priority 3. Our Economy
- Priority 4: Our Council and Community Leadership

We can also see opportunities for Neighbourhood Houses in Buloke to work collaboratively or in partnership with council in the following parts of the COUNCIL PLAN 2021-2025 STRATEGIES:

2. OUR COMMUNITY WELLBEING

- 2.1 PARTNERSHIPS TO OUTCOMES
- 2.2 INCLUSIVENESS PLAN IN ACTION, notably 2.2.1
- 2.3 WELL SUPPORTED COMMUNITY
- 2.4 INCREASED COMMUNITY WELLBEING

3. OUR ECONOMY

- 3.2 ATTRACTION AND PROMOTION OF LOCAL BUSINESS
- 3.3 EMPLOYMENT OPPORTUNITIES, notably 3.3.1
- 3.4 DIGITAL CONNECTIONS, notably 3.4.3

4. OUR COUNCIL AND COMMUNITY LEADERSHIP

**LONG TERM STRATEGIES** 3. Partner with community and town forums and other key groups to advance agreed community planning priorities and address emerging issues.

This pandemic has provided us all with an opportunity to reflect on where we find ourselves currently, where we want to be and what we really need. Out of this tragedy, it would be wonderful to think that the formation of a stronger, supportive, working relationship has been formed between us, as, collectively our Houses know that is what we want and need for the advancement of all of our communities.

We would be incredibly happy to discuss the matter of partnership branding, and this can be addressed by contacting Sandra through the below mentioned details.

We would like to thank Council for considering our submission to the Annual Budget and look forward to helping to build a better Buloke together.

Yours sincerely,



Sandra Pollington  
Manager - Wycheproof Community Resource Centre Inc  
280 Broadway (PO Box 78) Wycheproof VIC 3527  
Phone (03) 5493 7455 | Email: mwrcrc@bigpond.net.au

SUBMISSION TO ANNUAL BUDGET 2021-22

03/06/2021



Simone Christie  
Manager - Birchip Neighbourhood House Inc  
77 Cumming Avenue, Birchip VIC 3483  
Phone: 0429 922 735 | Email: [birchipblc@bigpond.com](mailto:birchipblc@bigpond.com)



Markus Phillips  
Coordinator - Charlton Neighbourhood House  
30-34 High Street, Charlton VIC 3525  
Phone: 0473 759 456 | Email: [coord@charltonnh.org.au](mailto:coord@charltonnh.org.au)



Kellie Matthews  
Coordinator - Sea Lake Neighbourhood House  
200 Best St, Sea Lake VIC 3533  
Phone: [\(03\) 5070 1448](tel:(03)50701448) | Email: [nhh@nthcs.vic.gov.au](mailto:nhh@nthcs.vic.gov.au)



Charmaine Delaney  
Manager – Donald Learning Group Inc  
Donald Community Centre, 31 Woods St, Donald VIC 3480  
Phone (03) 5497 1707 | Email: [donaldlearninggroupinc@iinet.net.au](mailto:donaldlearninggroupinc@iinet.net.au)

on behalf of their Neighbourhood Houses, Committees of Management and Communities.

## 8.2.3 SUBMISSIONS TO THE DRAFT FINANCIAL PLAN

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM|05|02

### **Relevance to Council Plan 2017 - 2021**

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

### **PURPOSE**

To receive submissions in respect of the draft Financial Plan for 2021/22 to 2030/31.

### **SUMMARY**

Council adopted the draft Financial Plan at the Council Meeting held on 12 May 2021 and gave notice to the Buloke community in accordance with the Council's Community Engagement policy. Submissions will be received until 12 noon 9 June 2021. Persons making a submission are invited to attend the Council Meeting held on 9 June 2021 to present to their submissions.

### **RECOMMENDATION**

That Council receives and notes submissions to the draft Financial Plan.

**Attachments:** Nil

### **DISCUSSION**

The proposed Financial Plan (Plan) has been developed in accordance with the *Local Government Act 2020* (Act). The Plan is a key document which enables improved monitoring of Council's financial viability and enables better reporting and analysis of decisions and assumptions over a 10-year period.

The Act requires that a period of community engagement must be undertaken prior to the adoption of the Plan. The community engagement process is set out within the document.

As at the date of this report, no submissions have been received in relation to the proposed Plan. Submissions received prior to 12 noon 9 June 2021 will be tabled at the Council Meeting held on the same day, 9 June 2021, for consideration by the Council.

### **RELEVANT LAW**

The draft Plan has been prepared in accordance with section 91 of the Act. The adoption of the Plan must occur after a period of community engagement.

### **RELATED COUNCIL DECISIONS**

Council adopted the draft Plan at the Council Meeting held on 12 May 2021 and resolved to commence a period of community engagement in accordance its requirements under the Act.

**OPTIONS**

The Council resolve to amend the Plan following receipt of submissions prior to the adoption of the Plan.

**SUSTAINABILITY IMPLICATIONS**

Not applicable.

**COMMUNITY ENGAGEMENT**

The community engagement process provides for public exhibition of the draft Plan with submissions to be heard at the June Council Meeting.

Public notice of the proposed Plan was provided through print and social media. A copy of the proposed Plan was also provided to:

- Each community forum
- the Victorian Farmer's Federation and
- Former members of the Council's 2019 Rating and Revenue Strategy Reference Group, with a copy provided to each community forum.

A listening post was held in all 10 townships on 19 May 2021 in relation to the Plan.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

The Financial Plan outlines the resources required to give effect to the Council Plan and other strategic plans. The Act requires that the Financial Plan must be for a period of at least 10 years and must contain information about decisions and assumptions which underpin forecasts.

The financial management principles under the Act require Council to ensure financial sustainability in the medium to long term, while still providing sufficient resources to achieve Council's strategic objectives.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Council's community engagement has been undertaken in accordance with the Council's Community Engagement policy.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report allows submitters to make a public statement to Council and contribute to the shaping of the budget.

**CONFLICTS OF INTEREST**

I, Hannah Yu, have no conflicts of interest to declare in relation to this report.

## 8.2.4 DRAFT REVENUE AND RATING PLAN SUBMISSIONS

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** RV/11/01

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

### PURPOSE

To receive submissions in respect of the Draft Revenue and Rating Plan.

### SUMMARY

Council adopted the Draft Revenue and Rating Plan at the Council Meeting held on 12 May 2021 and gave notice to the Buloke community in accordance with the Council's Community Engagement policy. Submissions will be received until 12 noon 9 June 2021. Persons making a submission are invited to attend the Council Meeting held on 9 June 2021 to present to their submissions.

### RECOMMENDATION

That Council receives the submissions in respect of the Draft Revenue and Rating Plan.

**Attachments:** Nil

### DISCUSSION

The proposed Revenue and Rating Plan (Plan) is used to inform a medium-term approach to generating income required to support the implementation of the Council Plan and Budget for the next four years.

A period of community engagement must be undertaken prior to the adoption of the Plan. The community engagement process is set out within the document.

As at the date of this report, no submissions have been received in relation to the proposed Plan. Submissions received prior to 12 noon 9 June 2021 will be tabled at the Council Meeting held on the same day, 9 June 2021, for consideration by the Council.

### RELEVANT LAW

Section 93 of the Act provides the Council must prepare a 4-year Plan which describes its rating structure and pricing policy. The adoption of the Plan must occur after a period of community engagement

### RELATED COUNCIL DECISIONS

Council adopted its first Rating Strategy, and Rating Policy in 2019 as part of best practice methodology. This proposed Plan explains how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

**OPTIONS**

The proposed Plan sets out in-principle decisions of the Council in relation to rating options available under the Act to ensure the fair and equitable distribution of rates burden across property owners. It also sets out principles used in decision making for other revenue sources such as fees and charges.

The Council may amend the Plan prior to its final adoption by 30 June 2021, and at any time during the Council Term following a period of community engagement.

**SUSTAINABILITY IMPLICATIONS**

The Plan seeks to provide stability and predictability in the financial impact on the municipal community.

**COMMUNITY ENGAGEMENT**

The community engagement process provides for public exhibition of the draft Plan with submissions to be heard at the June Council Meeting.

Public notice of the proposed Plan was provided through print and social media. A copy of the proposed Plan was also provided to:

- Each community forum
- the Victorian Farmer's Federation and
- Former members of the Council's 2019 Rating and Revenue Strategy Reference Group, with a copy provided to each community forum.

A listening post was held in all 10 townships on 19 May 2021 in relation to the Plan.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

The Revenue and Rating Plan outlines the assumptions, policy, and decisions of Council in relation to generating the required income to effectively support implementation of the Council Plan and budget for a 4-year period.

The plan will include transparent consideration of the policy objectives and social, economic, and environmental benefit delivered through subsidies, waivers, and discounts. It will identify financial and revenue related risks and ensure these are mitigated and effectively managed.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

**COUNCIL PLANS AND POLICIES**

Financial policies and strategic plans, including the draft Plan, Financial Plan and Annual Budget, form part of the integrated strategic planning framework. These and other strategies and policies will be considered by the Council in the period leading to 30 June 2021.

**TRANSPARENCY OF COUNCIL DECISIONS**

Council's Revenue and Rating Plan enables the community to understand how, and on what basis, rates and charges are levied.

**CONFLICTS OF INTEREST**

I, Hannah Yu, have no conflicts of interest to declare in relation to this report.

## 8.2.5 APPLICATION FOR PERMIT TO KEEP EXCESS ANIMALS AT 14 WATSON STREET, CHARLTON

**Author's Title:** Compliance Team Leader

**Department:** Works and Technical Services

**File No:** LA/08/06

### PURPOSE

The purpose of this report is for Council to consider the application and make an informed determination.

### SUMMARY

Council has received a Local Laws application for a permit to allow the keeping of (5) five Whippet Dogs at 14 Watson Street, Charlton.

### RECOMMENDATION

That Council refuses the application for a permit under Council's Community Local Law 2019 Clause 42(1) to keep (3) extra dogs at 14 Watson Street, Charlton

- Attachments:**
- 1 [Application and Further information](#)
  - 2 Objections to application - **Confidential**

### DISCUSSION

Council's Community Local Law 2019 prohibits the keeping of more than 2 dogs without a Local Law permit within the confines of a township.

Surrounding landowners and residents were requested in writing to consider the application and submit any objections to Council by the 19 April 2021. Council has received three signed objections from landowners/residents who state that they are concerned regarding the application to keep excess animals in the area (refer attachment).

The applicant has also provide a further information to support the application (refer attachment)

### RELEVANT LAW

Community Local Law Clause 42 "Keeping of Animals".

### RELATED COUNCIL DECISIONS

Not Applicable.

### OPTIONS

An alternative motion is available to Council if it so determines.

### SUSTAINABILITY IMPLICATIONS

Not Applicable.

**COMMUNITY ENGAGEMENT**

Following normal Local Laws procedures, Council has undertaken a notification process and advertising of the application that involved Nine (9) neighbouring properties that may, or could be, affected by the activity.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not Applicable.

**COLLABORATION**

Not Applicable.

**FINANCIAL VIABILITY**

There are no financial implications in this report.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not Applicable.

**COUNCIL PLANS AND POLICIES**

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

**TRANSPARENCY OF COUNCIL DECISIONS**

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

**CONFLICTS OF INTEREST**

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

### APPLICATION FOR PERMIT - KEEPING OF ANIMALS



Community Local Law 2019

To be completed if applying to keep more than the maximum number of animals allowed in a residential or farming area (see table below for maximum numbers or prohibited animals) \$60 Application Fee Applies (NON-REFUNDABLE) If approved \$75 permit fee required - valid 3 years.

**BULOKE SHIRE COUNCIL** Office Use Only Records Department Property No: [ ] File No: LA/08/06 Document No: [ ]

Name: [REDACTED]

Address: 14 WATSON ST, CHARLTON Postcode: 3525

Address where animals kept: DOGS WILL BE REGISTERED AS OF 11/4/21 (if different from above)

Phone: [REDACTED] Mobile: [REDACTED]

I wish to be able to: I would like to apply for a permit for extra dogs.

**ANIMALS**

List ALL animal(s) to be kept on property:

	Breed and Type	M/F	Age	Tag No (if dog or cat)	Microchip No. (if dog or cat)
1	WHIPPET (DOG)	F	6		982000363235613
2	WHIPPET (DOG)	F	4		953010001324498
3	WHIPPET (DOG)	M	2		956000006815279
4	FUTURE WHIPPET (DOG)	F			
5	FUTURE WHIPPET (DOG)	F			
6					
7					
8					
9					
10					

**TABLE OF MAXIMUM NUMBER OF ANIMALS:**

Type of animal	Maximum number allowed in a Township without a permit	Maximum number allowed outside of Township without permit	Type of Animal	Maximum number allowed in residential area without permit	Maximum number allowed in farming areas
Dogs	2	5	Guinea Pigs	6	No Maximum Limit
Cats	2	2	Domestic Rabbits	6	No Maximum Limit
Pigeons	40	No Maximum Limit	Horse/Donkey	0	No Maximum Limit
Poultry	5 (chickens/ducks) 0 (goose/geese/turkeys)	No Maximum Limit	Cattle	0	No Maximum Limit
Small Birds (finches, canaries, budgerigars)	20	No Maximum Limit	Sheep	0	No Maximum Limit
Large Birds (cockatoos, parrots, galahs)	0	10	Goats	0	No Maximum Limit
Domestic Mice	10	No Maximum Limit	Pigs	0	No Maximum Limit

**DECLARATION:** I declare that to the best of my knowledge and belief all the above information is true and correct.

Name: [REDACTED] Date: 15/3/21

Name: [REDACTED] Signed: [REDACTED] Date: [REDACTED]

Privacy collection notice Council collects your personal information for the purposes specified on this form and directly related purposes. Incomplete information on the form may result in Council not being able to process your application. Information provided on this form is kept securely and Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the use by Council and that they may apply to Council for access and/or amendment of the information or make a complaint by contacting Council on 1300 520 520 or email buloke@buloke.vic.gov.au. B097-0620

Office Hours: 8:30am-5:00pm Mon-Fri  
District Office: 367 Broadway, WYCHEPROOF  
Buloke Shire Council  
P.O Box 1  
WYCHEPROOF VIC 3527  
All Enquiries: 1300 520 520  
buloke@buloke.vic.gov.au

Sent: Wednesday, 21 April 2021 5:05 PM  
To: Records <Buloke@buloke.vic.gov.au>  
Subject: [EXTERNAL]Attention: Chief Executive Officer

To The Chief Executive Officer,

My name is [REDACTED] I have applied for a 5 dog permit and wish for this letter to be presented to council because there has been a objection.

I have whippets that spend about 95% of their time inside, they are either too hot or too cold.  
My dogs are show dogs and I breed on occasion.

My dogs are my life, I have many health problems and they bring me a great deal of happiness.  
They are a quiet breed except for the occasional bark if a cat walks past or they let know if someone is at the door.  
Most of their time is spent being couch potatoes.

Some people may not understand why I am wanting more than 2 dogs until they are wanting to purchase a pure bred dog and told they have to wait 2 years or more for a puppy.

My first whippet is desexed so no breeding her, my second is having her final litter and I have a male so you can see it is necessary to have more than 2.

Having more whippets than 2 doesn't mean more noise you could have one Jack Russell who makes more noise than 10 dogs put together.

As for smell my dogs are fed a raw diet which means little to no smell in their poo which I pick up and dispose of daily anyway.

I hope this is helpful, please feel free to contact me.

Yours sincerely

[REDACTED]



## 8.2.6 WASTE AND RESOURCE RECOVERY STRATEGY 2020-2025 UPDATE

**Author's Title:** Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** GO/05/04

**Relevance to Council Plan 2017 - 2021**

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

### PURPOSE

To present an update on the 2020-2025 Buloke Waste and Resource Recovery Strategy.

### SUMMARY

Officers have provided an update on the implementation of the first year of the recommendations contained in the 2020-2025 Waste and Resource Recovery Strategy.

### RECOMMENDATION

That Council notes the update on the Waste and Resource Recovery Strategy.

**Attachments:** Nil

### DISCUSSION

Officers have undertaken a review of actions against the Waste and Resource Recovery Strategy adopted 12 months ago. The report was a commitment under the Annual Plan 2020/21.

