



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 12 June 2019

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Carolyn Stewart will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 8 May 2019.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

In accordance with Sections 77A, 77B and 78 of the Local Government Act Councillors are required to disclose an "interest" in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

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

6. QUESTIONS FROM THE PUBLIC

NIL 4

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NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, , 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 10 JULY 2019 AT 7.00PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments: 1 [↓](#) Councillor Briefing Record - 1 May 2019
2 [↓](#) Councillor Briefing Record -15 May 2019

RECOMMENDATION

That the Council note the report of Assembly of Councillor Meetings held on 1 and 15 May 2019.

Key Points/Issues

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

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

- A planned or scheduled meeting that includes at least half of the Councillors and a member of Council Staff; or
- An Advisory Committee of the Council where one or more Councillors are present.

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

A record of the Assembly of Councillors Meetings held on 1 and 15 May 2019 is attached.

BULOKE SHIRE COUNCIL
RECORD
Councillor Briefing

Date and Time:	1 May 2019	Time: 4.30pm – 8.00pm
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Location:	Charlton Council Chamber	
Attendees:	Cr- Carolyn Stewart Cr- Daryl Warren Cr- Graeme Milne Cr- David Pollard Cr- Ellen White Cr- David Vis Anthony Judd –Chief Executive Officer Hannah Yu – Director Corporate Services Wayne O’Toole– Director of Works and Technical Services Jerrri Nelson –Director Community Development Travis Fitzgibbon- Manager Customer Engagement	
Apologies:	Cr- John Shaw	
Visitors:	Valuer Generals Office Victoria - David Cheal, Preston Rowe Paterson - Ben Sawyer Charlton Forum - Carol Olive and Alan Getley	

ITEMS

NO.	TOPIC	PURPOSE
1.	Tour of Charlton Park Facility 4.30pm	
2.	Declarations of Conflicts of Interest 5.00pm	Nil
3.	24 April 2019 Briefing Notes	
4.	Presentations	
	4.1 Valuation Presentation	
	4.2 Charlton Forum	

5. Items for Discussion

5.1 3 year old kinder/early years paper

6. Councillor Matters

7. CEO Updates

Next Briefing:

Date and Time:	15 May 2019	Time: 3:00pm – 6:00pm
Location:	Berriwillock Community Centre	

BULOKE SHIRE COUNCIL

Record

Councillor Briefing

Date and Time:	15 May 2019	Time: 3.00pm – 6.00pm
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Location:	Berriwillock Community Centre
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Attendees:	Cr- Carolyn Stewart Cr- Daryl Warren Cr- David Pollard Cr- Graeme Milne Cr- Ellen White Anthony Judd –Chief Executive Officer Wayne O’Toole– Director of Works and Technical Services Travis Fitzgibbon- Manager Customer Engagement
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Apologies:	Cr- David Vis Hannah Yu – Director Corporate Services Jerrri Nelson –Director Community Development
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Visitors:	Brian Gould – Workspace Hannah Cox, Henry McClelland and Brook McClelland - Engage! Youth Program. Tyrrell College. Barry McKenzie – Child and Youth Officer Buloke Shire Council Jeremy Watson – Berriwillock Community Development Group.
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ITEMS

NO.	TOPIC	PURPOSE
1.	CEO/Councillor Only time	
2.	Declarations of Conflicts of Interest	Nil
3.	Confirmation of Councillor Briefing Notes	
4.	Presentations	
4.1	Workspace – Brian Gould	

4.2 Youth – NCLLEN
Hannah Cox, Henry McClelland and
Brook McClelland

4.3 Berriwillock Community
Development Group - Jeremy
Watson

5. Items for Discussion

5.1 Service review
Maternal and Child Health & Early
Years (0-8 years)

5.2 Overview of Tourism Projects

6. Councillor Matters

7. CEO Updates

Next Briefing:

Date and Time:	5 June 2019	Time: 5.00pm – 8.00pm
Location:	Council Chamber – Birchip Office	

7.2 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

Attachments: Nil

RECOMMENDATION

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

1. Executive Summary

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

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

2. Recognition of Achievement Items

Provider	Recipient	Date	Purpose for Recognition
Seven News	Claudia Cox Berriwillock	10 May 2019	Awarded the Academy Graphics Regional Achiever Award for 2019.

7.4 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

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.

1. Executive Summary

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

2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA790/19	Graeme Harris	32 Racecourse Road, Donald	30/04/2019	Construct an industrial shed for upholstery business	Permit Issued
PPA791/19	Kaneira Hotel	24 Main Street, Culgoa	01/05/2019	External painting of a heritage building	Permit Issued
PPA792/19	Ashley Sheahan	224 Yeungroon-Woosang Road, Yeungroon East	03/05/2019	Three accommodation units associated with Charlton Feedlot	Referral
PPA793/19	Jake Noonan	24 Campbell Street, Birchip	13/05/2019	Replace existing verandah floor with timber decking	Permit Issued
PPA794/19	Entegra Signature Structures	1741 Ninda-Turiff Road, Ninda	13/05/2019	Construct a shed within a setback	Permit Issued
PPA795/19	Graeme Harris	22 Racecourse Road, Donald	14/05/2019	Construct an extension to a building	Referral
PPA796/19	Culgoa Development Group	23 Main Street, Culgoa	21/05/2019	Construct a pergola and construct and display a sign	Permit Issued
PPA797/19	Bruce English	15 Willow Court, Donald	21/05/2019	Construct a carport	Referral
PPA798/19	Clement Fitzgerald	318 Borung Highway, Charlton	22/05/2019	Construct a shed within a setback	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA782/19	Kookas	56-58 Racecourse Road, Donald	23/01/2019	Use and development of land for a biscuit manufacturing plant	Request for Further Information

7.5 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Compliance Administration Officer

Department: Works and Technical Services

File No: DB/14/02

Attachments: Nil

RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 May 2019 to 31 May 2019.

1. Executive Summary

This report provides information on Building Permits approved by staff from 1 May 2019 to 31 May 2019.

2. List of Building Permits Approved by Council Surveyor

Permit No.	Address	Project Description	Date Approved
20190021	10 Gray Street, DONALD	Other: Re-Stump	09/05/2019
20190022	25 Hannon Street, SEA LAKE	New Building: Shed	09/05/2019
20190023	74 Best Street, SEA LAKE	Part Occupancy	09/05/2019
20190024	434 Broadway, WYCHEPROOF	Extention: Alfresco extension	16/05/2019
20190025	537 Jil Jil Road, Jil Jil	New Building: Machinery Shed	16/05/2019

3. List of Building Permits Approved by Private Surveyor

Permit No.	Address	Project Description	Date Approved
Nil.			

7.6 APPLICATION FOR PERMIT TO KEEP EXCESS NUMBER OF DOGS AT 23 VIEW STREET, CHARLTON

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/06

Attachments: 1 [Application Letter](#)
2 [Objection Letter](#)

RECOMMENDATION

That Council refuses the application for a permit under Council's Community Local Law No. 10 Clause 14(1) to keep one (1) additional dog at 23 View Street, Charlton.

1. Executive Summary

Council has received a Local Laws application for a permit to allow the keeping of one (1) additional dog at 23 View Street, Charlton.

2. Discussion

Local Law No 10 allows for the keeping of two (2) cats and two (2) dogs within a township, any additional animals to this require an excess animal permit. Council has received an application requesting that (3) three dogs be kept at 23 View Street, Charlton.

Surrounding landowners and residents were advised in writing to consider the application and also submit any objections to Council by the 11 April 2019. Council has received one (1) signed objection from landowners/residents who state that they are already experiencing issues with animals from the applicant's address.

The objectors feel that they would be impacted by the keeping of additional animals and that it would interfere with the general amenity of the area (refer attachment).

3. Financial Implications

There are no financial implications in this report.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Following normal Local Laws procedures, Council has undertaken a notification process and advertising of the application that involved Fourteen (14) neighbouring properties that may or could be affected by the activity.

6. Internal Consultation

No internal consultation has taken place.

7. Legislative / Policy Implications

The application and decision making are in keeping with Council's Community Local Law No. 10 Clause 14(1).

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council refuses the application for a permit under Council's Community Local Law No. 10 Clause 14(1) to keep one (1) additional dog at 23 View Street, Charlton;



APPLICATION FOR PERMIT - KEEPING OF ANIMALS

Community Local Law No.10

To be completed if applying to keep more than the maximum number of animals allowed in a residential or farming area (see table below for maximum numbers or prohibited animals) \$55.00 Permit Application Fee Applies (Non-Refundable)

BULOKE SHIRE COUNCIL
CENTRAL MAIL REGISTRY
 FILE NO: 16/16
 RECEIVED 21 MAR 2019
 Document No: _____
 DOCUMENT NO: _____
 DIRECTED TO: _____
 REFERRED TO: _____

BULOKE
SHIRE COUNCIL

Office Use Only
 Records Department Property No: _____ File No: LA/08/06

Name: SHARON WEBB

Address: 23 VIEW ST CHARLTON VIC Postcode: 3525

Address where animals kept: _____

(If different from above)

Phone: 0354912275 Mobile: 0413937470

I wish to be able to: KEEP 3 DOGS AT PROPERTY.

ANIMALS

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

	Breed and Type	M/F	Age	Tag No (if dog or cat)	Microchip No. (if dog or cat)
1	GERMAN SHEPHERD	F	8	15275	982000146297161
2	GERMAN SHEPHERD	M	2	15274	99100100619089
3	GERMAN SHEPHERD	F	0	15276	991001001626351
4					
5					
6					
7					
8					
9					
10					

TABLE OF MAXIMUM NUMBER OF ANIMALS:

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

DECLARATION:

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

Name: Sharon Webb Signed: SHARON WEBB Date: 7/3/19

Name: _____ Signed: _____ Date: _____
 Signed by Owner where appropriate

PRIVACY STATEMENT:

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future, please contact 1300 520 520.

B097-0718

Office Hours: 8:30am-5:00pm
 Mon-Fri
 District Office:
 367 Broadway, WYCHEPROOF

Buloke Shire Council
 P.O Box 1
 WYCHEPROOF VIC 3527

All Enquiries: 1300 520 520
 buloke@buloke.vic.gov.au

Lyn
 PD
 GD
 21/03/19

Buloke Shire Council, Application for Permit, Keeping of Animals

Mr Wall,

Re: 3 Dogs at 23 View Street, Charlton

The current tenants moved into 23 View Street approx. September in 2018 . They moved from another property within the Charlton Township. We have tolerated these dogs ever since.

The smell of the excrement sometimes wafts over the fence. The dogs are heard howling and barking for extended periods of time.

We are worried each time we step into our own back yard as soon as we are heard by the dogs, they barrel at the fence and jump on it. We now hate being in our own back yard. The fence is only a 5-foot-high fence, a German Shepard's' angry looking head and shoulders and menacing bark is very intimidating.

These people are tenants and have not done anything to re-enforce the fence line between the two properties. But have made an attempt at a rear dividing fence.

On one occasion the 3 dogs were out, early in the morning as I was driving my son to school, as I reversed from the drive way, I suddenly saw that the 3 dogs were exiting the property, and began Chasing my car down the street. I stopped and the dogs jumped on my car, and barked aggressively at my son through the window (which luckily was up).

The dogs then noticed my husband whom was about to walk out of the front door and bound up to the front door and window of the house acting like a pack, my husband was able to get back into the house quickly just in time.

The dogs proceeded to jump up to the window ledge and barked aggressively at him while he looked out the window.

The only thing that allowed him to get out of the house to get to work, was the arrival of the police car that had been called by myself.

Whilst these dogs were out on this particular day we noticed what we have seen described as a "pack" mentality, all dogs following one and barking, menacing and stalking anything that moved.

We believe that 3 dogs at this property is not suitable for the type of dogs (large) that are currently there.

The dogs are simply left in the yard or in the house, not walked, nor played with, by our observations. Potentially this makes them bored, frustrated and dangerous. If they do happen to get out, the owner is quick to say that some-one let them out. Taking no responsibility for the behavior of the animals.

A few days after the dog had gotten out, I ran into the owner. She said to me that "some-one had cut the chain holding the gate" closed and the only reason they chased me was "to let me know there was something wrong". No concern, no apology and no empathy.

Why does someone need 3 German Shepards in Charlton anyway? Is she a breeder? A puppy farmer?

Why is a permit only being asked about now? Surely this should have been done when she applied for the property. Are these permits transferable with the shire district? If yes why? Shouldn't each property be looked at individually due to specific needs of dog breeds?

Has there been any regular inspections done by council to see if the property is suitable for 3 large dogs? If so when did they take place and the inspector did not consult us at any time. The very rear of the property cant be used as there is no fencing, if these dogs did get out there is a park directly behind them there's nothing to stop them attacking a small child playing.

We are worried that we will get attacked hanging washing or playing with our own animals and going about a everyday life.

To answer your question with the points given as above my family and i absolutely all agree that a permit given to these people would be foolish. We are not in favor of this "NO" is our answer.

[REDACTED]

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 PROCUREMENT POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM|14|17

Attachments: 1 [↓ Procurement policy](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council adopt the attached Procurement Policy for the remainder of the 2018/19 financial year and the 2019/20 financial year.

1. Executive Summary

The *Local Government Act 1989* stipulates that Council must adopt a Procurement Policy and review it at least once each financial year. The attached policy has been reviewed and updated to reflect current Council practice and to also take into account recommendations from Council's Audit Committee.

2. Discussion

The *Local Government Act 1989* stipulates that Council must adopt a Procurement Policy and review it at least once in each financial year.

Minor changes are proposed by Council Officers as part of the 2019 including incorporating a section on quotations, a minor update to the definitions section of the policy and further clarification in relation to the emergency management exemption.

3. Financial Implications

The policy states that financial delegations will be consistent with the Instrument of Delegation from Council to the Chief Executive Officer, and the instrument of Delegation from the Chief Executive Officer to Staff.

4. Cost Shift Considerations

There are no cost shift considerations in relation to this Policy.

5. Community Consultation

There has been no community consultation in relation to this Policy. The adopted Procurement Policy will be available to the public on Council's website.

