



# **COUNCIL MEETING**

## **AGENDA**

**Wednesday 11 May 2022**

**Commencing at 7:00pm**

**Wycheproof Supper Room**

**367 Broadway, Wycheproof**

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

## **ORDER OF BUSINESS**

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

#### WELCOME

The Mayor Cr Daryl Warren will welcome all in attendance.

#### STATEMENT OF ACKNOWLEDGEMENT

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

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

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

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Council Meeting held on Wednesday, 13 April 2022.

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

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

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

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

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

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

NIL

### **7. PROCEDURAL ITEMS**

7.1	LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS	5
7.2	REPORT OF COUNCILLOR ASSEMBLIES	6
7.3	CORRESPONDENCE INITIATED BY COUNCIL	12
7.4	BUILDING PERMITS - MONTHLY UPDATE	14
7.5	PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE	15

### **8. GENERAL BUSINESS**

<b>8.1</b>	<b>POLICY REPORTS</b>	<b>16</b>
8.1.1	BULOKE SHIRE COUNCIL SOCIAL MEDIA POLICY	16

<b>8.2</b>	<b>MANAGEMENT REPORTS</b>	<b>27</b>
8.2.1	COMMUNITY GRANTS AND SPONSORSHIP	27
8.2.2	BULOKE SHIRE COUNCIL ANNUAL PLAN PROGRESS REPORT 2021/2022 - THIRD QUARTER	32
<b>8.3</b>	<b>FINANCIAL REPORTS</b>	<b>46</b>
8.3.1	FINANCE REPORT AS AT 31 MARCH 2022	46
<b>8.4</b>	<b>ORGANISATIONAL REPORTS</b>	<b>60</b>
	NIL	
<b>8.5</b>	<b>REPORTS FROM COUNCILLORS</b>	<b>60</b>
	NIL	
<b>8.6</b>	<b>MATTERS WHICH MAY EXCLUDE THE PUBLIC</b>	<b>61</b>
	The Meeting may be closed to members of the public to consider confidential matters.	
8.6.1	CEO PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS	
	If the meeting has been closed it will be brought back into open session by resolution	
<b>9.</b>	<b>OTHER BUSINESS</b>	
<b>9.1</b>	<b>NOTICES OF MOTION</b>	<b>62</b>
9.1.1	MOTION TO SAVE THE MURRAY BASIN RAIL PROJECT	62
<b>9.2</b>	<b>QUESTIONS FROM COUNCILLORS</b>	<b>63</b>
	NIL	
<b>9.3</b>	<b>URGENT BUSINESS</b>	<b>63</b>
	NIL	
<b>9.4</b>	<b>ANY OTHER BUSINESS</b>	<b>63</b>
	NIL	
<b>10.</b>	<b>MEETING CLOSE</b>	

## **NEXT MEETING**

THE NEXT MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 8 JUNE 2022 AT 7:00PM.

**Wayne O'Toole**  
**CHIEF EXECUTIVE OFFICER**

**6. QUESTIONS FROM THE PUBLIC**

Nil

**7. PROCEDURAL ITEMS****7.1 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**

<b>Provider</b>	<b>Recipient</b>	<b>Date</b>	<b>Purpose for Recognition</b>
North Central Local Learning and Employment Network	Ellen White		Having served 20 years of service for the Board of the North Central Local Learning and Employment Network
Buloke Shire Council	John Harley Charlton		Acknowledging his contribution to the development of Charlton Park over 16 years, Bendigo Bank and the Driver Education Centre.

## 7.2 REPORT OF COUNCILLOR ASSEMBLIES

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

### RECOMMENDATION

That the Council note the report of Councillor Assembly Meetings held 6 and 20 April 2022.

**Attachments:**

- 1 Councillor Briefing Record - 6 April 2022
- 2 Councillor Briefing Record - 20 April 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 April 2022 is attached for public information.



## Councillor Briefing Record

*Build a Better Buloke – a healthy, connected, inclusive and prosperous community*

<b>Date:</b>	6 April 2022	<b>Time:</b>	5:00pm – 8:00pm
<b>Location:</b>	Council Chamber of the Donald District Office		
<b>Distributed To:</b>	Cr Warren, Cr Getley, Cr Pollard, Cr Simpson, Cr Milne ,Cr Vis, Wayne O’Toole, Hannah Yu, Travis Fitzgibbon		
<b>Apologies:</b>	Cr Stewart		
<b>Acknowledgement of Country:</b>	Buloke Shire Council acknowledges the Traditional Owners of the land now known as Buloke. We pay our respects to their Elders past, present and emerging.		
<b>Conflicts of Interest:</b>	Item 2.2 – Cr Pollard		

### ITEMS

NO.	MATTER FOR DISCUSSION	Notes
	<b>Councillor Only Time 5:00pm</b>	
<b>1.</b>	<b>Confirmation of Councillor Briefing Notes – 16 March 2022</b>	Agreed, however notes to be added for Item 4.1
<b>2.</b>	<b>Presentations</b>	
2.1	Karleen Plunkett - “Living with a disability in Buloke” 5:30pm	
2.2	Josh King - Ambulance Vic, Area Manager 2 Loddon Mallee <b>6pm – 6:30pm</b>	
2.3	John McConville - Donald 2000 - 15min <b>6:30pm</b>	
2.4	Capital Works Update <b>6:45pm</b>	
2.5	Margaret Abbey – 10min <b>7pm</b>	
<b>3.</b>	<b>Councillor Matters</b>	<ul style="list-style-type: none"> <li>• Council Planning and Building services lacking, with phone calls not being returned and site inspections not happening.</li> <li>• A number of resignations received recently, resulting in a lot of people in acting roles, while Council actively recruit and advertise to fill these critical roles.</li> </ul> <p><i>*List for next briefing with the CEO</i></p>



3.1	ANZAC Service Attendance 2022	<ul style="list-style-type: none"> <li>• Cr Vis – Sea Lake (both)</li> <li>• Cr Getley – Nullawil &amp; Wycheproof, MC at Culgoa on the Sunday.</li> <li>• Cr Simpson – Curyo and back to Birchip</li> <li>• Cr Milne – Donald Dawn Service, Watchem and Birchip.</li> <li>• Councillors to advise EA's direct on their preferences.</li> </ul>
3.2	Building Permit Monthly Update Report CM 13 April 2022 – Incl Full Addresses	<ul style="list-style-type: none"> <li>• Full address details to be redacted on agenda and reports in Ordinary Council Meetings.</li> </ul>
3.3	Planning Apps Recd Monthly Update Report CM 13 April 2022 – Incl Full Addresses	<ul style="list-style-type: none"> <li>• Full address details to be redacted on agenda and reports in Ordinary Council Meetings.</li> </ul>
<b>4.</b>	<b>CEO Updates</b>	
4.1	Draft Council Meeting Agenda 13 April 2022	<ul style="list-style-type: none"> <li>• Cr Milne to provide details for a letter of recommendation/congratulations</li> </ul>
4.2	Cultural Awareness Training	<ul style="list-style-type: none"> <li>• 20 staff attended a training day with Dja Warrung (cost approx. \$4,000).</li> <li>• Similar training session for councillors will be scheduled in coming months.</li> </ul>
4.3	Maternal and Child Health Staffing	<ul style="list-style-type: none"> <li>• Mayor and CEO recently met with concerned parties in Birchip.</li> <li>• Have placed a short term casual staff member on while continuing to recruit for a team leader, clinical child health nurse and administration support.</li> </ul>
4.4	Cabin Funding Confirmation	<ul style="list-style-type: none"> <li>• Letter from minister received in regards to cabin funding.</li> </ul>
4.5	Project Openings, Riverfronts, Kinders	<ul style="list-style-type: none"> <li>• Openings planned for coming months, Ministers to be invited.</li> </ul>
4.6	School Visits	<ul style="list-style-type: none"> <li>• CEO and Council staff visited primary and secondary schools, discussing youth, careers (yrs. 10-12), work experience, apprenticeships etc.</li> </ul>
4.7	Budget Summit	<ul style="list-style-type: none"> <li>• Once draft budget is released, a draft budget summit will be organised.</li> </ul>
4.8	Hobsons Bay Visit	<ul style="list-style-type: none"> <li>• CEO and Council staff will spend some time with their management team.</li> </ul>



<b>5.</b>	<b>Budget Meeting 8pm</b>	
	<b>NEXT MEETING</b> 20 April 2022 - 5:00pm Watchem Hall	



## Councillor Briefing Record

*Build a Better Buloke – a healthy, connected, inclusive and prosperous community*

<b>Date:</b>	20 April 2022	<b>Time:</b>	5:00pm – 8:00pm
<b>Location:</b>	Watchem Hall		
<b>Distributed To:</b>	Cr Warren, Cr Getley, Cr Pollard, Cr Simpson, Cr Milne, Cr Vis, Wayne O’Toole, Hannah Yu, Travis Fitzgibbon		
<b>Apologies:</b>	Cr Stewart,		
<b>Acknowledgement of Country:</b>	Buloke Shire Council acknowledges the Traditional Owners of the land now known as Buloke. We pay our respects to their Elders past, present and emerging.		
<b>Conflicts of Interest:</b>	Nil		

### ITEMS

NO.	MATTER FOR DISCUSSION	Notes
	<b>Councillor &amp; CEO Only Time 5:00pm</b>	
1.	<b>Confirmation of Councillor Briefing Notes – 6 April 2022</b>	Agreed
2.	<b>Presentations</b>	
2.1	Watchem Progress	
2.2	Asset Committees – Georgie Ward Macquarie Lawyers	
2.3	Monthly Project Report - Dan McLoughlan	
3.	<b>Councillor Matters</b>	
4.	<b>CEO Updates</b>	
4.1	Commonwealth Games	
4.2	Staff in Acting Roles	
4.3	Aged Care	
4.4	Community Forum Summit	
4.5	IDAHOBIT – Flag Flying	
5.	<b>Budget Meeting</b>	
	<b>NEXT MEETING</b>	



	4 May 2022 - 5:00pm Charlton District Office Council Chamber	
--	--	--

### 7.3 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

#### PURPOSE

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

#### RECOMMENDATION

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

**Attachments:** Nil

#### TABLE OF CORRESPONDENCE

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
Write to local Federal member and State members expressing concern for people who are sitting outside the legal status of vaccination currently in place. Urging for a review.	Ms Louise Staley MLA	20/12/21	23/12/21	Acknowledged Council's proactive work to unite the Shire. Advised that the National Liberals have been calling for consistent National Cabinet approach to mandate vaccines and passports, however the Andrews Government has flagged the retention of vaccine passports until 2023. Will continue to address inequities and call on the State Government to address the issues impacting our community.
Above letter	Mr Stuart Grimley MLC	20/12/21	22/12/21	Acknowledged letter and will look into it further.
Above letter	Mrs Beverley McArthur MLC	20/12/21		
Above letter	Ms Ali Cupper MLA	20/12/21		
Above letter	Dr Anne Webster MP	20/12/21		

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
<p>Write to Min of Transport Infr, Jacinta Allan and Minister for Roads and Roads Safety, Ben Carroll seeking urgent attention to continue to advocate to the resp auth for upgrade of:</p> <ol style="list-style-type: none"> <li>1. The rail crossing nth of Lalbert on the Donald-Swan Hill Road; and</li> <li>2. The rail crossing north-east of Charlton on the Boort-Charlton Road.</li> </ol>	The Hon Jacinta Allan Minister for Transport Infrastructure	10/3/22		
Above letter sent to Hon Jacinta Allan	The Hon Ben Carroll MP Minister for Roads and Road Safety	10/3/22		

## 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 April 2022 to 30 April 2022.

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

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 April 2022 to 30 April 2022.

