



COUNCIL MEETING

MINUTES

Wednesday 10 August 2022

Commencing at 7:00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

**Wayne O'Toole
Chief Executive Officer
Buloke Shire Council**

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Cr Simpson declared a Conflict of Interest in Item 8.2.1 Community Grants and Sponsorship due to her being a private sponsor for the Birchip P-12 Art Show School Fundraiser.

6. QUESTIONS FROM THE PUBLIC

- | | | |
|-----|--|---|
| 6.1 | KEVIN O'DEA – CHARTERED ACCOUNTANT – CHARLTON PROFESSIONAL CHAMBERS –
STAKEHOLDER MEETING – EMU MANAGEMENT PLAN | 5 |
| 6.2 | UNCLE DANNY KELLY, TRADITIONAL OWNER – MALLEE RALLY AND THE MURRAY ALLAN
DEVELOPMENT AT THE LAKE TYRRELL (DIREL). | 5 |

7. PROCEDURAL ITEMS

- | | | |
|-----|--|----|
| 7.1 | REPORT OF COUNCILLOR ASSEMBLIES | 6 |
| 7.2 | CORRESPONDENCE INITIATED BY COUNCIL | 7 |
| 7.3 | LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS | 8 |
| 7.4 | BUILDING PERMITS - MONTHLY UPDATE | 9 |
| 7.5 | PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE | 11 |
| 7.6 | STATUS OF ACTION OF PAST COUNCIL MEETING RESOLUTIONS | 14 |

8. GENERAL BUSINESS**8.1 POLICY REPORTS 15**

Nil

8.2 MANAGEMENT REPORTS 16

- | | | |
|-------|--|----|
| 8.2.1 | COMMUNITY GRANTS AND SPONSORSHIP | 16 |
| 8.2.2 | COMMUNITY GRANTS GUIDELINES | 18 |
| 8.2.3 | CUSTOMER EXPERIENCE STRATEGY | 21 |
| 8.2.4 | ADOPTION OF THE BULOKE SHIRE COUNCIL GOVERNANCE RULES 2022 | 24 |

8.3 FINANCIAL REPORTS 26

- | | | |
|-------|----------------------------------|----|
| 8.3.1 | UPDATE TO BUILDING FEES SCHEDULE | 26 |
|-------|----------------------------------|----|

8.4 ORGANISATIONAL REPORTS 28

- | | | |
|-------|--|----|
| 8.4.1 | COUNCIL PLAN 2021-2025 - YEAR 2 ANNUAL PLAN | 28 |
| 8.4.2 | COUNCIL PLAN 2021-2025 - YEAR 1 ANNUAL PLAN REVIEW | 30 |

8.5 REPORTS FROM COUNCILLORS 32**8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC 33**

Nil

9. OTHER BUSINESS**9.1 NOTICES OF MOTION 34**

9.1.1	NOTICE OF MOTION - LETTER OF SUPPORT - NEIGHBOURHOOD HOUSE FUNDING	34
9.2	QUESTIONS FROM COUNCILLORS	36
	NIL	
9.3	URGENT BUSINESS	36
	NIL	
9.4	ANY OTHER BUSINESS	36
9.4.1	LETTER OF CONDOLENCE – THE LATE CR TONY DRISCOLL, MAYOR OF NORTHERN GRAMPIANS SHIRE COUNCIL	36
10.	MEETING CLOSE	

NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 14 SEPTEMBER 2022 AT 7:00PM.

Wayne O’Toole
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

6.1 KEVIN O'DEA – CHARTERED ACCOUNTANT – CHARLTON PROFESSIONAL CHAMBERS – STAKEHOLDER MEETING – EMU MANAGEMENT PLAN

Question:

At the last Council Meeting on 13 July 2022, the Mayor Councillor Warren, stated that once the DELWP reverted to the Shire regarding the Emu Management Plan for Mt Wycheproof, all stakeholders (including myself, Charlton Tourism Inc, and First Nations Peoples would be advised and called to a stakeholder meeting. When is this proposed? Over 6 years have elapsed regarding the Mt Wyche Emus.

Answer:

MAYOR, CR WARREN RESPONSE – The Mayor thanked Mr O'Dea for his question and replied that Council continues to work with Department Environment Land Water and Planning (DELWP) and the Department of Premier and Cabinet, First Peoples Nations to arrange the meeting date. This stakeholder meeting, given its nature, involves multiple State Government areas. Council is planning to schedule a date for the week starting 3 October 2022 for an on country meeting. As stated at the last meeting, once a date is established you will be notified and along with all stakeholders will be invited.

6.2 UNCLE DANNY KELLY, TRADITIONAL OWNER – MALLEE RALLY AND THE MURRAY ALLAN DEVELOPMENT AT THE LAKE TYRRELL (DIREL).

Question:

At Meeting of Council on 13 July 2022, my brother, First Nations Elder Robert Nicholls addressed Council about the Mallee Rally and the Murray Allan Development at the Lake Tyrrell (DIREL). When is a Cultural Heritage Management Plan going to be required and done? How does Council propose protecting the priceless environment and cultural heritage of DIREL?