6. Internal Consultation

The Senior Leadership Team was consulted in relation to the review of the Policy. The Policy was also considered at the May 2019 Audit Committee Meeting.

7. Legislative / Policy Implications

Section 186A of the *Local Government Act 1989* requires Council to adopt a Procurement Policy and to review the policy at least once within each financial year.

8. Environmental Sustainability

The Policy requires Council to have regard for the long-term and cumulative effects of procurement activities, including through minimising environmental impact by purchasing goods and services which reduce its environmental footprint and supporting innovation in sustainability.

9. Conflict of Interest Considerations

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

10. Conclusion

The attached policy has been reviewed in line with legislative requirements and best practice guidelines, and is recommended for adoption by Council.



Policy Title	Procurement policy	
Responsible Directorate	Corporate Services	
Policy No	FM101	Date approved
Revision No	9	Revision Date

Purpose

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

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

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

Scope

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

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

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

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

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

Definitions

In this policy –

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

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

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

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

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

Policy Statement

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

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

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

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

Preamble

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

a. Value for money

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

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

b. Open and fair competition

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

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

c. Accountability, probity and transparency

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

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

d. Risk management

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

e. Sustainable, innovative and social practices

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

- Minimising environmental impact by purchasing goods and services which reduce its environmental footprint, and supporting innovation in sustainability, and
- Giving preference to local economic benefit when sourcing goods, services or works where such benefit is identifiable and reasonable, for example by demonstrating increased local employment; increased activity and spend within local economies, or; the level of local content in the goods, services or works.
- Seeking continuous improvement including through embracing innovative and technological initiatives, and addressing service gaps by considering options for joint ventures between Council and external partners.

Guidelines

Ethics and conflict of interest

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

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

Governance

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

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

- Separation of duties in transactional end-to-end activities,
- Transparency in the acquisition of goods, services or works,
- Clear and documented audit trails for procurement activities,
- Appropriate authorisations are obtained and documented,
- A regular, at least annual, review of creditor payments made over the previous two years to ensure compliance with public tender thresholds,
- Establishment of panel contracts for any goods, services or works which may result in expenditure exceeding public tender thresholds in favour of one supplier,
- Systems are established and maintained to monitor compliance with this policy and associated procedures, and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the senior leadership team, Audit Committee and Council.

Tenders

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

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

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

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

Quotations & Other Standard Purchasing Methods

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

Delegations

Financial delegations will be consistent with the Instrument of Delegation from Council to the Chief Executive Officer, and the Instrument of Delegation from Chief Executive Officer to Staff. The current financial delegation to the Chief Executive Officer is \$250,000.

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

Council Officers must not authorise the expenditure of funds in excess of their financial delegations.

Council is solely responsible for approving the following:

- Contract term extensions which require allocation of funds in excess of Council approved budgets, and
- Awarding Contracts with a value which exceed the Chief Executive Officer's financial delegations.

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

All tenders with a value:

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

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

Exemptions

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

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

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

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

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

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

Emergency & Public Safety Situations Requiring Immediate Action

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

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

Training

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

Record Keeping

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

Breach of this Policy

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

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

References

This policy was developed in accordance with the following legislation:

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

This policy was developed in accordance with the following documents:

- Code of Conduct for Councillors
- Code of Conduct for Staff
- Local Government Procurement Best Practice Guidelines 2013
- MAV Procurement: Procurement Policy Model 2011
- Procurement procedure
- Risk Management policy
- Risk Management framework
- Tendering and Contracts Manual
- Fraud Prevention policy
- Disciplinary Action policy

8.2 MANAGEMENT REPORTS

8.2.1 PROPOSED PROPERTY TRANSFER

Author's Title: Manager Community Facilities

Department: Works and Technical Services

File No: LP/10/03

Attachments: 1 [↓](#) Valuation and maps

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council:

1. Notes that a 28 day consultation period was undertaken for the intention to transfer LOT TP917696 Borung Highway, Donald and no submissions were received;
2. Commence the process to transfer the surplus land to the adjacent property owners on the northern boundary of the property; and
3. Authorise the Chief Executive Officer to undertake the transfer process and execute any relevant agreement associated with the transfer.

1. Executive Summary

This report is presented to Council to advise that a Section 223 process was undertaken as identified under the Local Government Act 1989 to propose the transfer of a farming zoned vacant lot on the northern outskirts of Donald. No submissions were received and therefore Officers are seeking Council's endorsement to commence the transfer of this land.

2. Discussion

Council resolved at its April 2019 Ordinary meeting to undertake a 28 day consultation process as required under section 223 of the Local Government Act 1989 to transfer surplus vacant land on the Borung Highway, Donald to adjacent property owners.

Following a review of Council's Asset Register, Officers identified a property asset which is no longer required. The property is a vacant farming zoned allotment fronting the Borung Highway on the outskirts of Donald.

The property adjoins a residential farmlet holding and has been informally occupied by the adjoining owners for many decades. Internal investigation indicates the land may have been part of an informal historic arrangement to sell the land to the adjoining owners, however the title has never formally been transferred (pre-amalgamation agreement). As part of the valuation it was identified that the property does not meet the minimum subdivision requirement and would have minimal market appeal.

Council has no foreseeable use for this parcel of land and therefore it is recommended to be transferred as initially intended. The adjoining owners were previously (prior to inspection and initial discussions with Council Officers) under the assumption that the land was in their ownership and due to its minimal value the best and most effective use of resources would be to transfer the title to the adjacent owners.

This process was advertised within the three local newspapers in the Buloke Shire, and at close of the submission period on 15 May 2019, Council had received no submissions.

3. Financial Implications

There are minimal financial implications to Council as the suggested transfer recipients have agreed in principle to pay legal fees associated with the transfer of land. The property has been identified as having minimal market value and due to a historical anomaly, this land rests in Council's name, therefore the transfer to the adjacent property owners is in the best interest to both parties.

4. Cost Shift Considerations

The property will become rateable, of which the recipients of the proposed transfer would then pay rates and fire services levy on the land.

5. Community Consultation

Community consultation was undertaken through a 28 day section 223 consultation process, with no submissions received.

6. Internal Consultation

Senior management and relevant officers have been consulted on the proposed asset sales.

7. Legislative / Policy Implications

The Local Government Act 1989 has specific requirements of Council for the process of selling, transferring and exchanging land.

8. Environmental Sustainability

There are no environmental sustainability implications with undertaking this transfer.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended Council transfer the surplus land LOT TP917696 Borung Highway, Donald to the adjacent property owners as outlined.



Internal Property Valuation Advice

As undertaken by:	Jenna Allan
Qualification & Title:	Certified Practising Valuer AAPI Capital Projects Officer
Date of Inspection:	26/02/2019
Date of Valuation:	26/02/2019

File No:	LP/10/03	Doc No:	19-001568
Council Property No.	180416703	VicRoads Ref:	27 H7
Property Address:	BORUNG HIGHWAY, DONALD		

Valuation Particulars

Lot & Plan Number:	Lot 1 on Title Plan 917696	Standard Parcel Identifier (SPI):	1\TP917696
Land Area (m2/ha):	1.15ha	Perimeter Dimensions (m):	102m road frontage, 146m & 150m depth
Planning Zone & Min. Subdivision m2:	Farming Zone 40ha minimum subdivision	Planning Overlays:	Environmental Significance Overlay (1)
Cultural Heritage Sensitivity (Y/N):	Yes		Floodway Overlay
Des. Bushfire Area:	Yes		Land Subject to Inundation
Encumbrances/ Easements:	Nil noted on title or plan	Shape/Position of Land:	Irregular inside lot. Adjoins river to rear.
Main Improvement Description:	No main improvements situated to the land. Minor improvements include that of fencing and minor landscaping.		
Total UMR Floor Area (m2):	N/A	Construction- Main Walls:	N/A
Additional Improvements Description:	Fencing – Rural. Timber strainer post & wire of basic condition	Roof:	N/A
		Foundations:	N/A
Total Additional Improvements Area (m2):	N/A	Services Connected:	N/A
General Overall Property Description:	The property comprises an irregular shaped inside lot fronting the Borung Highway and abutting the Richardson River to the rear boundary. The property is steeply sloping to the rear portion of the land down to the river. The property adjoins an existing part two storey dwelling that has been converted from a former meatworks. The neighbouring dwelling is thought to be situated within close proximity to the lot boundary. Currently the neighbouring property to the south accesses that property through the subject property via an open entry and gateway.		
Brief Market Commentary:	The property does not meet the minimum subdivision requirement and does not qualify for the minimum area for a building without a planning permit. Minimal Market Appeal. Adjoining owners are best suited purchasers.		
Most Recent Rate Notice Site Value:	N/A – Buloke Property	Most Recent Rate Notice Cap Improved Value:	N/A
Resulting Internal Valuation Advice			
Underlying Land Value (incl. GST):	\$10,000	Total Improved Value (incl. GST):	\$10,000
	Ten Thousand Dollars		Ten Thousand Dollars

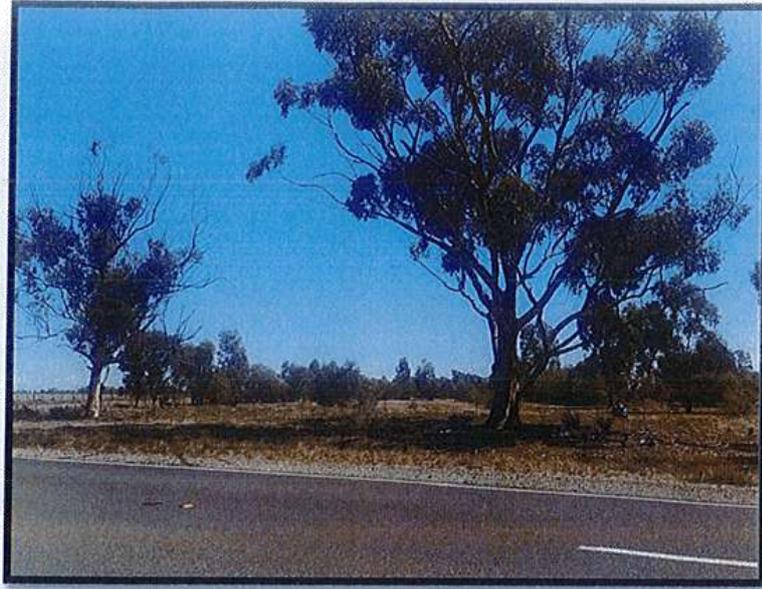
ATTACHED PROPERTY PLANS & DOCUMENTATION:

ITEM	ATTACHED (Y/N)
Certificate of Title	Y
Title Plan or Plan of Subdivision	Y
Planning Property Report	Y
Associated Planning Schedule	Y
Aerial Mapping Photographs	Y
Inspection Photographs	Y
Rate Notice	N
Market Evidence	N
Prior Related Correspondence	N
Other:	
1)	
2)	
3)	
4)	
5)	



Aerial Map – Borong
Highway, Donald

BORUNG HIGHWAY DONALD – INSPECTION PHOTOS

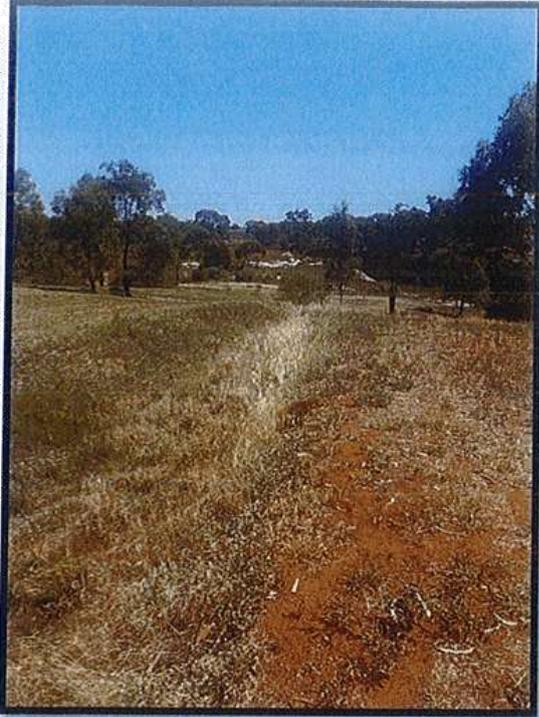


Front View from Borung Highway

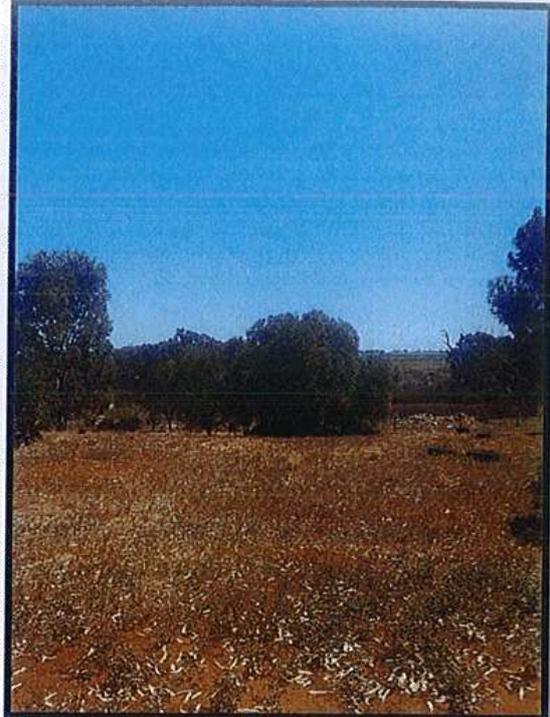


View from Borung Highway looking towards the open access to neighboring property

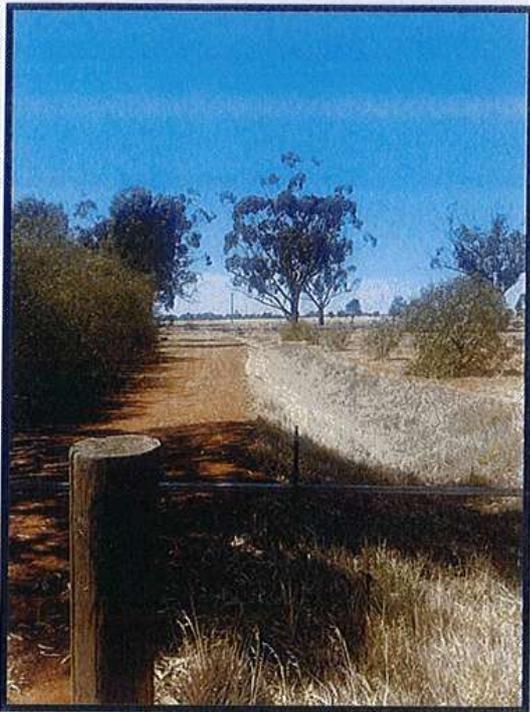
2019/06/12 10:06:06 AM



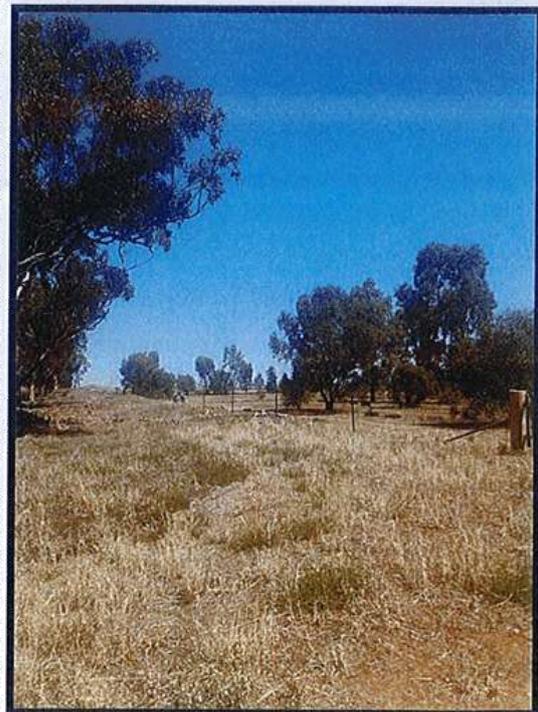
View from the middle of the property towards the Richardson River



View from the middle of the property towards the Richardson River



View from the property towards the Borung Highway showing private drainage channel to help highway run-off to river.