#### Landfills

##### Future direction/opportunities

Council is legislated to ensure landfills are responsibly managed to protect human health and the environment from the impacts of landfills. Council has:

- Recently inspected the majority of open and closed landfills and reported to the EPA. Plans are in place for the remaining sites to be inspected prior to the end of this financial year.
- Moved data and receipting to an electronic system at all sites. This is undertaken utilising Council's accounting system and is inputted at the landfills on a tablet.
- Introduced Solar Power at four of the five operating sites.  
Commenced liaising with local skip companies to develop a cost effective method to introduce a user pays hard waste collection service.
- Developed a program while working with the EPA and consultants to remediate the former Sea Lake Landfill.

#### Kerbside services

##### Future direction/opportunities

Kerbside audits conducted by Council indicate contamination of recycle waste is approximately 12% and significant volumes of food and garden organics plus recyclable materials are deposited into bins.

The Victorian State Government issued a Recycling Policy in 2020, Council is committed to implementing legislative changes contained in that Policy.

- Council Officers are currently working with Sustainability Victoria and the Loddon Mallee Waste and Resource Recovery Group (LMWRRG) to introduce an education for the removal of glass from the comingled recycling stream.
- Council Officers are currently preparing tender documents for the Kerbside Waste Collection contract which expires on 30 June 2022.

## **Infrastructure**

### **Future direction/opportunities**

Council is committed to operating transfer stations with best practice waste management goals as the guiding principle. In meeting this objective Council has:

- Introduced electronic receipting and data collection which has improved the accuracy of data reporting.
- Submitted a grant application to the Department of Environment, Land, Water and Planning for funds to introduce 3 metre skip bins, hard stands and concrete bunkers for the collection of glass at council run transfer stations.
- Erected storage areas at all landfills and transfer stations for the collection of e-Waste. With dedicated areas eliminating e-Waste going to Landfill.

## **Education**

### **Future direction/opportunities**

To achieve effective long term behaviour change it is necessary to have good education. Effective education provides opportunities to change attitudes and increase awareness which ultimately leads to behaviour change. Council is determined to achieve awareness amongst and in recent times has:

- Increased utilisation of our website and social media pages to provide regular, clear and consistent information to our residents on best practice waste and resource recovery.
- Worked with the LMWRRG to provide ongoing education to community groups including local schools.

## **Resource Recovery**

### **Status**

Council diverts significant volumes of materials that are economically and environmentally appropriate from landfill. These items include cardboard, paper, comingled recyclables, garden organics, scrap steel, white goods, e-waste, motor oil, concrete, bricks, mattresses and tyres.

- Council has sourced a company for the disposal of all e-Waste diverting it from landfill.
- It is planned that glass will be removed from the recycling stream within the next twelve months.
- Council has arranged for the collection of household batteries from shop front sites free of charge.

## **Litter**

### **Future direction/opportunities**

Although Council has endeavoured to address litter in the past, more work is required. Council has:

- Updated bin surrounds as part of the ongoing Streetscapes project.

- Sought advice and information from stakeholders ahead of the introduction of a Container Deposit Scheme in Victoria by 2023.

### **Illegal dumping**

#### **Future direction/opportunities**

Council continues to investigate all illegal dumping instances in order to identify and fine those responsible.

### **Events**

#### **Future direction/opportunities**

There are opportunities for Council to improve the event bin service and management of unwanted waste materials collected at events. Council has:

- Developed a Zero Waste Event Guide which is being distributed to any events held throughout the shire. The most recent Esoteric Music Festival was very successful with the implementation of a waste minimisation strategy diverting large volumes of materials from landfill.

### **RELEVANT LAW**

Not applicable.

### **RELATED COUNCIL DECISIONS**

Council adopted the Waste and Resource Recovery Strategy in 2020.

### **OPTIONS**

Not applicable.

### **SUSTAINABILITY IMPLICATIONS**

The implementation of the Strategy is vital component of Council's commitment to environmental sustainability.

### **COMMUNITY ENGAGEMENT**

The development of the Strategy involved considerable community engagement, community education forms part of the Strategy's implementation.

### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

### **COLLABORATION**

Collaboration has occurred with key stakeholders in the Waste sector including Recycling Victoria, Sustainability Victoria and the Loddon Mallee Waste and Resource Recovery Group.

### **FINANCIAL VIABILITY**

All activities for the implementation of year one of the Strategy are provided for in Council's 2020/21 Annual Budget.

### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

The Strategy is being implemented with consideration to State Government's Circular Economy and Recycling Victoria Policy.

### **COUNCIL PLANS AND POLICIES**

This report pertains to Council's Waste and Resource Recovery strategy 2020-2025.

**TRANSPARENCY OF COUNCIL DECISIONS**

Not applicable.

**CONFLICTS OF INTEREST**

The writers, Ken Rowe, Judy Chapman and Wayne O'Toole have no conflicts of interest to declare in relation to the matters contained within this report.

## 8.2.7 ECONOMIC DEVELOPMENT AND TOURISM STRATEGY PROGRESS REPORT - JUNE 2021

**Author's Title:** Manager Facilities and Projects

**Department:** Works and Technical Services

**File No:** ED/03/01

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Diversify and enhance our local economy.

### PURPOSE

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

### SUMMARY

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

### RECOMMENDATION

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

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

### DISCUSSION

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

Some of the highlights over the past six months include:

- The appointment of a new Economic Development and Tourism Lead
- The beginning of construction at the Sea Lake Visitor Information Hub
- Further progress on the tourism brochures project which are due for completion this month
- Attraction of funding through Regional Development Victoria for the implementation of priorities identified in the Silo Art Trail Gap Analysis
- The development of a regional Housing Strategy and further work being undertaken by the Housing Sub-committee
- Application for funding for five destination play spaces
- Application for funding for cabins across a range of caravan parks
- Return of steam trains to the Buloke Shire
- Construction of the Wycheproof Early Years Centre and Charlton Early Years centre being completed and the commencement of construction at Sea Lake Early Learning Centre is underway.
- Funding for a Jobs and Skills Centre bus to provide support into the Buloke Shire.

Full commentary is included in the attached report.

**RELEVANT LAW**

Not applicable

**RELATED COUNCIL DECISIONS**

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

**OPTIONS**

Not applicable.

**SUSTAINABILITY IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

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

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Council continues to operate and collaborate with different stakeholder groups, such as the Northern Poultry Cluster, Wimmera Mallee Tourism, Housing Sub-Committee and Mallee Regional Partnerships.

**FINANCIAL VIABILITY**

Not applicable.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

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

**COUNCIL PLANS AND POLICIES**

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

**TRANSPARENCY OF COUNCIL DECISIONS**

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

**CONFLICTS OF INTEREST**

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

Strategy	Action No.	Action	Indicative timing	Progress Notes
<b>Enhance the role of agriculture in the Buloke Shire.</b>	<b>1.1</b>	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 has been set and supported by the industry, product and services gap analysis project, which includes a three-year investment attraction plan. The investment attraction document will be developed in to an implementation plan and prioritised to begin implementation in the next 6 months.
	<b>1.2</b>	Support and advocate for automation ventures such as AgTide.	2020-2021	Ongoing. Council is a partner to the Agriculture Victoria Internet of Things trial throughout Buloke with the network being rolled out currently. Over 30 farmers signed up to the program.  Additional funding announced in the 2020/21 state budget for Ag Tech, so further opportunities may exist.  Council also supporting BCG in exploring Drought Hubs under the Federal Government Program.
<b>Build community capacity to facilitate economic development &amp; tourism.</b>	<b>2.1</b>	Conduct research to identify gaps in services and products across the Shire and build business cases to attract private investment 2019-2020	Late 2019	Gap analysis complete February 2020. This will help to guide Buloke's key priorities in the three-year investment attraction plan. The investment attraction plan will be prioritised to begin implementation in the next 6 months.
	<b>2.2</b>	Identify knowledge and skill gaps amongst business as well as a preference for training solutions	Late 2019	Workforce Development & Skills Needs report delivered. Buloke Shire has recently supported the NCLLEN in the production

				and promotion of a video series, 'At Work in Buloke'.  Buloke Shire continues to advocate for training solutions and will support initiatives identified in the report.
	<b>2.3</b>	Establish a Buloke Economic Development & Tourism Board with representatives from a range of towns and areas (Agriculture, Retail, Tourism) to provide advisory input in to Council on local priorities.	2019	The Committee established with some meetings postponed due to COVID-19 restrictions. Housing Sub-Committee established.
	<b>2.4</b>	Implement a business support system to interface with business and Council.	2020	Business support Facebook page and online business directory has been developed.
	<b>2.5</b>	Support town communities to establish and oversee community enterprises in meeting local needs	2018	Ongoing. Partnered with Rural Councils Victoria to run a training session/workshop for community groups. Continuing to investigate opportunities for upskilling of community forums/group/chambers support the business community consistently across Buloke.
<b>Ensure Councils continued and strengthened investment in economic</b>	<b>3.1</b>	Agree on a whole-of-council coordination of new business and business expansion, with nominated case officers.	Late 2018	Better Approvals Project launched, business permit applications coming through and feedback is gathered for review at meetings between Development Services and Economic Development.
	<b>3.2</b>	Decide on the most appropriate package of business and investment incentives to send a welcoming message to businesses.	2019-early 2020	Housing Sub-Committee of EDATAC have met and discussed incentives for Council to investigate. Further feasibility and

<b>development support.</b>				modelling of incentives is required and will continue to be undertaken.
	<b>3.3</b>	Review the Municipal Strategic Statement (MSS) and other Council documents to ensure land use strategies are attractive to investment.	2020	Rural Land Use and Settlement Strategy has been adopted.  Further work underway in relation to provision of Rural Living Zone (RLZ) in Buloke Shire to assist with residential investment.
<b>Secure appropriate services to improve liveability and investment.</b>	<b>4.1</b>	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.  Applications made under the Federal Government Connectivity Program in partnership with NBNSCo and Bendigo Telco were unsuccessful.  Buloke continues to advocate and work with potential partners.
	<b>4.2</b>	Develop a partnership to attract new technology providers and system developed to overcome current IT challenges.	2020-2021	In progress.  NBNSCO is establishing Internet of Things throughout the Shire and BCG have

				partnered with Zetify to improve connectivity surrounding Birchip.
	<b>4.3</b>	Ensure the Buloke Planning Scheme provides for quality housing options and potential rural residential allotments near townships.	2020	<p>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.</p> <p>Further work underway in relation to provision of Rural Living Zone (RLZ) in Buloke Shire to assist with residential investment.</p>
	<b>4.4</b>	Secure funding support to map current and develop new opportunities for Early Childhood education provision.	2018	Construction has commenced on Sea Lake Early Learning Centre. Construction has been completed at both Wycheproof Early Learning Centre and Charlton Early Years.
<b>Secure funding for our infrastructure</b>	<b>5.1</b>	Regular seeking of investment for critical town and rural assets through grant programs	2019	Successful grant applications for infrastructure projects including Drought Communities Program, Wycheproof Streetscape, Sea Lake Visitor Information

<b>to attract economic development.</b>				Hub, Buloke Town Revival Project and Caravan and Camping redevelopment.
	<b>5.2</b>	Having a clear asset management plan and project priorities pipeline to ensure shovel readiness when grants are released.	2019	Asset management plans currently in development by Assets team.  New project management framework developed to assist with scoping shovel ready projects for funding opportunities.  Project pipeline in review.
	<b>5.3</b>	Actively lobby levels of government for improved rural funding models that address asset renewal.	2018-2021	Council continues to advocate to both State and Federal Governments on a range of road funding including AgriLinks, Roads of Strategic Importance, Roads to Recovery and Local Roads and Community Infrastructure Program.
	<b>5.4</b>	With Rail Freight Alliances, campaign for improved rail freight and infrastructure	Ongoing.	The Australian Government has committed to contribute \$5 million for further planning work on a 50:50 basis with Victorian State Government to develop options to take forward the standardisation the Murray Basin Freight Rail Network including standardisation of the Sea Lake and Manangatang Lines
	<b>5.5</b>	Seek opportunities to promote public transport including sustainable funding models for community and transport.	Early 2019	No further update.
	<b>5.6</b>	Prioritise advocacy for streetscape updates.	2019	\$4 Million for Streetscape funding confirmed May 2020.

				<p>Birchip Streetscape is under construction.</p> <p>Charlton, Donald, Sea Lake and Wycheproof are at various stages of design and consultation.</p>
<b>Maximise regional economic development and tourism potential through partnerships.</b>	<b>6.1</b>	Present the benefits of all formal partnerships to Council for consideration.	2019	<p>Completed. Presented to two briefings in 2019.</p> <p>Another review to be undertaken in late 2021.</p>
	<b>6.2</b>	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	<p>Ongoing.</p> <p>Eco Dev &amp; Tourism continues to be involved in collaborative projects with partners to achieve economic outcomes for BSC including the City/Region of Gastronomy, and working alongside Wimmera Mallee Tourism in tourism product development and destination marketing.</p> <p>Council's involvement in the Working for Victoria program provided up to \$2.3million and 50 jobs locally, with significant flow on impacts for the local community.</p>
	<b>6.3</b>	Work with NPC on attracting intensive animal value add products	2019	Ongoing, and subject to when NPC is active.

	<b>6.4</b>	Participate and support WMT initiatives including production of new prints and online visitor information.	2020	Ongoing. Economic development unit involved in development of Digital Tourism Toolkit with WMT in response to cancellation of trading off the trails event due to COVID-19. The tourism brochures project will deliver 10 x township brochures, 1 x new residents pack, a tactical marketing campaign, digital toolkit and new image library for Buloke.
<b>Tourism experience development.</b>	<b>7.1</b>	Continue targeted community grants program to support events.	2018-2021	Minimal support for events during COVID restrictions. Support for the re-establishment of community events will be vital in 2021, and staff in the recovery team have already begun this work in consultation with other WMT member Councils.
	<b>7.2</b>	Assist with event promotion including calendar of events online and in print.	2020	Region wide events calendar has been discussed at WMT and WSM group meetings and highlighted with consultants in WSM Visitor Servicing Analysis project.  With the tourism brochures project being finalised within the month, an event promotion calendar on Councils tourism landing page will be a priority for the Economic Development and Tourism Lead.
	<b>7.3</b>	Feasibility of chartered air services to tourism destinations.	2020	Not started. No progress.
	<b>7.4</b>	Incentivise shop owners to upgrade shop facades. Council could subsidise as part of streetscape improvement program.	Early 2019	No progress. Major streetscape projects are expected to encourage shop owners to upgrade and renew facades.

	<b>7.5</b>	Address the gaps in infrastructure facilities in towns to ensure the provision of essential, quality visitors amenities such as caravan parking, signage and improved public toilet facilities.	2019-2021	<p>Public toilet upgrades along the Calder Highway as part of the Drought Communities Programme delivered</p> <p>Streetscape projects for Sea Lake, Birchip, Wycheproof, Donald and Charlton.</p> <p>Successfully funded caravan and camping projects at Wycheproof, Donald, Wooroonook and Charlton Gordon Park (completed).</p>
	<b>7.6</b>	Develop tourism signage strategy to encourage consistency in appearance.	2019	<p>In progress.</p> <p>Signage gap report completed.</p> <p>Seeking funding to complete next phase in the project. Town entrances provided for in funded Buloke Town Revival Project.</p>
	<b>7.7</b>	Prepare Buloke Country marketing plan to include as style guide, brand name, inclusive information and utilises commissioned photography.	2019	<p>Tourism brochures project has been funded under the Drought Communities Programme. Project will deliver 10 x township brochures, 1 x new residents pack, a tactical marketing campaign, digital toolkit/style guide and new image library for Buloke. Due for completion by June 2021.</p>
	<b>7.8</b>	Improve the online content about Buloke Shire's attractions and services.	2020	<p>Ongoing.</p> <p>Buloke online Business directory has been completed.</p> <p>New investment guides have been completed.</p>

				Tourism brochures to be complete by June 2021, and electronic versions will be available on website.
	<b>7.9</b>	Develop thematic trails with adjacent shires to connect self-drive and coach visitors with key attractions and supporting services.	2019	Executed via WMT digital innovation project. Interactive trail maps published on Wimmera Mallee Tourism Website <a href="https://www.visitwimmeramallee.com.au/">https://www.visitwimmeramallee.com.au/</a>
	<b>7.10</b>	Improve the distribution of visitor information.	2020	\$300,000 announced to fund visitor information hub in Sea Lake. Construction underway.  Urban Enterprise WMT Visitor Servicing Analysis has been completed.  Town brochures project due for June 2021.
<b>Promote the economic development advantages of sustainability in the Buloke Shire.</b>	<b>8.1</b>	Continue the land use policy support for alternative energy provision in the Buloke Planning Scheme whilst also providing support and active engagement with potential small scale programs.	2020	Ongoing. RLUSS complete, and economic development until continue to work with potential alternate energy providers.
	<b>8.2</b>	Develop a partnership to attract new technology providers and system developers to overcome IT challenges.	2018	Ongoing with projects such as AgTide, Internet of Things trial.  Established partnership with Hyperwave to increase fixed wireless network through northern Buloke (Sea Lake) to connect existing networks in Yarriambiack and Swan Hill. No outcomes as yet.  Additional partnership with Bendigo Telco established. No outcomes as yet.