**Attachments:** Nil

### LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20210143 (Amended Permit)	5407162918764	Mildura Way, Charlton	Stables (Large) Including Internal Fitout & Fire Services	04/04/2022
20220031	2614072767130	Currie Street, Charlton	Carport	07/04/2022
20200032	5288096793848	Adams Road, Charlton	Demolition of Fire Damaged Hay Shed	21/04/2022
20220033	6297223509711	Meyer Street, Donald	Carport	28/04/2022

### LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR

Permit No.	Address	Project Description	Date Approved
Nil			

## 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.

### RECOMMENDATION

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

**Attachments:** Nil

### LIST OF PLANNING APPLICATIONS

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	Further information request from referral authority
PPA970/22		Anderson Avenue, Wycheproof (Lot 2 LP63654)	28/12/2022	Three-lot subdivision of land	Permit issued
PPA972/22		Best Street, Sea Lake (Lot 2 PS811802)	04/03/2022	Café and restaurant liquor licence	Permit issued
PPA974/22		Sutcliff Street, Sea Lake (CA 26 Sec 1 Parish of Burupga)	01/04/2022	Nine-lot subdivision of land	Referral
PPA975/22		Adams Road, Woosang (Lot 1 PS403411)	01/04/2022	Construction of a hayshed within setback of road reserve and internal boundary	Permit issued

**8. GENERAL BUSINESS****8.1 POLICY REPORTS****8.1.1 BULOKE SHIRE COUNCIL SOCIAL MEDIA POLICY**

**Author's Title:** Manager Customer Engagement

**Department:** Community Development

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

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

**PURPOSE**

The purpose of this report is for Council to adopt an updated Social Media Policy that reflects its and the sectors contemporary situation.

**SUMMARY**

Council first adopted a Social Media Policy in 2016 before it launched corporate Facebook and Twitter pages. Since that time Buloke Shire has grown a social media brand the envy of the sector. Underpinning this arm of Council's engagement is strong policy to give staff and Councillors the tools they need for safe provision and administration of social media for the good of the community.

**RECOMMENDATION**

That Council adopts the Social Media Policy.

**Attachments:** 1 Buloke Shire Council Draft Social Media Policy

**DISCUSSION**

Council's Social Media Policy is an important document to uphold Council's integrity whilst having on significant online presence.

Council operates its own Facebook, Twitter and LinkedIn pages and has around 5,000 residents engaging with Council on these platforms. The policy gives clear direction and guidelines for social media use both professionally for Council and for personal use by Councillors and staff.

**RELEVANT LAW**

Not applicable.

**RELATED COUNCIL DECISIONS**

Council adopted its first Social Media Policy in February 2016 and a revised policy in February 2019.

**OPTIONS**

There are no further options.

**SUSTAINABILITY IMPLICATIONS**

There are no sustainability impacts from this report.

**COMMUNITY ENGAGEMENT**

As the purpose of the Social Media Policy is to provide guidance and expand on the existing obligations of Councillors and staff under the Code of Conduct when engaging in social media, this document will be promoted after its adoption.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

A strong Social Media Policy helps Councillors, Council staff and the community ensure a strong and safe platform for communication and engagement for the betterment of Council services. With the fast paced nature of social media, the ability to innovate with new platforms and updated offerings of currently used platforms is imperative.

**COLLABORATION**

A desktop review of Social Media policies from other Councils has assisted in the review of the policy.

**FINANCIAL VIABILITY**

The costs of the outcomes of the Social Media Policy are accommodated within the existing operational budget for Customer Engagement.

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

Not applicable.

**COUNCIL PLANS AND POLICIES**

Councillor Code of Conduct  
Staff Code of Conduct  
Governance Rules

**TRANSPARENCY OF COUNCIL DECISIONS**

The provision of strong social media support by good policy helps ensure the promotion and education around Council decisions

**CONFLICTS OF INTEREST**

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



<b>POLICY LOCATION</b>	Community Development	<b>POLICY TITLE</b>	Social Media Policy
<b>POLICY NUMBER</b>	CS/14/14	<b>DATE ADOPTED</b>	May 2022
<b>REVISION NUMBER</b>	3	<b>REVISION DATE</b>	February 2025

### Purpose

This policy is to provide guidance and expand on the existing obligations of Councillors, Staff, Volunteers and Contractors under the Code of Conduct when engaging in Social Media when there is a direct or inferred relationship between the user and the Buloke Shire Council.

Social media provides opportunities to enhance community connection and to encourage online conversations through the exploration and consideration of diverse thoughts and views. It is intended to provide guidance, encourage the use of Social Media and give them the confidence to participate safely when actively seeking ideas, questions, complaints and feedback from the public. We encourage open conversation, debate and expect participants to behave in a respectful manner.

### Scope

This policy applies to all Councillors, Employees, Volunteers and Contractors and sets the standards and requirements applicable for Council's professional use of Social Media as well as professional and personal interactions via Social Media when used in their:

- Professional capacity, in the course of fulfilling their functions and duties to Council; and
- Personal capacity, where that use is a stated or implied connected with, or might otherwise impact on, Council, its reputation and/or its effectiveness, including when such use occurs outside of office hours.

Council acknowledges that individuals have a right to exercise judgment in the private use of Social Media for their own personal expression or activities. Therefore, this policy is not intended to cover situations where:

- Information is circulated in a Councillor's or staff member's personal capacity and not on behalf of, or in connection with, Council;
- Use of Social Media in situations where there is no reference to Buloke Shire Council, its Councillors, staff, policies and decisions, services, suppliers or any other stakeholders or Council related matters;
- Use of Social Media where such use occurs outside of normal working hours.

This policy is to be read in conjunction with all Buloke Shire Council policies including the Buloke Shire Council Code of Conduct for Staff and the Buloke Shire Code of Conduct for Councillors.

### Definitions



Social media is a group of online applications designed to allow information to be created, shared, discussed and disseminated. Social media includes the sites, tools, channels and engagement platforms used to publish content and promote connections and conversations. "Social media" includes but is not limited to:

Social networking sites	(e.g. Facebook, LinkedIn, Yammer, Twitter, Pinterest, WeChat)
<b>Video and photo sharing websites</b>	This includes use of QR-code tagging (e.g. YouTube, Instagram, Flickr, Vimeo, Periscope, Vine and Youku)
<b>Blogs and vlogs</b>	This includes those hosted by social channels or media outlets (e.g. Tumblr, 'comments' or 'your say' features on websites)
<b>Online collaborations</b>	(e.g. Wikipedia)
<b>Forums, discussion boards and groups</b>	This includes Microsoft Teams for internal and enabled chat functions (e.g. Google groups, Reddit, Whirlpool)
<b>Podcasting</b>	This included nonfiction narrative, interviews and/or conversational, hybrid and scripted fiction
<b>Instant messaging</b>	(e.g. WhatsApp, Facebook Messenger)
<b>Chat rooms</b>	(e.g. Chatiw, Chatroulette.com, Talk.Chat)
<b>Geo-spatial tagging</b>	This includes use of QR-codes (e.g. Google maps, Foursquare)
<b>Online gaming platforms</b>	(e.g. Gamification apps, Fortnite, Second life, Pokémon Go)
<b>Other</b>	Any other tool or emerging technology that allows individuals to publish or communicate in a digital environment
<b>Authorised Staff</b>	Are defined as staff that have received approval from the Chief Executive Officer to officially represent the Buloke Shire Council via Social Media technology
<b>Staff</b>	Includes all Employees, Volunteers or Contractors engaged by Council
<b>Official social media account or group</b>	Is defined as an account or group which managed by and monitored by Council officers, represents operations of Buloke Shire Council, has Strategic Marketing and Communications endorsement to use Buloke Shire Council logos, names or other official identifier/s.  Official Council platforms include but are not limited to: Facebook, Instagram, LinkedIn, Twitter, Zoom and Microsoft Teams.

## Policy Statement

Council recognises that use of Social Media is increasingly becoming a common standard of communication in professional and personal activities.

As new Social Media platforms emerge there are new opportunities for dynamic and engaging two-way communications that can complement existing communication and further improve information, and delivery of key services, strategic projects and programs to supplement conventional consultation methods.

Council and its staff recognise the potential for risk to Council's reputation and image arising from the misuse of Social Media in a professional or personal capacity. Accordingly, Councillors and



Council staff are beholden by, and recognise, the requirements and behaviours within the Buloke Shire Council Code of Conduct and Council policies when participating in Social Media activities in an official or private capacity to ensure that the risk of such damage is minimised.

## Guidelines

### General and Personal Use

1. The Human Resources team, in conjunction with the Manager Customer Engagement, are responsible to ensure staff are provided with information and guidance relating to acceptable use of Social Media
2. Councillors and staff are responsible to familiarise themselves with, and adhere to, the requirements within this policy as amended from time to time
3. Councillors and staff are personally responsible for any information or comments made using Social Media. Information published via Social Media is often permanently available and may be reproduced in other media
4. Councillors and staff must not make any comments or post any material that might result in damage to Council's reputation or otherwise bring it into disrepute
5. Councillors and staff are responsible to ensure that all online activity complies with Council's policies
6. Staff must not mislead users by implying they have been authorised to represent Council either through the use of a Council issued email address, use of Council's corporate logo, use of the identity of another Council staff member, or any other action which may give the impression of Council's support or approval of Social Media activities
7. Staff are responsible to ensure that their work performance is not affected by their use of Social Media, including through frequent or prolonged use of Social Media outside of designated work breaks.

### Professional Use

When using Social Media as a representative of Council, Councillors and staff are expected to:

1. Reinforce the integrity, reputation and values of Buloke Shire Council
2. Adhere to Buloke Shire Council codes of conduct, policies and procedures
3. Comply with relevant laws and regulations
4. Ensure confidentiality of Council information
5. Behave with caution, courtesy, honesty and respect
6. Seek prior advice from Manager Customer Engagement.

The following content is not permitted under any circumstances:

1. Abusive, profane or sexual language
2. Content not relating to the subject matter of that blog, board, forum or site
3. Content which is false or misleading
4. Confidential information about Council or third parties
5. Copyright or Trademark protected materials



6. Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation, or suppresses someone's sexual orientation or gender identity.
7. Illegal material or materials designed to encourage law breaking
8. Materials that could compromise Council, employee or system safety
9. Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks).
10. Material that would offend contemporary standards of taste and decency
11. Material which would bring the Council into disrepute
12. Personal details or references to Councillors, council staff or third parties, which may breach privacy laws
13. Spam, meaning the distribution of unsolicited bulk electronic messages
14. Statements which may be considered to be bullying or harassment.
15. Statements that breach human rights

#### **Authorisation**

Ensure appropriate authorisation has been obtained before using social media including but not limited to uploading content and acting as a spokesperson on behalf of Council.