Answer:

MAYOR, CR WARREN RESPONSE – In responding to this question it is Council's understanding that no Cultural Heritage Management Plan is planned for Direl or Lake Tyrrell. A Conservation Management Plan has been completed and it is anticipated that it will be released to the public by DELWP in the coming weeks. Council is committed to complying to recommendations within that Conservation Management Plan.

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 6 and 20 July 2022.

MOVED: CR DAVID POLLARD

SECONDED: CR ALAN GETLEY

CARRIED.

(R078/22)

Attachments: 1 Councillor Briefing Record - 6 July 2022
2 Councillor Briefing Record - 20 July 2022

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 10 November 2021, 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 6 and 20 July 2022 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.

NIL ITEMS - NO RESOLUTION REQUIRED.

Attachments: Nil

TABLE OF CORRESPONDENCE

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
Nil.				

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.

MOTION:

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

MOVED: CR GRAEME MILNE

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R079/22)

Attachments: Nil

RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition
Buloke Shire Council	Noeline Hogan Birchip - Watchem		Participating in a 6 day trek for over 100 kilometres in MacDonnell Ranges – West of Alice Springs, Northern Territory organised by World Expeditions.

7.4 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 July 2022 to 31 July 2022.

The information published in the list provided, is in accordance with the *Privacy and Data Protection Act 2014*.

MOTION:

That the Council note information contained in the report on Building Permits approved by staff from 1 July 2022 to 31 July 2022.

MOVED: CR ALAN GETLEY

SECONDED: CR CAROLYN STEWART

CARRIED.

(R080/22)

Attachments: Nil

LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20220056	3785129058787	Sutcliff Street, Sea Lake	Demolition of Brick Rebound Wall	07/07/2022
20220066	2403392234650	Broadway, Wycheproof	Storage Shed	28/07/2022
20220067	6745707525901	Hoban Street, Watchem	Relocation of Silo	28/07/2022

LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR

Permit No.	Address	Project Description	Date Approved
20220057	Sutcliff Street, Sea Lake	Alterations to Existing Classroom Building & New Shade Sail	26/05/2021
20220058	Mount Road, Jeffcott North	Farm Storage Shed	05/08/2021
20220059	Cumming Avenue, Birchip	Verandah	21/02/2022
20220060	Corack Road, Birchip	Re-stump of Dwelling	06/05/2022
20220061	Hillview Street, Wycheproof	Re-stump of Dwelling	07/05/2022
20220062	Adams Road, Woosang	Hay Shed	03/05/2022
20220063	Nullawil-Quambatook Road, Nullawil	Farm Shed	27/05/2022
20220064	Watchem West School Road, Watchem West	Hay Shed	01/06/2022
20220065	Curyo West Road, Curyo	Farm Shed	02/06/2022

7.5 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 DAVID POLLARD

SECONDED: CR CAROLYN STEWART

CARRIED.

(R081/22)

Attachments: Nil

LIST OF PLANNING APPLICATIONS

The information published in the list provided, is in accordance with the *Privacy and Data Protection Act 2014* and the *Planning and Environment Act 1987*.

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA962/21		Corack Road, Donald (Lot 1&2 PS216306M)	11/11/2021	Use and development of land for a service station, construct and display a business identification sign and create or alter access to Road Zone, Category 1	Awaiting referral response
PPA978/22		Sutcliff Street, Sea Lake (CA 26 Sec 1 Parish of Burupga)	12/05/2022	Removal of native vegetation	Permit Issued
PPA980/22		Camp Street, Donald (Lot 7 PS 65368)	12/05/2022	Three-lot subdivision of land containing existing buildings	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA981/22		Donald Street, Charlton (PC157596)	18/05/2022	Construction of a single dwelling	Referral
PPA982/22		McCulloch Street, Donald (CP 101912)	23/05/2022	Construct and display a business identification sign	Awaiting report
PPA983/22		Horace Street, Sea Lake (CA 30 sec 1 Parish of Burupga)	31/05/2022	Installation of PV solar system	Permit Issued
PPA984/22		Peel Street, Charlton (Lot 5 LP 8880)	30/05/2022	Removal of a cypress hedge and two palm trees and the construction of a fence	Permit Issued
PPA985/22		Milburn's Road, Wycheproof (Lot 3 PS 335008)	31/05/2022	Construction of a warehouse	Awaiting report
PPA986/22		High Street, Charlton (Lot 1 TP 193629)	01/06/2022	Construct and display an 18.26m2 double- sided, externally illuminated major promotion sign	Objection
PPA987/22		Donald-Murtoa Road, Laen East (Lot 2 PS744335)	10/06/2022	Create access to a road in Transport Zone 2 for a dwelling	Awaiting report
PPA988/22		McCulloch Street, Donald (Lot 1 LP 116672)	21/06/2022	Subdivision of land (boundary realignment)	Permit Issued
PPA989/22		Industry Drive, Racecourse Road, Donald	24/06/2022	Removal of drainage easement	Awaiting report
PPA990/22		McKenzie Crescent, Wycheproof (CA 28 Parish of Bunguluke)	24/06/2022	Installation of solar PV system	Permit Issued
PPA991/22		Edwards Road, Nareewillock (Lot 1 TP334726)	29/06/2022	Construction of a machinery shed	Referral
PPA992/22		Bunker Road, Donald (Lot 2 LP209107)	06/07/2022	Construct and display an illuminated, double-sided major promotion sign	Notice of application Referral
PPA993/22		High Street, Charlton (Lot 1 & 2 TP216537)	08/07/2022	Construction of a shed for domestic use	Referral
PPA994/22		Rutherford Street Charlton (CP153475)	20/07/2022	Construction of a verandah and deck	Referral

