



ORDINARY COUNCIL MEETING

MINUTES

Wednesday 9 June 2021

Commencing at 7.00pm

Held Remote Via Zoom

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

Minutes of the Ordinary Meeting held remote on Wednesday, 9 June 2021 commencing at 7.00pm held Remote via Zoom.

PRESENT

CHAIRPERSON:

Cr Daryl Warren Mount Jeffcott Ward

COUNCILLORS:

Cr Graeme Milne Mount Jeffcott Ward

Cr Bronwyn Simpson Mount Jeffcott Ward

Cr Alan Getley Mallee Ward

Cr David Vis Mallee Ward

Cr David Pollard Lower Avoca Ward

Cr Carolyn Stewart Lower Avoca Ward

OFFICERS:

Anthony Judd Chief Executive Officer

Wayne O'Toole Director Works and Technical Services

Hannah Yu Director Corporate Services

Rose Harris Director Community Development

Travis Fitzgibbon Manager Customer Engagement

AGENDA

1. COUNCIL WELCOME

WELCOME

The Mayor Cr Daryl Warren welcomed all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

Nil.

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

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

Moved: CR DAVID POLLARD

Seconded: CR DAVID VIS

CARRIED.
(R959/21)

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Cr Pollard declared a conflict in relation to Item 8.2.2 due to his current membership and position of Treasurer of the Rex Theatre, but stated as Council is not discussing the submissions tonight, only listening to the speakers to the submissions, he did not feel it was necessary for him to leave the Council Chamber when the submissions were being heard.

Cr Milne declared a conflict in relation to Item 8.2.2 due to his current position as Chairman of the Buloke Tourism Board, and due to Council not discussing the submissions only listening to submitters, it is not necessary for him to leave the Council Chamber when the submissions were being heard.

Cr Stewart declared a conflict in relation to Item 8.2.2 due to her current membership with the Rex Theatre, and due to Council not discussing the submissions only listening to submitters, it is not necessary for her to leave the Council Chamber when the submissions were being heard.

Cr Warren declared a conflict in relation to Item 8.2.2 due to his current membership with the Buloke Tourism Board, and due to Council not discussing the submissions only listening to submitters, it is not necessary for him to leave the Council Chamber when the submissions were being heard.

6. QUESTIONS FROM THE PUBLIC

NIL

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	NIL	
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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

MOTION:

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

MOVED: CR ALAN GETLEY

SECONDED: CR BRONWYN SIMPSON

CARRIED.
(R960/21)

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.

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.

MOTION:

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

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R961/21)

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
Nil Items.			

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.

MOTION:

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

MOVED: CR ALAN GETLEY

SECONDED: CR DAVID POLLARD

CARRIED.

(R962/21)

Attachments: Nil

LIST OF PLANNING APPLICATIONS

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA918/21	AA Majeed	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

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
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
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.

MOTION:

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

MOVED: CR ALAN GETLEY

SECONDED: CR CAROLYN STEWART

CARRIED.
(R963/21)

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.

MOTION:

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

MOVED: CR DAVID VIS

SECONDED: CR DAVID POLLARD

CARRIED.
(R964/21)

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.

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.

MOTION:

That Council:

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

MOVED: CR CAROLYN STEWART

SECONDED: CR ALAN GETLEY

CARRIED.
(R965/21)

- 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.

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.

MOTION:

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.

MOVED: CR GRAEME MILNE

SECONDED: CR CAROLYN STEWART

CARRIED.
(R966/21)

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	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. Other specific comments attached.

Sub. No.	Correspondent	Purpose of Submission to Draft Long-Term Community Vision and Council Plan 2021-2025
2.	Judy Living - Birchip	Asked for a range of questions for Birchip township assets and sites, streetscapes and feasibility study, and clearing up of untidy blocks.
3.	Bryan Peterson	Development Tourism and Community Visions, broader vision on Economic Development approach, Model relative to service versus ratepayer costs.

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

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.