#### **Expertise**

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

#### **Disclosure**

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of Councillors, staff or third parties.

#### **Accuracy**

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

#### **Identity**

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

#### **Opinion**

Clearly separate personal opinions from professional ones and be mindful of Council's Code of Conduct when discussing or commenting on Council matters. In general, don't express personal opinions using Council # tags or other identifications, or have Council logos on clothing/wear visible



in images. Only where this is not possible, consider using a formal disclaimer to separate official Council positions from personal opinions and distance Council from comments made by public and other outside interests.

#### **Privacy**

Be sensitive to the privacy of others. Seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of Social Media. If asked to remove materials do so as soon as practicable.

#### **Intellectual Property**

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as Trademarks, are owned by a third party e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site (including a Social Media application). Seek approval from the relevant authority before publishing photos of crown land or areas and where prior approval of indigenous representatives is required.

#### **Defamation**

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

#### **Reward**

Do not publish content in exchange for reward of any kind.

#### **Transparency**

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

#### **Political Bias**

Do not endorse any political affinity or allegiance.

#### **Respect**

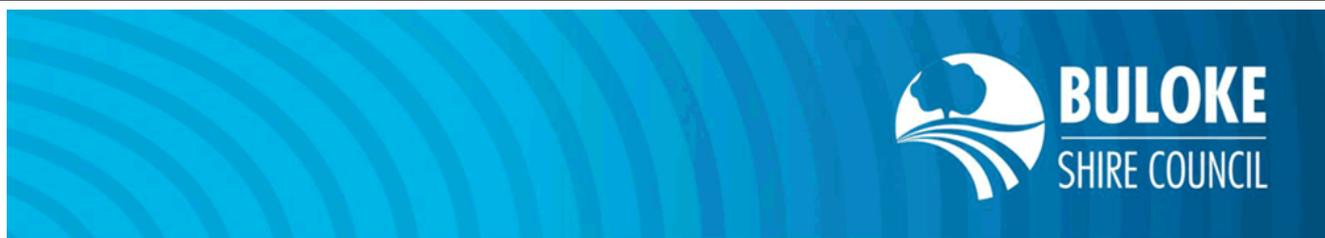
Always be courteous, patient and respectful of others' opinions, including detractors.

#### **Discrimination**

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

#### **Language**

Be mindful of language and expression.



**State of Mind**

Do not use Social Media when inebriated, irritated, upset or tired.

**Be Safe**

Protect your personal privacy and guard against identity theft.

**Media**

Do not issue statements or make announcements through Social Media channels unless authorised.  
 Do not respond directly if approached by media for comment through Social Media. Refer the inquiry to the Manager Customer Engagement.

**Modification and Moderation**

Ensure that any Social Media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

**Access**

Be mindful of the requisite government web standards for accessibility. Information made available via non-compliant platforms should be made accessible in another form where practical.

**Responsiveness**

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Make it easy for audiences to reach Council via other methods by publishing Council’s phone number, generic email, Facebook, Zoom, Teams and Twitter accounts.

**Accountability and Responsibility**

**Role Responsibilities**

<b>Councillors</b>	Seek approval for Council branding of Social Media
	Register Social Media account/tools/site with the Manager Customer Engagement
	Understand and comply with the provisions in this policy
	Seek training and development for using Social Media
	If implementing or using a Social Media account that implies a connection to Council (e.g. Cr John Citizen), seek advice from the Chief Executive Officer or Manager Customer Engagement if unsure about applying the provisions of this policy
	Seek approval from relevant manager for business strategy incorporating social media
	Seek advice from Manager Customer Engagement on using Social Media and developing a communications plan to support business strategy
	Seek approval for Council branding of Social Media
	Register Social Media account/tools/site with the Manager Customer Engagement
	Understand and comply with the provisions in this policy



	Seek advice from the Manager Human Resources or Manager Customer Engagement if unsure about applying the provisions of this policy
	Ensure contractors are provided with a copy of this policy
	Familiarise self with the End User Licence Agreements of any external Social Media tools being used

<b>Business Unit Managers</b>	Approve business strategy incorporating use of Social Media
	Ensure staff consult the Manager Customer Engagement on their planned use of Social Media
	Ensure contractors are provided with a copy of the Social Media policy
	Offer training for staff using Social Media
	Advise Information Technology team of approval to access Social Media for business purposes

<b>Information Technology Team</b>	Facilitate secure access to support delivery of Council business via Social Media
	Regularly back up and archive internally hosted Social Media sites

<b>Manager Customer Engagement</b>	Authorise use of Social Media tools for conducting Council business
	Maintain Social Media records
	Provide advice and assist with the development of communication plans using Social Media
	Educate Councillors and staff about this policy and their responsibilities when using Social Media
	Advise appropriate precautions e.g. disclaimers
	Maintain a register of Social Media being used for conducting Council business including records of the business case for using Social Media, its strategic imperative, the intended administrator, URL, login, password and audience
	Assist staff to retain some record explaining the context or purpose of Social Media, and a sample of posts where it is impractical to retain large volumes of screen grabs
	Monitor Social Media accounts/tools/sites registered for conducting Council business
	Monitor Social Media for references to the Buloke Shire Council
	Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council
	Conduct a desktop review of this policy annually



## Enforcement

All content published or communicated by or on behalf of Buloke Shire Council using Social Media must be recorded (including the author's name, date, time, media site location and link) and kept on record.

Buloke Shire Council actively monitors Social Media for relevant contributions that impact on the municipality, its operations and reputation. Buloke Shire Council will be able to find – and act upon – contributions made by Councillors and staff if deemed necessary.

This policy will be published and promoted to Councillors and staff of Buloke Shire Council.

Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

Buloke Shire Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

## Legislation and Regulations

This policy was developed in accordance with the following legislation:

- *Charter of Human Rights and Responsibilities Act 2006*
- *Copyright Act 1958 (Vic)*
- *Crimes Act 1958*
- *Defamation Act 2005 (Vic)*
- *Disability Discrimination Act 1992*
- *Equal Opportunity Act 2010*
- *Fair Trading Act 2009 (Cth)*
- *Fair Work Act 2009*
- *Freedom of Information Act 1982 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Local Government Act 2020*
- *Occupational Health and Safety Act 2004*
- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973 (Vic)*
- *Racial and Religious Tolerance Act 2001*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Spam Act 2003 (Cth)*
- *Wrongs Act 1958 (Vic)*

This policy was developed in accordance with the following documents:

- Buloke Shire Council Electronic Communication Policy
- Buloke Shire Council Information Security Policy
- Buloke Shire Council Enterprise Agreement
- Buloke Shire Council Councillor Code of Conduct
- Buloke Shire Council Staff Code of Conduct



- Buloke Shire Council Performance Management Policy
- Buloke Shire Council Bullying, Equal Opportunity, Discrimination, Sexual Harassment Policy

State Services Authority: Guidance for the use of Social Media in the Victorian Public Sector (18 August 2010).

### **Further information**

If you require any further information or help interpreting parts of this policy, please contact Council's Manager Customer Engagement.

### **Policy Review**

This Policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, Council goals and statutory requirements. The policy will be reviewed on an ongoing basis and amended as required.

Monitoring of Social Media will be provided by:

- Internal audits
- Public consultation and feedback

## 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

#### PURPOSE

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

#### SUMMARY

Presenting three applications for the Sustainability Grants program and one application for the Community Grants program for the Financial Year 2021/2022.

#### RECOMMENDATION

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

**\$10,000 Sustainability Fund Grant to Donald Youth Group;**

**\$3,187.34 Sustainability Fund Grant to Charlton Men's Shed; and**

**\$2,000 Project Support Grant to Charlton Neighbourhood House.**

**Attachments:** 1 Community Grants 2021- 2022 Council Report May

#### DISCUSSION

The following applications for funding are being put forth to Council for final decision.

Each of these applications have been assessed as per the Community Grant Guidelines as accepted by Council. The Senior Leadership Team recommends the following grants for council's consideration and final decision on the allocations.

<b>Project: Reducing the VRI Halls Carbon Footprint</b>	
Organisation:	Donald Youth Group
Grant Type	Sustainability Fund Grant
Amount Applied:	\$10,000
Funding Amount Recommended:	\$10,000
Full project cost:	\$15,025

Project Description:	The project will replace the inefficient air conditioners in the VRI building for an energy efficient one, installed by a local business. It will also replace the old and inefficient electric cooktop and oven for one that is safer and more energy efficient.
Project Benefit:	This will allow for the Donald Youth group to be able to use the space all year round, and be able to cook meals in a safe and sustainable way.  The project will model sustainable infrastructure, teaching the young people the importance of sustainability and making decisions that will be sustainable in the long term.  The project will conserve resource usage and reduce their carbon footprint.
<b>Project: Solar for the Men's Shed</b>	
Organisation:	Charlton Men's Shed
Grant Type	Sustainability Fund Grant
Amount Applied:	\$3187.34
Funding Amount Recommended:	\$3187.34
Full project cost:	\$4,781
Project Description:	Solar panel installation on the Charlton Men's Shed building, which will reduce their energy usage.
Project Benefit:	The project will mean that they are able to capture and store solar power, therefore reducing greenhouse gas emissions.  The project will conserve resource usage and reduce their carbon footprint.
<b>Project: John Monash Water Tank – Piano Art Project</b>	
Organisation:	Charlton Neighbourhood House
Grant Type	Project Support Grant
Amount Applied:	\$2,000
Funding Amount Recommended:	\$2,000
Full project cost:	\$35,344
Project Description:	Applicant is seeking this funding to commission a local artist to paint a donated piano with Monash's interests, which will be listed on the street pianos international trails.
Project Benefit:	The project will add an artistic element to the John Monash Water tower project that the Charlton Neighbourhood House is co-ordinating. The piano will be painted by a local artist.

**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**

3 proposed projects have the potential to manage the sustainability and carbon footprint of premises involved

**COMMUNITY ENGAGEMENT**

Manager of Community Services or Community Development Officer engaged with each applicant listed.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not Applicable

**COLLABORATION**

Not Applicable

**FINANCIAL VIABILITY**

These applications for the 2021/22 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.