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA995/22		Donald-Swan Hill Road, Corack East (CA 3 Sec C Parish of Corack East)	20/07/2022	Building and works associated with a telecommunications facility	New
PPA996/22		Tonkins Road, Jeffcott (CA 29, 30 & 31 Parish of Jeffcott)	22/07/2022	Three lot subdivision of land (boundary realignment) and removal of easement	New

7.6 STATUS OF ACTION OF PAST COUNCIL MEETING RESOLUTIONS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

PURPOSE

To provide Council with a list of the Status of Action (SOA) of Council Resolutions outstanding for action from 8 June 2022 Council Meeting and introducing the SOA for the 13 and 20 July 2022 Council Meetings Resolutions.

MOTION:

Council to note the Status of Action Report for Council resolutions documented on this list.

MOVED: CR GRAEME MILNE

SECONDED: CR CAROLYN STEWART

CARRIED.
(R082/22)

Attachments: 1 Status of Action of Council Resolutions 13 and 20 July 2022 Council Meetings

KEY POINTS/ISSUES

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 the Council's Governance Rules adopted August 2020, Council decisions are to be made and actions taken in accordance with the relevant law.

The transparency of Council decisions, actions and information is to be ensured and is a fundamental principle of democratic governance.

Attached to this report for public information is a list of the SOA of Council Resolutions outstanding for action from 8 June 2022 Council Meeting and introducing the SOA for the 13 and 20 July 2022 Council Meetings Resolutions.

8. GENERAL BUSINESS

8.1 POLICY REPORTS

Nil

8.2 MANAGEMENT REPORTS

8.2.1 COMMUNITY GRANTS AND SPONSORSHIP

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Community Wellbeing

Cr Simpson declared a Conflict of Interest in Item 8.2.1 due to being a private sponsor for the Birchip P-12 Art Show.

Cr Simpson vacated from the Council Chamber at 7:14pm.

PURPOSE

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

SUMMARY

Presenting one application for the Community Grants and Sponsorship program for the 2022/2023 Financial Year.

MOTION:

That Council considers the following funding under the Community Grants and Sponsorship program:

\$500 Sponsorship to Birchip P-12 School

MOVED: CR GRAEME MILNE

SECONDED: CR ALAN GETLEY

CARRIED.

(R083/22)

Attachments: 1 August Council Meeting Community Grants Expenditure

DISCUSSION

The following application for funding is being put forth to Council for final decision.

This application was assessed by an assessment panel of three Council Staff from across the organisation, as per the Community Grant Guidelines as accepted by Council. Assessment Panel recommends the following grants for council's consideration and final decision on the allocations.

Project:	Birchip P-12 Art Show School Fundraiser
Organisation:	Birchip P-12 School
Grant Type	Sponsorship
Amount Applied:	\$500
Funding Amt Rec:	\$500
Full project cost:	\$12,500

Project Description:	Biennial school fundraising event which promotes arts in Birchip and surrounding communities. Prizes are available for artists and the community is able to purchase art on display. The event runs over 3 days in the last weekend in October.
Project Benefit:	It is an opportunity for the community to get together in a social way, celebrate the arts and encourage members of the community to get involved in the arts. Council will be advertised as a sponsor of the event through a variety of media promotions.
Assessment Panel Scoring	Average score of 22 out of 25 All members of the panel recommended the project be funded for the full amount requested (\$500).

2022/2023 Community Grant Fund grants prior to this allocation: \$17,500

2022/2023 Sustainability Grant Fund grants prior to this allocation: \$40,000

RELEVANT LAW

Not Applicable

RELATED COUNCIL DECISIONS

Not Applicable

OPTIONS

Council has the option not to allocate funds as per recommended or defer for further information.

SUSTAINABILITY IMPLICATIONS

Not Applicable

COMMUNITY ENGAGEMENT

Community Development Officer engaged with the applicant listed.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not Applicable

COLLABORATION

Not Applicable

FINANCIAL VIABILITY

These applications for the 2022/23 Financial Year from the \$20,000 allocation for Community Grants and the Sustainability Fund \$50,000 allocation.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable

COUNCIL PLANS AND POLICIES

Buloke Shire Council Plan 2021-2025 and Long-Term Community Vision.
Community Grant Guidelines.
Community Engagement Policy.