	<b>8.3</b>	Investigate the options for farmers to secure native vegetation offsets on their property for investment.	2019	<p>No further progress.</p> <p>Still an opportunity to work with DELWP about providing information sessions on native vegetation offset as an additional revenue opportunity for landowners.</p>

## 8.2.8 FINANCIAL PERFORMANCE REPORT AS AT 30 APRIL 2021

**Author's Title:** Manager Finance

**Department:** Corporate Services

**File No:** FM/19/01

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

### PURPOSE

To present to the Council the financial statements for the period ending 30 April 2021.

### SUMMARY

The anticipated year-end surplus has been forecast down further confirmation of capital and operating grants have been made.

The forecasted year-end surplus is \$8.402 m which is less \$1.769m less than the approved budget adopted at the start of the financial year.

### RECOMMENDATION

That Council receives and notes the Financial Performance Report for the month ending 30 April 2021.

- Attachments:**
- 1 [Income Statement](#)
  - 2 [Balance Sheet](#)
  - 3 [Cashflow Statement](#)
  - 4 [Cashflow Forecast Chart](#)
  - 5 [Cashflow Forecast](#)
  - 6 [Capital Works](#)

### DISCUSSION

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

The reported surplus as at 30 April is \$8.433m. Excluding capital grant income of \$11.808m, the operating result ("Operating Profit") is a deficit of \$3.375m.

As highlighted in the Full Year Budget and Forecast columns, the end of year result for "Operating Profit" is an anticipated favourable variance of \$388k. However, this is offset by a reduction in anticipated Capital Grant income of approximately \$2.1m, as reflected in the "Net Surplus/Deficit", due to projects to be carried forward the next financial year remains the most significant variance to budget.

The **Balance Sheet** summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$293,664m.

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

At 30th April 2021, Council's Cash and Cash Equivalents were \$26.328m of which approximately \$4m is grant funding received in advance (restricted cash). A further \$5.332m of this cash is also allocated to capital works expenditure commitments at this point in time in addition to customary operational payables.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 30 April 2021, the monthly budgets, specified timing parameters (such when BAS/super are due and quarterly rate receipts) and capital expenditure.

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

The bank balance is expected to remain positive throughout the 2020-21 financial year and adequate to cover predicted current liabilities.

The **Capital Works Program** has been updated following confirmation of project timing. Several projects will be carried forward resulting in lower capital income and expenditure in the current financial year. Some projects were planned as multi-year and these have also been further clarified in this forecast update. Carried forward capital projects have been reflected in the budget for next financial year in line with this re-forecasting.

## **RELEVANT LAW**

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

## **RELATED COUNCIL DECISIONS**

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

## **OPTIONS**

Not applicable.

## **SUSTAINABILITY IMPLICATIONS**

Not applicable.

## **COMMUNITY ENGAGEMENT**

Not applicable.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

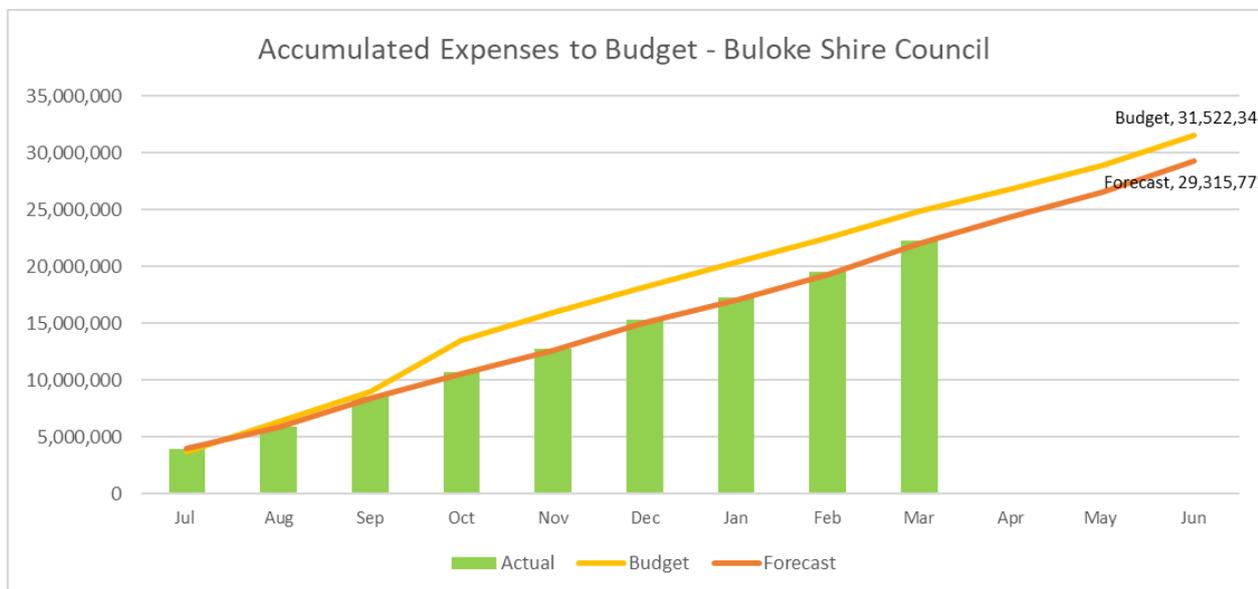
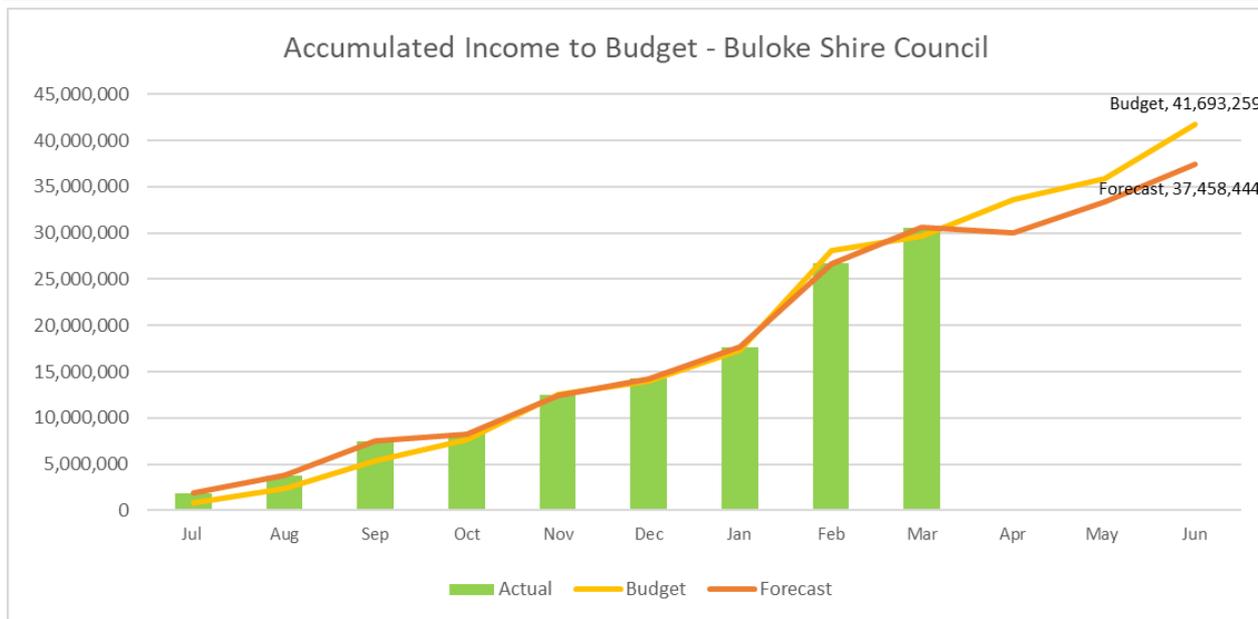
Not applicable.

## **COLLABORATION**

Not applicable.

## **FINANCIAL VIABILITY**

The tables below provide an overview of Council's financial performance against Approved budget income and expenses as at 30 April 2021.



**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

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

**TRANSPARENCY OF COUNCIL DECISIONS**

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

**CONFLICTS OF INTEREST**

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

## Income Statement — Buloke Shire Council

MONTH: APR 2021

	Jul 2020 - Apr 2021		Approved Budget		Full Year Budget	
	Actuals	Approved	Variance	Variance (%)	Approved	Forecast
<b>Operating Income</b>						
Rates and charges	12,823,197	12,666,917	156,280	1%	14,023,076	14,091,989
Statutory fees and fines	286,205	237,313	48,893	21%	266,791	315,683
User fees	679,486	484,263	195,223	40%	618,810	843,566
Grants - operating	6,358,672	9,017,091	(2,658,419)	(29%)	13,424,994	10,894,761
Contributions	64,575	59,855	4,721	8%	70,033	74,754
Other Income	336,582	129,412	207,170	160%	131,963	364,783
<b>Total Operating Income</b>	<b>20,548,718</b>	<b>22,594,851</b>	<b>(2,046,133)</b>	<b>(9%)</b>	<b>28,535,668</b>	<b>26,585,537</b>
<b>Operating Expense</b>						
Employee Costs	9,807,827	9,905,578	97,752	1%	11,376,239	11,344,351
Materials and services	6,242,515	8,595,935	2,353,420	27%	9,823,263	7,967,348
Depreciation & Amortisation (Leasing)	7,414,049	7,770,324	356,275	5%	9,287,795	8,920,813
Bad and doubtful debts	210	0	(210)	N/A	300,000	200,210
Borrowing costs	15,151	0	(15,151)	N/A	0	17,507
Other expenses	444,636	538,762	94,126	17%	735,045	733,584
<b>Total Operating Expense</b>	<b>23,924,388</b>	<b>26,810,600</b>	<b>2,886,212</b>	<b>11%</b>	<b>31,522,341</b>	<b>29,183,814</b>
<b>Operating Profit</b>	<b>(3,375,670)</b>	<b>(4,215,749)</b>	<b>840,079</b>	<b>20%</b>	<b>(2,986,673)</b>	<b>(2,598,277)</b>
<b>Capital Income</b>						
Grants - capital	11,687,354	10,977,442	709,911	6%	13,107,589	10,828,840
Other Capital Income	121,213	0	121,213	N/A	50,000	171,213
<b>Total Capital Income</b>	<b>11,808,566</b>	<b>10,977,442</b>	<b>831,124</b>	<b>8%</b>	<b>13,157,589</b>	<b>11,000,052</b>
<b>Net Surplus/Deficit</b>	<b>8,432,897</b>	<b>6,761,694</b>	<b>1,671,203</b>	<b>25%</b>	<b>10,170,916</b>	<b>8,401,775</b>

## Balance Sheet — Buloke Shire Council

APR 2021

	Apr 2021	Jun 2020	Variance	% Variance
<b>Asset</b>				
<b>Current assets</b>	<b>26,328,534</b>	<b>20,525,882</b>	<b>5,802,652</b>	<b>28%</b>
Cash and cash equivalents	24,557,603	17,544,040	7,013,563	40%
Trade and other receivables	1,515,641	2,612,321	(1,096,681)	(42%)
Inventories	130,690	180,882	(50,191)	(28%)
Other assets	124,600	186,725	(62,125)	(33%)
Accrued Interest	0	1,914	(1,914)	(100%)
<b>Non-current assets</b>	<b>277,836,635</b>	<b>270,940,296</b>	<b>6,896,339</b>	<b>3%</b>
Property, infrastructure, plant and equipment	277,836,635	270,940,296	6,896,339	3%
<b>Right of Use Assets</b>	<b>230,220</b>	<b>394,161</b>	<b>(163,941)</b>	<b>(42%)</b>
Right of Use Assets	870,505	688,281	182,224	26%
Accum Amortisation - Right of Use Assets	(640,285)	(294,120)	(346,165)	(118%)
<b>Total Asset</b>	<b>304,395,389</b>	<b>291,860,339</b>	<b>12,535,050</b>	<b>4%</b>
<b>Liability</b>				
<b>Current liabilities</b>	<b>9,594,785</b>	<b>5,333,078</b>	<b>(4,261,707)</b>	<b>(80%)</b>
Trade and other payables	6,405,461	2,399,697	(4,005,764)	(167%)
Trust funds and deposits	428,643	200,294	(228,350)	(114%)
Provisions	2,503,765	2,475,819	(27,946)	(1%)
Leases	256,915	257,267	352	0%
<b>Non-current liabilities</b>	<b>1,136,567</b>	<b>1,296,122</b>	<b>159,554</b>	<b>12%</b>
Leases	0	159,554	159,554	100%
Provisions	1,136,567	1,136,567	0	0%
<b>Total Liability</b>	<b>10,731,352</b>	<b>6,629,199</b>	<b>(4,102,153)</b>	<b>(62%)</b>
<b>Net Assets</b>	<b>293,664,037</b>	<b>285,231,140</b>	<b>8,432,897</b>	<b>3%</b>
<b>Equity</b>				
<b>Equity</b>	<b>293,664,037</b>	<b>285,231,140</b>	<b>8,432,897</b>	<b>3%</b>

	Apr 2021	Jun 2020	Variance	% Variance
Accumulated Surplus	112,144,954	103,766,640	8,378,314	8%
Reserves	173,086,186	173,086,186	0	0%
Current Earnings	8,432,897	8,378,314	54,583	1%
<b>Total Equity</b>	<b>293,664,037</b>	<b>285,231,140</b>	<b>8,432,897</b>	<b>3%</b>