View towards the rear of the property from the open access for neighboring property.



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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958
VOLUME 01259 FOLIO 659 Security no : 124076212862L
Produced 19/02/2019 02:11 PM

LAND DESCRIPTION

Lot 1 on Title Plan 917696H.
PARENT TITLE Volume 00771 Folio 195
Created by instrument 0094107 12/01/1881

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
BULOKE SHIRE COUNCIL of 367 BROADWAY WYCHEPROOF VIC 3527
AM768174E 11/05/2016

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP917696H FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: BORUNG HIGHWAY DONALD VIC 3480

ADMINISTRATIVE NOTICES

NIL

eCT Control 09924V BULOKE SHIRE COUNCIL
Effective from 11/05/2016

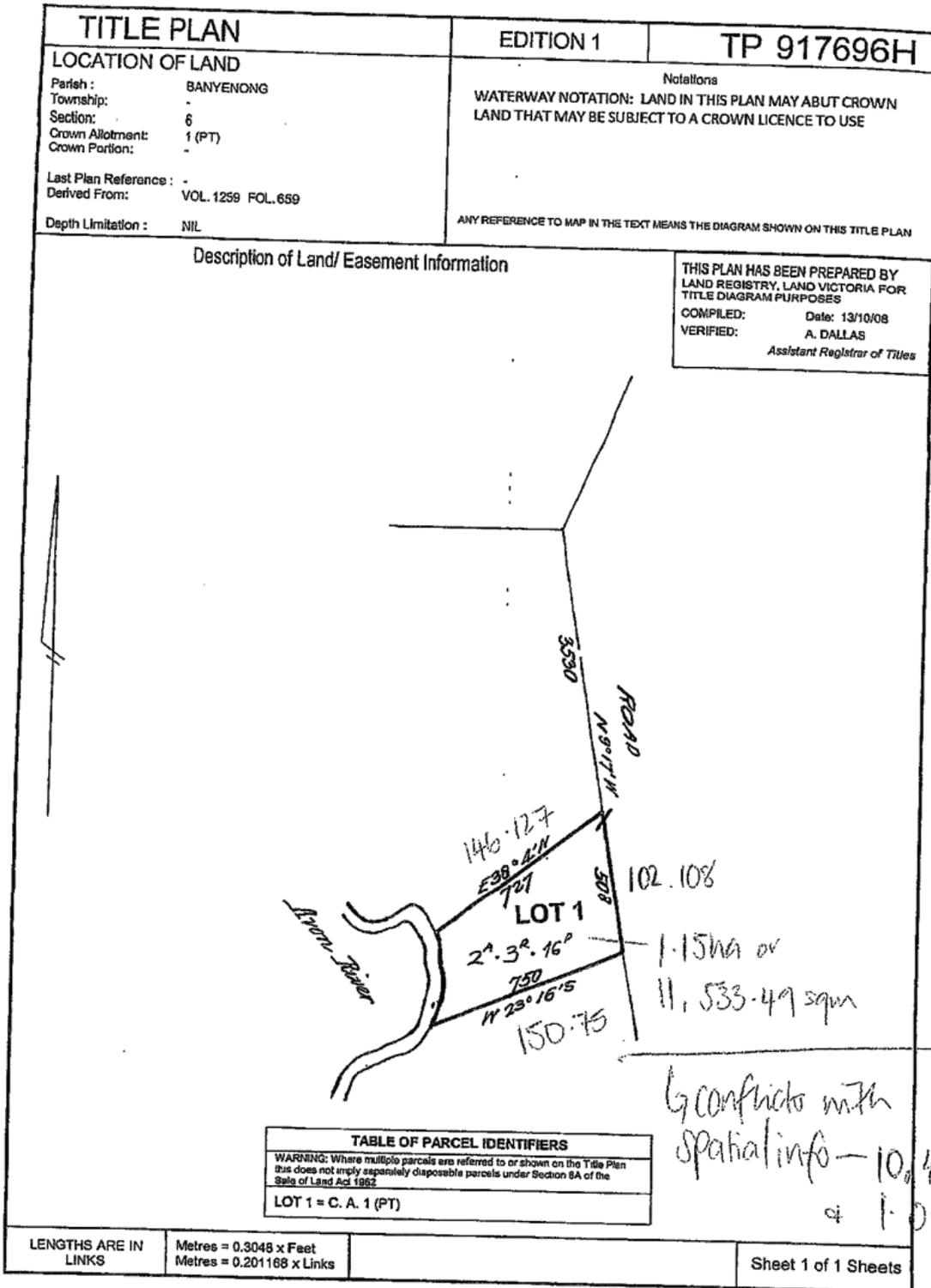
DOCUMENT END

Child Titles
1269/678

Home	Account: 324654		Authority Fee (GST exclusive): \$0.00	19/02/2019 02:12PM
			Service Fee(GST exclusive): \$0.00	



Delivered by LANDATA®. Land Use Victoria timestamp 19/02/2019 14:12 Page 1 of 1
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PLANNING PROPERTY REPORT



From www.planning.vic.gov.au on 19 February 2019 01:34 PM

PROPERTY DETAILS

Address: **BORUNG HIGHWAY DONALD 3480**
 Lot and Plan Number: **Lot 1 TP917696**
 Standard Parcel Identifier (SPI): **1\TP917696**
 Local Government Area (Council): **BULOKE**
 Council Property Number: **180416703**
 Planning Scheme: **Buloke**
 Directory Reference: **VicRoads 27 H7**

www.buloke.vic.gov.au

planning-schemes.delwp.vic.gov.au/schemes/buloke

UTILITIES

Rural Water Corporation: **Grampians Wimmera Mallee Water**
 Urban Water Corporation: **Grampian Wimmera Malle Water**
 Melbourne Water: **outside drainage boundary**
 Power Distributor: **POWERCOR**

STATE ELECTORATES

Legislative Council: **WESTERN VICTORIA**
 Legislative Assembly: **RIPON**

Planning Zones

[FARMING ZONE \(FZ\)](#)

[SCHEDULE TO THE FARMING ZONE \(FZ\)](#)



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FZ - Farming
 PCRZ - Public Conservation & Resource
 RDZ1 - Road - Category 1

Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

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PLANNING PROPERTY REPORT: BORUNG HIGHWAY DONALD 3480

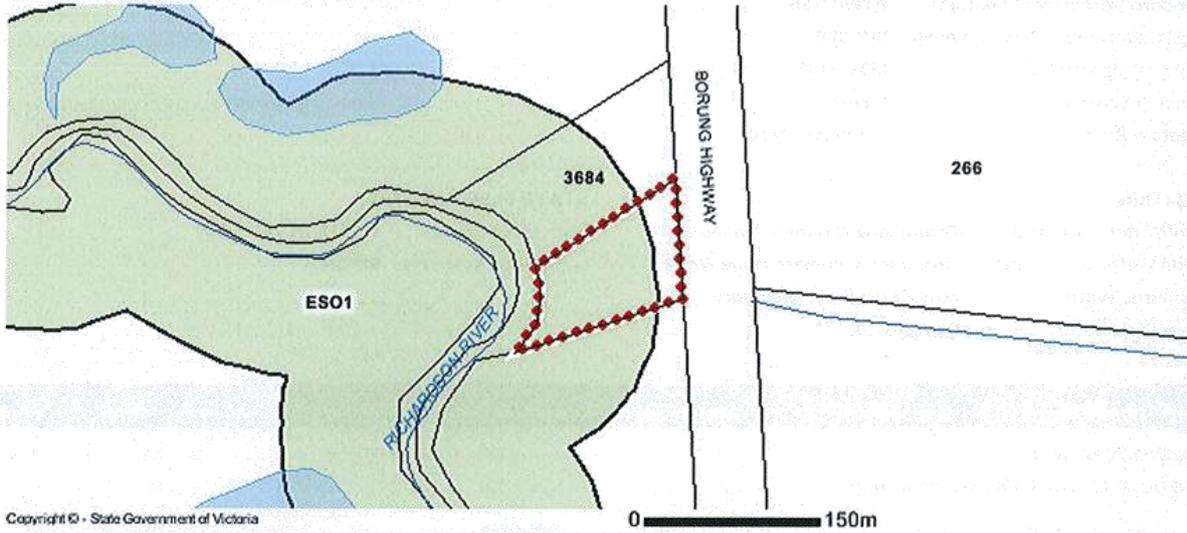
Page 1 of 6

PLANNING PROPERTY REPORT



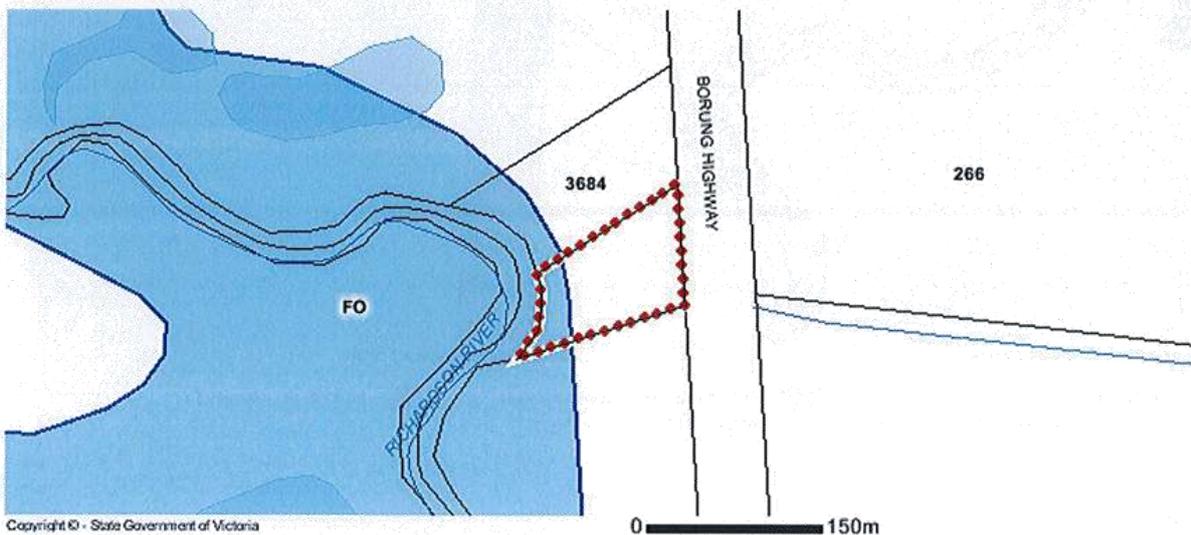
Planning Overlays

ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)
ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)



ESO - Environmental Significance
 Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend.

FLOODWAY OVERLAY (FO)
FLOODWAY OVERLAY SCHEDULE (FO)



FO - Floodway
 Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend.

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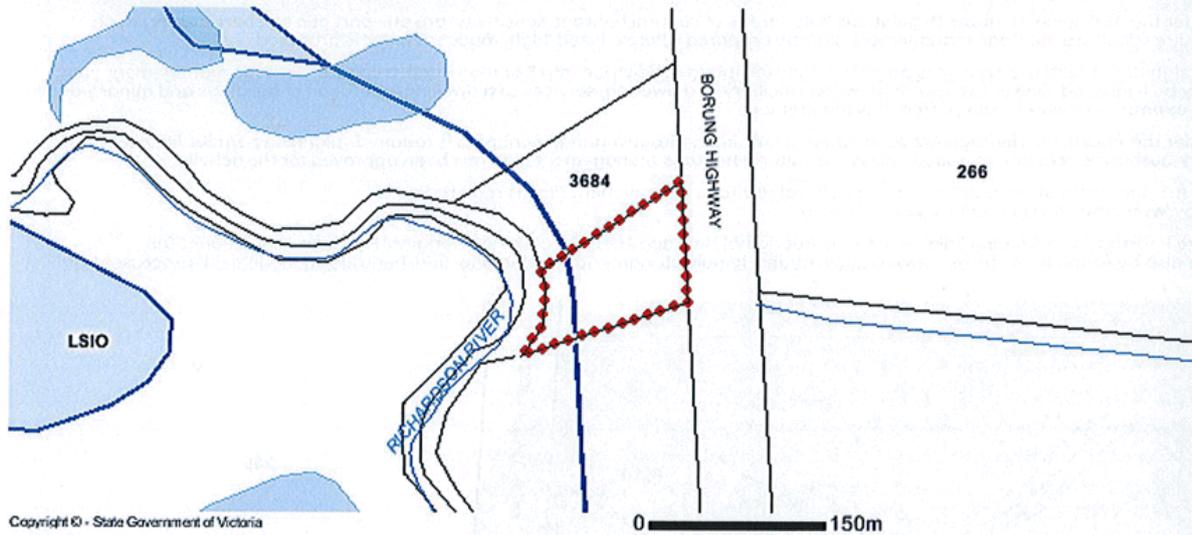
PLANNING PROPERTY REPORT



Planning Overlays

LAND SUBJECT TO INUNDATION OVERLAY (LSIO)

LAND SUBJECT TO INUNDATION OVERLAY SCHEDULE (LSIO)



LSIO - Land Subject to Inundation

Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend.