TRANSPARENCY OF COUNCIL DECISIONS

Not Applicable

CONFLICTS OF INTEREST

No officers involved in this report have a conflict of interest.

Cr Simpson returned to the Council Chamber at 7:15pm.

8.2.2 COMMUNITY GRANTS GUIDELINES

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

This report is presented to Council to adopt the updated Community Grants Guidelines for the 2022/2023 Financial Year.

SUMMARY

The Community Grants Guidelines (the Guidelines) were developed and previously endorsed by Council in 2019. Since 2019 the program has provided significant financial support to communities throughout the Shire.

It is with the aspiration of continuous improvement that some changes to formatting and some new content are recommended to ensure that:

- the program remains 'user friendly' by community members and groups;
- the administration functions required to oversee the implementation of the grant program are practical and transparent;
- there is greater clarity around projects that are eligible for Sustainability Grant funding; and
- implementation of a new Quick Action Sustainability Grant stream for the 22/23 financial year.

MOTION:

That Council:

1. Endorse the Community Grant Guidelines (2022/2023); and
2. Delegate the Chief Executive Officer to advertise the Grant Program and accept applications to the Community Grants program.

MOVED: CR DAVID POLLARD

SECONDED: CR CAROLYN STEWART

**CARRIED.
(R084/22)**

Attachments: 1 Community Grant Guidelines

DISCUSSION

The Buloke Shire Council allocates \$20,000 in Community Grants and Sponsorship and \$50,000 in Sustainability grants annually, and the Community Grants Guidelines are in place to ensure that there is clarity and transparency around allocations of Community Grant funding.

In line with recommendations from a Victorian Auditor General's Office report detailing Fraud Control over Local Government Grants, and the beginning of a new Community Grants program year, we have reviewed and amended key documentation relevant to that Community Grants Program. Revisions are centered on, clarifying information, fraud control, implementation of a new grant stream, updating out-of-date information and strengthening information surrounding funding conditions and inclusion.

The proposed changes to the Guidelines are as follows:

- Inclusion of an Acknowledgment of Country (page 2);
- Assessment Criteria (page 2): *Clarification of the assessment criteria of the grants, and the inclusion of a rubric which outlines the scoring method that an assessment panel will undertake when assessing grants. This is to ensure that there is clarity around what Council is looking for in an application, and will assist community groups in successfully completing an application.*
- Applying for a Grant (page 3): *Inclusion of a list of who is ineligible for a community grant, further information on the management of Conflicts of Interest.*
- Budget Tables (page 3): *Addition of a requirement for expenditure over \$500 to be quoted, such that Council can make an informed decision regarding the application and its costings. Rates for In-kind contributions have been increased from \$41.72/hour to \$45/hour in line with standard in-kind contribution costings.*
- Sustainability Grants (page 5): *Addition of information further explaining what projects are eligible, including the creation of four target areas, that projects must align to. Additionally, there is a new stream of funding for the Sustainability grants in the 2022/2023 Community Grants program, using \$20,000 of unspent expenditure from Councils previously Sustainability Grant programs that were not fully expended.*
- Council and Community Plans (page 7): *Updated links to relevant Community Plans.*
- Assessment timeline (page 9): *Modification of the assessment timeline: Grants are recommended to Council every second month, so that assessments and reporting can be undertaken more efficiently.*
- Funding Conditions (page 9): *Inclusion of funding conditions to strengthen acknowledgement of Council's contribution, and reaffirms grant funding conditions.*
- Access and Inclusion (page 11): *Addition of a section that outlines how a community group can ensure that their events are inclusive to diverse groups of people.*

RELEVANT LAW

Not Applicable.

RELATED COUNCIL DECISIONS

Community Grants allocated in the 2022/2023 Financial Year will be required to align with these Community Grants Guidelines.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

The guidelines propose that applications which directly contravene or contradict Councils plans and policies will be ineligible.

COMMUNITY ENGAGEMENT

General feedback provided to council officers from previous applicants over the last 12 month period has been taken into consideration.

INNOVATION AND CONTINUOUS IMPROVEMENT

Guidelines will be assessed annually and updated in line with current best practice and community feedback.

COLLABORATION

Not Applicable.

FINANCIAL VIABILITY

These Grant Guidelines will be used for applications for the 2022/23 Financial Year from the \$20,000 allocation for Community Grants and the Sustainability Fund \$50,000 allocation.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable.

COUNCIL PLANS AND POLICIES

Buloke Shire Council Plan 2021-2025 and Long-Term Community Vision.

Community Grant Guidelines.

Community Engagement Policy.

Community Support Policy.

TRANSPARENCY OF COUNCIL DECISIONS

Not Applicable.

CONFLICTS OF INTEREST

No officers involved in this report have a conflict of interest.

8.2.3 CUSTOMER EXPERIENCE STRATEGY

Author's Title: Director Community Development

Department: Community Development

File No: CM/14/22

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

The purpose of this report is for Council to consider and adopt the Customer Experience Strategy that reflects the community's and Local Government's contemporary environment.