# Cashflow Statement — Buloke Shire Council

JUL 2020 - APR 2021

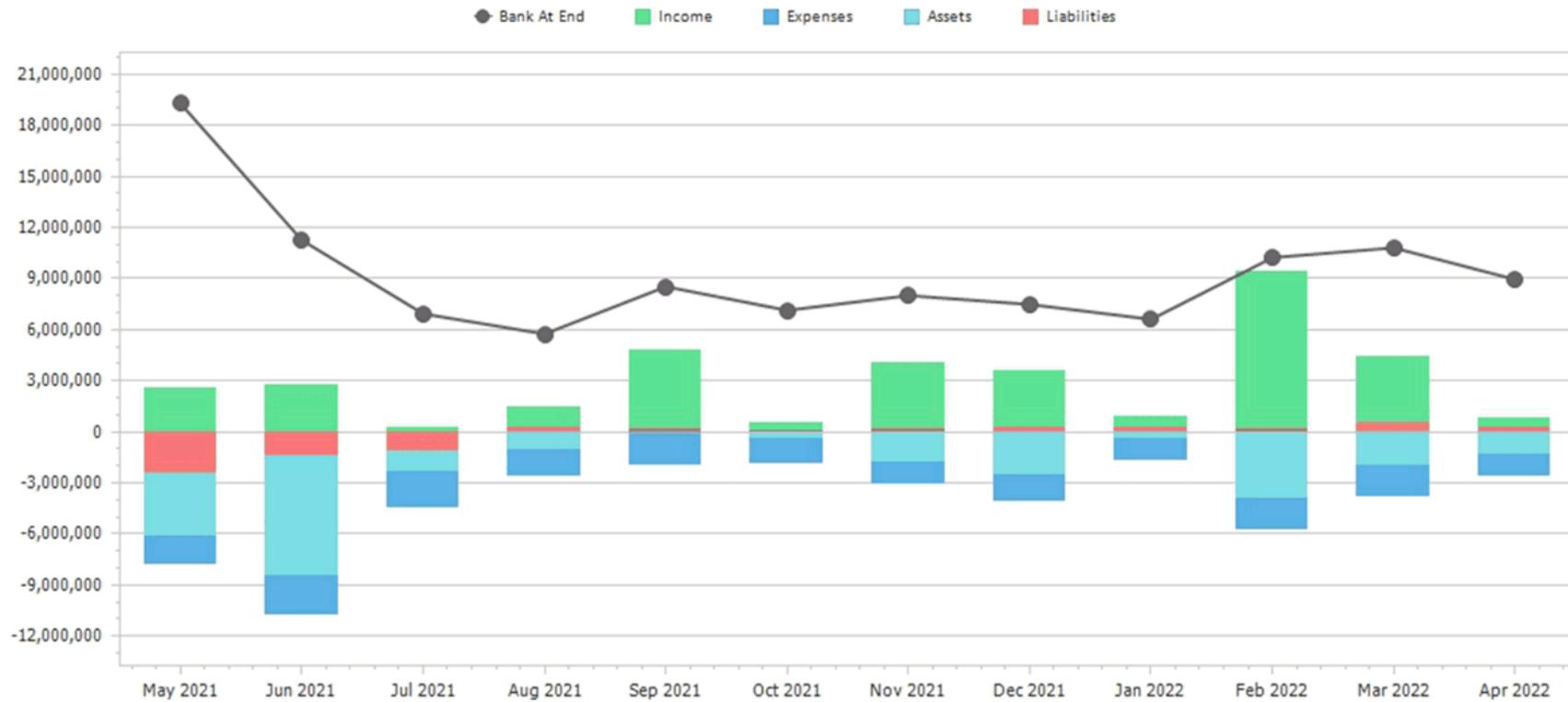
	Jul 2020 - Apr 2021
<b>Bank at Beginning</b>	<b>17,544,040</b>
<b>Cashflow from Operating Activities:</b>	
<b>Net Profit</b>	<b>8,432,897</b>
<b>Adjustments to Net Profit for Non-Cash Activities:</b>	
<b>Non - Cash expenses</b>	<b>7,151,811</b>
Depreciation	7,151,811
<b>Total Adjustments to Net Profit for Non-Cash Activities</b>	<b>7,151,811</b>
<b>Adjustments to Net Profit for Non-Operating Activities:</b>	
<b>Operating Activities</b>	<b>(81,213)</b>
Cash Inflows - Operational Income	(81,213)
<b>Operating Activities</b>	<b>(108)</b>
Cash Outflows	(108)
<b>Total Adjustments to Net Profit for Non-Operating Activities</b>	<b>(81,321)</b>
<b>Adjustments for Balance Sheet Movement on Operating Activities:</b>	
<b>Current assets</b>	<b>1,210,911</b>
2 · Trade and other receivables	1,096,681
4 · Inventories	50,191
5 · Other assets	64,039
<b>Right of Use Assets</b>	<b>163,941</b>
Vehicle Leases	163,941
<b>Current liabilities</b>	<b>4,260,495</b>
1 · Trade and other payables	4,004,552
2 · Trust funds and deposits	228,350
3 · Provisions	27,946
5 · Leases	(352)
<b>Non-current liabilities</b>	<b>(159,554)</b>
Leases	(159,554)

<b>Total Adjustments for Balance Sheet Movement on Operating Activities</b>	<b>5,475,793</b>
<b>Net Cashflow from Operating Activities</b>	<b>20,979,179</b>
<b>Cashflow from Investing Activities:</b>	
<b>Non-current assets</b>	<b>(13,879,934)</b>
Property, infrastructure, plant and equipment	(13,879,934)
<b>Operating Activities</b>	<b>81,213</b>
Cash Inflows - Operational Income	81,213
<b>Net Cashflow from Investing Activities</b>	<b>(13,798,721)</b>
<b>Cashflow from Financing Activities:</b>	
<b>Non-current assets</b>	<b>(168,215)</b>
Property, infrastructure, plant and equipment	(168,215)
<b>Current liabilities</b>	<b>1,212</b>
1 - Trade and other payables	1,212
<b>Operating Activities</b>	<b>108</b>
Cash Outflows	108
<b>Net Cashflow from Financing Activities</b>	<b>(166,895)</b>
<b>Net Cashflows</b>	<b>7,013,563</b>
<b>Bank at End</b>	<b>24,557,603</b>

Account tree BSC - Bal Sheet

## Cashflow Chart — Buloke Shire Council

MAY 2021 — APR 2022



## Cashflow Forecast — Buloke Shire Council

MAY 2021

	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
<b>Bank at Beginning</b>	<b>24,557,603</b>	<b>19,270,369</b>	<b>11,248,096</b>	<b>6,929,254</b>	<b>5,744,219</b>	<b>8,522,267</b>	<b>7,131,795</b>	<b>8,001,339</b>	<b>7,480,567</b>	<b>6,603,840</b>	<b>10,225,329</b>	<b>10,803,495</b>	<b>24,557,603</b>
<b>Operating Income</b>													
Rates and charges	1,252,109	16,683	6,667	147,403	1,194,530	6,667	2,458,368	6,667	6,667	8,197,227	6,667	6,667	13,306,319
Statutory fees and fines	14,739	14,739	18,167	19,044	17,547	7,388	24,962	78,745	12,506	12,319	12,319	12,319	244,795
User fees	69,824	110,663	52,913	52,091	55,074	51,089	82,205	50,894	53,940	53,834	63,866	138,300	834,693
Grants - operating	996,993	3,539,097	103,985	909,395	125,964	111,485	984,395	132,689	202,277	990,011	623,985	85,964	8,806,240
Contributions	91	10,087	100	42,365	7,600	100	100	7,600	100	100	7,600	100	75,944
Other Income	8,602	19,599	14,001	15,481	14,247	14,001	15,481	14,001	14,001	35,481	14,247	14,001	193,140
<b>Cash Inflows from Operation</b>	<b>2,342,358</b>	<b>3,710,868</b>	<b>195,832</b>	<b>1,185,778</b>	<b>1,414,962</b>	<b>190,729</b>	<b>3,565,510</b>	<b>290,595</b>	<b>289,491</b>	<b>9,288,971</b>	<b>728,684</b>	<b>257,351</b>	<b>23,461,129</b>
<b>Operating Expense</b>													
Employee Costs	(747,477)	(777,954)	(787,133)	(796,946)	(1,208,760)	(793,319)	(843,261)	(929,550)	(836,937)	(840,731)	(1,270,490)	(800,207)	(10,632,765)
Materials and services	(769,665)	(1,187,810)	(1,323,406)	(739,427)	(498,981)	(707,728)	(470,499)	(504,168)	(417,574)	(695,022)	(453,900)	(454,547)	(8,222,726)
Depreciation & Amortisation (Leasing)	(582)	(891)	(881)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(10,275)
Bad and doubtful debts	0	(192,216)	(27,784)	0	0	0	0	0	0	0	0	0	(220,000)
Borrowing costs	(1,732)	(1,178)	(2,554)	(2,753)	(2,753)	(2,753)	(2,753)	(2,753)	(2,753)	(2,753)	(2,753)	(2,741)	(30,228)
Other expenses	(171,646)	(159,010)	(44,941)	(26,882)	(52,044)	(31,715)	(35,217)	(112,314)	(47,154)	(256,046)	(69,571)	(24,183)	(1,030,724)
<b>Cash Outflows from Operation</b>	<b>(1,691,103)</b>	<b>(2,319,059)</b>	<b>(2,186,700)</b>	<b>(1,566,887)</b>	<b>(1,763,418)</b>	<b>(1,536,395)</b>	<b>(1,352,610)</b>	<b>(1,549,664)</b>	<b>(1,305,298)</b>	<b>(1,795,432)</b>	<b>(1,797,594)</b>	<b>(1,282,558)</b>	<b>(20,146,718)</b>



	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
<b>Asset</b>													
Debtor Rates & Charges accrual adjus...	(2,179,844)	0	0	0	0	0	0	0	0	0	0	0	(2,179,844)
GST - Receivable	0	1,440	0	0	0	0	0	0	0	0	0	0	1,440
Prepayments	0	(134,724)	0	0	0	0	0	0	0	0	0	0	(134,724)
Workcover Clearing	0	15,604	0	0	0	0	0	0	0	0	0	0	15,604
Works In Progress	(1,495,820)	(7,179,587)	(1,136,745)	(1,051,793)	(222,619)	(373,701)	(1,770,394)	(2,556,367)	(409,773)	(3,972,128)	(2,003,245)	(1,332,042)	(23,504,212)
Debtors	0	332,731	0	0	0	0	0	0	0	0	0	0	332,731
Non-current assets	(15,849)	(15,847)	0	0	0	0	0	0	0	0	0	0	(31,697)
<b>Movement in Assets</b>	<b>(3,691,513)</b>	<b>(6,980,383)</b>	<b>(1,136,745)</b>	<b>(1,051,793)</b>	<b>(222,619)</b>	<b>(373,701)</b>	<b>(1,770,394)</b>	<b>(2,556,367)</b>	<b>(409,773)</b>	<b>(3,972,127)</b>	<b>(2,003,245)</b>	<b>(1,332,042)</b>	<b>(25,500,702)</b>
<b>Liability</b>													
PO Accrual	(2,684,261)	(1,342,130)	(2,013,196)	0	0	0	0	0	0	0	0	0	(6,039,587)
Creditors Accruals	0	(15,840)	0	0	0	0	0	0	0	0	0	0	(15,840)
GST	251,824	196,978	793,170	219,069	149,402	(2,153)	98,241	194,940	220,056	71,280	448,349	168,770	2,809,926
Fringe Benefits Tax (8070)	0	27,451	0	0	0	0	0	0	0	0	0	0	27,451
Payroll Clearing Account	0	1,544	0	0	0	0	0	0	0	0	0	0	1,544
Aust Services Union - Clearing	0	(2,693)	0	0	0	0	0	0	0	0	0	0	(2,693)
Tattslotto Clearing	0	(130)	0	0	0	0	0	0	0	0	0	0	(130)
WorkSafe Reimbursable - Clearing	0	31,423	0	0	0	0	0	0	0	0	0	0	31,423
Garnishee Order - Clearing	0	(2,262)	0	0	0	0	0	0	0	0	0	0	(2,262)
Superannuation Payable	9,852	0	0	0	0	0	0	0	0	0	0	0	9,852
Fire Service Levy Clearing	0	(305,999)	0	0	0	0	0	0	0	0	0	0	(305,999)

	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
Community Climate Change Adaptati...	0	(3,180)	0	0	0	0	0	0	0	0	0	0	(3,180)
Defined Benefit Super - Current	8,491	0	0	0	0	0	0	0	0	0	0	0	8,491
Lease Liability - Current	(23,581)	(23,581)	28,797	28,797	28,797	28,797	28,797	28,797	28,797	28,797	28,797	28,798	240,809
<b>Movement in Liabilities</b>	<b>(2,437,675)</b>	<b>(1,438,420)</b>	<b>(1,191,228)</b>	<b>247,866</b>	<b>178,199</b>	<b>26,644</b>	<b>127,039</b>	<b>223,737</b>	<b>248,853</b>	<b>100,077</b>	<b>477,147</b>	<b>197,568</b>	<b>(3,240,194)</b>
<b>Equity</b>													
Suspense	0	(1,066)	0	0	0	0	0	0	0	0	0	0	(1,066)
<b>Capital Inflows and Outflows</b>	<b>0</b>	<b>(1,066)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,066)</b>
<b>Capital Income</b>													
Grants - capital	135,700	(994,214)	0	0	3,170,925	302,250	300,000	3,070,925	300,000	0	3,173,175	300,000	9,758,761
Other Capital Income	55,000	0	0	0	0	0	0	0	0	0	0	0	55,000
<b>Other Inflows</b>	<b>190,700</b>	<b>(994,214)</b>	<b>0</b>	<b>0</b>	<b>3,170,925</b>	<b>302,250</b>	<b>300,000</b>	<b>3,070,925</b>	<b>300,000</b>	<b>0</b>	<b>3,173,175</b>	<b>300,000</b>	<b>9,813,761</b>
<b>Net Movement</b>	<b>(5,287,233)</b>	<b>(8,022,274)</b>	<b>(4,318,841)</b>	<b>(1,185,036)</b>	<b>2,778,049</b>	<b>(1,390,472)</b>	<b>869,544</b>	<b>(520,773)</b>	<b>(876,727)</b>	<b>3,621,489</b>	<b>578,166</b>	<b>(1,859,681)</b>	<b>(15,613,789)</b>
<b>Bank at End</b>	<b>19,270,369</b>	<b>11,248,096</b>	<b>6,929,254</b>	<b>5,744,219</b>	<b>8,522,267</b>	<b>7,131,795</b>	<b>8,001,339</b>	<b>7,480,567</b>	<b>6,603,840</b>	<b>10,225,329</b>	<b>10,803,495</b>	<b>8,943,813</b>	<b>8,943,813</b>

**BULOKE SHIRE COUNCIL - CAPITAL PROGRAM**

Income						Expenditure				
Carried Forward/ Multi Year	YTD Actual	Budget	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year	Actual YTD	Budget Full Year	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000

**PROPERTY  
Land Improvements**

Town entrances	-	-	-	-	-	-	-	20	-	(20)	-
Playground replacement program	-	-	-	-	-	-	4	80	10	(70)	-
Streetscape Improvements - Birchip	-	-	493	-	(493)	493	2,175	800	2,690	1,890	-
Streetscape Improvements - Wycheproof	-	100	450	150	(300)	-	48	600	67	(533)	885
Streetscapes Funding #1 (#2 in 21/22)	-	400	1,500	400	(1,100)	1,500	475	1,500	475	(1,025)	-
Small Town Street Furniture	-	65	130	65	(65)	13	139	130	145	15	-
Street Light LED Conversion	-	120	240	120	(120)	24	208	240	208	(32)	-
Wyche Wetlands/Mt Wyche	-	290	350	350	-	-	215	350	91	(259)	264
Birchip Streetscapes	-	-	-	-	-	-	-	-	-	-	414
Wycheproof Streetscapes	-	-	-	-	-	-	-	-	-	-	107
Charlton Streetscapes	-	-	-	-	-	-	-	-	-	-	508
Donald Streetscapes	-	-	-	-	-	-	-	-	-	-	578
Sea Lake Streetscapes	-	-	-	-	-	-	-	-	-	-	1,060

**Buildings & Improvements**

Charlton Riverfront	-	160	467	160	(307)	-	663	467	754	287	-
Donald Riverfront	-	168	467	168	(299)	-	436	467	576	109	-
Lake Tyrrell	-	734	604	734	130	-	1,154	604	1,154	550	-
Charlton Early Years	-	588	1,150	705	(445)	-	1,314	1,150	1,444	294	-
Halls Improvements	38	40	75	40	(35)	10	53	75	76	1	-
Town Brochures	25	40	50	40	(10)	10	51	50	51	1	-
Wycheproof Library	240	-	240	-	(240)	-	19	240	19	(221)	261
Wooroonook Camping Ground	168	168	168	168	0	-	3	168	110	(58)	-
Wycheproof Camping Ground	125	57	125	57	(68)	-	6	125	12	(113)	122
Donald Camping Ground	57	125	57	125	68	-	12	57	61	4	-
Gordon Camping Ground	14	14	14	14	(0)	-	16	14	1	(13)	-
Depot Safey	-	-	-	-	-	-	-	45	15	(30)	-
Airconditioning	-	-	-	-	-	-	3	15	15	0	-
Birchip Town Centre Plan	-	-	-	-	-	-	7	90	16	(74)	80
Donald Community Precinct	-	-	-	-	-	-	53	200	57	(143)	157