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PLANNING PROPERTY REPORT: BORUNG HIGHWAY DONALD 3480

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PLANNING PROPERTY REPORT



Environment,
Land, Water
and Planning

Areas of Aboriginal Cultural Heritage Sensitivity

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

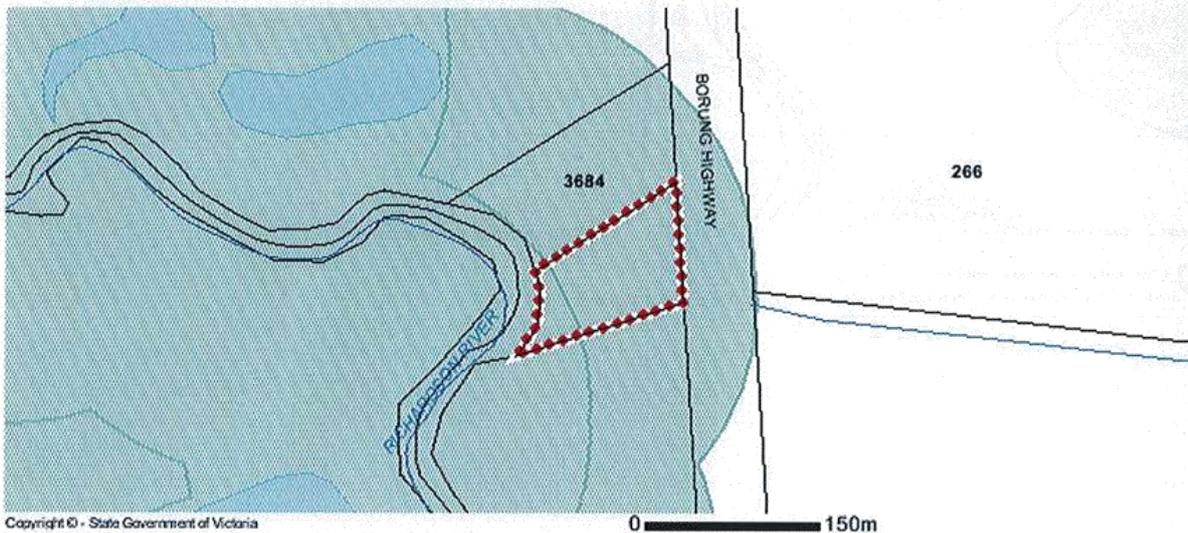
Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.aav.nrms.net.au/aavQuestion1.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.vic.gov.au/aboriginalvictoria/heritage/planning-and-heritage-management-processes.html>



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Aboriginal Heritage

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PLANNING PROPERTY REPORT: BORUNG HIGHWAY DONALD 3480

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PLANNING PROPERTY REPORT



Further Planning Information

Planning scheme data last updated on 6 February 2019.

A **planning scheme** sets out policies and requirements for the use, development and protection of land.

This report provides information about the zone and overlay provisions that apply to the selected land.

Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the *Planning and Environment Act 1987*.

It does not include information about exhibited planning scheme amendments, or zonings that may affect the land.

To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <http://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

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PLANNING PROPERTY REPORT: BORUNG HIGHWAY DONALD 3480

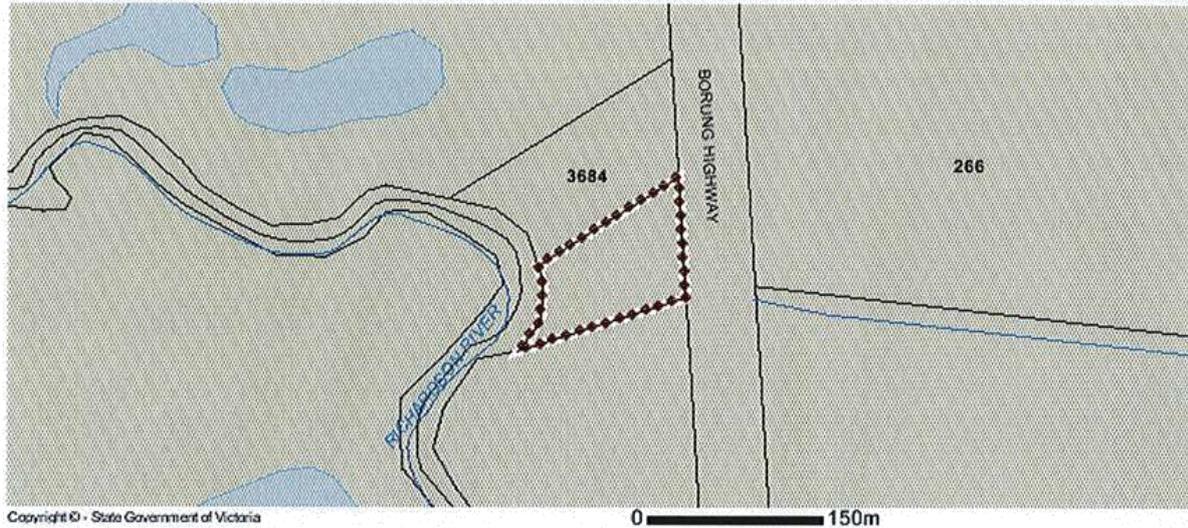
Page 5 of 6

PLANNING PROPERTY REPORT



Designated Bushfire Prone Area

**This property is in a designated bushfire prone area.
Special bushfire construction requirements apply. Planning provisions may apply.**



Designated Bushfire Prone Area

Designated bushfire prone areas as determined by the Minister for Planning are in effect from 8 September 2011 and amended from time to time.

The Building Regulations 2018 through application of the Building Code of Australia, apply bushfire protection standards for building works in designated bushfire prone areas.

Designated bushfire prone areas maps can be viewed on VicPlan at <http://mapshare.maps.vic.gov.au/vicplan> or at the relevant local council.

Note: prior to 8 September 2011, the whole of Victoria was designated as bushfire prone area for the purposes of the building control system.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website www.vba.vic.gov.au

Copies of the Building Act and Building Regulations are available from www.legislation.vic.gov.au

For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>

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BULOKE PLANNING SCHEME

15/09/2008
 VC49

SCHEDULE TO THE FARMING ZONE

Shown on the planning scheme map as **FZ**

	LAND	AREA/DIMENSIONS/DISTANCE
Minimum subdivision area (hectares).	All land	100 hectares except where the application is for a rural dependent enterprise or for intensive agriculture and meets the requirements of Local Planning Policy <i>Rural land and Sustainable Agriculture</i> (Clause 22.03).
Minimum area for which no permit is required to use land for a dwelling (hectares).	All land	40 hectares
Maximum area for which no permit is required to use land for timber production (hectares).	None specified	
Maximum floor area for which no permit is required to alter or extend an existing dwelling (square metres).	None specified	
Maximum floor area for which no permit is required to construct an out-building associated with a dwelling (square metres)	None specified	
Maximum floor area for which no permit is required to alter or extend an existing building used for agriculture (square metres).	None specified	
Minimum setback from a road (metres).	A Road Zone Category 1 or land in a Public Acquisition Overlay to be acquired for a road, Category 1	100 metres
	A Road Zone Category 2 or land in a Public Acquisition Overlay to be acquired for a road, Category 2	40 metres
	Any other road	20 metres
Minimum setback from a	Any other boundary	5 metres

BULOKE PLANNING SCHEME

LAND	AREA/DIMENSIONS/DISTANCE
boundary (metres).	
Minimum setback from a dwelling not in the same ownership (metres).	Any dwelling not in the same ownership 100 metres

PERMIT REQUIREMENT FOR EARTHWORKS	LAND
Earthworks which change the rate of flow or the discharge point of water across a property boundary.	All land
Earthworks which increase the discharge of saline groundwater.	All land

8.2.2 GRANT FUNDING OUTCOMES

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council note the information provided in the grant funding outcomes report.

1. Executive Summary

This report provides the Council with information on the funding applications and outcomes made over the past twelve months.

2. Discussion

Over the past twelve months, Council has advocated for, and made a range of funding applications to state and federal government programs.

Over this period, Council has applied for over \$22 million in funding for a range of infrastructure and service funding opportunities. The below table outlines the outcomes for those applications:

Successful applications:	\$14,439,924
Unsuccessful applications:	\$2,112,200
Outcomes not yet known	\$5,475,000

This high value of funding applications submitted highlights the proactive approach by the Council in advocating and applying for funding. Importantly, Council has been able to source funding for key projects that have been identified by the community as priorities to pursue. The list of all funding submissions made over the past twelve months is below and represents a very productive and positive outcome for the Buloke community.

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Charlton Park 2020 - extra funding	\$350,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Safer Cumming Avenue Program	\$320,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Watchem-Warracknabeal Road - stage 2	\$300,000	Successful
State Government - Regional Roads Victoria	Fixing Country Roads - Round 2	Culgoa Ultima Road	\$1,500,000	Successful

State Government - Regional Roads Victoria	Fixing Country Roads - Round 1	Watchem-Warracknabeal Road - stage 1	\$500,000	Successful
Federal Government	Drought Communities Program	Drought resilience package	\$1,000,000	Successful
Federal Government - Department of Infrastructure	Heavy Vehicle Productivity Programme	Yeungroon Road	\$525,000	Successful
State Government - Sport and Recreation Victoria	Minor Facilities Program	Donald Skate Park	\$133,000	Successful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Donald Community Precinct - extra funding	\$500,000	Successful
Federal Government - Regional Infrastructure	Regional Growth Fund	Our Rivers Our Experience	\$2,900,000	Successful
State Government - Department Health	Early Years Support	Maternal Child Health Pilot	\$115,000	Successful
State Government - Sport and Recreation Victoria	Female Facilities Fund	Birchip Leisure Centre Upgrade	\$150,000	Successful
Federal Government - Regional communications	Mobile blackspots	Berriwilllock, Glenloth East and Wilkur	\$1,500,000	Successful
State Government - Regional Development Victoria	Regional Tourism Infrastructure Fund	Lake Tyrrell - extra funding	\$500,000	Successful
State Government - EMV	Natural Disaster Mitigation Funding	Charlton Levee planning	\$85,000	Successful
State Government - Agriculture Victoria	Local Roads to Market	Birchip - Corack Road	\$588,000	Successful
State Government - Agriculture Victoria	Local Roads to Market	Yeungroon Road	\$680,000	Successful
State Government - Agriculture Victoria	Drought Support	Drought support package	\$750,000	Successful
State Government - Sustainability Victoria	E-waste Infrastructure Program	Sea Lake Transfer Station E-waste	\$65,835	Successful
State Government - Sustainability Victoria	E-waste Infrastructure Program	Birchip Transfer Station E-waste	\$92,387	Successful
State Government - Regional Development Victoria	Stronger Communities Fund	Sea Lake - Mallee Rally support	\$13,000	Successful
State Government - Regional Development Victoria	Stronger Communities Fund	Gap Analysis	\$37,500	Successful
Federal Government - Department of Health	Better Ageing Grant	Loddon Mallee Move It	\$1,800,000	Successful
State Government – Dept Transport	Local Transport Solutions	Mallee Community Transport Forum	\$15,000	Successful

State Government - Dept. Premier & Cabinet	ANZAC Centenary Community Grants DPC	Culgoa Remembers	\$16,282	Successful
State Government - Agriculture Victoria	Fruit Fly Program	Wycheproof Alive – Fruit Fly Cleanout project	\$3,920	Successful
State Government - Dept Transport	Blackspot funding program	Charlton - Glenloth Road Upgrade	\$330,000	Unknown
State Government - Local Government Victoria	Rural Councils Transformation Fund	Collaboration Project	\$5,000,000	Unknown
State Government - Regional Development Victoria	Stronger Communities Fund	Buloke Branding Project	\$45,000	Unknown
State Government - Sport and Recreation Victoria	Country Football and Netball Program	Birchip Oval Upgrade	\$100,000	Unknown
Federal Government - Department of Infrastructure	Building Better Regions Fund	Birchip and Wycheproof streetscape upgrades	\$660,000	Unsuccessful
State Government - EMV	Natural Disaster Mitigation Funding	Charlton Weir works	\$110,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Donald Community Precinct	\$500,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Sea Lake Community Centre	\$375,000	Unsuccessful
Federal Government - Sport	Community Sport Infrastructure Program	Birchip Leisure Centre Oval Upgrade	\$180,000	Unsuccessful
State Government - Sport and Recreation Victoria	Seasonal Pools Renewal Fund	Splash play equipment at Donald and Birchip	\$50,000	Unsuccessful
FRRR	Tackling Tougher Times	Invigorating retail and tourism sector	\$140,000	Unsuccessful
State Govt	Victoria Remembers Minor Grants	Sea Lake RSL landscaping	\$7,200	Unsuccessful
Vic Health – State Govt	Gender Equality Through Arts	Buloke Wellbeing and Equity Network	\$80,000	Unsuccessful
FRRR	Caring for Ageing Rural Australian's program	In a Better Place	\$10,000	Unsuccessful

Total amount applied for

\$22,027,124

3. Financial Implications

The funding applications have been factored into the current and forward budgets.

4. Cost Shift Considerations

There are no cost shift considerations within this report.