SUMMARY

Council has in place a Customer Service Strategy that outlines the organisation's commitment to Customer service excellence.

The Customer Experience Strategy sets out clear guidelines on how the organisation will commit to both internal and external continuous improvement for the range of services Council provides.

MOTION:

That Council adopts the Customer Experience Strategy.

MOVED: CR ALAN GETLEY

SECONDED: CR GRAEME MILNE

CARRIED.

(R085/22)

Attachments: 1 Buloke Shire Customer Experience Strategy

DISCUSSION

Council first adopted a Customer Service Strategy in 2018, to set out the organisation's commitment to Customer service excellence, both internal and external. It was designed to provide a clear way forward in meeting the service needs of our customers now, and in the future.

Since that time, the adoption of the Local Government Act 2020, has influenced the steps Council will take to achieve a strong organisational approach when engaging with customers and stakeholders and encouraging public participation in the democratic process. This includes the development of the Community Engagement Policy in 2021, and subsequent Council Plans which articulate the values of engagement and participatory practice.

The impacts of COVID-19 have also changed the way some services are provided. We understand our community is diverse and facing many geographical and demographical challenges. By strengthening relationships and listening to our community, we ensure that we can create great customer experiences.

This strategy sets out sets out clear guidelines how the organisation will commit to both internal and external continuous improvement for the range of services Council provides.

RELEVANT LAW

Not applicable.

RELATED COUNCIL DECISIONS

Council adopted the Draft Customer Experience Strategy for the purposes of community engagement on 29 June 2022.

OPTIONS

Council can choose not to adopt the Customer Experience Strategy.

SUSTAINABILITY IMPLICATIONS

Elements of the Customer Experience Strategy allow for service delivery online, reducing the need to travel to undertake Council business.

COMMUNITY ENGAGEMENT

The strategy was presented to the community in draft form for the purposes of community engagement after being adopted in draft form at the 29 June 2022 Council Meeting. A broad range of communication channels were used including direct email, media release published in local publications, advertising in local media publications, social media, website and direct phone calls.

The process engaged local government sector experts, Traditional Owners, staff and the broader community. Six written submissions were received in addition to social media and telephone conversation feedback.

As a result of the engagement elements of the action plan were improved to include health and well-being actions and that additional engagement opportunities to be established.

INNOVATION AND CONTINUOUS IMPROVEMENT

The switch from a Customer Service Strategy to a Customer Experience Strategy demonstrates a shift in Council's approach to better demonstrate our commitment to timely, responsive and collaborative customer service.

COLLABORATION

This document was presented to Council's Executive Management Team and Management Team to help shape an all of organisation approach to customer experience.

FINANCIAL VIABILITY

All actionable outcomes will be either part of Council's operational budget or will be required to be included in the Annual Budget for year of delivery throughout the strategy.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Buloke Shire Council Long-Term Community Vision and Council Plan 2021-2025

Customer Service Charter

Staff Code of Conduct

Councillor Code of Conduct

Social Media Policy

Communication Strategy

Municipal Health and Wellbeing Plan

Inclusiveness Plan

Community Engagement Strategy

Community Support Policy
Complaints Handling Policy
Gender Equality Action Plan

TRANSPARENCY OF COUNCIL DECISIONS

This document was presented to the community in draft form to help shape it's content.

CONFLICTS OF INTEREST

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

8.2.4 ADOPTION OF THE BULOKE SHIRE COUNCIL GOVERNANCE RULES 2022

Author's Title: Acting Director Works and Technical Services

Department: Works and Technical Services

File No: LA|08|16

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

To recommend adoption of the Governance Rules 2022.

SUMMARY

Section 60 of the *Local Government Act 2020* (the Act) requires Council to adopt and apply Rules which describe the way it will conduct Council meetings and make decisions.

A review of the Rules has been undertaken following recent amendments to the Act which require councils to make provision for virtual attendance at Council Meetings and Delegated Committee Meetings.

MOTION:

That Council adopt the Governance Rules 2022.

MOVED: CR CAROLYN STEWART

SECONDED: CR DAVID POLLARD

CARRIED.
(R086/22)

Attachments: 1 Buloke Shire Council Governance Rules 2022
2 Submission - Governance Rules 2022

DISCUSSION

Amendments to the Act will take effect on 2 September 2022. From this date onwards it is necessary for the Council's Governance Rules to make provision for virtual attendance at Council and Delegated Committee meetings, including a procedure for making and approving requests for virtual attendance.

Council considered and resolved to release the proposed Rules to the community in accordance with its Community Engagement Policy at the Council Meeting held on 13 July 2022.

One submission was received during the submission period; the submission has been attached to this report and matters relating to the consideration of the submission are outlined further in this report.

Officers note, in response to the submission, that public participation during Council Meetings is facilitated during public question time. While a person's geographic location is not a ground for disqualification, the Councillor or staff member nominated to answer the question is entitled to seek clarification of the question. This would enable the Councillor or staff member to clarify the person's

proximity to and/or interest in a matter if that information was considered relevant to meaningful answer the question.