Income						Expenditure				
Carried Forward/ Multi Year	YTD Actual	Budget	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year	Actual YTD	Budget Full Year	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000

Donald Pony Club	-	-	-	-	-	-		20	20	-	-
Watchem Hall Entrance	-	-	-	-	-	-	2	20	22	2	-
Lakes CCTV	-	-	-	-	-	-	14	20	6	(14)	-
Sea Lake Tourism Centre - State RDV	-	290	300	290	(10)	10	215	300	296	(4)	-
Wycheproof Pre-school	250	436	1,200	436	(764)	104	533	1,200	1,033	(167)	

**PLANT & EQUIPMENT**

**Plant, Machinery and Equipment**

Plant, Machinery and Equipment	-	-	50	50	-	-	26	647	239	(408)	36
Library Book	-	-	-	-	-	-	15	25	15	(10)	

**Computers and Telecommunications**

IT & Equipment replacement	-	-	-	-	-	-	28	166	28	(138)	
IT System Renewal	-	-	-	-	-	-		150	-	(150)	

**INFRASTRUCTURE**

**Roads**

Berrillock/Birchip Road Floodway	-	-	1,400	-	(1,400)	900	1,029	1,607	1,029	(578)	
Berrillock/Birchip Road Rehabilitation	-	-	480	-	(480)	-	0	1,880	0	(1,880)	1,803
Road Reseal Program	-	1,590		2,033	2,033	-	1,000	1,000	1,413	413	-
Road Resheeting Program	-	367	520	367	(153)	-	477	560	477	(83)	
Final Seal Watchem/Warrack (committed)	-	-	-	-	-	-	-	50	50	(0)	-
Final Seal Culgoa/Ultima x 4 (committed)	-	-	-	-	-	-	-	277	275	(2)	-
Donald Avon Plains Road Bridge (Carry Fwd)	-	-	-	-	-	-	139	100	139	39	-
Tower Road and Industry Drive in Donald Sealing	-	120	240	120	(120)	24	315	240	315	75	-
Sea Lake Lascelles/Culgoa-Lalbert Road #1 (#2 in 21/22)	-	-	461	300	(161)	523	468	923	468	(455)	-

**Footpaths and Cycleways**

Cross overs	38	48	75	48	(27)	12	1	75	61	(14)	-
Best Street Sea Lake footpath	-	-	-	-	-	-		75		(75)	

**Drainage**

Birchip town drainage improvements (kerb and channel and drainage hot spots)	-	-	-	-	-	-	25	175	154	(21)	-
Charlton underground drainage (Kaye St)	-	495	990	495	(495)	99	57	990	980	(10)	-

**Recreational, Leisure & Community Facilities**

Income						Expenditure				
Carried Forward/ Multi Year	YTD Actual	Budget	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year	Actual YTD	Budget Full Year	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000

Swimming pool plant upgrades (Sea Lake)	-	-	-	-	-	-	1	100	1	(99)	-
Birchip Netball Court Upgrades (Drought program)	135	412	270	412	142	58	774	270	795	525	-
Birchip Leisure Centre Female Friendly (Drought/SRV grant)	15	24	90	24	(66)	6	234	180	234	54	-

**Waste Management**

Glass skips at Transfer stations	-	-	-	-	-	-		60		(60)	
<b>TOTAL FY21 CAPITAL PROGRAM</b>	<b>1,104</b>	<b>6,850</b>	<b>12,656</b>	<b>7,871</b>	<b>(4,785)</b>	<b>3,786</b>	<b>12,408</b>	<b>18,597</b>	<b>16,096</b>	<b>(2,501)</b>	<b>6,274</b>

**CARRIED FORWARD PROJECTS FY20**

Lake Tyrrell Direl	-	-	-	-	-	-	142		142	142	
Charlton Riverfront Development	-	-	-	-	-	-	-		-	-	
Donald Riverfront Development	-	-	-	-	-	-	23		23	23	
Nullawil Public Toilets	-	-	-	-	-	-	2		2	2	
Watchem Hall Toilet Upgrade	-	-	-	-	-	-	6		6	6	
Lake Tyrrell	-	-	-	-	-	-	660		660	660	
Charlton-Swan Hill Rd Glenloch Blackspot	-	-	-	-	-	-	106		106	106	
Parks and Gardens - Town Entrances - Tree Planting & Bins	-	-	-	-	-	-	5		5	5	
Parks and Gardens - Playground Replacement Program	-	-	-	-	-	-	21		21	21	
Birchip Streetscape Improvement	-	-	-	-	-	-	68		68	68	
Donald Community Precinct Construction	-	-	-	-	-	-	3		3	3	
Charlton Early Years Centre	-	-	-	-	-	-	1		1	1	
Municipal Offices - Renewal Program	-	-	-	-	-	-	9		9	9	
Birchip Leisure Centre Changerooms	-	-	-	-	-	-	1		1	1	
Wycheproof Saleyards Ramp Replacement	-	-	-	-	-	-	6		6	6	
	-	-	-	-	-	-	<b>1,052</b>	-	<b>1,052</b>	<b>1,052</b>	-

**NEW PROJECTS FY21**

Mali Heart	-	-	-	-	-	-	2		2	2	
Sea Lake Complex Redevelopment Stage 1	-	-	-	-	-	-	11		11	11	
Lighting up Buloke	-	752	-	752	752	537	5		5	5	
Lake Cabins	-	-	-	-	-	-			10	10	
	-	752	-	752	752	537	<b>18</b>	-	<b>28</b>	<b>28</b>	-

<i>Income</i>						<i>Expenditure</i>					
Carried Forward/ Multi Year	YTD Actual	Budget	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year	Actual YTD	Budget Full Year	Forecast Full Year	Budget - Forecast Variance	Carry Forward/ Multi Year	
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
<b>TOTAL</b>	<b>1,104</b>	<b>7,602</b>	<b>12,656</b>	<b>8,623</b>	<b>(4,033)</b>	<b>4,323</b>	<b>13,478</b>	<b>18,597</b>	<b>17,177</b>	<b>(1,420)</b>	<b>6,274</b>

## 8.3 FINANCIAL REPORTS

### 8.3.1 DRAFT AUDIT AND RISK COMMITTEE MEETING MINUTES 12 MAY 2021

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### PURPOSE

To provide Council with the draft minutes of the Audit and Risk Committee Meeting held on 12 May 2021.

#### SUMMARY

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

#### RECOMMENDATION

That Council notes the draft Minutes of the Audit and Risk Committee meeting held on 12 May 2021.

**Attachments:** 1 [Draft Audit and Risk Committee Meeting Minutes - 12 May 2021](#)

#### DISCUSSION

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

At the meeting held, the Committee considered the following matters:

- VAGO Audit Strategy 2021
- Presentation by Vision Super
- Presentation by JLT Insurance Brokers
- Outstanding Action Items
- Audit and Risk Committee Work Plan
- Asset Management Update
- Asset Management Policy and Strategy
- Procurement Policy
- Internal Audit Progress Update
- Risk Management
- Insurance Summary
- Legislative Compliance

- Aged Rates and Debtors Review
- Councillor Reimbursements
- Draft Financial Performance Report as at 31 March 2021
- Draft Revenue and Rating Plan
- Draft Financial Plan

**RELEVANT LAW**

Council is required under the *Local Government Act 2020* to establish and maintain an Audit and Risk Committee.

**RELATED COUNCIL DECISIONS**

The Committee was established by Council at its meeting held on 12 August 2020.

**OPTIONS**

Not applicable.

**SUSTAINABILITY IMPLICATIONS**

Not applicable.

**COMMUNITY ENGAGEMENT**

Community Engagement is not required.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

The Committee provides guidance and recommendations that result in improvements to methods and systems of Council.

**COLLABORATION**

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

**FINANCIAL VIABILITY**

The costs associated with the Committee are considered in the Annual Budget.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

The Audit and Risk Committee Charter was adopted by Council on 12 August 2020.

**TRANSPARENCY OF COUNCIL DECISIONS**

The Committee is considered an essential element of good governance, monitoring Council's financial and performance reporting, monitoring and providing advice on risk management and overseeing internal and external audit functions. The draft minutes are provided to Council to consider the activities undertaken by the Committee.

**CONFLICTS OF INTEREST**

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



# **AUDIT AND RISK COMMITTEE MEETING**

## **MINUTES**

**Wednesday 12 May 2021**

**Commencing at 1:00 pm**

**Wycheproof Hall Supper Room**

**367 Broadway Wycheproof**

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

## **ORDER OF BUSINESS**

### **1. WELCOME**

The Chair opened the meeting and welcomed those present.

### **2. RECEIPT OF APOLOGIES**

Cr Graeme Milne, Cr David Pollard, Rose Harris (Director Community Development)

### **3. ATTENDEES**

Margaret Abbey PSM (Chair), Dean Sleigh (Member), Bernard Young (Member), Cr Daryl Warren (Mayor), Anthony Judd (CEO), Hannah Yu (Director Corporate Services), Aileen Douglas (Manager Finance), Zoe Watts (Manager Governance), Cr Bronwyn Simpson, David Pell (AASB) via zoom, Kathie Teasdale (RSD Audit) via zoom, Givantha Karunatunga (JLT) via zoom, Sean Ellis (Vision Super) via Zoom, Paul Filia (Vision Super) via zoom, Amber Ricks (Manager Facilities), Dan McLoughlan (Manager Assets, Ross Allen (Finance), Jen Hewett (Governance).

### **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **MOTION:**

That Audit and Risk Committee adopt the Minutes of the Audit and Risk Committee Meeting held on Wednesday, 10 February 2021.

**MOVED:                   BERNARD YOUNG**

**SECONDED:           DEAN SLEIGH**

**CARRIED.**

Minutes were confirmed and signed by Chair.

### **5. CHIEF EXECUTIVE BRIEFING**

Briefing by Chief Executive Officer to the Audit and Risk Committee Meeting including any legal matters.

The Chief Executive Officer informed the Audit and Risk Committee (the Committee) of a legal matter regarding a privacy complaint that is currently in VCAT. The TAC matter that was previously reported to the Committee has now settled.

Councillors and staff have commenced the following draft documents:

- Annual Budget
- Financial Plan
- Revenue and Rating Strategy
- Council Plan, incorporating 10 year Community Vision and the Public Health and Wellbeing Plan, all of which have involved a significant amount of community engagement.

The draft Budget includes a number of carry forwards, with the key highlight being capital projects. Securing building and civil contractors will be a big risk to Council. Council staff are working closely with

funding providers to help address these challenges. Council are also mindful of the challenges of increasing its assets.

A presentation from the valuers identified increased property prices over the past 12 months with a 5-6% increase in residential property and 20% in farming.

Council continues to focus on renewal, such as streetscapes, most of this funding is for renewal of drainage, kerb, and footpaths.

The 2018 flood program is now fully complete and claimed.

The Federal Budget announcements include increased funding for infrastructure will be available and Council will seek funding for deliverable projects.

Infrastructure funding from the State Budget is also expected.

Working for Victoria program is coming to an end. The program enabled Council to employ 53 people during the program.

The Gender Equity plan needs to be in place by October 2021. A working group has been established to achieve this, and a staff survey will commence in June.

Council has adopted its Gift Policy and Councillor Code of Conduct.

Currently there is a class action against JLT being led by Moira Shire alleging the premiums they offered were 46% higher than the market over a 10 year period. Council is taking this under consideration.

The Rural Councils Transformation Project (RCCC) is currently shortlisting tenders.

A debrief of our COVID response to date is being planned.

The Business Transformation/ICT Strategy is in draft, however there is more work to be done taking financial implications into consideration.

In response to a question regarding the review of the Working for Victoria Program, the Committee was informed that Council has not yet seen the final report, however a number of recommendations from the report are expected.

## **6. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

There were no declarations of interest. .

## **7. MATTERS FOR DECISION / DISCUSSION / NOTING**

7.9	VAGO AUDIT STRATEGY 2021	4
7.1	VISION SUPER	5
7.2	INSURANCE UPDATE FROM JLT	6
7.3	OUTSTANDING ACTION ITEMS	7
7.4	REVIEW OF AUDIT AND RISK COMMITTEE WORK PLAN	8
7.5	ASSET MANAGEMENT UPDATE	9
7.6	ASSET MANAGEMENT POLICY AND STRATEGY	11
7.7	PROCUREMENT POLICY	13
7.8	INTERNAL AUDIT PROGRESS UPDATE	14

8.3.1 Draft Audit and Risk Committee Meeting Minutes 12 May 2021

Attachment 1 Draft Audit and Risk Committee Meeting Minutes - 12 May 2021

---

7.10	RISK MANAGEMENT	16
7.11	INSURANCE SUMMARY	18
7.12	LEGISLATIVE COMPLIANCE REGISTER	22
7.13	AGED RATES AND DEBTORS REVIEW	23
7.14	COUNCILLOR REIMBURSEMENTS	24
7.15	DRAFT FINANCIAL PERFORMANCE REPORT AS AT 31 MARCH 2021	25
7.16	DRAFT REVENUE AND RATING PLAN	28
7.17	DRAFT FINANCIAL PLAN	29
1.1	DRAFT ANNUAL BUDGET 2021/22	30

**8. ANY OTHER BUSINESS****9. MEETING CLOSE****NEXT MEETING**

THE NEXT AUDIT AND RISK COMMITTEE MEETING WILL BE HELD IN WYCHEPROOF HALL SUPPER ROOM

367 BROADWAY WYCHEPROOF ON WEDNESDAY, 1 SEPTEMBER 2021 AT 10:00 AM.

**Anthony Judd**  
**CHIEF EXECUTIVE OFFICER**

## 7. MATTERS FOR DECISION / DISCUSSION / NOTING

### 7.9 VAGO AUDIT STRATEGY 2021

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM/02/09

#### PURPOSE

To inform the Audit and Risk Committee of the VAGO Audit Strategy for conducting the audit of Council's financial report, performance statement and roads to recovery financial report for the year ending 30 June 2021.

#### RECOMMENDATION

That the Audit and Risk Committee Meeting note the VAGO Audit and Risk Strategy Memorandum.

**NOTED**

**Attachments:** 1 Audit Strategy 2021

#### KEY POINTS / ISSUES

The Victorian Auditor-General's Office, through Accounting and Audit Solutions Bendigo, has released the 2021 Audit Strategy Memorandum for the Buloke Shire Council. The Memorandum is provided for consideration by the Audit and Risk Committee.

#### DISCUSSION

David Pell from AASB addressed the meeting and gave an overview of the responsibilities and legal requirements in relation to the Audit. An overview of the Audit Strategy was also provided, highlighting that the significant areas of audit will be;

- Pandemic and operational response
- The *Local Government Act 2020* transition and the coexistence with the *Local Government Act 1989*
- Valuation of property, plant and equipment
- Changes to governance resulting from the local government elections in 2020.

The Committee were advised AASB hadn't identified IT controls as a major risk area for Council at this stage, but this would be reviewed. The Committee were also advised grant income and expenditure, and particularly the application of the accounting standards would be reviewed, as will rates revenue from a procedural point of view. Third party confirmation was also to be sought in relation to bank accounts being reconciled monthly.

In response to a question in relation to the changes to governance and whether questions would be made directly to Councillors by the Auditor, the Committee was informed that the Auditors would be

concerned with the various declarations and disclosures made by Councillors such as conflicts of interests, and would also be looking at changes to key personnel (management structure) during the financial year.

## 7.1 VISION SUPER

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/09/02

### PURPOSE

To provide the Audit and Risk Committee with an update on the status of Superannuation.

### RECOMMENDATION

That the Audit and Risk Committee note the presentation from Sean Ellis of Vision Super.

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

Sean Ellis, General Manager Strategy and Growth, Vision Super, will give a presentation to the Audit and Risk Committee on Superannuation via Zoom.

### DISCUSSION

Sean Ellis addressed informed the Committee of the status of the Defined Benefits Superannuation fund. Investment markets have been strong and the VBI has shifted to a more healthy position at 11.4%.

The actuary is challenging some assumptions for the investment objective. It is currently at 6-6.2%. The implication of changing the objective is that for every 1% reduction to the objective, VBI will reduce by approximately 5%.