5. Community Consultation

There has been no community consultation completed in the preparation of this report.

6. Internal Consultation

Staff from within the management team have developed this report.

7. Legislative / Policy Implications

Many of the identified projects on this list are directly from the Council Plan, other Council strategies and master plans and the community plans.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report

9. Conflict of Interest Considerations

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

10. Conclusion

These funding outcomes represent an extremely positive outcome for the Buloke community and are an important element in delivering on the Council and Community Plan.

8.2.3 PROGRESS AGAINST ECONOMIC DEVELOPMENT AND TOURISM STRATEGY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: ED/03/08

Attachments: 1 [↓](#) EDTS Progress Report

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

RECOMMENDATION

That Council note the progress made against the Economic Development and Tourism Strategy.

1. Executive Summary

This report is provided to Council to note the progress made against the priorities and initiatives outlined in the Economic Development and Tourism Strategy.

2. Discussion

In August 2018, Council adopted a new Economic Development and Tourism Strategy. One of the key actions in the Year 2 Annual Plan was to report in June 2019 on the progress of the implementation of the Strategy.

Whilst the full progress report is an attachment to the report, some of the key highlights of the first eleven months of delivering the strategy include:

- Establishment of the Economic Development and Tourism Advisory Committee, with two meetings held;
- Commitment to the Better Approvals Project to streamline permits for businesses;
- Commencement of a Skills Demand Profile in partnership with the Victorian Skills Commissioner;
- Secured additional funding for three mobile blackspots across the Shire.
- Significant investment in tourism initiatives and infrastructure, including Trading of the Trail, Lake Tyrrell, Green Lake, Watchem Lake, Wooroonook Lake, Tchum Lake, Birchip streetscape, Silo and street art and travellers rest/public toilet upgrades;
- Partnering with Agriculture Victoria to deliver Internet of Things trial across the Shire;
- Applications made for a Buloke Branding Project and Investment Gap Analysis; and
- Employment of a new Economic Development and Tourism Lead.

The Economic Development and Tourism Strategy is a four-year plan, and solid progress has been made in the first year. Through this strategy, Council has had an increased focus on opportunities to explore and

3. Financial Implications

Many of the initiatives have been externally funded, whilst others are being delivered through the operational budget. By implementing these initiatives, it is hoped the financial and economic activity of the region is strengthened.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The Economic Development and Tourism Advisory Committee now provide a focussed consultative mechanism for Council's economic development and tourism priorities, and many of these projects will continue to be tested with the committee.

6. Internal Consultation

This report has been developed with input across the management team.

7. Legislative / Policy Implications

The Economic Development and Tourism Strategy is a key strategic document for Council and the implementation of the action plan is an important part of Council's role.

The need to report on progress against the Strategy was outlined in the Year 2 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications within this report.

9. Conflict of Interest Considerations

No Officer involved in the development of this report has a known conflict of interest

10. Conclusion

There has been solid progress made against the Economic Development and Tourism Strategy and many projects underway.

Strategy	Action No.	Action	Indicative timing	Progress	Notes
1. Enhance the role of agriculture within the Buloke Shire Council	1.1	Continue to actively seek intensive animal husbandry opportunities including achieving critical mass for value adding options from waste stream or for feed and litter	2019	Ongoing	It is anticipated that this will be informed by the industry, product and services gap analysis project
	1.2	Support and advocate for automation ventures such as AgTide.	2020-2021	Started	Council is a partner to the Agriculture Victoria Internet of Things trial surrounding Birchip. Project has been tendered and roll out to commence in mid 2019.
2. Build community capacity to facilitate economic development & tourism	2.1	Conduct research to identify gaps in services and products across the Shire and build business cases to attract private investment	2019-2020	Started	Project has been scoped and application in with RDV to fund project.
	2.2	Identify knowledge and skill gaps amongst business as well as a preference for training solutions	Late 2019	Started	At a regional level: Buloke Shire has partnered with Gannawarra Shire, RDA and Victorian Skills Commissioner to develop a skills demand profile. At a local level: Eco Dev & Tourism Lead scoping shire wide survey of businesses to determine skills gap and training needs in order to inform a business development program.
	2.3	Establish a Buloke Economic Development & Tourism Board with representatives from a range of towns and areas (Agriculture, Retail, Tourism) to provide advisory input in to Council on local priorities.	2019	Complete	Ongoing meetings (quarterly)
	2.4	Implement a business support system to interface with business and Council.	2020	Started	Council has signed up to the Better Approvals Project and process to commence in June.
	2.5	Support town communities to establish and oversee community enterprises in meeting local needs	2018	Started	Preliminary investigation has been undertaken to look at upskilling opportunities for community groups. Ideas are very embryonic at this stage
3. Ensure Council's continued and strengthened investment in Economic Development Support	3.1	Agree on a whole-of-council coordination of new business and business expansion, with nominated case officers.	Late 2018	Started	Council has signed up to the Better Approvals Project and process to commence in June.
	3.2	Decide on the most appropriate package of business and investment incentives to send a welcoming message to businesses.	2019-Early 2020 for 20/21 Draft Budget	Not started	No monetary incentives budgeted for in 19/20. No further investigation as yet. Ideas anticipated to be garnered when benchmarking for service review happens.
	3.3	Review the Municipal Strategic Statement (MSS) and other Council documents to ensure land use strategies are attractive to investment.	2020	In progress	A review of the MSS is underway.
4. Secure appropriate services to improve liveability and investment	4.1	Lobby for equity of access for Buloke businesses in accessing new technology.	2019	Ongoing	Secured funding for three mobile blackspots Heavy involvement in the development of the Mallee Digital Plan
	4.2	Develop a partnership to attract new technology providers and system developed to overcome current IT challenges.	2020-2021	In progress	Heavy involvement in the development of the Mallee Digital Plan, driven by the Mallee Regional Partnerships
	4.3	Ensure the Buloke Planning Scheme provides for quality housing options and potential rural residential allotments near townships.	2020	In progress	Rural Land Study review underway.

	4.4	Secure funding support to map current and develop new opportunities for Early Childhood education provision.	2018	Ongoing	Funding secured for Charlton Early Years Facility. Bids in for additional funding for Wycheproof and Sea Lake Secured funding for Maternal Child Health support
5. Secure funding for infrastructure to attract economic development	5.1	Regular seeking of investment for critical town and rural assets through grant programs	2019	In progress	Significant success with the Drought Funding and Safer Cumming Avenue project targetting critical town assets
	5.2	Having a clear asset management plan and project priorities pipeline to ensure shovel readiness when grants are released.	2019	In progress	Designs developed for priority projects (roads and streetscapes). Advocacy strategy in progress.
	5.3	Actively lobby levels of government for improved rural funding models that address asset renewal.	2018-2021	Ongoing	Active advocacy for both Federal Government (Roads to Recovery, HVSP) and State Government (Roads to Market, Fixing Country Roads)
	5.4	With Rail Freight Alliances, campaign for improved rail freight and infrastructure.		Ongoing	Council has written to relevant ministers advocating for improved freight connectivity and continue to campaign hard for the full completion of the Murray Basin Plan to be completed in full. Strong Councillor representation at RFA meetings and conferences
	5.5	Seek opportunities to promote public transport including sustainable funding models for community and transport.	Early 2019	In Progress	All five larger towns now have community transport options State election commitment to return passenger rail to Donald by Coalition \$15k project underway from Mallee Transport for promotional material for existing transport connections
	5.6	Prioritise advocacy for streetscape updates.	2019	Completed	Applications submitted (and successful) and projects prioritised in pipeline/advocacy documents
	6. Maximize regional economic development and tourism potential through partnerships	6.1	Present the benefits of all formal partnerships to Council for consideration.	2019	Completed
6.2		Active involvement in directing and participating in work programs and potential projects with partners. Consideration of how the projects lead to economic development for BSC such as preparing investment guides for legumes and oil seeds.	2020-2021	Ongoing	Eco Dev & Tourism Lead continues to be involved in collaborative projects with partners to achieve economic outcomes for BSC.
6.3		Work with NPC on attracting intensive animal value add products.	2019	Ongoing	Eco Dev & Tourism Lead has met with Wayne Street to discuss NPC.
6.4		Participate and support WMT initiatives including production of new prints and online visitor information.	2020	Ongoing	Eco Dev & Tourism Lead involved in WMT digital project, and the representative for BSC on WMT committee. Council will have strong involvement in priority projects such as Trading off the Trail.
	7.1	Continue targeted community grants program to support events.	2018-2021	Completed	Review of grants program completed and events remain available.
	7.2	Assist with event promotion including calendar of events online and in print.	2020	Not started	It is anticipated that this will be informed by the branding/marketing project
	7.3	Feasibility if chartered air services to tourism destinations.	2020	Not started	No progress

7. Tourism experience development	7.4	Incentivise shop owners to upgrade shop facades. Council could subsidise as part of streetscape improvement program.	Early 2019	Started	Project considered as part of grants review, however no additional funding has been sought. Looking towards ideas such as 'town blitzes' in partnership with community.
	7.5	Address the gaps in infrastructure facilities in towns to ensure the provision of essential, quality visitors amenities such as caravan parking, signage and improved public toilet facilities.	2019-2021	In progress	Application submitted for signage and public toilet facilities at a range of sites across the Shire. Significant improvements to streetscape at Birchip have been funded.
	7.6	Develop tourism signage strategy to encourage consistency in appearance.	2019	In progress	Eco Dev & Tourism Lead preparing Employee Requisition Form and Assignment Sheet for university student to complete audit and gap analysis of current tourism signage in the Shire to help inform the strategy. This component has been funded by RDA to the value of \$5K.
	7.7	Prepare Buloke Country marketing plan to includes as style guide, brand name, inclusive information and utilises commissioned photography.	2019	Started	This project has been scoped and a funding application is currently in with RDV.
	7.8	Improve the online content about Buloke Shire's attractions and services.	2020	Started	Eco Dev & Tourism Lead has begun scoping the update of Eco Dev section on website, which will also be considered in and dependent on Better Approvals Project.
	7.9	Develop thematic trails with adjacent shires to connect self-drive and coach visitors with key attractions and supporting services.	2019	In progress	This will be executed via WMT digital project which is due for completion in September. The project is being supported by Eco Dev & Tourism Lead.
	7.10	Improve the distribution of visitor information.	2020	In progress	Action will form part of implementation of Branding Project at a Buloke level, and part of WMT digital project at a regional level. Council have supported Buloke Tourism in the development of the Visitor Guide, due for completion shortly.
8. Promote the economic advantages of sustainability in the Buloke Shire	8.1	Continue the land use policy support for alternative energy provision in the Buloke Planning Scheme whilst also providing support and active engagement with potential small scale programs.	2020	In progress	Eco Dev & Tourism Lead arranged KIG Energy to attend Council briefing to discuss microgrid opportunity
	8.2	Develop a partnership to attract new technology providers and system developers to overcome IT challenges.	Late 2018	Not started	Projects such as AgTide, Internet of Things trial and mobile blackspot will allow community enterprise and farmers to overcome technology shortfall.
	8.3	Investigate the options for farmers to secure native vegetation offsets on their property for investment.	2019	Started	In discussions with DELWP about providing information sessions on native vegetation offset as an additional revenue opportunity for landowners

8.2.4 REPORT AGAINST VOLUNTEER ACTION PLAN

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: EM/02/03

Attachments: 1 [↓](#) Action Plan report

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council note the progress against the Volunteer Action Plan

1. Executive Summary

This report is provided to Council to report the progress against the Volunteer Action Plan in July

2. Discussion

Council developed and adopted its first Volunteer Action Plan in July 2018. As part of the Year 2 Annual Plan, Council made a commitment to report against the progress against the Plan at the June 2019 meeting.

The Buloke community and the operations of Council are incredibly reliant on the strength of the volunteer effort of our residents. The Buloke Shire has one of the highest rates of volunteerism in the state and recent tour of the Shire as part of National Volunteer Week, it was evident that volunteering was very important to all communities and also to all people that volunteer.

The attachment highlights a significant amount of work completed by Councillors, Council staff and other government and non-government stakeholders within the Buloke community. Some of the key initiatives include:

- Expansion of National Volunteers Week events across the five largest towns within the Shire;
- Improved promotion of the amount of volunteerism occurring across the Shire, through our print and media channels;
- Increased support to volunteer groups with funding opportunities, particularly through the Drought Communities Program and FRRR opportunities;
- Expansion of the Buloke Citizen of the Year Australia Day event to provide increased recognition of the volunteer work completed by our community members;
- Enhanced feedback (both written and oral) from volunteers to Council on the volunteer experience, barriers and potential opportunities going forward through the National Volunteers Week activities;
- Simplifying the process for police checks for our Meals on Wheels volunteers;
- Increase in Councillors and Council staff delivering Meals on Wheels deliveries to champion the volunteering effort; and
- Commencement of a review of Council's policies to ensure we support volunteers.

3. Financial Implications

The costs associated with the delivery of the Volunteer Action Plan have been included within the operational budget.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

The Volunteer Action Plan was developed through consultation with the community and the work completed as a result has been in partnership with key community stakeholder groups.

6. Internal Consultation

Staff within the Senior Leadership Team and the Community Development directorate have partnered in the development of this report.

7. Legislative / Policy Implications

The Volunteer Action Plan is an important strategy for our community and the importance is clear in the Council Plan 2017-21.

This report is a result of a direct commitment in the Year 2 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

Council has made good progress against the Volunteer Action Plan and continues to place high importance on the value that volunteers make across our Shire.