Officers view the attached proposed Rules provide adequate options to address the matters raised in the submission without any further amendment.

It is now appropriate for the Rules to be considered for adoption by the Council.

RELEVANT LAW

Section 60 of the Act requires Council to adopt and apply Governance Rules (Rules) which describe the way it will conduct Council meetings and make decisions.

Council must ensure that a process of community engagement is followed pursuant to Section 60(4).

RELATED COUNCIL DECISIONS

The proposed Rules were considered at the Council Meeting scheduled 13 July 2022.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Council Officers undertook an engagement process in relation to the revised Rules following the Council Meeting held in July 2022. Council invited public submissions in relation to any proposal contained within the revised Rules.

One submission was received as detailed earlier in this report.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Not applicable.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

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

CONFLICTS OF INTEREST

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

8.3 FINANCIAL REPORTS

8.3.1 UPDATE TO BUILDING FEES SCHEDULE

Author's Title: Acting Director Works and Technical Services

Department: Works and Technical Services

File No: FM|05|02

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

For the Council to consider adjusting the building fees associated with high value commercial works and multi-unit development in the 2022/23 Annual budget.

SUMMARY

The Council's adopted budget provides for a range of non-statutory fees payable for service delivery, including fees associated with service delivery of building surveyor works. An oversight in budget preparation relating to high value building works has recently been identified, and Officers recommend the Council apply prior year pricing methodology for these works.

MOTION:

That Council adopt the following building fees:

1. For residential and commercial works over \$500,000 an amount of \$5,000 plus (\$value x 0.45% plus \$2150 plus levy)
2. For multi-unit development works over \$400,000 an amount of \$5,500 plus (value/125 plus levy).

MOVED: CR ALAN GETLEY

SECONDED: CR GRAEME MILNE

CARRIED.
(R087/22)

Attachments: Nil

DISCUSSION

The Council adopted its fee schedule as part of the adoption of its Annual Budget 2022/23 at the Council Meeting held on 29 June 2022.

Officers have recently identified that the fees had not incorporated an appropriate rate for high value building works due to an administrative error which occurred in the Council's budget preparation. The fees specifically relate to:

- Residential and commercial works with a value of over \$500,000, and
- Multi-unit development works with a value of over \$400,000

Noting the continued interest in establishing and expanding intensive farming practices within the municipality, the adopted fee structure of \$5,000 for residential and commercial works with a value of over \$200,000 will result in a significant reduction in revenue for the Council.

On this basis it is recommended the Council consider adjusting its fee schedule to provide for the following rates based on the calculation methodology contained within the 2021/22 Annual Budget:

- For residential and commercial works over \$500,000 an amount of \$5,000 plus (\$value x 0.45% plus \$2150 plus levy)
- For multi-unit development works over \$400,000 an amount of \$5,500 plus (value/125 plus levy)

RELEVANT LAW

The proposed adjustment to the fee schedule is administrative in nature.

RELATED COUNCIL DECISIONS

Council decisions relating to the current and prior year Annual Budget are outlined in the main body of this report.

OPTIONS

The Council may determine to vary the calculation methodology referenced in the recommendation; alternatively, the Council may determine not to make any adjustment to its adopted fee schedule.

SUSTAINABILITY IMPLICATIONS

Not applicable

COMMUNITY ENGAGEMENT

The fee adjustments are administrative in nature and do not constitute a significant change under s 95 of the *Local Government Act*.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Not applicable.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

The calculation methodology proposed will, if adopted, be reflected in an updated publicly available fee schedule.

CONFLICTS OF INTEREST

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

8.4 ORGANISATIONAL REPORTS

8.4.1 COUNCIL PLAN 2021-2025 - YEAR 2 ANNUAL PLAN

Author's Title: Director Community Development

Department: Community Development

File No: GS/02/02

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

The purpose of this report is to adopt the Council Plan 2021-2025 - Year 2 Annual Plan, which outlines the delivery of the second year of the Buloke Shire Council Plan 2021-2025.

SUMMARY

Following the adoption of the Council Plan 2021-2015, each year Council develops and Annual Plan to report progress against the Council Plan.

MOTION:

That Council adopts the Council Plan 2021-2025 – Year 2 Annual Plan.

MOVED: CR GRAEME MILNE

SECONDED: CR ALAN GETLEY

CARRIED.
(R088/22)

Attachments: 1 Council Plan 2021 - 2025 - Year 2 Annual Plan

DISCUSSION

The Council Plan 2021-2025 – Year 2 Annual Plan is an important component of Council's strategic planning. It has been developed to note the strategic objectives of the Council Plan and demonstrates as well as documents the tasks, measures and completion dates in order to deliver Council's strategic objectives.

The Council Plan 2021-2025 – Year 2 Annual Plan highlights a range of key actions against the strategic objectives set out in the Council Plan 2021-2015.