## Community Grants, Sponsorship & Sustainability Fund

Community Grants and Sponsorship			Total Pool	\$20,000.00		
2021-2022			<i>Amount in</i>			
<i>Organisation</i>	<i>Type</i>	<i>Date received</i>	<i>Application</i>	<i>Recommended \$</i>	<i>Granted by Council</i>	
Charlton Probus Club	Small Equipment Grant	22/06/2021	\$ 1,000.00	\$ 1,000.00	\$	1,000.00
Charlton Golf Club	Sponsorship	29/06/2021	\$ 500.00	\$ 500.00	\$	500.00
North Central LLEN	Sponsorship	11/06/2021	\$ 500.00	Withdrawn	Withdrawn	
Watchem Development Association	Project Support Grant	6/07/2021	\$ 2,000.00	\$ 2,000.00	\$	2,000.00
Donald Friends & Neighbours	Small Equipment Grant	14/07/2021	\$ 933.00	\$ 933.00	\$	933.00
Wycheproof Mens Shed	Small Equipment Grant	13.8.21	\$ 600.00	\$ 600.00	\$	600.00
Wycheproof Caravan Park	Small Equipment Grant	11.8.21	\$ 1,000.00	\$ 1,000.00	\$	1,000.00
Charlton Rotary Club	Sponsorship	20.8.21	\$ 500.00	\$ 500.00	\$	500.00
Wycheproof Community Resource Centre	Sponsorship	14/0/2021	\$ 500.00	\$ 500.00	\$	500.00
Wycheproof and District Lawn Tennis Club	Small Capital Equipment Grant	20/10/2021	\$ 500.00	\$ 500.00	\$	500.00
Mallee Sports Assembly	Sponsorship	27/10/2021	\$ 250.00	\$ 250.00	\$	250.00
Birchip Playgroup	Small Capital Equipment Grant	16/11/2021	\$ 1,000.00	\$ 1,000.00	\$	1,000.00
Donald 2000	Project Support Grant	26/10/2021	\$ 2,000.00	Withdrawn	Withdrawn	
Birchip Business and Learning Centre	Project Support Grant	12/11/2021	\$ 2,000.00	\$ 2,000.00	\$	2,000.00
Charlton Lions Club	Sponsorship	3/12/2021	\$ 250.00	\$ 250.00	\$	250.00
Buloke Youth Health Expo	Project Support Grant	23/11/2021	\$ 2,000.00	\$ 2,000.00	\$	2,000.00
Birchip Business and Learning Centre	Project Support Grant	13/11/2021	\$ 2,000.00	\$ 1,500.00	\$	1,500.00
Rex Theatre Charlton	Project Support Grant	18/02/2022	\$ 2,000.00	\$ 2,000.00	\$	2,000.00
<b>Charlton Neighbourhood House</b>	<b>Project Support Grant</b>	<b>12/04/2022</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>		
				<b>\$ 18,533.00</b>	\$	16,533.00

			<b>Sustainability Fund</b>			
<b>2021-2022</b>			<b>Total Pool</b>		<b>\$50,000.00</b>	
Watchem Development Association	Sustainability Grant	23/07/2021	\$	8,090.00	\$	8,090.00
Wycheproof and District Lawn Tennis Club	Sustainability Grant	20/10/2021	\$	7,466.80	\$	5,500.00
Donald 2000	Sustainability	10/11/2021	\$	6,535.00	\$	8,713.33
<b>Donald Youth Group</b>	<b>Sustainability</b>	<b>30/03/2022</b>	<b>\$</b>	<b>10,000.00</b>	<b>\$</b>	<b>10,000.00</b>
<b>Charlton Mens Shed Solar</b>	<b>Sustainability Grant</b>	<b>3/03/2022</b>	<b>\$</b>	<b>3,187.34</b>	<b>\$</b>	<b>3,187.34</b>
					\$	35,490.67
					\$	22,303.33

## 8.2.2 BULOKE SHIRE COUNCIL ANNUAL PLAN PROGRESS REPORT 2021/2022 - THIRD QUARTER

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

**Department:** Office of the CEO

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

### **Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

### **PURPOSE**

This report is presented to give Council a progress update on the actions taken against the 2021/22 Annual Plan in the second quarter.

### **SUMMARY**

Council, at its Ordinary Meetings in June and July 2021, adopted the Buloke Council Plan 2021-25 and the Year 1 Annual Plan for the implementation of the strategic objectives. This is the third quarterly progress report against that plan.

### **RECOMMENDATION**

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

**Attachments:** 1 Annual Plan 2021-2022 Update

### **DISCUSSION**

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

Council will receive quarterly progress reports against the plan and this is the third report for the financial year.

The attached report highlights the progress against the key actions noted in the plan. Some of the highlights of the report are:

- Near completion of the Birchip streetscape, Wycheproof and Sea Lake works underway;
- Completion of lighting installation at the tennis clubs;
- Awarding of roads contracts for McLoughlans and Jeffcott Roads;
- Sea – Lake Lascelles and Birchip – Nullawil road works complete;
- Submission of Gender Equality Audit;
- Upgrades to library service;
- Continued community and business support with COVID-19 recovery;
- Adoption of Interim Economic Development and Tourism Strategy
- Extensive consultation on Road Management Plan
- Successful Street Art Festivals held in Birchip and Watchem.

**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 the adoption of the Year 4 Annual Plan in July 2021.

**OPTIONS**

Not Applicable

**SUSTAINABILITY IMPLICATIONS**

Projects such as the Climate Change Adaptation and Mitigation Strategy are identified in the plan and will have enhanced sustainability outcomes for Council.

**COMMUNITY ENGAGEMENT**

There was significant consultation undertaken in the development of the Council Plan, which is the basis of this document. Many of the actions have a high level of community engagement.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not Applicable

**COLLABORATION**

Many actions rely upon the collaboration with other councils and key peak bodies, local stakeholder groups and the community.

**FINANCIAL VIABILITY**

The items listed in the Annual Plan have been factored into 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 and the adopted Annual Plan 21/22.

**TRANSPARENCY OF COUNCIL DECISIONS**

The adoption and regular reporting of an Annual Plan provides good strong transparency to the community regarding the key focus areas of Council over the 21/22 year and how Council is tracking against those actions.

**CONFLICTS OF INTEREST**

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

2021/22 Annual Plan						
Our Built and Natural Environment						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Climate Change Adaptation and Mitigation Strategy	Adopt Climate Change Adaptation and Mitigation Strategy	Council Plan 1.1	Strategy Adopted	Sep-21	Complete	The Climate Change Adaptation and Mitigation Strategy was adopted by Council at its November 2021 Council Meeting.
Buloke Shire Waste and Resource Recovery Strategy	Install dedicated glass collection bins at Transfer Stations across the Shire	Council Plan 1.1	Bins installed	Jun-22	In progress	Glass skip bins will be hired for a trial period of 2 years to determine quantities and future disposal. Entered into user agreement with Yarriambiack for glass crusher based in Warracknabeal, due to be operational in FY23.
Find innovative solutions to hard rubbish needs across the Shire	Partner with local business suppliers to find user-pay solutions to the desire for hard rubbish collection	Council Plan 1.1	Solution implemented	Nov-21	In progress	Expression of Interest was run Nov 21, no suitable applications made, working with local providers and new kerbside contractor to operate a service. In lieu of an appropriate hard rubbish/recycling contractor, other avenues

						investigated are deemed expensive and not conducive to recycling.
Kerbside Collection contract	Enter into long-term contract for new kerbside collection services	Council Plan 1.1	Contract awarded	Feb-22	Complete	Contract awarded December 2021. New contract to commence 1 July 2022.
Suitable Housing	Undertake subdivision and servicing of old Primary School site in Sea Lake	Council Plan 1.2	Properties on the market	Aug-22	In progress	Planning permit application submitted and being advertised for comment. Native vegetation assessment complete. Civil design drafted, awaiting feedback from planning permit prior to finalising for procurement.
Suitable Housing	Advocate for funding for the expansion of Birchip Community Housing onto old bowling green site	Council Plan 1.2	Applications submitted	Dec-21	Complete	Funding application submitted to Regional Development Victoria.
Drainage Planning	Complete town drainage strategy for Nullawil	Council Plan 1.3	Plan completed	Dec-21	In progress	Drainage study report is currently being used for proposed works to improve Drainage infrastructure at Nullawil for FY 2022-2023.

Upgrading sporting facilities	Complete lighting projects across sporting fields in Donald, Wycheproof, Charlton and Nullawil	Council Plan 1.3	Construction completed	Sep-22	In progress	Tennis projects complete. Winter sport projects have conduits, pits & foundations installed. Electrical installation underway. Delay in pole supply due manufacturer being forced into isolation during March.
Streetscape upgrades	Complete streetscape upgrades for all five townships	Council Plan 1.3	Construction completed	Sep-22	In progress	Birchip awaiting final seal and line marking, weather permitting Wycheproof construction program forecast practical completion in June 22 Sea Lake program forecast practical completion September 22 Charlton tender to be awarded at June Council meeting. Donald designs being finalised with community
Playspace Strategy Implementation	Construction of playspaces for Berrillock, Birchip, Wycheproof, Charlton and Donald	Council Plan 1.3	Construction completed	Sep-22	In progress	Landscape & civil designs progressing. All play equipment ordered except for Birchip, subject to Precinct Plan.

Seek funding for regional supply chain strategies (Road and Rail)	Applications submitted for upgrades to key heavy road upgrades.	Council Plan 1.4	Applications submitted	Jun-22	Not yet started	No funding opportunities have presented.
Community Hub Planning	Seek funding for Charlton Community/Civic Hub.	Council Plan 1.4	Applications submitted	Aug-21	In progress	Discussions with Charlton Forum on a suitable site.
Key freight route upgrades	Complete key heavy road upgrade projects, including Sea Lake Lascelles Road, Birchip Nullawil Road and Jeffcott Road	Council Plan 1.4	Construction completed	Jun-22	In progress	Sea Lake Lascelles and Birchip Nullawil Road works complete, tender awarded for McLoughlans and Jeffcott Roads.
Our Community Wellbeing						
<b>Action</b>	<b>Description of activity</b>	<b>Strategic Basis</b>	<b>Measure</b>	<b>Completion date</b>	<b>Status</b>	<b>Comments</b>
Youth Planning for health outcomes	Enact first year of VicHealth Local Government Partnership	Council Plan 2.1	Youth Officer employed and four community workshops completed	Feb-22	In progress	Youth Officer employed; three workshops complete. Planning for remaining workshop underway.
Implement Workforce Development and Training Needs Analysis	Work with regional stakeholders to attract Job and Skill Centre presence in the Shire	Council Plan 2.1	Provision of service available in Buloke (min. 1 day per week)	Mar-22	In progress	Engagement commenced with SuniTafe who hold the funding for this program.