BULOKE VOLUNTEER STRATEGY (Adopted July 2) Status	Comments
1. BULOKE VOLUNTEERS ARE RECOGNISED	
1.1 Buloke Volunteers are Celebrated	
Actions	
1.1.1 Create opportunities for volunteers to be recognised for the valuable contribution they make to our Shire in a setting that rewards volunteers and offers a chance for them to put their feet up.	<p>After a light test of volunteer recognition in Donald in Volunteer Week 2018 which proved successful, in 2019 the events were spread across the Shire. Again, in a very informal way to gauge uptake and the best way to move this forward. Varied success across the towns, but around 100 volunteers were made a cup of coffee and offered some slice across the Shire during the week. These were held in conjunction with the local Neighbourhood Houses. Several of these took the opportunity to further acknowledge outstanding volunteers in their communities. Next year, there are plans to also take the Volunteer Recognition week to the smaller communities through the library service. There have been some read suggestions, feedback and ideas which has all been collected through these events. One includes encouraging the football leagues to take a weekend to acknowledge the volunteer work that goes into sport.</p> <p>Completed and Ongoing</p>
1.1.2 Take an active role in nominating Buloke volunteers for regional, state and national volunteer awards.	<p>It was encouraging to see Charlton Neighbourhood House instigate their own monthly volunteer recognition program on the back of the Buloke Shire volunteer week events. Throughout the organising and through feedback collected at the NVW events, names and potential nominees for awards have been collected. Discussions to happen with the Centre for Participation to include Buloke in their regional Volunteer recognition awards. Also promotion to be done to see some Community Groups nominate for the Regional Achievement and Community Awards which Buloke has seen success in in the past.</p> <p>In Progress</p>
1.1.3 Develop a regular program of recognising volunteers or highlighting their stories in our Community Matters page.	<p>Profiles, photographs and information to start this series was collected during NVW.</p> <p>In Progress</p>
1.1.4 Continue to promote our strong volunteering as one of the Shire's key strengths.	<p>Opportunity taken at every availability to promote Buloke's rate of volunteering - the second highest in the state - with the disclaimer that this is likely a base level, as many wouldn't recognise their work as volunteerism and tick the appropriate box on the census. These conversations have led to the possibility of sourcing funding to do some research into the actual rate of volunteering in Buloke. It underpins much of the liveability work undertaken too.</p> <p>Completed and Ongoing</p>
2. BULOKE VOLUNTEERS ARE SUPPORTED	
2.1 Support for volunteers	
2.1.1 Provide volunteer groups with information on funding, grants and requirements.	<p>This will always be ongoing. The recent rounds of FRRR information sessions proved a great example of genuine engagement with community groups and providing the insight in applying for grants combined with the message of the need to work together. The Shire Community Summits are proving an essential part of this information also. Talking to community groups about the ability of Council staff to assist in grant applications and capacity building within the groups has been a simple, but effective approach - many were unaware we are here to help, to bounce ideas off and assist. The library service also creates a great opportunity to carry this type of information as we build on it.</p> <p>In Progress</p>
2.1.2 Review and update Volunteering in the 21st Century information sheets on Buloke Shire website.	<p>Information sheets have migrated over to new website, but have not get been reviewed and updated. This is planned to take place as we get feedback from groups on the information and where the focus is.</p> <p>Not yet started</p>

2.1.3 Investigate support groups and organisations available to Buloke, link local volunteering groups with this support. Advocate for the delivery of volunteer organisation services and supports and training into Buloke.

Completed and Ongoing

Positive conversations had with Centre for Participation. Buloke Shire is now part of and regularly attends the Volunteer Co-ordinator Network meetings to see what other organisations ND Councils are doing. As part of 2019 NVW, free volunteer management training was delivered in Donald which saw seven community groups/organisations take part from across Buloke. This also opened access to these groups to an extensive database of resources, policy templates etc to draw from and make their job easier. There is appetite to run this again should funding allow. Meeting scheduled with CEO of Centre for Participation in late July to discuss strengthening this partnership.

2.1.4 Create opportunities for Buloke volunteers to share experiences, learnings and ideas. Listen to feedback and listen to feedback and incorporate it in to learnings.

Completed and Ongoing

The NVW week events drew some truly wonderful feedback. We asked all attendees to not only chat about volunteering challenges but also why they do it and what drew them to volunteer so we could use that information to learn from and encourage more volunteers. We have collected a fantastic array of feedback from people completing two sentences "I volunteer by..." and "I volunteer because..." with some taking the opportunity to fill out a more extensive profile for us to use in our promotion of local volunteers. Volunteers expressed gratitude for having the opportunity to chat about volunteering with other volunteers in a relaxed space, rather than while they are busy doing the volunteering (we banned them from the sink!). More of these opportunities would be easily created through the library service and through the neighbourhood houses to ensure its not just a token effort in the national week.

2.2 Involve volunteer group leaders/key community members in training attended by Council staff where applicable and possible.

Completed and Ongoing

The Way2Go Volunteer Management training was attended by BSC Community development alongside community groups which was a great way to show we all face the same challenges and we are all learning together. More opportunities of existing training that community members could benefit from to be identified.

2.2.1 Expand assistance in helping volunteers understand the necessary 'red tape' and checks and investigate how council can make the process easier.

In Progress

Council has signed up to the CrimCheck system to make the process of Police Checks a little smoother for our volunteers. We have found the best way to help volunteers understand the necessary red tape is to sit and have the conversation. Once it is understood why some of the checks and balances are there, it is often no longer an issue. In cases where there is unnecessary barriers, these can sometimes be addressed, or Council can facilitate the conversation and advocate on behalf of the community where applicable.

2.2.2 Further to updating current information sheets, create some simple, plain English tip sheets, or offer ones from volunteer organisations through our website, then help our community members understand them.

Not yet started

Some templates for these were included with the "Way2Go" Volunteer management training resource which Council staff will work with, alongside the updating of our policies, procedures, induction forms and handbook to reflect new requirements.

3. VOLUNTEERING IN BULOKE IS ACCESSIBLE AND WELCOMING

3.1 Identifying volunteer opportunities for everyone

In progress

This is an ongoing action, and while promoting existing volunteering opportunities opens them up to others, we have not as yet put a targeted focus on identifying volunteering opportunities for different cohorts.

3.1.1 Promote these positives and find opportunities for people of all abilities to volunteer.

In progress

We have heard some wonderful stories of people of all abilities volunteering during NVW 2019. One of the best answers we got to the "I volunteer because" activity was "I volunteer because I'm on a disability pension and the Government provides me with that, so I want to give back." This action will be more about promoting the existing stories rather than having to create them!

<p>3.1.2 Promote the benefits and opportunities in volunteering to new residents, support volunteer groups on ways to welcome in new volunteers with new ways of thinking.</p>	<p>In progress</p>	<p>Neighbourhood Houses have expressed interest in helping collate and disseminate local volunteering opportunity booklets to new residents. They have reported often new residents will come in asking the question of where they could volunteer to get to know the town. We have heard several great stories of new residents becoming Meals on Wheels volunteers and feeling a sense of inclusion in the community through this contribution (as well as getting to know their way around town).</p>
<p>4. RECRUIT MORE BULOKE VOLUNTEERS</p>		
<p>4.1 Create innovative ways for community groups to recruit new volunteers.</p>	<p>In progress</p>	<p>Conversations have opened about this - ideas include running skills sessions (i.e. how to make sandwiches for the Races guided y the Hospital Auxiliary members). Learning about the award winning groups and how they engage volunteers has also helped this conversation.</p>
<p>4.1.1 Develop volunteering link on Buloke Shire page to be more effective and user friendly.</p>	<p>In progress</p>	<p>Link has migrated across to new website, need to develop it. Was held off until new website was up and running properly.</p>
<p>4.1.2 Deliver volunteering information in a non-threatening way.</p>	<p>Completed and ongoing.</p>	<p>Success already through recognition events and the instigation of the strategy itself. This will always be ongoing but we have achieved a different conversation already judging by the recent NVW feedback.</p>
<p>4.1.3 Tell positive volunteer stories in different mediums.</p>	<p>In progress</p>	<p>Photos, words and information collected. Looking towards some small videos in the future.</p>
<p>4.1.4 Assist groups with writing position descriptions and advertisements for specific positions.</p>	<p>In progress</p>	<p>Wording needs to be changed to 'role descriptions' the Way2Go resource and Volunteering in the 21st century has some great templates, need to gain feedback how extra support looks on a town by town basis.</p>
<p>5. ASSIST VOLUNTEERS TO PLAN FOR THE FUTURE</p>		
<p>5.1 Work with volunteers to consider what the future of their service may look like.</p>	<p>Not yet started</p>	<p>A targeted project not yet commenced.</p>
<p>5.1.1 Facilitate future-based conversations: - What does membership mean to your group? - If numbers are low, is there an opportunity to partner with a neighbouring town? - Where can links be made between existing groups to bridge the generation gap?</p>		<p>Some towns are leading this on their own and sharing their examples has been great, especially when those people are often happy to share their knowledge and skills to other groups. But as a targeted project, this has not yet commenced.</p>
<p>5.2 Succession Plan</p>		<p>Not yet started</p>
<p>5.2.1 Work with volunteer groups to explore the benefits of succession planning for leadership roles.</p>		<p>Not yet started</p>

5.2.2 Investigate the feasibility of locally delivered volunteer group succession planning training.

Not yet started

6. LEAD BY EXAMPLE

6.1 Buloke Shire Councillors and Staff take up the challenge to be volunteer advocates.

Completed and ongoing

Buloke Shire Councillors and staff have increased their presence significantly in the Meals on Wheels program and staff are now a regular part of the roster, showing how easy it is to put a spot of monthly volunteering into your lunchbreak and spreading the word of its rewarding benefits. This has resulted in more volunteers putting their hand up for MOW in the community. Managers encouraged and supported staff to celebrate NVW and reflect on their own volunteering.

6.1.1 Tell stories of Councillors and Staff volunteering in their everyday lives.

In progress

Some collected, more to come.

6.1.2 Create a lead as an organisation which support volunteering through workplace policy and procedures.

In progress

Support already given to staff helping out on Meals on Wheels roster. Discussions had around volunteering being an important part of the transition to retirement policy. Full update being undertaken of our own volunteering policies to show the value we place on our volunteers as part of our organisation.

8.2.5 DJA DJA WURRUNG CORPORATION TREATY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: CS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

That Council commence formal discussions with the Dja Dja Wurrung Clans Aboriginal Corporation to explore opportunities for a local level Treaty.

1. Executive Summary

This report is presented to Council to formalise the intent to explore opportunities for a Treaty at a local level with the Dja Dja Wurrung Clans Aboriginal Corporation.

2. Discussion

Councillors and Staff have recently met with staff and traditional owners from the Dja Dja Wurrung Corporation (DDWCAC) to consider the opportunity for a local level Treaty.

This is an initiative which DDWCAC will lead, in consultation with other Aboriginal people and Torres Strait Islanders in this region, and it may have application for other LGAs and other traditional owners in Victoria.

The DDWC project encompasses discussions and consultations with LGAs and Dja Dja Wurrung community members as well as local bodies which represent other Aboriginal and Torres Strait Islanders living on Dja Dja Wurrung country.

Some of the initial aims of a proposed Treaty could include:

- Building on relationships with local government and the Recognition and Settlement Agreement so far as it hasn't delivered to extent the parties intended
- Securing agreement with local government based on mutual respect
- Promoting and formalising recognition of Aboriginal and Torres Strait Islander people and the Dja Dja Wurrung traditional owners at local government level
- Delivering tangible arrangements which address the social, economic and political needs of Indigenous people

Initial discussions examined initiatives such as education and awareness, enhanced opportunities to recognise traditional owners throughout the Shire, tourism development opportunities, partnering on designs and developments and culturally significant sites and a closer investigation into social procurement.

It is anticipated that further discussions will occur throughout the remainder of the 2019 calendar year.

3. Financial Implications

There are no current financial implications associated with the recommendation to commence formal discussions.

Any financial implications may become apparent as discussions progress and would be reported on prior to formalising a Treaty.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Opportunities to promote the relationship and recognition of traditional owners were key priorities raised by community members in the process of developing the Inclusiveness Strategy.

6. Internal Consultation

Councillors and senior staff have met with DDWCAC prior to the development of this report.

7. Legislative / Policy Implications

This recommendation fits closely with Councils responsibilities in the Recognition and Settlement Act and Inclusiveness Strategy. In addition, the development of indigenous trails and tourism opportunities are key initiatives in community plans and the Economic Development and Tourism Strategy

8. Environmental Sustainability

The discussions may unearth opportunities to promote and improve

9. Conflict of Interest Considerations

No staff members involved in the development of this report have a conflict of interest.

10. Conclusion

It is recommended that Council commence formal discussions with the Dja Dja Wurrung Clans Aboriginal Corporation to explore opportunities for a local level Treaty.

8.2.6 SUBMISSIONS FOR THE BULOKE SHIRE COUNCIL DRAFT BUDGET 2019-20

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/05/02

Attachments: 1 [↓](#) Sub No.1 2019/20 Draft Budget - VFF
2 [↓](#) Sub No.2 2019/20 Draft Budget - Donald Children's Centre
3 [↓](#) Sub No.2 2019/20 Draft Budget - Donald Children's Centre
(Quote)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council receives submissions in respect of the Draft 2019/20 Annual Budget adopted for public exhibition on 8 May 2019 in accordance with section 223 of the *Local Government Act 1989*.

1. Executive Summary

At the Ordinary Meeting of Council 8 May 2019, Council adopted the Draft 2019/20 Annual Budget for public exhibition. Written submissions were to be received until 4.00pm Friday 7 June 2019 and the public were invited to present their submissions to Council at its Ordinary Council Meeting of 12 June 2019. Council will then adopt a 2019/20 Annual Budget at the Special Council Meeting on 19 June 2019 after considering these submissions.

2. Discussion

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

Sub No.	Subject
1.	Victorian Farmer's Federation Policy Statement – Local Rates
2.	Donald Children's Centre – Upgrade to Outdoor Decking

Submissions have been attached to this report for consideration by Council.

Key budget initiatives and information on services provided by Council were highlighted on Council's social media platforms, providing Council the opportunity to receive direct comments from the community and individual residents on specific matters of interest. Feedback received through this medium included: long day care in Charlton, a request for maintenance and repairs in the Wycheproof Golf Club kitchen, minor upgrades to playground and recreation within Sea Lake and Green Lake, opportunities to increase opening hours and days for Council's swimming pool facilities and positive responses to Council's proposed investment into library book stock.

3. Financial Implications

The information received will inform Council's deliberations on the 2019/20 Annual Budget.

4. Cost Shift Considerations

Nil

5. Community Consultation

A Community Forum Summit was held on 16 April 2019 which included discussion on key assumptions and factors considered as part of the Draft 2019/20 Annual Budget preparation process.