Salary increases and CPI will also impact the VBI. There are approximately 1,700 active members in the fund, but his is reducing. The expected life of the fund is still approximately 30 - 40 years.

In response to a question regarding the impact of the Federal Government allowing the withdrawal of funds from superannuation accounts during COVID, the Committee was informed there was little impact on Vision Super as few members withdrew funds, however, more females appeared to access this than males.

## 7.2 INSURANCE UPDATE FROM JLT

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/09/02

### PURPOSE

To provide the Audit and Risk Committee with an update on the insurance market and how it applies to Council.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the presentation from Givantha Karunatunga

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

Givantha Karunatunga from JLT Insurance Brokers is Council's Account Manager. Givantha will be giving a presentation on insurance via Zoom.

### DISCUSSION

Mr Karunatunga presented to the Audit and Risk Committee advising them of the JLT insurance program that they provide to 71 Victorian Councils. JLT are currently undertaking a renewals process for the Councils, with a renewal report due by the end of June. The Committee were advised that the insurance market continues to harden. A copy of the presentation has been distributed to the Committee.

In response to a question regarding the adequacy of the level of cyber insurance, Mr Karunatunga advised the Committee that the level JLT is recommending to Councils sits with the claims experience, however still acknowledged that costs associated with this risk can escalate quickly.

## 7.3 OUTSTANDING ACTION ITEMS

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To inform the Audit and Risk Committee of the current status of actions from internal and external audit and relevant regulatory reports.

### MOTION:

That the Audit and Risk Committee:

1. Notes the status of the outstanding actions
2. Approves the completed actions

**MOVED:** BERNARD YOUNG

**SECONDED:** DEAN SLEIGH

**CARRIED.**

**Attachments:** 1 Outstanding Action Items

### KEY POINTS / ISSUES

Council staff are required to provide updated commentary and to advise when an action is complete. Once completed items are to the satisfaction of the Audit and Risk Committee, the action will be removed from the report.

Current comments are indicated by red font.

### DISUCSSION

The Committee agreed to mark items, 1, 2, 15, 17 and 30 as complete.

The Committee were advised that the due date for item 13 is in 2024 as it is contingent on the implementation of the Rural Council Transformation Project, however progressive improvements per the Internal Audit recommendations are being implemented.

## 7.4 REVIEW OF AUDIT AND RISK COMMITTEE WORK PLAN

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide an updated status of the Audit and Risk Committee Work Plan

### RECOMMENDATION

That the Audit and Risk Committee note and review the work plan

**NOTED**

**Attachments:** 1 Work Plan

### KEY POINTS / ISSUES

The work plan incorporates all matters that have been considered or will be considered by the Audit and Risk Committee over a twelve-month period.

The attached annual work plan has been populated to show the status of current documents and processes, and key documents and initiatives to be to be considered within the 2021 meeting schedule, that are known.

It should be noted that the proposed internal audit program may be subject to change based on the revised internal audit program to be undertaken by Council's Internal Auditor.

The work plan is a dynamic document. It will be reviewed and adjusted at each meeting of the Audit and Risk Committee and additional items shall be added as they become known.

### DISCUSSION

The Committee noted the current status of the annual work plan.

## 7.5 ASSET MANAGEMENT UPDATE

**Author's Title:** Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** FM/02/09

### PURPOSE

To provide Audit and Risk Committee an update on the status of the Asset Management processes and frameworks

### RECOMMENDATION

That the Audit and Risk Committee note the report.

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

Previous internal and external audits conducted at Council have highlighted a number of concerns with its asset management processes and frameworks. Prior year open findings are incorporated into Council's regular Outstanding Action report.

The Audit and Risk Committee has requested separate key milestone reports to give a level of assurance to Council that recording and financial reporting of assets is progressing in accordance with Council's action plan. Council Officers propose a status report is presented to the Audit and Risk Committee on a quarterly basis.

Focus in the previous quarter continues to be on updating all of Council's Asset Management Plans, commencing a review on the Asset management Policy and Strategy, utilising Working for Victoria resources to undertake inspections of many of our small assets such as street furniture etc., while continuing the implementation of the Confirm Asset Management system.

Action	Risk	Responsibility		Status
Internal Audit – Asset Management	Medium	Director Works and Technical Services	The Asset Management Plan will be reviewed annually. A bi-annual review of action plans will be conducted to update status.	All Plans have been reviewed by staff.  A draft Asset Policy and Strategy has been presented to the May 2021 meeting of the Audit and Risk Committee
Infrastructure team produce an asset maintenance plan/strategy for presentation to Council. Even though the budget for asset maintenance and replacement is quite limited, Council is currently unable to make informed decisions regarding this without all the scenarios demonstrating the impact of expenditure on the assets. Consideration should also be given to the best method of maintaining Council assets.	High	DWTS		A roads infrastructure maintenance plan and schedule has been developed. Building Maintenance Plans have been developed, including an asbestos management procedure.

Council's Asset Management Policy and Strategy have been reviewed by staff, utilising the National Asset Management Framework assessment that was undertaken by CT Management in 2020. These documents are attached for noting by the Committee.

## DISCUSSION

Dan McLoughlan informed the Committee that the Asset Policy and Strategy has been developed and work has commenced on the Asset Management Plan. A draft Transport Asset Management Plan is soon to be reviewed by management and the established Asset Management Committee. The Plan incorporates improvements and recommendations to implement and to ensure information is complete and relevant data collected to enable informed decisions to be made. Once complete the Plan will undergo community consultation.

The Plan will be incorporated with the operational plan to ensure the document remains a live document.

In response to a question regarding renewal gaps, officers informed the Committee that the renewal gap has been detailed in the Financial Plan and sits at approximately \$1.5m annually.

The Committee commented that the strategic challenge is to be able to communicate the reasons for the spend on one asset class over another.

## 7.6 ASSET MANAGEMENT POLICY AND STRATEGY

**Author's Title:** Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** FM/02/09

### PURPOSE

To inform the Audit and Risk Committee of the Asset Management Policy and Strategy.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the Asset Management Policy and Strategy 2021.

**NOTED**

**Attachments:**

- 1 Asset Management Policy
- 2 Asset Management Strategy 2021

### KEY POINTS / ISSUES

Officers have developed an updated Asset Management Policy and Strategy for review by the Audit and Risk Committee and adoption by Council.

The Policy applies to all assets under Council's control, regardless of the source of acquisition.

The Strategy provides a range of actions to be undertaken to improve or enhance Council's asset management capability and to achieve strategic objectives.

The Asset Management Policy and Strategy were due for review this financial year. A literature review of similar sized Councils has been undertaken and consideration has been given to recent audits and benchmarking undertaken in 2020 by CT Management on Council's core competency in asset management under the National Asset management Assessment Framework.

Specific focus has been placed on acquisition and disposal of assets ensuring service delivery benefits are realised by existing assets and assets determined as being surplus to requirements are disposed of appropriately.

The Policy is designed to set a framework for undertaking asset management in a structured, coordinated, cost effective and financially sustainable manner. The Policy will ensure that Council's assets are measured, valued and depreciated in accordance with the relevant Accounting Standards and other State Government Policies. In addition, this policy enables consistency of decision-making and enables Council to ensure that its assets continue to function and meet the needs and expectations of the community.

The Strategy describes the current status, vision and actions for improving asset management within the Buloke Shire Council.

The Asset Management Strategy establishes the framework that determines the nature and direction of asset management – its objective is to describe how Council will meet its commitment to asset management as documented in its Council Plan, Long Term Financial Plan and Asset Management Policy.

A structured set of actions aimed at enabling improved asset management by the organisation forms the measurable basis for delivering this objective. These actions are aimed (in the first instance) at providing Council with a core level of asset management practice as soon as possible in line with the requirements under the *Local Government Act 2020* Integrated Strategic Planning Framework.

The Policy and Strategy will be taken to an upcoming Ordinary Meeting of Council for adoption.

## **DISCUSSION**

The Committee noted the Asset Policy and Strategy after discussing it with item 7.5.

## 7.7 PROCUREMENT POLICY

**Author's Title:** Manager Governance

**Department:** Corporate Services

**File No:** CM/14/17

### PURPOSE

To inform the Audit and Risk Committee of the intention to extend the current Procurement Policy for a period of 6 months.

### MOTION:

That the Audit and Risk Committee endorse the extension of the attached Procurement Policy for a period of 6 months.

**MOVED:** BERNARD YOUNG

**SECONDED:** DEAN SLEIGH

**CARRIED.**

**Attachments:** 1 Procurement Policy

### KEY POINTS / ISSUES

Council is required to review and adopt its Procurement Policy at least once in each financial year in accord with s186A of the *Local Government Act 1989*. Council's current Procurement Policy is due for review in June 2021.

The transition arrangements under the *Local Government Act 2020* ("the 2020 Act") relating to procurement are due to commence on 1 July 2021. Council will be required to prepare and adopt a new Procurement Policy in accord with s108 of the 2020 Act by 1 January 2022.

Given the requirement to adopt a new Procurement Policy after the commencement of s108, it is proposed that the current Procurement Policy ("the Policy") be extend until December 2021 given no major changes are required at the present time.

A further review of the Policy shall occur within 6 months of commencement of s108 of the 2020 Act, with a view of adopting a new Policy during this period.

### DISCUSSION

The Committee endorsed the extension of the Policy.

## 7.8 INTERNAL AUDIT PROGRESS UPDATE

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide an update to the Audit and Risk Committee on the status of the Internal Audit Plan and a summary of regulatory reports and publications.

### RECOMMENDATION

That the Audit and Risk Committee note the Audit and Risk Committee Status and Update Reports from Council's Internal Auditors – RSD Audit.

**NOTED**

**Attachments:**

- 1 Internal Audit Status Report
- 2 Internal Audit Update Report

### KEY POINTS / ISSUES

The Strategic Internal Audit Plan 2021 – 2023 and Annual Plan 2020-2021 was endorsed by the Audit and Risk Committee at its meeting on 10 February 2021. The objectives of the Internal Audit program are to provide a risk based, cyclical, strategic plan which focuses on the organisations risks and internal control systems. The progress update provides an update on the status of the Internal Audit program.

- RSD Audit has provided a summary of recent reports and publications by government agencies and other sources that may impact on public sector agencies.

- The Audit and Risk Committee Status Report dated May 2021, and the Internal Audit Update are attached.

### DISCUSSION

Kathie Teasdale (RSD Audit) advised the Committee there has been some delay with the BCP and Disaster Recovery Audit, however the draft will be available soon. The draft report for the Debtor Management Audit is currently with Council management. The Committee were also informed that there has been several interesting regulatory reports this year. These are listed in the update report.

Item - 7.9. VAGO Audit Strategy 2021 - has been moved to above item 7.1.

## 7.10 RISK MANAGEMENT

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide an update on the status of Risk Management within Council.

### RECOMMENDATION

That the Audit and Risk Committee note the status of Council's Risk Register.

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

- Council and management are responsible for reviewing all major strategies, plans and actions to identify risks to the organisation. Additionally, management is responsible for establishing and maintaining an effective system of internal controls that support the achievement of Council's objectives.
- 
- The Risk Register is a useful tool in providing an analysis of Council's key risks. It ensures there is a common and consistent understanding of risks to Council. The Risk Register also a means of communicating key risks to the Audit and Risk Committee.
- 
- Council is currently documenting the risks that exist within each directorate into Council's Risk Management System. This work is ongoing and the identified risks, the registers they are located in, controls and tasks will be further refined as part of the ongoing review process over the coming months.
- 
- The system used by Council to identify, rate and monitor risks has recently been upgraded to incorporate a number new functionalities, some of which are recommendations from the Internal Audit on Risk Management undertaken by RSD Audit in June 2020.
- 
- The system now has the ability to:
  - Assign risks to individuals
  - Include review dates and review frequencies, and send reminder emails to assigned individuals
  - Have inherent risk assessment and residual risk assessment
  - Include risk appetite for each of the consequence areas
  - Show the control type
  - Record treatments and actions to reduce risk frequency or impact, and assign these to individuals.

Population of data in response to the above changes has commenced, however the software vendor has not yet provided the ability to generate reports following these updates. The vendor has indicated that improved reporting functionality will be available in future software updates.

The current Risk Management framework provides the frequency for monitoring and reviewing risks, which will be added to each identified risk in the system. The risk monitoring and review cycles will be considered when the framework is reviewed.

Below is the current organisational risk profile which reports residual risk. Not all risks have been reassessed and some will still show an assessed inherent risk.

## Summary Report

### Risk Register

Report Type: Organisational Risk Profile;

LIKELIHOOD \ CONSEQUENCE LEVEL	1 : Insignificant	2 : Minor	3 : Moderate	4 : Major	5 : Extreme
<b>RARE:</b> A. Highly unlikely to occur in the next 5 years	2	5	5	3	2
<b>UNLIKELY:</b> B. Slight possibility of occurring in the next 5 years	2	18	35	5	0
<b>POSSIBLE:</b> C. 50/50 chance of occurring in the next 3 - 5 years	1	15	24	6	0
<b>LIKELY:</b> D. 50/50 chance of event occurring in next 3 years	0	4	10	2	0
<b>ALMOST CERTAIN:</b> E. likely to occur once in the next 12 months	0	7	5	1	0

To further address some of the outstanding actions from the Risk Management Audit, provision has been made in the proposed 2021/22 budget. The timing of some of this work will take account of the need to incorporate strategic risks derived from the new Council Plan objectives, once the Council Plan is finalised. Further staff training in risk management will occur in the next financial year, noting that some training has recently been undertaken with staff to assist with procurement/project-related risk mitigation for the organisation. An Occupational Health and Safety Audit has also been undertaken in the Works & Technical Services Department and a recruitment process is underway to employ an officer dedicated to Occupational Health and Safety.

## DISCUSSION

The Committee noted the report.

## 7.11 INSURANCE SUMMARY

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To inform the Audit and Risk Committee on current insurance policies held by Council and claims history against the policies.

### RECOMMENDATION

That the Audit and Risk Committee note the report on Council's insurance policies and claims history.

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

Each year Council provides information to JLT Insurance Brokers to enable them to go to market and obtain competitive rates for insurance. Council requires insurance for over 200 structures, over 100 registered vehicles, works of art and heritage items, 5 aerodromes, public and product liability and other risks such as cyber, commercial crime and indemnity.

Workcover Insurance is not included as part of this report.

<b>Cyber Liability</b>	<ul style="list-style-type: none"> <li>• \$2M in annual aggregate</li> <li>• Incident Response</li> <li>• Business Interruption</li> <li>• Data Systems Recovery</li> <li>• Cyber Extortion</li> </ul>
<b>JMAPP Discretionary Trust</b>	<ul style="list-style-type: none"> <li>• Declared value of \$146M in 2021/22 up from \$76M in 2020/21</li> <li>• Covers buildings, unregistered plant, artworks, play equipment etc.</li> </ul>
<b>Councillor and Officer liability</b>	<ul style="list-style-type: none"> <li>• Employment Practices Liability</li> <li>• Councillor Statutory Liability</li> <li>• Defamation, Libel and Slander</li> </ul> Limits of liability per policy schedule
<b>Motor Vehicles</b>	Covers Registered fleet and plant (note: unregistered plant is covered under JMAPP) <ul style="list-style-type: none"> <li>• 119 units                             <ul style="list-style-type: none"> <li>○ 45 light fleet</li> <li>○ 50 Mobile Plant, Heavy Fleet</li> <li>○ 24 specialty trailers and trailers &gt; 2 tonne</li> </ul> </li> </ul>
<b>Community Liability</b>	Part A: Hire of Council-owned/controlled facilities where hirer

	<p>does not have public liability insurance (limited number of instances)</p> <ul style="list-style-type: none"> <li>• \$20M public and product liability</li> </ul>
<b>Major Airport</b>	<ul style="list-style-type: none"> <li>• Covers Councils registered and unregistered airports/aerodromes</li> <li>• \$30M any one accident</li> </ul>
<b>Personal Accident</b>	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Members of Council Committees</li> <li>• Volunteers</li> </ul> <p>Limits of liability as per policy schedule</p>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• All employees, whilst on Council business</li> <li>• Councillors, whilst on Council business</li> </ul> <p>Limits of liability as per policy schedule</p>
<b>LCIS – Public and Product Liability</b>	<ul style="list-style-type: none"> <li>• Senior Citizens Clubs</li> </ul>
<b>MAV LMI – Public and Product Liability and Professional Indemnity</b>	<ul style="list-style-type: none"> <li>• \$600M</li> </ul>
<b>MAV Commercial Crime</b>	<ul style="list-style-type: none"> <li>• \$1.5M</li> <li>• Fraud, theft of cash etc.</li> </ul>
<b>Brokerage Fee</b>	JLT Fee

The premium for the JMAPP Discretionary Trust saw an increase of 6% in 2020/21. During 2020/21 the assets underwent revaluations and extensive work was undertaken by the Finance and Works Teams to ensure all assets were identified. Council has also undertaken capital works programs improving and renewing assets. These factors have contributed to the increase in value of Council's assets going from a value of \$76M to \$146M. The policy cost in 2020/21 was \$1,600 per \$1M value, so a significant increase in the cost of the 2021/22 Policy renewal is anticipated.