Gender Equality Planning	Undertake Gender Equality Action Plan	Council Plan 2.2	Plan completed	Dec-21	Complete	The Buloke Shire Council Gender Equality Action Plan was lodged with the Commissioner for Gender Equality in March. The Action Plan is currently being reviewed for compliance with all other entities.
Ongoing improvement of library service	Library Van upgraded to be more accessible and versatile	Council Plan 2.3	Upgrades to van completed	May-22	Complete	<p>Upgrades commenced, shelving, steps and hand rails installed. Waiting for final component testing.</p> <p>Working with the Minister's Office on a date for launch of the van upgrade.</p> <p>Have ordered additional large print items for library. Additional shelving capacity has arrived as ordered. Existing space is well utilised for existing hardcopy collection.</p> <p>Digital collection has been upgraded this financial year and use is growing. Currently 217 members of</p>

						<p>the library FaceBook group.</p> <p>Recorded story time has re-commenced.</p>
Planning for upgrades to early years facilities	Strategic plans completed for upgrades at Birchip and Donald Early Years Facilities	Council Plan 2.3	Plans completed	Mar-22	In progress	Engagement occurring with both Committees - a consultant has been engaged for the works. RFQ process has commenced. Some delays, complete date now set for August 2022.
COVID-19 recovery activities to reconnect the community	Support the delivery of all CASI funded projects and report on the benefits of the program	Council Plan 2.3	Projects and events completed. Report completed	Feb-22	In progress	<p>Due to the fluctuating nature of current COVID-19 restrictions, some of the funded events have been postponed or cancelled. Council officers continue to work with successful candidates. Some funding has been made available to the community.</p> <p>Library van currently used for Health and Wellbeing project. Pop up days across all communities and engagement with</p>

						outreach service providers has been well received as communities are opening up.
Supporting the implementation of Community Plans	Support the Small Towns Big Difference program to deliver an expanded dedicated community grants program to the community	Council Plan 2.3	Funding program available to community	Dec-21	In progress	Information Sessions were held across the Shire in mid-February ahead of the fund opening in March 2022. The fund is open until late April with early indications of a strong take up.
Our Economy						
<b>Action</b>	<b>Description of activity</b>	<b>Strategic Basis</b>	<b>Measure</b>	<b>Completion date</b>	<b>Responsible officer</b>	<b>Status</b>
Prioritise the funding application for cabins at caravan parks	Apply for cabin accommodation at caravan parks and lakes across the Shire	Council Plan 3.1	Applications submitted	Aug-21	Completed	Funding application approved and announced. Agreement being negotiated.

Expand street art across the Shire	Undertake the Buloke Street Art Festival at Birchip and Watchem	Council Plan 3.1	Festival undertaken and additional art installations completed	Apr-22	Complete	Street Art Festival held in March 2022.  Mali Heart Street Art Festival at Birchip and Watchem was held in March.  Final installation of silo at Watchem to be completed subject to approvals.
Tourism activation	Partner with key agencies including Wimmera Mallee Tourism and Buloke Tourism to deliver activation projects	Council Plan 3.1	Activation undertaken	Jun-22	In progress	Planning underway
Night activation of the art trail	Deliver on funding for the night activation of the Silo Art Trail	Council Plan 3.1	Night activation installed	Aug-22	In progress	Planning in progress. Project advisory group established.
Birchip Town Centre proposal development	Development of feasibility study for the Birchip Civic and Community Hub project	Council Plan 3.2	Feasibility study adopted by Council	Apr-22	In progress	Option/s to be presented to Council at briefing in May and released to the community in late May-early June.
Planning for Donald Tradie Park	Submit funding application for planning of Donald Tradie Park proposal	Council Plan 3.2	Application submitted	Sep-21	Completed	Application was unsuccessful, looking for further funding opportunities.
Redevelop Economic Development and Tourism Strategy	Redevelop Council's Economic Development and Tourism Strategy	Council Plan 3.3	Strategy adopted	Mar-21	Complete.	Strategy adopted at April Council meeting.

Incentives for housing and business development	Develop and present options paper of appropriate incentives for housing and business development	Council Plan 3.3	Council position adopted	Nov-21	In progress.	Options presented to Councillors in budget workshop, update provided to Economic Development and Tourism Advisory Committee in March. Being considered as part of 22/23 budget.
Removing mobile blackspots	Undertake a review of mobile blackspots across the Shire and prioritise three most required.	Council Plan 3.4	Blackspots identified and form part of Advocacy Strategy	Oct-21	Complete	Mobile blackspot incorporated in Advocacy Strategy. State Government requesting blackspot information from community.
Upgrades to broadband in Sea Lake	Prioritise the advocacy for upgrades to Sea Lake broadband to fibre	Council Plan 3.4	Advocacy activity undertaken and reported on	Jun-22	In progress	Consulting heavily with NBN Co. to produce build costs and lodge applications for Sea Lake and Birchip under the Regional Connectivity Program. Application success is still unknown.
Internet of Things rollout across key assets	Implement the Internet of Things project to transition Council towards smart region technology	Council Plan 3.4	Project implemented	May-22	In progress	First round of equipment has been installed at Donald public toilets, installation at airstrip about to commence and reviewing additional sites for Lake Tyrrell.

Our Council and Community Leadership						
Action	Description of activity	Strategic Basis	Measure	Completion date	Responsible officer	Status
Supporting Buloke volunteers	Alongside Vounteer Co-ordinator position (RDV) re-develop and implement the Volunteer Action Plan	Council Plan 4.1	Plan completed	Mar-22	In progress	Volunteer re-engagement project is underway. Consultants are engaging groups and individual volunteers. Early strong reliance on 'on line' engagement. Consultants now putting more time into phone and face to face contact.
Review Council grants, contributions and donations	Undertake a review of Councils grants, contributions and donations and redevelop policy	Council Plan 4.1	Review complete and policy developed	Oct-21	Complete	Council reviewed its grants, contributions and donations in October 2021. Guidelines will be redeveloped for the 2022-2023 program.
Develop Communication Strategy	Continue to enhance our online and traditional communication presence to reach all community members with Council information by developing a Communication Strategy.	Council Plan 4.2	Communication Strategy completed	Feb-22	Delayed In progress	Draft document completed. This project has been slightly delayed owing to the recruitment of the Manager Customer Engagement role. The plan will come to Council in June 2022.

Increase our communication and involvement with the community in decision making	Provide high quality customer service and a foster an all of organisation customer service approach through a revised Customer Service Strategy.	Council Plan 4.2	Adopt revised Customer Service Strategy.	Jun-22	In progress	Internal consultation has commenced with Council's Management Team and draft is being produced for community engagement, training to commence in June.
Redevelop Council's Road Management Plan	Develop a new Road Management Plan	Council Plan 4.3	Plan adopted	Jan-21	In progress	RMP recommendations to be costed prior to draft submission to Council.
Efficient and flexible service delivery	Finalise the Business Transformation Strategy	Council Plan 4.3	Strategy completed	Sep-21	Complete	Strategy presented to Councillors at February briefing.
Adherence to Local Government Act	Complete a review of the Procurement Policy and develop the CEO Employment and Remuneration Policy	Council Plan 4.3	Policies adopted	Dec-21	Complete	CEO Employment and Remuneration policy adopted October 2021. Procurement policy adopted December 2021.
Manage our Assets in an effective manner	Develop suite of Asset Management Plans	Council Plan 4.3	Plans developed	Jun-22	In progress	Strategic Asset Management Plan (SAMP) Draft to go to 2nd briefing in May, Final to June meeting.

Complete Workforce Plan	Develop a 4-year Workforce Plan	Council Plan 4.4	Workforce plan completed	Dec-21	Complete	Workforce Plan adopted December 2021
Renew the Advocacy Strategy	Complete a review and redevelop the Advocacy Strategy to align with Council and community vision	Council Plan 4.4	Advocacy Strategy completed	Sep-21	Complete	Advocacy Strategy adopted by Council in September
Build community preparedness and resilience to the effects of extreme weather events	Safer together program in partnership with Gannawarra	Council Plan 4.4	Works completed	Jun-22	In progress	Initially unable to fill the project officer position. Working with State Government to address the project rollout over a 2-year period. In contact with funding Department regarding use of consultants to assist with part of this project
Reduce the asset renewal gap	Undertake the next review of Councils land and building stock and identify surplus assets	Council Plan 4.4	Presented to Council briefing	Jan-22	In progress	Officers commenced review of asset list

## 8.3 FINANCIAL REPORTS

### 8.3.1 FINANCE REPORT AS AT 31 MARCH 2022

**Author's Title:** Manager Finance

**Department:** Office of the CEO

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

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

To present to the Council the financial statements for the period ending 31 March 2022.

#### SUMMARY

The forecasted year-end surplus in the approved budget was \$10.816m. The current forecasted year-end surplus is now \$3.832 less after assessing capital project progress delays.

The budget amendments approved after formal budget process, increase both Council's income and expenses as most are generated by additional grants received and related expenditure. However, some budget amendments have negatively impacted to the forecasted year-end Operating Net Surplus by approximately \$600K.

#### RECOMMENDATION

That Council receives and notes the Financial Performance Report for the month ending 31 March 2022.

<b>Attachments:</b>	1	Income Statement - 31 March 2022
	2	Balance Sheet - 31 March 2022
	3	Cashflow Statement - 31 March 2022
	4	Cashflow Forecast - 31 March 2022
	5	Cashflow Chart - 31 March 2022
	6	Capital Works Statement - March 2022

#### DISCUSSION

Report:	Report explanation:	Year to date performance to Budget and Forecast outcome:
Balance Sheet	<i>The <b>Balance Sheet</b> 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 as at the end of the month reported.</i>	<ul style="list-style-type: none"> <li>Cash has decreased \$800k since 30 June reporting as the bulk of Rates receipts in with the February annual payment date.</li> <li>The Cash balance includes \$5.8m of unearned grant income that is restricted to specified expenditure for the completion of capital projects.</li> </ul>
Cashflow Statement	<i>The <b>Cashflow Statement</b> reflects actual results for the</i>	<ul style="list-style-type: none"> <li>Approximately \$18.0m cashflow has been used to support the capital works program year-to-date.</li> </ul>

	<i>reporting period in line with statutory financial reporting.</i>	
Cashflow Forecast	<i>The <b>Cashflow Forecast</b> is a projection of cashflow for the remainder of the year based on the month-end cash balance, the monthly budgets, specified timing parameters (such when BAS/super are due and quarterly rate receipts) and capital expenditure.</i>	<ul style="list-style-type: none"> <li>• Report provides cashflow projection updated for the 2021-22 Forecast and the 2022-23 Draft Budget.</li> <li>• Timing assumptions have been made regarding Capital project income and expenditure for 2022-23 while this is being confirmed.</li> </ul>
Cashflow Chart	<i>The <b>Cashflow Chart</b> visually depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.</i>	<ul style="list-style-type: none"> <li>• Report provides cashflow projection updated for the 2021-22 Forecast and the 2022-23 Draft Budget.</li> </ul>
Capital Works Program	<i>The <b>Capital Works Program</b> lists the income and expenditure for each project incurred to date.</i>	<ul style="list-style-type: none"> <li>• Capital project forecasting has been completed and results in significant variations to budget.</li> <li>• As some carry forwards for multi-year projects was not included in the 2021-22 budget an additional column comparing the total project budget and expenditure is added for reference.</li> <li>• The “Forecast Carry Forward FY23” reported is reconciled to the 2022-23 budget.</li> <li>• “Approved Budget variance” includes any forecaste increased expenditure for carry forwards into 2022-23.</li> </ul>

#### RELEVANT LAW

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

#### RELATED COUNCIL DECISIONS

The Council adopted its Annual Budget 2021/22 in June 2021. 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 2021/22 financial year.

#### OPTIONS

Not applicable.

#### SUSTAINABILITY IMPLICATIONS

Not applicable.

#### COMMUNITY ENGAGEMENT

Not applicable.