Council advertised the Draft 2019/20 Annual Budget in local papers and made it available for inspection at the Wycheproof Council office and on Council's website. Members of the public were invited to make written submissions by 4pm on 7 June 2019.

Those who have made a written submission were invited to make a verbal submission to the Ordinary Council Meeting on 12 June at 7.00pm at the Wycheproof Supper Room.

6. Internal Consultation

Councillors have received briefings on the key assumptions and development of the Draft 2019/20 Annual Budget from February 2019 onwards, including presentations on proposed capital projects.

7. Legislative / Policy Implications

The Draft 2019/20 Annual Budget was developed in accord with the key principles and programs contained within Council's ten year financial plan adopted by Council in 2019. Rates and charges proposed under the Draft 2019/20 Annual Budget are in line with the Council adopted Rating and Revenue Strategy, and the Rating Policy.

This process is an integral part of the requirements of the *Local Government Act 1989*.

8. Environmental Sustainability

Environmental matters were considered as part of the Council services to be delivered under the proposed budget.

9. Conflict of Interest Considerations

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

Interests of Councillors and Officers who reside in the Buloke municipality do not exceed the interest generally held by Buloke Shire ratepayers.

10. Conclusion

Submissions received and presentations provided will form part of Council's consideration in respect of the Annual Budget to be adopted for 2019/20.



Victorian
Farmers
Federation

28 March 2019

Mr Anthony Judd
Chief Executive - Buloke Shire Council
PO Box 1
WYCHEPROOF VIC 3527

Dear Mr Judd,

Buloke Shire Council budget 2019-2020

Farmers in Buloke Shire Council are concerned about the future sustainability of rates and the impact of rates on farms, and thus take a great interest in the council's 2019-2020 budget.

To that end we request a copy of the draft council budget to be sent to policyteam@vff.org.au, when the draft budget is released.

Victorian Farmers Federation (VFF) members within Buloke Shire Council wish to work with the council to ensure a budget is delivered that is fair to all residents, businesses and allows farmers the ability to continue operation of viable businesses. We therefore request that as well as the rating cap applying to total rates, that the rating cap be applied to each individual rating category.

The VFF is looking to work with the council to ensure sustainability of both farms in the district and the council. Ultimately it is the VFF position that the pool of funding for rural and regional councils needs to be grown or responsibilities reduced, in order to lift the burden off a small local base.

Nationally, through the National Farmers Federation, we are pushing for larger federal infrastructure grants to be based on need rather than population. At a State Government level, we are pushing for clear guidance from the state government on the core business of local councils to stop the shifting of responsibilities onto local government. Additionally we campaigned extensively to get a review into the sustainability of the rating system and will be looking for the review to look at all options to try and find a new way forward, towards more sustainable local government.

We invite you to get in contact to discuss ways we can work together for the benefit of everyone in the community. You can contact Paula Fitzgerald, VFF Stakeholder Policy and Advocacy Manager on 9207 5621 or at policyteam@vff.org.au.

Please see below for our recently renewed Local Rates Position Statement.

Yours sincerely,

Christine Plant

Farm Business and Regional Development Committee Chair
Victorian Farmers Federation

VFF Policy Statement Local Rates

Adopted 21 February 2019
Confirmed 6 March 2019



It is policy that the following principles encompass the VFF policy on local government responsibilities and funding:

Responsibilities of Local Government

- The State Government must outline the core responsibilities of Local Government in legislation
- These core responsibilities should include:
 - Maintenance of local roads;
 - Control fire risk on roadside verges;
 - Control of pest plant and animals on Local Government owned land;
 - Provision of Municipal Planning;
 - Community services to an extent that all rate payers benefit (eg. local libraries, economic development or waste disposal if applicable to all rates payers, as voted by all ratepayers);
 - Hosting council meetings and community forums to inform the community on council activities;
 - Providing feedback to State Government on proposals and regulatory change that will affect the local area.
- Any additional community services that do not benefit all rates payers should be paid for through a service fee by those who use the service.
- Any funded activities outside of those core responsibilities should have to be justified to the community and passed through the Local Government budget process as a separate budget item to core responsibilities, to allow for any objections to this additional activity.
- Local Government must be evaluated annually on their performance against those core responsibilities, with the community made aware of the outcome of the evaluation.

Funding of Local Government

- Overview:
 - The VFF reject the use of property tax revenue as a funding stream for Local Government.
 - The VFF support the use of a municipal charge, grants and user charges as the funding streams for Local Government, and
 - The Local Government budgetary process must be transparent and clear to a layman, with a process for rate payers objections which is accessible to all those who pay rates.
- Federal
 - Given the large scale and economic importance of the road infrastructure controlled by Local Government, the VFF expect the Federal Government to significantly fund Local Government.

- If rating land forms apart of Local Government revenue, federal crown land should be rated.
- Any federal grants should be based on need rather than population.
- Call on the NFF to advocate for greater federal funding on behalf of the VFF.
- State
 - If rating land forms apart of Local Government revenue, state crown land should be rated.
 - Any state grants should be based on need rather than population.
- Municipal charge
 - A flat charge to each occupied dwelling should be used by all Local governments to fund core responsibilities, rather than the rating system.
 - This charge should be renamed to Community Charge.
 - If a rating system is in place, there should be a minimum requirement of a 20% municipal charge (community charge) with no maximum.
- User charges
 - For community services beyond the core responsibilities of Local Government, users of these services should be charged.
 - If community services which have user charges are cross subsidised by other sources of funding, in particular rates but also grants, this cross subsidisation should be made clear to all in the community through the Local Government budget process.
- Rating
 - The VFF does not support the rating of farm land in any circumstances.
 - Where farm land is rated, whether with differential rates or not, a rate cap of CPI cap should be separately applied to each individual rating category – general, residential, farm, commercial.
 - If rating land forms apart of Local Government revenue, the VFF does support the rating of house and curtilage on farm land at a rate commensurate with the level of services provided by the council to that property.
 - If farm land is rated, a differential rate must be applied to reduce the burden of rates on farm land.





Donald Childrens Centre Parent Advisory Group



June 4th, 2019

Donald Childrens Centre
6-12 Houston Street
DONALD Vic 3480

Dear Anthony,

Re: 2019/20 Buloke Shire Budget Submission

The Donald Children's Centre Parent Advisory Group are submitting a proposal for the upgrade of the outdoor decking at the Donald Children's Centre to be included in the 2019/20 Budget.

The deck was built as part of the new facility at the Donald Children's Centre during the new Centre build in 2014. From 2014 to now, hundreds of children have utilised this great facility for 3 and 4 year old Kindergarten Programs (YMCA), Family Day Care (Wimmera Uniting Care), Maternal Child & Health Service (Shire of Buloke), Mothers of Preschool Program and the 5 day week Long Day Care Service (YMCA), of which, the latter has recently celebrated its first birthday milestone.

The deteriorating condition of the deck has been a priority concern of staff and PAG at the Centre for a couple of years and this has been discussed and reported to council on several occasions. There has been none/if minimal maintenance of the deck since its installation which has resulted in the severity of the poor condition it is in currently.

An incident occurred at the Centre recently, in that a parent of a child that utilises the facility fell through one of the decking boards. The board was in such a deteriorated state it fell to pieces when simply walked upon. This incident has been heavily documented and reported to the Shire of Buloke and the YMCA of Ballarat. Fortunately for the Shire, in this case, the parent was not injured and no further action has been taken.

Our previous requests for action to be taken have been overlooked and once again, evidently, in the release of the 2019/20 Budget. We have sourced the professional opinion of local builder, Ryan Leeder of, Leeder Carpentry Pty Ltd for his inspection, recommendation and quotation on this matter. Refer attached quote.

This matter poses a great Occupational Health & Safety risk for staff, children, parents and other users of the Centre. If there is a further incident with the decking and an individual injured as a result, which is highly likely to occur considering its condition, there is a very strong paper trail that could see the Shire liable for any damages.

We hope you see this matter of great importance, and review and include in the budget for 2019/20

If you wish to discuss further please contact us on the numbers below.

Kind Regards

Vikki Burke
President
Donald Childrens Centre Parent Advisory Group
Phone 0407 358 894

Nicole Nunn
Treasurer
Donald Childrens Centre Parent Advisory Group
Phone 0407 311 575



QUOTE

Donald Kindergarten (Buloke Shire)

Date
3 Jun 2019

Quote Number
QU-180

ABN
54 625 674 437

Leeder Carpentry Pty Ltd
31 McCracken Ave
DONALD VIC 3480
Phone: 0488 709 707
E-Mail:
leedercarpentry@outlook.
om.au

Description	Quantity	Unit Price	GST	Amount AUD
To remove and replace all decking boards on main deck (not including round sitting area). All labour and materials:	1.00	33,659.09	10%	33,659.09

Note: Quote is for replacing boards ONLY. Quote does not include any adjustments or work on sub frame or stumps which may be required however is unforeseen and cannot be viewed without removing all boards.

Remove all existing boards and dispose of as required.
Remove stainless steel handrails and re install same existing rails once decking is re layed.

Apply joist protection to all timber joists.

Install 140mm merbau decking boards to replace entire decked area including all steps and ramps.

Apply new rubber non slip stickers where required.

Clean and oil boards once completed.

Recommendations:

Large tree stump at south east end to be completely removed.

Steel hand rails are flimsy and would recommend new sets of rails be at minimum bolted to sub frame or in the ground once decking has been removed for inspection.

Sub frame for deck could well need work to make good for new boards however this is unforeseen until all existing boards are removed.

Decking oil to be applied at a minimum once every 12 months, however I recommend applying twice a year, say April & October to protect from harsh winter and summer elements.

Subtotal	33,659.09
TOTAL GST 10%	3,365.91
TOTAL AUD	37,025.00

Terms

Thank you for the recent opportunity to consult with you concerning your project. The relative cost is a close estimate however does not include additional labour and materials should unforeseen problems or customer alterations arise.

Please note quotation is valid for 30 days only from above date.

Please feel free to contact me anytime with any questions or responses regarding the job.

Ph: 0488709707 or via email: leedercarpentry@outlook.com.au

Thank you,

Ryan Leeder
Leeder Carpentry Pty Ltd

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE AS AT 30 APRIL 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 [Income Statement 30 April 2019](#)
- 2 [Balance Sheet 30 April 2019](#)
- 3 [Cashflow Statement 30 April 2019](#)
- 4 [Cashflow Graph 30 April 2019](#)
- 5 [Capital Works Program 30 April 2019](#)
- 6 [Capital Works Graph 30 April 2019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council receives and notes the Financial Performance Report for the month ending 30 April 2019.

1. Executive Summary

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual recurrent operations. It also specifically includes capital income but does not include capital works expenditure. The surplus/(deficit) is disclosed at item B on the Income Statement (Attachment 1). So as operating revenues can be compared to operating expenditures, an adjustment is made to exclude all capital income. The presentation of this income statement and resultant surplus/(deficit) is reported at item A.

The reported surplus as at 30th April 2019 is \$2.148m. *Excluding* capital grants income of \$5.374m, a deficit of \$3.227m was recorded. The result is better than but mostly in line with budget (deficit \$3.638m) due to compensating variances in funded income and lower than anticipated expenses. Please refer to the notes listed on the Income Statement for explanation of specific variances.

The **Balance Sheet** effectively shows a summary of the value of Assets (what we own) and our Liabilities (what we owe), both of which balance off against each other to show Net Assets or Equity (our net worth). Council's net worth as at this accounting period increased to \$208m.

The **Cash Flow Statement** has been updated to include the cash flow projections based on the Forecast Budget. The actual to budget comparisons for July to December has been consolidated. The corresponding cash flow chart maps actual cash alongside budgeted cash and restricted funds. At 30 April 2019, Council's Cash and Cash Equivalents were \$15.7m. Cash flow remains strong in readiness for the \$7m loan repayment scheduled for November.

The **Capital Works Program** depicts \$8.096m of capital works having been expended to the end of this accounting period. The Annual Budget for capital works is \$14.454m to be funded by Capital Grants of \$7.5m. However, delays in some projects result in a lower Annual Forecast of \$12.709m reflecting these projects will be carried forward to FY19/20. Forecasted contributions have reduced to \$1.2m (from \$2.3m) but Council Cash of \$4.6m remains unchanged.

2. Financial Implications

The table below provides an overview of Council's financial performance as at 30 April 2019

Income Statement - Excluding Capital Grants and Contributions	YTD	YTD	YTD	Annual	Annual
	Actuals	Budget	Variance	Budget	Forecast
	\$(000)	\$(000)	\$(000)	\$(000)	\$(000)
Total Income	24,967	25,307	(340)	26,603	27,171
Total Expenses	28,193	28,945	752	32,936	33,242
Surplus/(Deficit)	(3,227)	(3,638)	412	(6,332)	(6,071)
Add back Capital Grants Income and Contributions	5,374	8,381	(3,006)	9,812	9,038
Surplus/(Deficit) including Capital Grants Income and Cont.	2,148	4,743	(2,595)	3,479	2,967
Capital Works Program	8,096	9,525	(3,554)	14,454	12,709
Cash and Cash Equivalents		Restricted	Un-Rest.	Total	
		1,430	14,277	15,707	

The following commentary is provided:

a. Total income excluding capital grants and contributions

The negative variance of \$340k results from delayed funding (2016 Floods) being partly offset by additional grants received during the year. Outstanding funding is expected before 30 June and the year end result should be higher than budget.

b. Total expenses

Favourable budget variance (\$752k) mostly due to flood restoration works below expected by \$1.27m (see note 7).

c. Capital Grant Income and Contributions

Capital grant income is below budget to 30 April (\$3.006m) mostly due to delayed funding for Lake Tyrrell and Roads to Recovery.

d. Capital Works Program Expenditure

Council has expended \$8.096m on capital works YTD this period. Significant increase in capital expenditure expected for final months of the financial year with projects nearing payment milestones.

e. Cash and Cash Equivalents

Council has cash of \$15.707m of which \$1.430m is restricted being committed to capital projects.

3. Community Consultation

No consultation with the community was required for the production of this report.