The Councillor and Officers policy also saw a significant increase in costs in 2020/21, with a 70% increase on the 2019/20 premium amount. Indications from JLT is that this market is still hardening as insurers are withdrawing from this market.

A recent risk forum held by MAV LMI covered issues relating to professional indemnity. Whilst the forum focused on Planning and Building, the forum highlighted the need to make contemporaneous notes of conversations as well as maintaining written documentation and records when providing professional advice, such as planning, building, maternal and child health etc, as many claims against this policy have the potential to span a number of years. The importance of making a notification to insurers of a possible claim as soon as it becomes apparent was also stressed, as a claim can span multiple years.

Cyber risk has become a bigger issue in the past 12 months with an increase in threat actors within the area of cyberattacks. As previously reported to the Audit and Risk Committee, Council has experienced several incidents during the year. None have resulted in a claim made to insurance.

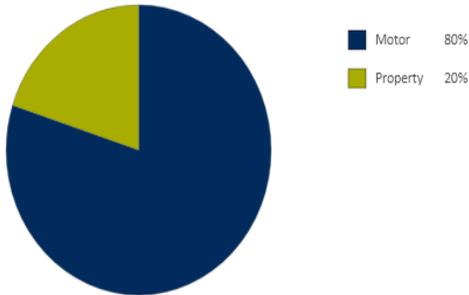
Council has not experienced any specific trends in claims in the past year, although a number of reports claiming reimbursement for property damage were received during 2020/21. These did not result in insurance claims as the values of the alleged damage was under insurance excess. Generally, property damage or injury claims against Council are for less than the insurance excess.

Claims history for Council is depicted further below:

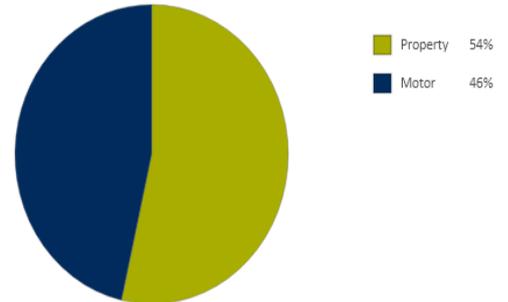
(Data is current to 30 April 2021)

### Claims 2020/21

Class of Business % Number of Claims

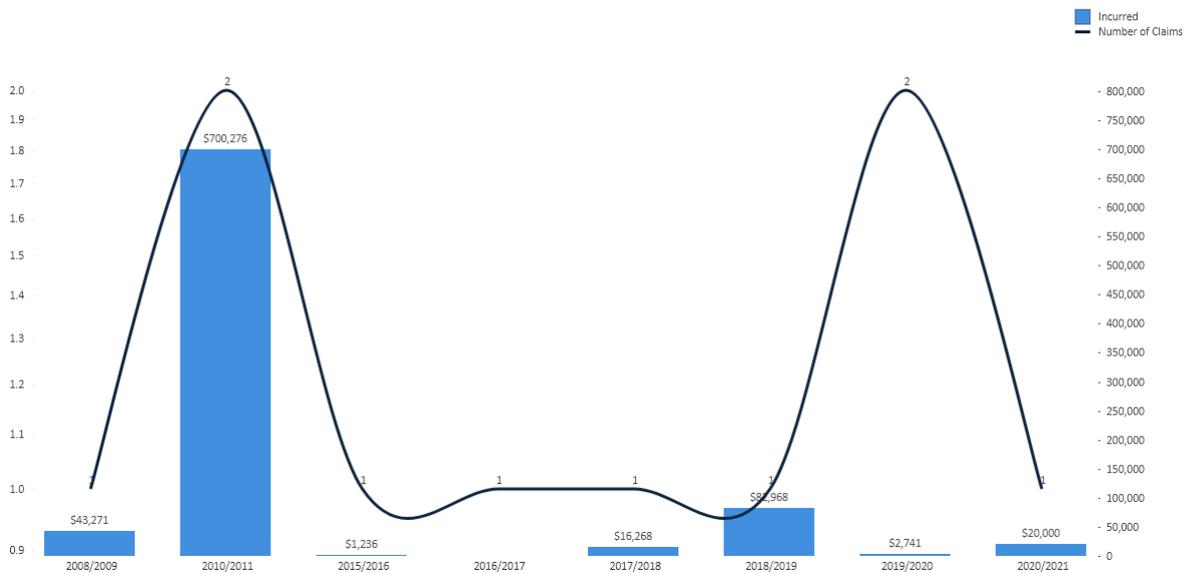


Class of Business % of Incurred



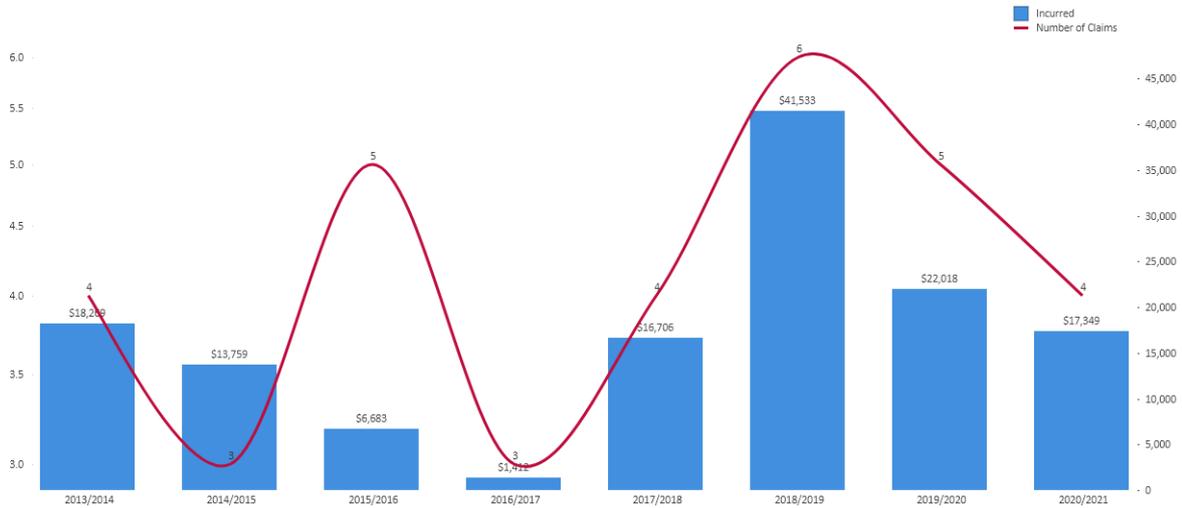
### Property Claims

2008/09 to 2020/21

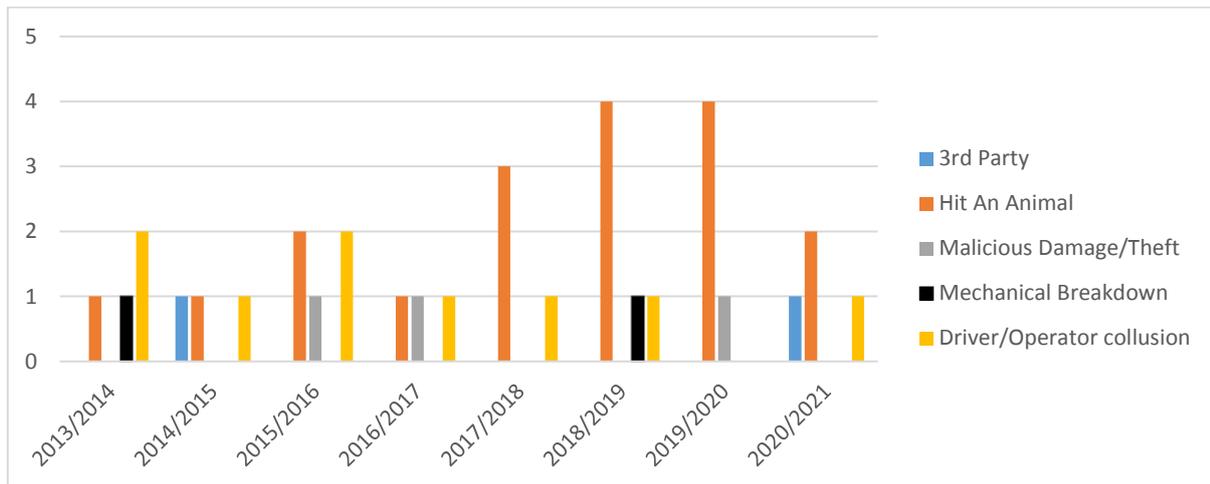


Value of claim in 2020/21 is not yet finalised, cost is indicative.

### Vehicle Claims

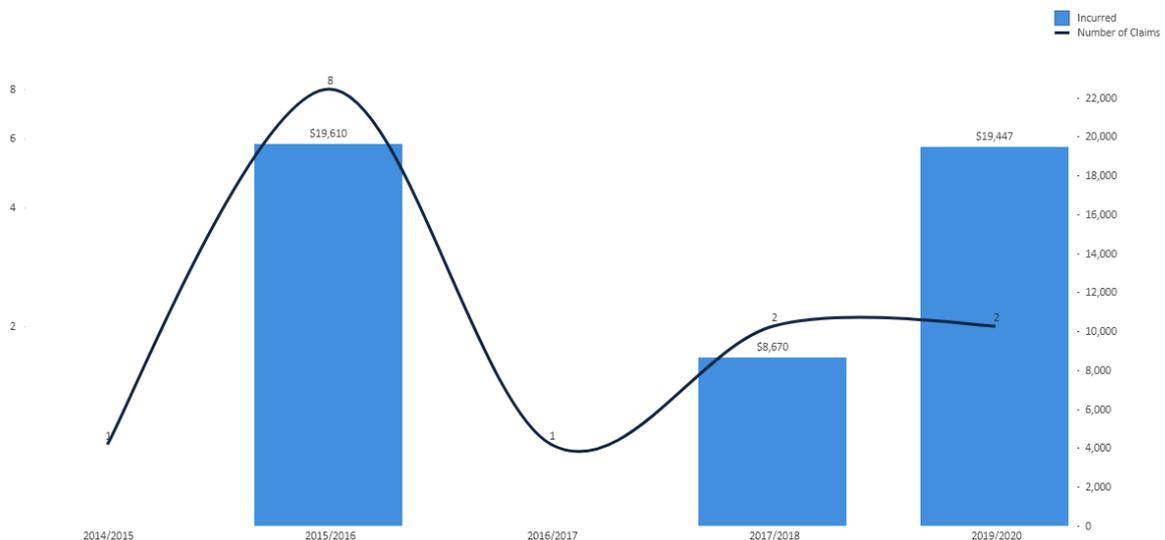


**No Claims by cause**



From 2013/14, 50% (17 claims) of all motor vehicle claims have been from collisions with animals, mainly kangaroos, but 2 incidents involved sheep.

**Councillor and Officer Liability Claims**



To 30 April 2021, there has been no claims made during 2020/21.

## **DISCUSSION**

It was highlighted that motor vehicle accidents were down this year and that there had been no claims for Councillor and Officer's liability.

The Committee queried whether issues had arisen around record keeping for claims. It was noted that there could be difficulties with this but staff were encouraged to keep records.

The Committee noted the report.

## 7.12 LEGISLATIVE COMPLIANCE REGISTER

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide the Audit and Risk Committee with the status of items in the Legislative Compliance Register.

### RECOMMENDATION

That the Audit and Risk Committee note the Legislative Compliance Register

**NOTED**

**Attachments:** 1 Compliance Register

### KEY POINTS / ISSUES

A Legislative Compliance Register was developed containing items for compliance pursuant to the *Local Government Act 1989* (LGA89), the *Local Government Act 2020* (LGA20) and associated regulations. Compliance obligations have been included in the report, taking into consideration the commencement dates of the various sections of the LGA20. Items for compliance to other legislation are being added progressively as these items are identified.

The Legislative Compliance Framework places the responsibility on individual departments to identify compliance items and to notify the Governance Team for inclusion into the Register. The Register also provides for identification of items of compliance / non-compliance, and a review of due dates in accord with the LGA89, the LGA20 and best practice, which in effect provides Council with a gap analysis to ensure that all the key elements under same are met.

The Register highlights items that are either overdue or near due for appropriate action to be taken.

### DISCUSSION

The Committee noted the report.

## 7.13 AGED RATES AND DEBTORS REVIEW

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide information to the Audit and Risk Committee of the status of the Aged Rates and Debtors Review.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the presentation.

**NOTED**

**Attachments:** Nil

### KEY POINTS / ISSUES

Ross Allen, Finance, will give a presentation to the Audit and Risk Committee on Aged Rates and Debtors.

### DISCUSSION

A presentation was given by Ross Allen to the Committee to advise them that the existing system to monitor and recover ratepayer debt was largely paper based, with agreements often incomplete and time consuming to maintain. This resulted in a risk to Council being able to recover outstanding ratepayer debt.

A system has been developed to monitor and analyse the payment of rates within Council and identify, monitor and recover ratepayer debt. The system has several analysis tools, including the ability to classify by property type, assess the ageing of outstanding debts, identify trends, being able to compare rate debt against CIV and providing sufficient information to Council for;

- ongoing monitoring of ratepayer files with a debt agency
- assessing debt management
- identifying when to commence s181 *Local Government Act 1989* proceedings.

The Committee asked if there was any demographic trends identified and were informed that residential ratepayers were the primary issue.

The Committee also asked if Council will get the money back, and were informed that the purposes of the analysis of CIV is to see if the debt exceeds CIV, but the tool allows Council to manage the debt.

A further question related to whether the tool can analyse whether the debt is from absentee landlords or residents, and were informed that the information is available when viewed at different levels.

## 7.14 COUNCILLOR REIMBURSEMENTS

**Author's Title:** Manager Finance

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To note the report on reimbursement of Councillor expenses in accord with section 40(2) of the *Local Government Act 2020* and reimbursements to the Chief Executive Officer.

### RECOMMENDATION

That the Audit and Risk Committee note the report of reimbursements of Councillor expenses and reimbursement of CEO expenses.

**NOTED**

**Attachments:** 1 Councillor Reimbursements Feb - May 2021

### KEY POINTS / ISSUES

Section 40 of the *Local Government Act 2020* requires Council to reimburse Councillors or members of a delegated committee for out-of-pocket expenses, and to provide details of all reimbursements under this section to the Audit and Risk Committee.

Council has adopted a Councillor Expenses Policy that provides information on what expenses can be reimbursed, and the conditions of the reimbursement;

- Must be a bona fide expense;
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The attached report itemises all reimbursements to Councillors from 4 February 2021 to 6 May 2021. No reimbursements have been made to the CEO during the period 4 February to 6 May 2021 this period.

### DISCUSSION

The Committee noted the report.

## 7.15 DRAFT FINANCIAL PERFORMANCE REPORT AS AT 31 MARCH 2021

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To present to the Audit and Risk Committee the draft financial statements for the period ending 31 March 2021.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the Draft Financial Performance Report as at 31 March 2021.