MOTION:

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

Moved: CR BRONWYN SIMPSON

Seconded: CR DAVID VIS

CARRIED.
(R967/21)

- 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

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"> • Budget development methodology • Continued critical review of built assets in consultation with community to identify and remove built infrastructure from asset management register where surplus to needs • 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)
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
4.	Buloke Neighbourhood House Cluster	Seeking an annual funding allocation of \$5,000 to each House in the Council's Annual Budget to support them in meeting the needs of their communities.
5.	Buloke Tourism Board	Funding to assist with the organisations overhead and running costs of between \$1,000 to \$2,000.
6.	Rex Theatre - Charlton	Annual funding of \$10,000 across the Buloke Board for Creative and Arts Projects, Priorities and Events.
7.	L2P Committee – Charlton P-12 College	\$7,500 to go towards the cost of replacement vehicle for the L2P Program.
8.	ChartSec – Charlton Driver Education Centre	Funding for a building upgrade or new modular building of over \$300,000.
9.	Charlton Lawn Tennis Club	\$13,500 to assist with cost of removal of three trees within Charlton Park.
10.	Birchip Early Learning Centre	Included their Strategic Plan, which highlighted a range of both operational challenges, facilities upgrades, storage, staff office space, showers etc.

The following persons took the opportunity to address the Council in support of their organisation's submission.

Jacinta Miller and Carol Elliott	Buloke Youth Health Expo Working Party
Rhonda Allan	Charlton Gentle Exercise Group/Mallee Spors Assem
Sandra Pollington, Averyll Loft & Kaylene Cossar	Buloke Neighbourhood House Cluster
Carolyn Olive	Buloke Tourism Board
John Harley	CHARTSEC - Charlton Dirver Education Centre
De-Anne Ferrier	Birchip Early Learning Centre

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.

Jacinta Miller and Carol Elliott – Buloke Youth Health Expo Working Party

Rhonda Allan – Charlton Gentle Exercise Group/Mallee Sports Assembly

Sandra Pollington, Averyll Loft and Kaylene Cossar – Buloke Neighbourhood House Cluster

Carolyn Olive – Buloke Tourism Board

John Harley – CHARTSEC - Charlton Dirver Education Centre

De-Anne Ferrier – Birchip Early Learning Centre

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.

MOTION:

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

MOVED: CR GRAEME MILNE

SECONDED: CR ALAN GETLEY

CARRIED.
(R968/21)

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.

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR CAROLYN STEWART

CARRIED.
(R969/21)

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.

The applicant took the opportunity to address the Council at the Ordinary Meeting, to provide further background and reason for her application.

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.

CR MILNE TABLED AN ALTERNATE MOTION

That Council issue a permit to keep up to (5) Whippet Dogs at 14 Watson Street, Charlton subject to the following conditions:

1. All provisions of the Domestic Animals Act 1994 and Regulations are complied with;
2. All provisions of the Community Local Law 2019 as applied to animals are complied with;
3. No valid complaints are received in relation to the keeping of the animals; and
4. Any animals that subject to this permit, that is no longer kept for any reason, may not be replaced.

MOVED: CR GRAEME MILNE

SECONDED: CR CAROLYN STEWART

CR SIMPSON TABLED AN AMENDMENT TO CR MILNE'S ALTERNATE MOTION:

That Council issue a permit to keep up to (5) Whippet Dogs at 14 Watson Street, Charlton subject to the following conditions:

1. All provisions of the Domestic Animals Act 1994 and Regulations are complied with;
2. All provisions of the Community Local Law 2019 as applied to animals are complied with;
3. No valid complaints are received in relation to the keeping of the animals; and
4. Council will be notified of any changes in relation to the registered dogs.