Some of the key actions/projects included in the attached Council Plan 2021-2025 – Year 2 Annual Plan include:

- Development and adoption of a Reconciliation Action Plan
- Review and update Community Plans
- Delivery of the Safer Together Program
- Deliver an Agriculture Resilience Program
- Design of Buloke Drainage Plans
- Development of the Road Management Plan
- Participation in the Rural Councils Transformation Program
- Implementation of the Interim Economic Development and Tourism Strategy

RELEVANT LAW

Not applicable.

RELATED COUNCIL DECISIONS

This document relates directly to the adoption of the Buloke Shire Council Long-Term Community Vision and Council Plan 2021-2025 document adopted on 16 June 2021.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Sustainability implications are addressed as part of the Council Plan 2021-2025 under the key strategic objective Our Built and Natural Environment.

COMMUNITY ENGAGEMENT

Council undertook a significant community engagement program to devise the Long-Term Community Vision and Council Plan 2021-2025. The Annual Plan – Year 2 flows on from this document, outlining what is to be achieved in the first year of the Council Plan 2021-2025. Projects and program delivered as part of the Annual Plan – Year 2 would be subject to Council’s Community Engagement Policy.

INNOVATION AND CONTINUOUS IMPROVEMENT

The document outlines a range of initiatives and programs that build on the feedback from the community with indicators and completion dates to promote continuous improvement.

COLLABORATION

This document reflects the collaboration undertaken as part of the Long-Term Community Vision and Council Plan 2021-2025, in which Council collaborated with a range of stakeholders and regional and state bodies.

There are also projects outlined that will be collaborations with other organisations, Local Government Entities and State and Federal Government.

FINANCIAL VIABILITY

The costing of projects identified within the Annual Plan have budget allocations made in the Annual Budget 2022/23 or will rely on grant funding as outlined.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

There are a range of Regional, State and National Plans referenced throughout the Long-Term Community Vision and Council Plan 2021-2025 which informs this document. They are specifically named under the heading of “Current Strategies and Plans” following each key focus area.

COUNCIL PLANS AND POLICIES

- Buloke Shire Council Long-Term Community Vision and Council Plan 2021-2025
- Climate Change Mitigation and Adaptation Strategy
- Annual Budget 2022/23
- Financial Plan

TRANSPARENCY OF COUNCIL DECISIONS

This report comes on the back of the adoption of the Council Plan 2021-2025 to demonstrate the delivery of this plan over the first year and will be reported on quarterly.

CONFLICTS OF INTEREST

I, Travis Fitzgibbon, have no conflict of interest to declare in relation to this report.

8.4.2 COUNCIL PLAN 2021-2025 - YEAR 1 ANNUAL PLAN REVIEW

Author's Title: Director Community Development

Department: Community Development

File No: CM/13/06

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

The purpose of this report is to give Council a final update on the actions taken against the Council Plan 2021-2025 - Year 1 Annual Plan.

SUMMARY

Council at its 16 June 2021 Meeting adopted its Long-Term Community Vision and Council Plan 2021-2025 and subsequently developed a Year 1 Annual Plan for the implementation of the strategic objectives. Quarterly progress reports have been provided to Council through the financial year.

MOTION:

That Council note the progress made to deliver the strategic objectives noted in the Year 1 Annual Plan for the Buloke Council Plan 2021-2025.

MOVED: CR DAVID POLLARD

SECONDED: CR BRONWYN SIMPSON

CARRIED.
(R089/22)

Attachments: 1 Annual Plan 2021- 2022 Fourth Quarter

DISCUSSION

The purpose of the Annual Plans is for Council to develop a series of actions, projects, programs and initiatives to achieve the Council Plan 2021-2025.

Council has received progress reports against the Year 1 Annual Plan throughout the 2021/22 year, and attached is the final report on the Annual Plan.

The final report highlights a strong year of delivering on the Annual Plan, and the overarching Council Plan 2021-2025. The majority of actions have been completed, nearing completion or are well underway. The COVID-19 pandemic has had some impact in delivery of capital projects due to availability of tradespeople and materials.

Some of the highlights of the report are:

- Adoption of the Adopt Climate Change Adaptation and Mitigation Strategy
- Awarding of a long-term kerbside collection contract
- Publication of Council's Gender Equality Action Plan
- Delivery of the Small Towns Big Difference Grants Program

- Successful funding application for cabin accommodation at local caravan parks
- Staging of the Mali Heart Street Art Festival
- Adoption of Interim Economic Development and Tourism Strategy
- Full funding for NBN upgrades for Sea Lake
- Finalisation of the Business Transformation Strategy
- Adoption of the Workforce Plan
- Adoption of the Advocacy Strategy

RELEVANT LAW

The Annual Plan forms part of the review of the Council Plan, required under the *Local Government Act 2020*.

RELATED COUNCIL DECISIONS

This item responds directly to the adoption of the Year 1 Annual Plan 14 July 2021.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Implications include the

COMMUNITY ENGAGEMENT

There was significant consultation undertaken in the development of the Council Plan 2017-2021, which is the basis of this document. Further actions have been developed through consultation with the community over the past two years. Many of the actions have a high level of community engagement.