**NOTED**

**Attachments:**

- 1 Income Statement
- 2 Balance Sheet
- 3 Cashflow Forecast
- 4 Cashflow Forecast Chart

### KEY POINTS / ISSUES

The anticipated year-end surplus has been forecast down further confirmation of capital and operating grants have been made.

The forecasted year-end surplus is \$8.143m which is less \$2.028m less than the approved budget adopted at the start of the financial year.

### DISCUSSION

- The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual operations. Capital grant income is included in the calculation of the Councils 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 March is \$8.572m. Excluding capital grant income of \$11.278m, the operating result is a deficit of \$2.706m. These results reflect the impact of a forecast update in the Independent Support programs in March following project work in this area.

- 

- As highlighted in the Full Year Budget and Forecast columns, an unfavourable variance of \$130k is anticipated in operating profit mostly due to reforecasting Independent Support. Other variance in Total Operating Income and Total Operating Expenses are attributable to the Dec 18 Flood event project which offset each other with minimal net effect. A reduction in Capital Grant income of approximately \$2.1m due to projects to be carried forward the next financial year remains the most significant variance to budget.

- 
- The **Balance Sheet** summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$293,803m.
- 
- 

- The **Cashflow Statement** has been held over due to a system issue relating to the recognition of leases under the new accounting standard which is in the process of being resolved.
- 

- At 31<sup>st</sup> March 2021, Council's Cash and Cash Equivalents were \$27.455m of which approximately \$4m is grant funding received in advance (restricted cash).
- 

- The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 31 March 2021, the monthly budgets, specified timing parameters (such when BAS/super are due and quarterly rate receipts) and capital expenditure.
- 

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

The bank balance is expected to remain positive throughout the 2020-21 financial year and adequate to cover predicted current liabilities.

The **Capital Works Program** has been held over whilst the timing of multi-year capital projects is being finalised.

#### **RELEVANT LAW**

This report is consistent with the requirements of the *Local Government Act 2020*.

#### **RELATED COUNCIL DECISIONS**

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

#### **OPTIONS**

Not applicable.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable.

#### **COMMUNITY ENGAGEMENT**

Not applicable.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

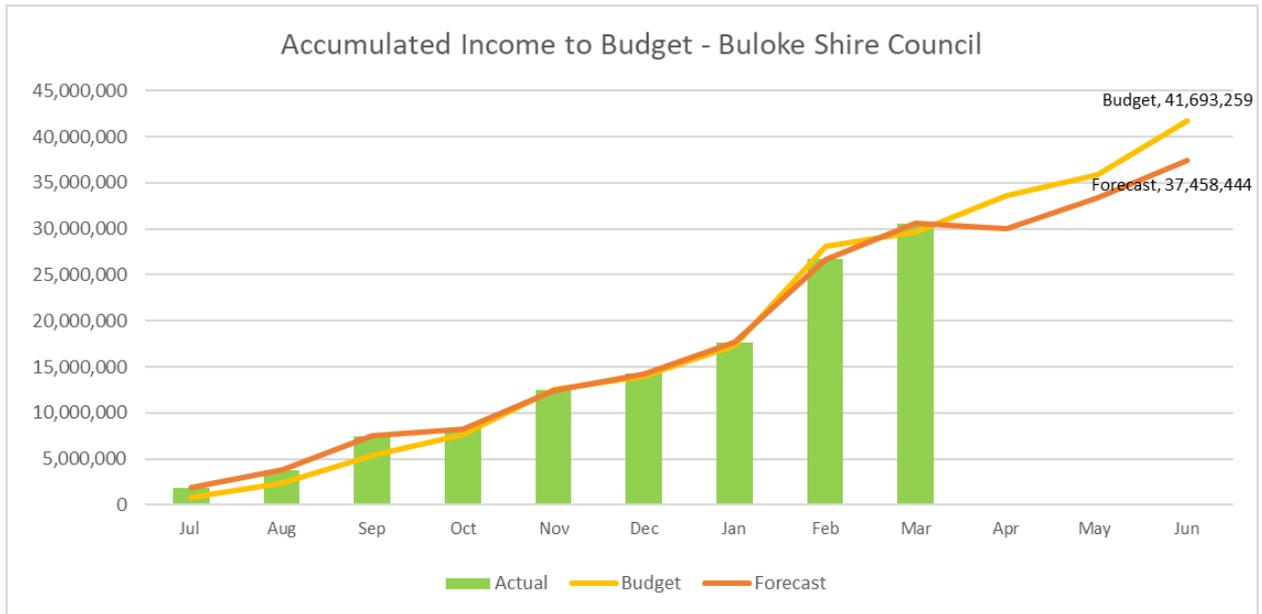
Not applicable.

#### **COLLABORATION**

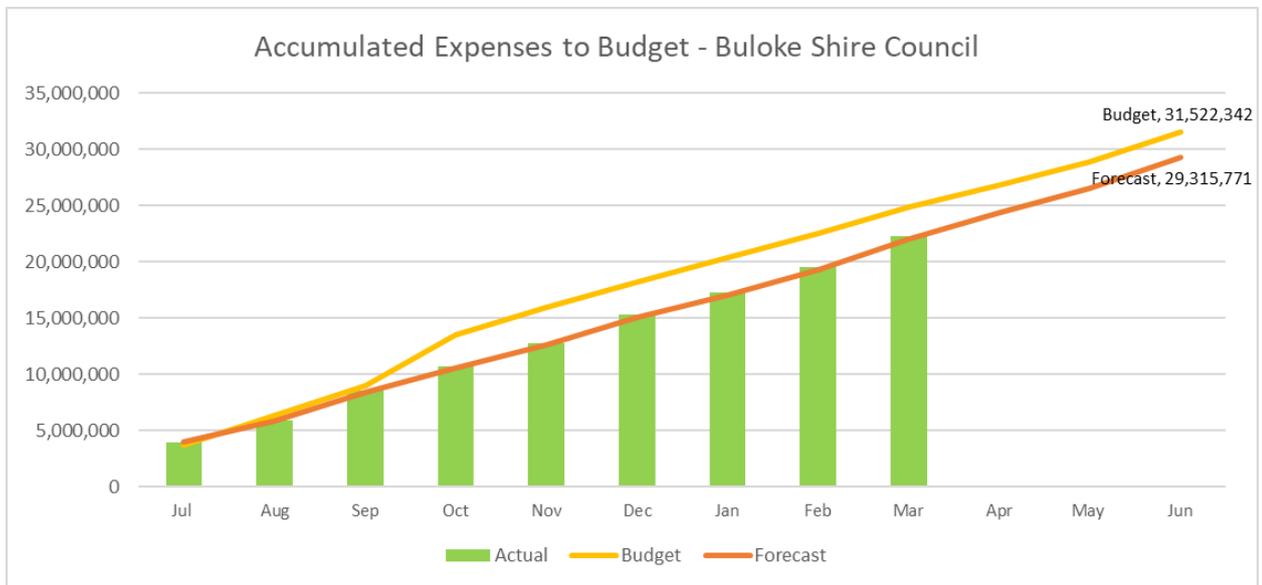
Not applicable.

#### **FINANCIAL VIABILITY**

- The tables below provide an overview of Council's financial performance against Approved budget income and expenses as at 31 March 2021.
-



- 
- 



- 

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

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

**TRANSPARENCY OF COUNCIL DECISIONS**

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

**CONFLICTS OF INTEREST**

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

**DISCUSSION**

The Committee were advised that no significant changes had occurred since the December forecast. The reforecasting of capital income continues to be the major cause for variations.

The Committee indicated the accumulated income graph did not align to the operating income table. Officers advised the Committee that this is because the graph combines both operational and capital income.

The Committee noted the report.

## 7.16 DRAFT REVENUE AND RATING PLAN

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

The purpose of this report is to advise the Audit and Risk Committee of the Draft Revenue and Rating Plan.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the Draft Revenue and Rating Plan.

**NOTED**

**Attachments:** 1 Draft Revenue and Rating Plan

### KEY POINTS / ISSUES

The proposed Plan is used to inform a medium-term approach to generating income required to support the implementation of the Council Plan and Budget for the next four years. A period of community engagement must be undertaken prior to the adoption of the Plan.

The development of a Plan is a new requirement under the *Local Government Act 2020* (Act). The Act states Council must prepare a Plan for a period of 4 years, to commence on 30 June the year following a general election.

The development of the Plan has been based on the current Rating Strategy and Rating Policy, adopted by the Council in 2019. The Plan sets out the details of the policies the Council has in place for each source of revenue, including the system of rates and charges to be adopted by the Council for the purpose of distributing the rates burden across the Buloke municipality on a fair and equitable basis.

Prior to adoption, the Council must take appropriate steps to engage with the community in development of the draft Plan. This report proposes exhibition of the draft Plan, with feedback and submissions to be heard at the June Council Meeting.

### DISCUSSION

In response to a question regarding environmental scanning, the Committee was advised that a comparison of differential rating has been undertaken with most neighbouring Councils having different strategies. Buloke has also undertaken modelling to assess how different strategies affect each class of land.

The Committee commented that it is a challenge to identify other sources of income.

The Committee noted the report.

## 7.17 DRAFT FINANCIAL PLAN

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM|15|01

### PURPOSE

The purpose of this report is to present the draft Financial Plan for 2021/22 to 2030/31 to the Audit and Risk Committee.

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the draft Financial Plan

**NOTED**

**Attachments:** 1 Draft Financial Plan

### KEY POINTS / ISSUES

The purpose of a Financial Plan is to express in financial terms the activities the Council proposes to undertake over the medium to longer term to achieve the Community Vision. It is similar to, but less detailed than, the Annual Budget and helps guide Council's future actions depending on the longer-term revenue and expenditure proposals.

The Financial Plan is particularly important for Council due to the high level of long-lived assets and significant asset management responsibilities relative to its income base. Council needs to generate revenue in an equitable manner over time and ensure that it has the capacity to finance peaks in asset management and other outlays.

The preparation of a Financial Plan generates improved information to guide Council's decisions about the mix and timings of outlays on operating activities and additional assets and the funding implications of these. Without a soundly based Financial Plan, the Council with its significant asset management responsibilities is unlikely to have sufficient data to determine sustainable service levels with affordable asset strategies, appropriate revenue targets and treasury management. The key objective which underpinning the Financial Plan is long term financial stability whilst maintaining our commitment to asset renewal, specifically our large road network.

### DISCUSSION

The Committee was informed that the tool to develop the Financial Plan was provided by DELWP, and the Council is using the CT Management tool for modelling.

The principle is focussed on the Asset Renewal Gap. Modelling will make some attempt to close the gap, noting that Council is still reliant on capital grants or a change in operations. To assist with asset renewal the alternatives are to look at options such as;

- Capital funding
- Rate caps

- Asset realisation

In response to a question on the assumptions a small change can have and the effect on the outcomes, the Committee was informed that a conservative approach was taken.

## 1.1 DRAFT ANNUAL BUDGET 2021/22

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM/02/09

### PURPOSE

To provide the Audit and Risk Committee with the Draft Annual Budget 2021/22

### RECOMMENDATION

That the Audit and Risk Committee Meeting note the Draft Annual Budget 2021/22.

**NOTED**

**Attachments:** 1 Draft Budget 2021/22

### KEY POINTS / ISSUES

Section 94 of the Act requires the Council to prepare an Annual Budget. The Draft Budget outlines the revenue raising activities and financial resourcing of Council's key initiatives for the 2021/22 financial year. Prior to budget adoption a period of community engagement must be undertaken.

### DISCUSSION

The Act requires Council to prepare and adopt an Annual Budget. The Annual Budget is required to contain certain information about the rates and charges the Council intends to levy, as well as a range of other information required by Regulations which support the Act.

The Draft Budget reflects Council's focus to delivering on key initiatives and maintaining current services across its programs, services, facilities and infrastructure. The Draft Budget has been developed alongside the draft Financial Plan and builds on Council's commitment to long term financial sustainability and continued support for the community with a range of initiatives.

Council proposes to resource key priorities under its draft Council Plan as follows:

- \$14,435M – Our Built and Natural Environment: review of 10 year capital works program, review waste and recycling management and procurement for new kerbside collection contract, and support to Lake Committees for contribution of water payments for lake top-ups;
- \$0.746M – Our Community Wellbeing: Implementation of the Community Vision and Council Plan, redevelopment of town plans, support for Bounce Buloke Back project, review and implementation of Volunteer Action Plan and COVID Recovery Plan;
- \$0.773M – Our Economy: working with key stakeholders to review and promote housing opportunities, implementation of key projects from Silo Art Activation fund, and development of a new Economic Development and Tourism Strategy; and
- \$0.548M – Our Council and Community Leadership: commence implementation of Business Transformation Strategy, continued implementation of the Act, develop Gender Equity Action Plan and continued active review of Financial Plan to improve long term financial management of the organisation.

Expenditure on infrastructure projects will total \$19.529M across roads (\$7.437M), drainage (\$40K), footpaths and cycleways (\$163K), parks and streetscapes (\$3.361M) buildings and building improvements (\$4.879M), plant and equipment (\$1.256M). This includes carried forward projects from the current financial year separately identified in the budget.

The Draft Budget highlights a general rating increase of 1.5% in line with the Fair Go Rates System and a further shift in the farming differential to 70% down from 80%.

The Act requires the Council to undertake community engagement action prior to the final adoption of the 2021/22 Annual Budget. It is proposed the community engagement commences following Council's endorsement of the Draft Budget, and concludes 12 noon 9 June 2021, with invitation extended to any persons to present their submissions at the Council Meeting to be held on 9 June 2021.

## **DISCUSSION**

The Committee was informed that the budget was prepared in conjunction with the Financial Plan.

At an operation budget level there is a greater understanding by budget managers and Council is currently achieving its forecasts.

Capital works has a 1.5% increase in line with the rate cap and carry forward projects have been separated from new capital works projects to assist with transparency.

The Committee congratulated officers on the work that has been undertaken to produce the budget.

**8. ANY OTHER BUSINESS**

**9. MEETING CLOSE**

The meeting was closed at 3:35 pm

## 8.4 ORGANISATIONAL REPORTS

### 8.4.1 ACTING CHIEF EXECUTIVE OFFICER

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** PE/21/02

**Relevance to Council Plan 2017 - 2021**

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

#### PURPOSE

That Council appoint the Director of Works and Technical Services Wayne O'Toole, as Acting Chief Executive Officer whilst Anthony Judd is on leave.

#### SUMMARY

The Chief Executive Officer will be on annual leave from 28 June to 9 July 2021. 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.

#### RECOMMENDATION

That Council appoint the Director of Works and Technical Services Wayne O'Toole, as Acting Chief Executive Officer from 28 June to 9 July 2021 inclusive.

**Attachments:** Nil

#### DISCUSSION

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

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

#### RELEVANT LAW

Whilst the Local Government Act 2020 does give the CEO delegation to appoint an Acting CEO for a period not exceeding 28 days, this report is being presented to Council for decision.

#### RELATED COUNCIL DECISIONS

Not applicable

#### OPTIONS

Not applicable

#### SUSTAINABILITY IMPLICATIONS

Not applicable

**COMMUNITY ENGAGEMENT**

Not applicable

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable

**COLLABORATION**

The matter has been discussed with the Director of Works and Technical Services.

**FINANCIAL VIABILITY**

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

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable

**COUNCIL PLANS AND POLICIES**

Not applicable

**TRANSPARENCY OF COUNCIL DECISIONS**

Not applicable

**CONFLICTS OF INTEREST**

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

**8.5        REPORTS FROM COUNCILLORS**

Nil

**8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC****RECOMMENDATION:**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

- |       |   |   |
|-------|---|---|
| 8.6.1 | RESCIND RESOLUTION 8.2.11 OF<br>COUNCIL MEETING 10 APRIL 2019  <br>RURAL COUNCILS TRANSFORMATION<br>PROGRAM | (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) |
|-------|---|---|

**RECOMMENDATION:**

That Council reopens the meeting to the public pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*.

**9. OTHER BUSINESS**

**9.1 NOTICES OF MOTION**

Nil

**9.2 QUESTIONS FROM COUNCILLORS**

Nil

**9.3 URGENT BUSINESS**

Nil

**9.4 ANY OTHER BUSINESS**

Nil

**10. MEETING CLOSE**