CR MILNE ACCEPTED CR SIMPSON'S AMENDMENT TO THE ALTERNATE MOTION:

AMENDED ALTERNATE MOTION PUT:

That Council issue a permit to keep up to (5) Whippet Dogs at 14 Watson Street, Charlton subject to the following conditions:

1. All provisions of the Domestic Animals Act 1994 and Regulations are complied with;
2. All provisions of the Community Local Law 2019 as applied to animals are complied with;
3. No valid complaints are received in relation to the keeping of the animals; and
4. Council will be notified of any changes in relation to the registered dogs.

MOVED: CR GRAEME MILNE

SECONDED: CR CAROLYN STEWART

**CARRIED.
(R970/21)**

Attachments: 1 Application and Further information
2 Objections to application - ***Confidential - printed in separate document***

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.

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.

MOTION:

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

MOVED: CR ALAN GETLEY

SECONDED: CR DAVID VIS

CARRIED.
(R971/21)

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.

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR DAVID VIS

CARRIED.

(R972/21)

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.

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.

MOTION:

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

Moved: CR BRONWYN SIMPSON

Seconded: CR ALAN GETLEY

CARRIED.
(R973/21)

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

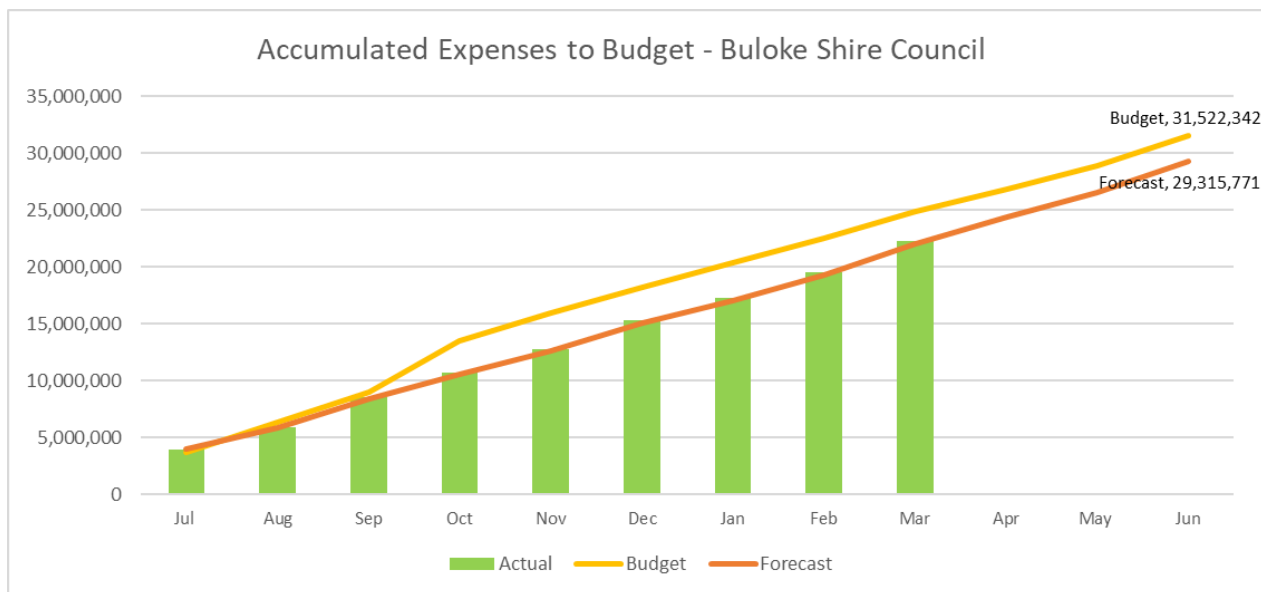
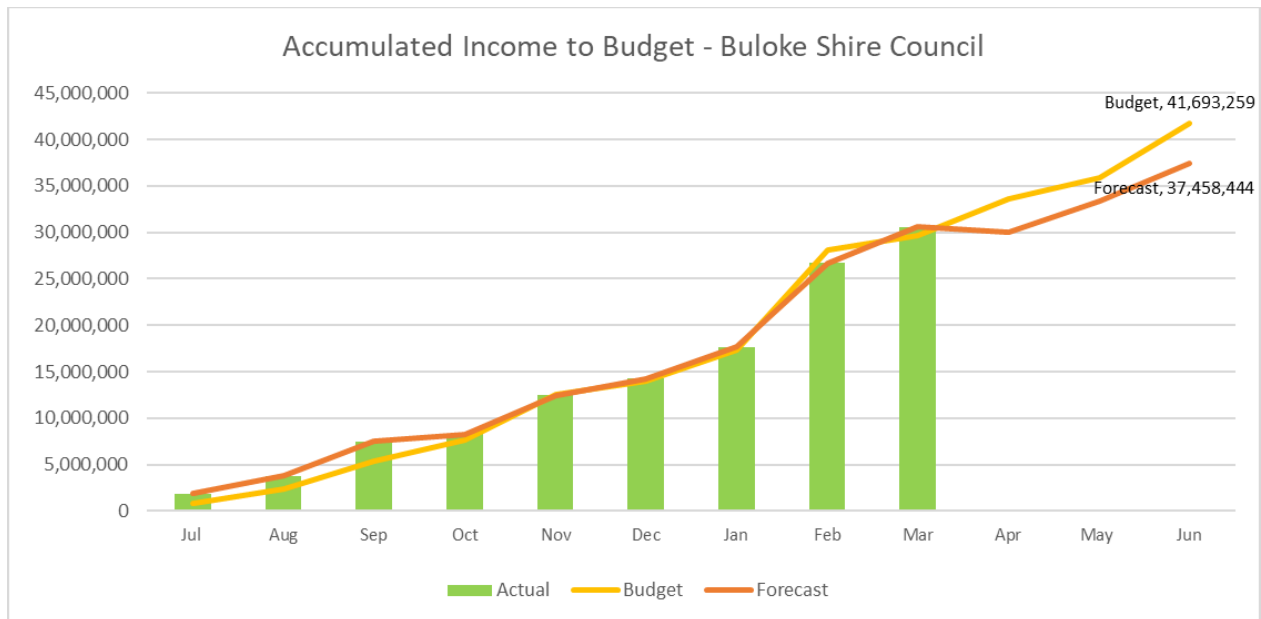
Not applicable.