INNOVATION AND CONTINUOUS IMPROVEMENT

Reporting on the delivery of strategic objectives ensures continuous improvement and accountability to the community.

COLLABORATION

Many actions achieved in the Annual Plan rely upon the collaboration of other Councils and key peak bodies, local stakeholder groups and the community.

FINANCIAL VIABILITY

The items listed in the Annual Plan have been factored in to the Annual Budget, which is reported on regularly.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

This report responds directly to the implementation of the Council Plan 2021-2025 and the adopted Annual Plan.

TRANSPARENCY OF COUNCIL DECISIONS

The adoption of regular reporting on the Annual Plan provides strong transparency to the community regarding the key focus areas of Council over the 2021/22 year and how Council is tracking against those actions.

CONFLICTS OF INTEREST

I, Travis Fitzgibbon, have no conflict of interest to declare in relation to this report.

8.5 REPORTS FROM COUNCILLORS

Cr Daryl Warren – Mayor

Mount Jeffcott Ward

14 July 2022	ABC Radio Interview
15 July 2022	Meeting to discuss VCAT Application re: Birchip Fuel Cell
18 July	Donald Chamber of Commerce Dinner Meeting
19 July	Wimmera Mallee Tourism Launch Dimboola Donald 2000 Events Committee Launch
20 July	Meals on Wheels Delivery CEO/Mayor Catch Up Councillor Briefing
21 July	GWM Water Meeting to discuss issues on Donald Industrial Estate Meeting with Jade Benham, National Party
22 July	Interview for Age Newspaper – Lake Tyrrell Issues
25 July	Meeting with WDA and Monash University re: Donald Housing Issues Opened the Horizons Furniture Shop in Donald
27 July	CEO/Mayor Catch Up Donald 2000 Meeting
3 August	CEO/Mayor Catch Up Councillor Briefing
10 August	CEO/Mayor Catch Up Council Meeting – Wycheproof

8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC

Nil

9. OTHER BUSINESS**9.1 NOTICES OF MOTION****9.1.1 NOTICE OF MOTION - LETTER OF SUPPORT - NEIGHBOURHOOD HOUSE FUNDING****Author's Title:** Councillor Stewart**Department:** Office of the CEO**File No:** CR/07/28**Relevance to Council Plan 2021 - 2025****Strategic Objective:** Our Community Wellbeing**PURPOSE**

Almost all Victorian Neighbourhood Houses and Networks receive core funding from the Department of Families, Fairness and Housing (DFFH), known as *Neighbourhood Houses Coordination Program* (NHCP) funding.

In 2018, after a massive advocacy campaign supported by constituents in Buloke, the State Government made a \$21.8 million investment across four years in recognition of the inadequacy of funding for many Neighbourhood Houses (NH's) and the need for additional Neighbourhood Houses to support local communities. This additional funding supported:

- 167 Neighbourhood Houses to increase their coordination hours to 25 hours a week;
- Increased hours for Neighbourhood House Networks (there are 16 Networks which provide tailored support to the Houses within their regions); and
- 27 Neighbourhood Houses started receiving NHCP funding for the very first time.

Within Buloke Shire Council this funding supported, Charlton Neighbourhood House to be established; Birchip Business and Learning Centre and Wycheproof Resource Centre to be open an additional 5 hours weekly and Buloke NH's affiliated network Mallee Neighbourhood House Network to increase their support to houses.

At the time of this announcement, it was not made clear by the State Government that, unlike existing NH funding, this new funding would be *non-recurring* and would indeed lapse in four years' time. In the recent May budget, the sector was relieved to see that the funding had been extended – however they have now learnt that this is only secure for two years, up until June 2024.

MOTION:

That Council:

1. Write a letter to the Minister for Disability, Ageing and Carers, Colin Brooks MP, urging him to intervene to make this non-recurring funding permanent; and
2. Send its logo to the state peak body Neighbourhood Houses Victoria so it is listed on their advocacy webpage.

MOVED: CR CAROLYN STEWART**SECONDED:** CR DAVID POLLARD**CARRIED.
(R090/22)**

Attachments: Nil

DISCUSSION

Failure to secure funding would see the Charlton Neighbourhood House close its doors and both Birchip and Wycheproof reduce their hours and service provision.

Loss of the services provided by the Neighbourhood House program, would impact greatly on the residents of the Buloke community.

9.2 QUESTIONS FROM COUNCILLORS

Nil

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS**9.4.1 LETTER OF CONDOLENCE – THE LATE CR TONY DRISCOLL, MAYOR OF NORTHERN GRAMPIANS SHIRE COUNCIL****MOTION:**

Council to forward a letter of condolence to the family of the late Cr Tony Driscoll and Staff and Councillors of Northern Grampians Shire, for Tony's sudden and sad passing.

MOVED: CR GRAEME MILNE**SECONDED: CR ALAN GETLEY****CARRIED.****(R091/22)****10. MEETING CLOSE**

Meeting closed at 7.58pm.