#### INNOVATION AND CONTINUOUS IMPROVEMENT

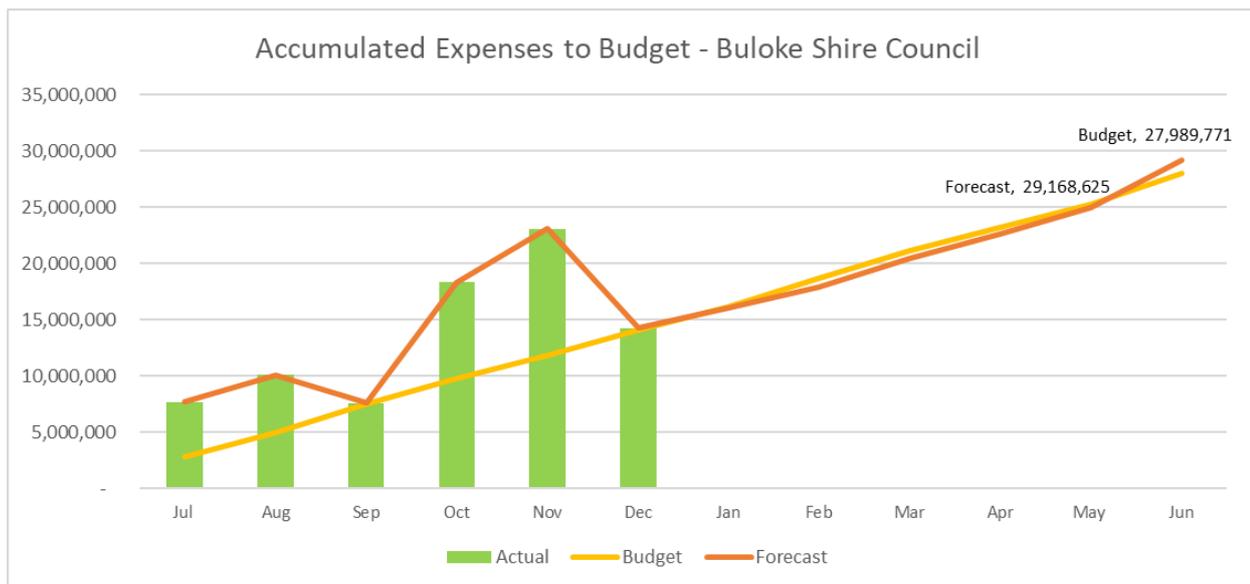
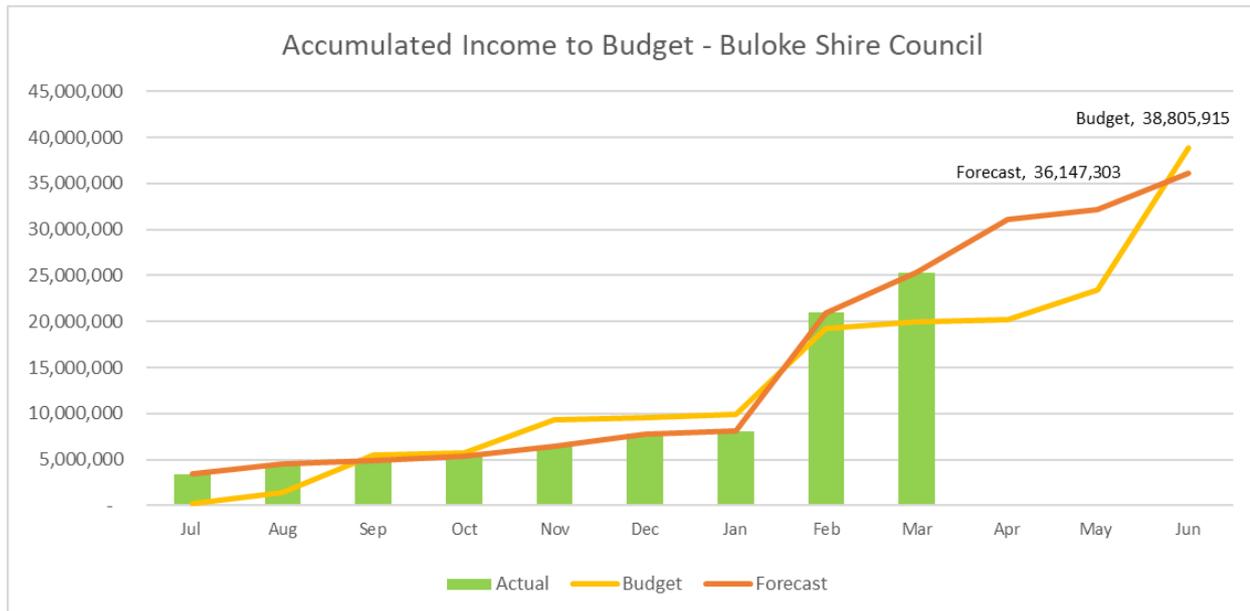
Not applicable.

#### COLLABORATION

Not applicable.

**FINANCIAL VIABILITY**

The tables below provide an overview of Council’s financial performance against Approved budget income and expenses as at 31 March 2022.



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

Not applicable.

**COUNCIL PLANS AND POLICIES**

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

**TRANSPARENCY OF COUNCIL DECISIONS**

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

**CONFLICTS OF INTEREST**

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

## Income Statement — Buloke Shire Council

MONTH: MAR 2022

	Jul 2021 - Mar 2022		Approved Budget		Full Year Budget	
	Actuals	Approved	Variance	Variance (%)	Approved	Forecast
<b>Operating Income</b>						
Rates & Charges	14,238,836	12,011,562	2,227,273	19%	14,250,424	14,265,404
Statutory fees and fines	265,565	201,105	64,459	32%	239,955	265,351
User fees	588,943	469,005	119,938	26%	760,114	872,765
Grants - operating	4,054,404	4,328,887	(274,483)	(6%)	9,019,637	10,915,422
Contributions	67,695	43,165	24,530	57%	43,465	68,095
Other Income	387,530	165,113	222,417	135%	228,320	444,357
<b>Total Operating Income</b>	<b>19,602,972</b>	<b>17,218,837</b>	<b>2,384,134</b>	<b>14%</b>	<b>24,541,916</b>	<b>26,831,394</b>
<b>Total Income</b>	<b>19,602,972</b>	<b>17,218,837</b>	<b>2,384,134</b>	<b>14%</b>	<b>24,541,916</b>	<b>26,831,394</b>
<b>Operating Expense</b>						
Employee Costs	7,755,994	8,316,492	560,498	7%	10,744,812	10,358,098
Materials and services	5,658,723	5,234,258	(424,465)	(8%)	6,965,065	8,455,355
Depreciation & Amortisation (Leasing)	6,800,126	7,015,549	215,424	3%	9,354,644	9,343,248
Bad and doubtful debts	0	0	0	N/A	178,000	197,838
Other expenses	321,507	618,399	296,892	48%	747,250	808,477
<b>Total Operating Expense</b>	<b>20,536,348</b>	<b>21,184,698</b>	<b>648,350</b>	<b>3%</b>	<b>27,989,771</b>	<b>29,163,017</b>
<b>Operating Net Surplus/(Deficit)</b>	<b>(933,377)</b>	<b>(3,965,861)</b>	<b>3,032,484</b>	<b>76%</b>	<b>(3,447,856)</b>	<b>(2,331,623)</b>
<b>Capital Income</b>						
Grants - capital	5,635,870	2,699,320	2,936,550	109%	14,076,000	9,208,078
Other Capital Income	43,000	0	43,000	N/A	188,000	52,000
Net Profit/(Loss) disposal of PIPE	55,833	0	55,833	N/A	0	55,833
<b>Total Capital Income</b>	<b>5,734,702</b>	<b>2,699,320</b>	<b>3,035,382</b>	<b>112%</b>	<b>14,264,000</b>	<b>9,315,910</b>
<b>Net Surplus/Deficit</b>	<b>4,801,325</b>	<b>(1,266,541)</b>	<b>6,067,867</b>	<b>479%</b>	<b>10,816,144</b>	<b>6,984,287</b>

## Balance Sheet — Buloke Shire Council

MAR 2022

	Mar 2022	Jun 2021	Variance	% Variance
<b>Asset</b>				
<b>Current assets</b>	<b>33,263,659</b>	<b>32,488,413</b>	<b>775,245</b>	<b>2%</b>
Cash and cash equivalents	29,274,325	30,146,332	(872,006)	(3%)
Trade and other receivables	3,486,738	1,554,530	1,932,207	124%
Inventories	262,538	132,020	130,518	99%
Prepayments	83,619	267,642	(184,023)	(69%)
Other assets	29,199	29,025	173	1%
GST	127,240	358,863	(231,624)	(65%)
<b>Non-current assets</b>	<b>285,892,757</b>	<b>273,449,647</b>	<b>12,443,110</b>	<b>5%</b>
Property, infrastructure, plant and equipment	285,892,757	273,449,647	12,443,110	5%
Right of Use Assets	(110,678)	185,302	(295,980)	(160%)
<b>Total Asset</b>	<b>319,045,738</b>	<b>306,123,363</b>	<b>12,922,375</b>	<b>4%</b>
<b>Liability</b>				
<b>Current liabilities</b>	<b>20,279,808</b>	<b>12,158,759</b>	<b>(8,121,049)</b>	<b>(67%)</b>
Trade and other payables	1,164,737	2,397,194	1,232,458	51%
Trust funds and deposits	453,263	358,149	(95,114)	(27%)
Unearned Income	5,834,741	6,926,019	1,091,278	16%
Provisions	2,171,845	2,225,294	53,449	2%
Leases	(39,271)	151,678	190,950	126%
PO Accrual	10,694,495	100,425	(10,594,070)	(10549%)
<b>Non-current liabilities</b>	<b>1,268,834</b>	<b>1,268,834</b>	<b>0</b>	<b>0%</b>
Leases	58,146	58,146	0	0%
Provisions	1,210,688	1,210,688	0	0%
<b>Total Liability</b>	<b>21,548,643</b>	<b>13,427,593</b>	<b>(8,121,049)</b>	<b>(60%)</b>
<b>Net Assets</b>	<b>297,497,095</b>	<b>292,695,769</b>	<b>4,801,325</b>	<b>2%</b>
<b>Equity</b>				



	Mar 2022	Jun 2021	Variance	% Variance
Accumulated Surplus	119,609,583	112,144,954	7,464,629	7%
Reserves	173,086,186	173,086,186	0	0%
Current Earnings	4,801,325	7,464,629	(2,663,304)	(36%)
<b>Total Equity</b>	<b>297,497,095</b>	<b>292,695,769</b>	<b>4,801,325</b>	<b>2%</b>