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.

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.

MOTION:

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

MOVED: CR CAROLYN STEWART

SECONDED: CR DAVID POLLARD

CARRIED.
(R974/21)

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.

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.

MOTION:

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.

MOVED: CR ALAN GETLEY

SECONDED: CR DAVID VIS

CARRIED.

(R975/21)

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

Report from Mayor Daryl Warren Jeffcott Ward

13 May 2021	ABC Radio interview CEO/Mayor Catch up
15 May	Attend the Sea Lake Debutante Ball
18 May	CEO/Mayor Catch up CWA Book presentation for the Buloke Library service
19 May	Community listening Posts Donald, Watchem and Birchip Council Briefing Berriwillock
20 May	Official Opening of the Wycheproof Turntable Flow FM Radio interview Regional Victoria Commonwealth Games Meeting via Zoom
21 May	MAV State Conference Melbourne
24 May	Buloke Tourism Board meeting via Zoom
1 June	CEO/Mayor Catch up
2 June	Council Briefing via Zoom
8 June	CEO/Mayor Catch up
9 June	Council meeting via Zoom from Wycheproof Council Briefing to consider Budget Submissions via Zoom

8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC**MOTION:**

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 COUNCIL MEETING 10 APRIL 2019 | RURAL COUNCILS TRANSFORMATION PROGRAM (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

MOVED: CR DAVID POLLARD

SECONDED: CR DAVID VIS

**CARRIED.
(R976/21)**

MOTION:

That Council reopens the meeting to the public pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*.

MOVED: CR ALAN GETLEY

SECONDED: CR DAVID VIS

**CARRIED.
(R977/21)**

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

Meeting closed 8.58pm.