## Cashflow Statement — Buloke Shire Council

JUL 2021 - MAR 2022

	Jul 2021 - Mar 2022
	Actuals
<b>Bank at Beginning</b>	<b>30,146,332</b>
<b>Cashflow from Operating Activities:</b>	
<b>Net Profit</b>	<b>4,801,325</b>
<b>Adjustments to Net Profit for Non-Cash Activities:</b>	
<b>Non - Cash expenses</b>	<b>6,797,075</b>
Depreciation	6,501,095
Other	295,980
<b>Total Adjustments to Net Profit for Non-Cash Activities</b>	<b>6,797,075</b>
<b>Adjustments to Net Profit for Non-Operating Activities:</b>	
<b>Operating Activities</b>	<b>(55,833)</b>
Cash Inflows - Operational Income	(55,833)
<b>Non - Cash expenses</b>	<b>24,744</b>
Other	24,744
<b>Total Adjustments to Net Profit for Non-Operating Activities</b>	<b>(31,088)</b>
<b>Adjustments for Balance Sheet Movement on Operating Activities:</b>	
<b>Current assets</b>	<b>(1,644,599)</b>
2 - Trade and other receivables	(1,932,207)
4 - Inventories	(130,518)
5 - Prepayments	184,023
6 - Other assets	2,480
8060 - GST	231,624
<b>Current liabilities</b>	<b>8,116,030</b>
1 - Trade and other payables	(1,237,477)
2 - Trust funds and deposits	95,114
3 - Unearned Income	(1,091,278)
4 - Provisions	(53,449)



6 - Leases	(190,950)
8015 - PO Accrual	10,594,070
<b>Total Adjustments for Balance Sheet Movement on Operating Activities</b>	<b>6,471,431</b>
<b>Net Cashflow from Operating Activities</b>	<b>18,038,743</b>

Cashflow from Investing Activities:

<b>Current assets</b>	<b>(2,653)</b>
6 - Other assets	(2,653)
<b>Non-current assets</b>	<b>(18,944,205)</b>
Property, infrastructure, plant and equipment	(18,944,205)
<b>Operating Activities</b>	<b>55,833</b>
Cash Inflows - Operational Income	55,833
<b>Net Cashflow from Investing Activities</b>	<b>(18,891,025)</b>

Cashflow from Financing Activities:

<b>Current liabilities</b>	<b>5,020</b>
1 - Trade and other payables	5,020
<b>Non - Cash expenses</b>	<b>(24,744)</b>
Other	(24,744)
<b>Net Cashflow from Financing Activities</b>	<b>(19,725)</b>

<b>Net Cashflows</b>	<b>(872,006)</b>
<b>Bank at End</b>	<b>29,274,325</b>

Budget FORECAST 2021-22  
 Account tree BSC - Bal Sheet  
 Using actuals up to Mar 2022

# Cashflow Forecast — Buloke Shire Council

APR 2022

	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	T
<b>Bank at Beginning</b>	<b>29,274,325</b>	<b>31,443,500</b>	<b>28,259,036</b>	<b>26,831,214</b>	<b>19,320,652</b>	<b>17,550,645</b>	<b>15,888,734</b>	<b>15,531,908</b>	<b>15,682,605</b>	<b>13,138,108</b>	<b>13,200,002</b>	<b>17,743,350</b>	<b>29,274,325</b>
<b>Operating Income</b>													
Rates & Charges	6,501	6,667	12,497	7,405	122,537	1,143,468	148,758	2,282,489	294,846	6,667	7,277,974	927,408	12,237,408
Statutory fees and fines	9,227	6,263	(11,075)	12,234	17,837	16,797	6,037	9,538	70,025	19,679	10,406	10,160	177,408
User fees	143,699	67,146	108,290	66,883	60,104	62,659	59,457	86,628	62,333	59,736	59,758	68,651	905,408
Grants - operating	5,568,243	1,028,556	223,112	249,114	563,090	97,016	91,622	628,686	123,279	198,960	616,655	93,438	9,481,408
Contributions	3,806	100	189	111	37,615	4,850	100	100	100	100	100	100	47,408
Other Income	20,336	11,981	34,018	16,562	15,354	21,048	14,871	15,354	20,829	14,844	33,106	23,295	241,408
<b>Cash Inflows from Operation</b>	<b>5,751,811</b>	<b>1,120,713</b>	<b>367,031</b>	<b>352,310</b>	<b>816,537</b>	<b>1,345,839</b>	<b>320,844</b>	<b>3,022,795</b>	<b>571,412</b>	<b>299,986</b>	<b>7,998,000</b>	<b>1,123,052</b>	<b>23,090,000</b>
<b>Operating Expense</b>													
Employee Costs	(730,961)	(792,861)	(1,057,390)	(896,875)	(890,224)	(896,491)	(894,711)	(897,527)	(897,090)	(897,527)	(897,090)	(897,722)	(10,646,408)
Materials and services	(902,104)	(667,485)	(1,759,024)	(1,763,721)	(905,719)	(632,428)	(950,637)	(529,110)	(638,298)	(539,004)	(827,359)	(582,109)	(10,696,508)
Depreciation & Amortisation (Leasing)	(824)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(10,508)
Bad and doubtful debts	0	0	(203,819)	(13,802)	0	0	0	0	0	0	0	0	(217,621)
Other expenses	(87,475)	(263,508)	(193,664)	(46,981)	(32,410)	(51,762)	(61,995)	(35,177)	(121,643)	(41,120)	(277,218)	(61,491)	(1,274,408)
<b>Cash Outflows from Operation</b>	<b>(1,721,364)</b>	<b>(1,724,734)</b>	<b>(3,214,778)</b>	<b>(2,722,259)</b>	<b>(1,829,233)</b>	<b>(1,581,561)</b>	<b>(1,908,223)</b>	<b>(1,462,694)</b>	<b>(1,657,911)</b>	<b>(1,478,530)</b>	<b>(2,002,546)</b>	<b>(1,542,202)</b>	<b>(22,846,000)</b>

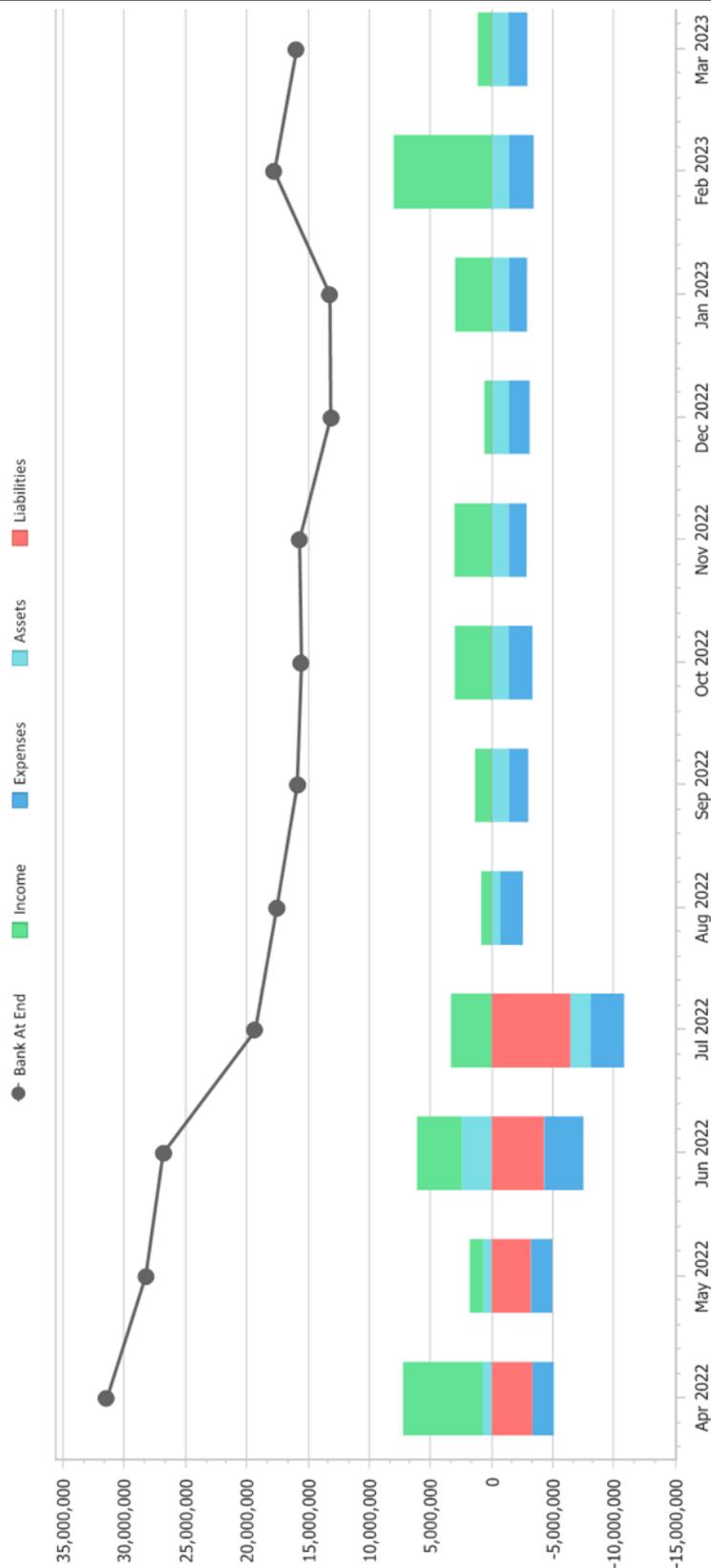


	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	T
<b>Asset</b>													
Prepayments	0	0	(184,023)	0	0	0	0	0	0	0	0	0	(184,023)
Works In Progress - Property	0	0	2,543,343	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(1,614,925)	(11,990,925)
Debtors	605,318	605,318	0	0	0	0	0	0	0	0	0	0	1,210,636
<b>Movement in Assets</b>	<b>605,318</b>	<b>605,318</b>	<b>2,359,320</b>	<b>(1,614,925)</b>	<b>(10,964,325)</b>								
<b>Liability</b>													
PO Accrual	(3,208,348)	(3,208,349)	(4,277,798)	0	0	0	0	0	0	0	0	0	(10,694,495)
GST	127,240	51,385	79,593	(45,776)	886,412	217,534	200,775	234,319	185,724	210,661	191,617	243,816	2,583,217
Grants received in Advance - Capital	0	0	0	(6,418,215)	0	0	0	0	0	0	0	0	(6,418,215)
Superannuation Payable	(125,898)	0	0	0	0	0	0	0	0	0	0	0	(125,898)
Lease Liability - Current	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(28,797)	(345,591)
Suspense - Bank	(50)	0	0	0	0	0	0	0	0	0	0	0	(50)
<b>Movement in Liabilities</b>	<b>(3,235,854)</b>	<b>(3,185,761)</b>	<b>(4,227,003)</b>	<b>(6,492,788)</b>	<b>857,614</b>	<b>188,736</b>	<b>171,978</b>	<b>205,522</b>	<b>156,927</b>	<b>181,864</b>	<b>162,820</b>	<b>215,019</b>	<b>(15,000,925)</b>
<b>Capital Income</b>													
Grants - capital	769,263	0	3,278,607	2,967,101	0	0	2,673,500	0	0	2,673,500	0	0	12,361,371
Other Capital Income	0	0	9,000	0	0	0	0	0	0	0	0	0	9,000
<b>Other Inflows</b>	<b>769,263</b>	<b>0</b>	<b>3,287,607</b>	<b>2,967,101</b>	<b>0</b>	<b>0</b>	<b>2,673,500</b>	<b>0</b>	<b>0</b>	<b>2,673,500</b>	<b>0</b>	<b>0</b>	<b>12,370,371</b>
<b>Net Movement</b>	<b>2,169,174</b>	<b>(3,184,464)</b>	<b>(1,427,823)</b>	<b>(7,510,562)</b>	<b>(1,770,007)</b>	<b>(1,661,911)</b>	<b>(356,826)</b>	<b>150,697</b>	<b>(2,544,497)</b>	<b>61,894</b>	<b>4,543,348</b>	<b>(1,819,056)</b>	<b>(13,350,000)</b>
<b>Bank at End</b>	<b>31,443,500</b>	<b>28,259,036</b>	<b>26,831,214</b>	<b>19,320,652</b>	<b>17,550,645</b>	<b>15,888,734</b>	<b>15,531,908</b>	<b>15,682,605</b>	<b>13,138,108</b>	<b>13,200,002</b>	<b>17,743,350</b>	<b>15,924,294</b>	<b>15,924,294</b>



# Cashflow Chart — Buloke Shire Council

APR 2022 — MAR 2023



02/05/2022 03:01

Page 1 of 1

**BULOKE SHIRE COUNCIL  
 CAPITAL PROJECT REPORT**

As at 31st March 2022

Description	\$'000							
	2021-22					Multi-year (if applicable)		
	Approved Budget.	Comitted Expenditure YTD	Apr-Jun Forecast	Forecast Carry Forward FY23	Approved Budget Variance	Full Project Budget	Forecast Total Committed/Carried Forward	Forecast Full Project Variance
<b>Bridges</b>	<b>141</b>	<b>5</b>		<b>161</b>	<b>(25)</b>	<b>161</b>	<b>166</b>	<b>(5)</b>
Scilleys Island Bridge	141	5		161	(25)	161	166	(5)
<b>Building</b>	<b>1,233</b>	<b>725</b>	<b>91</b>	<b>562</b>	<b>(146)</b>			
21 C/F Wycheproof Caravan Park Upgrade	140	8		134	(2)			
21 C/F Birchip Town Centre	41	62			(21)			
21 C/F Donald Community Precinct 2020/21>	177	157	15		5			
21 C/F Tchum Lakes Septic Works	33	31			3			
21 C/F Tynan Park Septic Upgrade		9			(9)			
21 C/F Watchem Hall Entrance		2		21	(22)			
21 C/F Watchem Lake Toilet Remediation	91	22	76		(7)			
21 C/F Wooroonook Lakes Camping Ground Upgrade	120	88		33	(1)			
Cabins Infrastructure for Tourism and Short Term Accommodation		4			(4)			
Donald Caravan Park Upgrade		73			(73)			
Donald Pony Club Septic		21			(21)			
Lake Cabins	399	23		376	0			
Sea Lake Visitors Information Centre		224			(224)			
Wycheproof Library	232	1			231			
<b>Building improvements</b>	<b>60</b>	<b>8</b>			<b>52</b>			
Charlton Early Years 2020/21>		1			(1)			
Charlton Travellers Rest Roof	25	2			23			
Halls Improvements		5			(5)			
Workshop Upgrade	35	0			35			
<b>Computers and telecommunications</b>	<b>320</b>	<b>192</b>	<b>153</b>		<b>(25)</b>			
IT Equipment		82			(82)			
IT Equipment Renewal: Annual Allocation	170	0	141		29			
IT Systems	150	110	12		28			
<b>Drainage</b>	<b>40</b>	<b>736</b>	<b>15</b>		<b>(711)</b>			
21 C/F Kayes St Charlton Drainage		645	15		(660)			
Birchip town drainage improvements		65			(65)			
Birchip Streetscapes - Drainage		0			0			
Nullawil Drainage	40	27			13			
<b>Footh paths and cycleways</b>	<b>163</b>	<b>81</b>		<b>245</b>	<b>(163)</b>			
Birchip Hospital Footpath		16			(16)			
Crossovers: Annual Allocation	63	62		66	(65)			
Footpaths: Annual Allocation	100	4		179	(82)			
<b>Furniture, Fixtures and Equipments</b>	<b>110</b>	<b>108</b>			<b>2</b>			
CCTV Program	40	1			39			
Depot Safety		10			(10)			
Depot Safety Upgrade - Keyless Entry	30	2			28			
Library Shelving	25	18			7			
Small Town Street Furniture		9			(9)			
Split System Renewal	15	7			8			
Street Light LED Conversion		61			(61)			
<b>Land improvements</b>	<b>4,640</b>	<b>4,619</b>	<b>(801)</b>	<b>3,439</b>	<b>(2,617)</b>	<b>13,021</b>	<b>14,132</b>	<b>(1,110)</b>
21 C/F Wyche Wetlands / Mt Wyche	138	217	0		(79)			
Birchip Streetscapes	774	1,473			(699)	3,339	3,651	(312)
Charlton Park Carpark	144	139			5			
Charlton Streetscapes	523	20		659	(156)	685	746	(61)
Donald Streetscapes	607	29		840	(262)	715	936	(221)
Nullawil Silo Art Carpark	28	4		147	(123)			
Sea Lake Streetscapes	1,074	1,128	(1,081)	1,160	(134)	1,196	1,441	(245)
Wycheproof Saleyards	187	2		342	(157)			0
Wycheproof Streetscapes	110	924	281		(1,094)	1,220	1,344	(124)
Lake Tyrrell	155	41		75	39	4,167	3,545	622
Charlton Riverfront	450	312		96	42	950	1,294	(344)

Description	Approved Budget.	Comitted Expenditure YTD	Apr-Jun Forecast	Forecast Carry Forward FY23	Approved Budget Variance	Full Project Budget	Forecast Total Committed/ Carried Forward	Forecast Full Project Variance
Donald Riverfront	450	331		120	(1)	749	1,175	(426)
<b>Landfill cells</b>	<b>40</b>	<b>0</b>			<b>40</b>			
Old Sea Lake Landfill Cell Reparation	40	0			40			
<b>Parks, Open Space and streetscapes</b>	<b>2,826</b>	<b>766</b>		<b>2,617</b>	<b>(558)</b>			
Mt Wycheproof Walking Trails		17			(17)			
Park Irrigation Annual Allocation	40	1			39			
Buloke Playspaces Trail	2,786	748		2,617	(580)			
<b>Property, Plant and Machinery</b>	<b>826</b>	<b>959</b>	<b>(468)</b>	<b>468</b>	<b>(133)</b>			
21 C/F Major Plant	300	359			(59)			
Jetmaster	526	600	(468)	468	(74)			
<b>Recreational leisure and swimming pool</b>	<b>2,192</b>	<b>2,047</b>	<b>(940)</b>	<b>1,359</b>	<b>(273)</b>			
Rejuvenating Wycheproof Caravan Park Camp Kitchen	52	60			(8)			
Swimming pool plant upgrades		38			(38)			
Swimming Pool Renewal; Annual Allocation	75	30			45			
Lighting Up Buloke	2,065	1,918	(940)	1,359	(272)			
<b>Roads</b>	<b>7,438</b>	<b>8,528</b>	<b>(363)</b>	<b>1,015</b>	<b>(1,742)</b>			
21 C/F Donald Urban Road Rehabilitation		74			(74)			
21 C/F Sea Lake Lascelles/Culgoa-Lalbert Road		245			(245)			
Berriwillock - Birchip Road Rehabilitation	1,967	1,936			31			
Berriwillock Birchip Rd Floodways	77	126			(49)			
Berriwillock-Springfield Road	140	112			28			
Birchip Nullawil Road (AgriLinks)	321	535		31	(245)			
Birchip Nullawil Road (LRCl)	1,623	1,532		134	(43)			
Jeffcott Road	502	479		47	(23)			
Jil Jil Road Rehab 22/23	46	0			46			
Major Patch Annual Allocation	100	0	100		0			
Marlbed Curyo Rehab 22/23	17	12			6			
Reseal Annual Allocation	1,224	1,224			0			
Resheeting Annual Allocation	606	665			(59)			
Sea Lake-Lascelles Road	138	1,055		104	(1,022)			
Wilkur Watchupga Road Rehab 22/23	32	0	25		8			
Woolshed Road Rehab 22/23	50	0	21		29			
Loughlan Road Rehabilitation 22/23	27	5			22			
Rehabilitation - McLoughlan Road	567	530	(509)	699	(154)			
<b>Waste Management</b>	<b>20</b>	<b>0</b>			<b>20</b>			
Old SeaLake Landfill Fence	20	0			20			
<b>Opex Correction</b>		<b>16</b>			<b>(16)</b>			
Opex Correction		16			(16)			
<b>Carry forward FY21</b>		<b>23</b>			<b>(23)</b>			
Carry forward FY21		23			(23)			
<b>Land</b>		<b>60</b>		<b>438</b>	<b>(498)</b>			
Sea Lake Housing Development		60		438	(498)			
<b>Grand Total</b>	<b>20,049</b>	<b>18,875</b>	<b>(2,312)</b>	<b>10,303</b>	<b>(6,817)</b>	<b>13,182</b>	<b>14,297</b>	<b>(1,115)</b>

**8.4 ORGANISATIONAL REPORTS**

Nil

**8.5 REPORTS FROM COUNCILLORS**

Nil

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

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

- |       |   |   |
|-------|---|---|
| 8.6.1 | CEO PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS | (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs |
|-------|---|---|

**RECOMMENDATION:**

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

**9. OTHER BUSINESS****9.1 NOTICES OF MOTION****9.1.1 MOTION TO SAVE THE MURRAY BASIN RAIL PROJECT**

**Author's Title:** Councillor

**Department:** Office of the CEO

**File No:** GR/17/01

**PURPOSE**

Buloke Shire Council to advocate to the State Government expressing its concern over the Murray Basin Rail Project and seeking the Government's commitment to complete the Project to its original scope.

**SUMMARY****The Murray Basin Rail Project**

The Murray Basin Rail Project is a \$440 Million (funded equally by the Victorian and Federal Governments), is a 5 part project that was scheduled to be completed by 2018.

Currently an additional \$244 Million of funding has been allocated, \$195.2 of these funds are from the Federal Government. These funds are assigned to completing stage 2 and some maintenance works within the catchment.

**Victorian Auditor General's Report**

In March 2020 the Victorian Auditor General tabled their report into the project. The report can be accessed here:

<https://www.audit.vic.gov.au/report/freight-outcomes-regional-rail-upgrades>

Due to the status of the MBRP:

- The Freight capacity has decreased from the region.
- The regional is increasingly reliant on High Productivity Freight Vehicles.
- The regional has a mix of broad and stand rail guages.
- Transit times by rail have increased.
- Rail Freight has been lost to road.
- The Road Network is degrading.

**RECOMMENDATION**

Buloke Shire Council writes to Premier Andrews expressing concern over the Murray Basin Rail Project and request that the Premier honour his government's commitment to complete the Murray Basin Rail Project to its original scope.

**Attachments:** Nil

**9.2 QUESTIONS FROM COUNCILLORS**

Nil

**9.3 URGENT BUSINESS**

Nil

**9.4 ANY OTHER BUSINESS**

Nil

**10. MEETING CLOSE**