4. Internal Consultation

The reports have been prepared in consultation with the budget managers directly responsible for Council budgets.

5. Legislative / Policy Implications

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

6. Environmental Sustainability

This report has no direct impact on environmental sustainability.

7. Conflict of Interest Considerations

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

8. Conclusion

Surplus as at 30th April is mostly in line with YTD budget. Grant income for both operating and capital are behind where Council planned to be on a year to date basis. However, remaining monies are forecasted to come in before the end of the financial year.

Forecasting has been finalised in the reports provided and incorporated in Cash flow and Capital Expenditure charts to indicate 30 June positions.

Income Statement

Buloke Shire Council

30 April 2019

Income Statement - Excluding Capital Grants and Contributions	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000	Ref:
Income						
Rates and charges	13,322	13,316	6	13,316	13,325	
Statutory fees and fines	146	91	54	100	102	
User fees	627	620	7	777	759	
Grants - operating (recurrent)	3,666	3,455	210	4,425	4,514	1
Grants - operating (non-recurrent)	6,586	7,352	(766)	7,365	7,806	2
Grants - capital (recurrent) - EXCLUDED						
Grants - capital (non-recurrent) - EXCLUDED						
Contributions - cash	190	82	108	139	177	3
Contributions - capital - EXCLUDED						
Gain (Loss) on Disposal of Assets	41	0	41	10	10	
Other Income	114	108	7	127	132	
Interest	275	282	(7)	345	345	
Total Income excluding Capital Grants and Contributions	24,967	25,307	(340)	26,603	27,171	
Expenses						
Employee benefits	7,200	8,089	889	9,601	9,134	6
Materials and services	14,400	14,250	(151)	15,149	15,780	7
Bad and doubtful debts	1	0	(1)	52	53	
Depreciation and amortisation	5,910	5,884	(26)	7,061	7,185	
Finance costs	108	149	40	297	297	
Other expenses	574	574	(0)	776	793	
Total Expenses	28,193	28,945	752	32,936	33,242	
A Surplus/(Deficit) excluding Capital Grants and Contributions	(3,227)	(3,638)	412	(6,332)	(6,071)	
Add back Capital Grants Income and Contributions						
Grants - capital (recurrent)	591	918	(327)	1,224	1,252	10
Grants - capital (non-recurrent)	3,815	5,464	(1,649)	6,317	6,574	11
Contributions - capital	968	1,999	(1,030)	2,271	1,212	12
Total Capital Grants Income	5,374	8,381	(3,006)	9,812	9,038	
B Surplus/(Deficit) including Capital Grants Income and Cont.	2,148	4,743	(2,595)	3,479	2,967	

Notes:

- 1 More recurrent operating grant income received YTD than budgeted. Many *overs* and *unders* but principally greater receipts for CHSP Home Help (favourable variance of \$49K), Finance (\$28K), MCH (\$42K) and Supported Playgroups (\$28K).
- 2 Flood Natural Disaster Funding of about \$1.2M is outstanding at the time of this report but is anticipated by 30 June. This outstanding funding is partly offset by additional grant receipts for Birchip Kindergarten, Green Lake and other programs.
- 3 Contribution from Birchip Kindergarten received earlier than planned (\$45k) and Department of Treasury and Finance (\$29k) as *compensation* for Anl. Valuations. Also insurance reimbursement received regarding Donald landfill (\$23K)
- 6 A favourable underspend of \$889k on employee costs. Notable salary and on-cost underspending within Roads (\$292k), Finance (\$132k), Assets and Infrastructure (\$53k), Mun. Emg Mgt (\$88), Risk (\$70) and HR (\$74k). Some of these positions were temporarily filled by contractors (Finance and HR) and savings here are partially offset by overspends in Contractor payments included in Materials and Services.
- 7 The previous favourable timing variance in Materials and Services has now been spent with the completion of flood restoration works. Materials and Services now reflects an overspend of \$151K mostly due to the contractors engaged to accomodate staffing deficits earlier in the financial year (refer employee benefits above)
- 10 Roads to Recovery Federal Grant instalment overdue \$327K but expected before 30 June.
- 11 YTD \$5.464M of Capital Grants expected with only \$3.815M having been received to date of this report. This mostly relates to outstanding funding for the Lake Tyrrell Infrastructure upgrades (\$1.587M). With known construction delays, this project will be carried forward to FY19/20 and the budgeted grant income is not longer expected in this financial year as no further expenditure is anticipated before 30 June.
- 12 The annual forecast reflects negotiated contributions to capital projects. Contributions for Charlton Park and Donald Community Precinct remain outstanding but have been replacement by grant income in FY19/20.

Buloke Shire Council

Balance Sheet

As at 30 April 2019

	Actual April 2018	Actual April 2019	Annual Budget 2019	Variance LY to TY	Ref
	\$000's	\$000's	\$000's	\$000's	
Assets					
Current assets					
Cash and Cash Equivalents	18,925	15,707	13,924	(3,219)	1
Trade and Other Receivables - Current	2,608	4,062	1,491	1,454	
Inventories	119	64	119	(55)	
Non current assets classified as held for sale	0	0	0	0	
Other assets	242	22	544	(220)	
Total current assets	21,894	19,855	16,078	(2,039)	
Non-current assets					
Investment in associates	224	0	0	(224)	
Property, infrastructure, plant and equipment	180,471	190,075	186,895	9,604	
PIPE - Work In Progress		8,777			3
Total non-current assets	180,696	198,853	186,895	9,380	
Total assets	202,589	218,707	202,973	7,340	
Liabilities					
Current liabilities					
Trade and other payables	951	561	1,470	(390)	
Trust funds and deposits	68	176	114	109	
Provisions - Current	2,409	2,496	1,945	87	
Interest Bearing Loans and Borrowings - Current	0	0	7,000	0	
Total current liabilities	3,428	3,233	10,529	(195)	
Non-current liabilities					
Provisions - Non Current	536	485	1,077	(51)	
Interest Bearing Loans and Borrowings -Non Current	7,000	7,000	0	0	
Total-non current liabilities	7,536	7,485	1,077	(51)	
Total liabilities	10,965	10,718	11,606	(246)	
Net Assets	191,625	207,989	191,367	7,587	
Equity					
Accumulated surplus	95,486	99,222	99,899	3,736	
Reserves	90,992	106,608	87,989	15,616	
YTD Surplus / (Deficit)	5,147	2,148	3,479	(2,999)	
Total Equity	191,626	207,979	191,367	16,353	2

Notes:

- 1 Compared to last year cash has reduced by \$2.866m. Outstanding Flood Recovery funding of \$2.6m is expected before 30 June.
- 2 Council's net position is \$14.491m stronger than at this time last year.
- 3.1 As at 30 June 2018 (last year), PIPE Work in Progress was: \$ 1,627,744
- 3.2 For this accounting period, WIP is: \$ 8,777,456
- 3.3 WIP movement to this period is: \$ 7,149,712 This item matches Capital Works Expenditure.
- 4 Cash and Cash Equivalents balance per this period is: \$ 15,706,547 Matches movement in Cash Flow Statement.

Buloke Shire Council

Statement of Cash Flows 30 April 2019

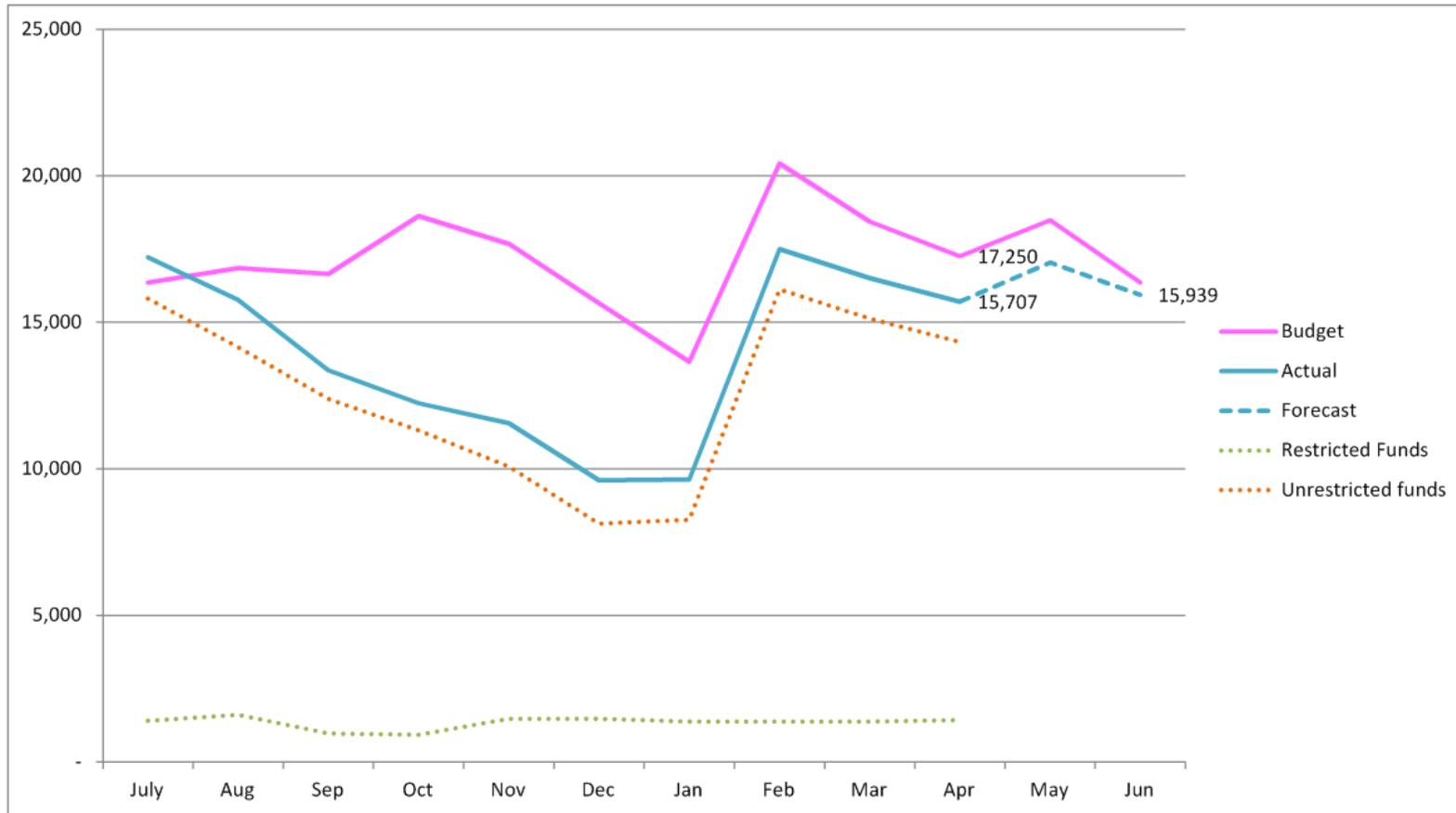
Notes	Actual		Budget		Actual		Budget		Actual		Budget		Actual		Budget		Forecast		Budget		Forecast		Budget			
	JUL - DEC 2018		Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19													
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
	Cash flows from operating activities:																									
	Rates and charges	2,825	3,147	794	734	7,777	7,661	523	611	335	392	506	503	270	269											
	Statutory fees and fines	39	41	14	0	11	4	10	7	10	3	3	3	42	42											
	User fees	(249)	514	284	(35)	22	133	15	74	60	34	55	55	79	79											
	Grants - operating	3,154	6,720	1,947	35	495	866	2,026	(403)	1,730	423	668	668	3,480	3,479											
1 & 3	Grants - capital	2,055	1,473	431	27	652	-	521	1,813	747	902	2,300	2,300	1,026	1,026											
	Contributions - monetary	314	760	82	579	207	327	103	34	451	148	518	518	45	45											
	Interest received	112	-	57	-	13	-	63	-	30	-	-	-	-	-											
	Trust funds and deposits taken	32	-	59	-	479	-	(562)	-	140	-	-	-	-	-											
	Other receipts	195	1,734	(12)	(12)	52	76	5	26	12	(64)	821	991	(1,878)	(2,267)											
	Net GST refund / payment	88	1,350	101	645	89	224	(120)	236	69	103	(217)	424	9	(18)											
	Employee costs	(4,259)	(4,844)	(735)	(744)	(708)	(746)	(737)	(733)	(737)	(723)	(952)	(952)	(859)	(859)											
2	Materials and services	(11,245)	(9,171)	(2,374)	(2,857)	(920)	(272)	(1,133)	(1,173)	(2,078)	(560)	(852)	(852)	(1,779)	(1,779)											
	Other payments	(251)	(341)	(15)	(26)	(235)	(306)	(39)	(37)	(33)	(33)	90	(96)	67	(72)											
	Net cash provided by/(used in) operating activities	(7,190)	1,383	631	(1,656)	7,935	7,966	676	455	736	625	2,941	3,563	502	(54)											
	Cash flows from investing activities:																									
4	Payments for property, infrastructure, plant and equipment	(3,269)	(5,857)	(581)	(334)	(57)	(1,206)	(1,652)	(2,437)	(1,518)	(1,810)	(1,462)	(2,186)	(1,604)	(2,069)											
5	Proceeds from sale of property, infrastructure, plant and equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-											
	Non Cash - Depreciation & Equity	(100)	-	(17)	-	(17)	-	(17)	-	(17)	-	-	-	-	-											
	Net cash provided by/ (used in) investing activities	(3,369)	(5,857)	(597)	(334)	(74)	(1,206)	(1,669)	(2,437)	(1,535)	(1,810)	(1,462)	(2,186)	(1,604)	(2,069)											
	Cash flows from financing activities:																									
	Finance costs	(108)	(149)	-	-	-	-	-	-	-	-	(149)	(149)	-	-											
	Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-											
	Repayment of borrowings	-	-	-	-	-	-	-	-	-	-	-	-	-	-											
	Net cash provided by/(used in) financing activities	(108)	(149)	-	-	-	-	-	-	-	-	(149)	(149)	-	-											
	Net increase/(decrease) in cash and cash equivalents	(10,667)	(4,623)	34	(1,990)	7,861	6,760	(993)	(1,981)	(799)	(1,185)	1,330	1,229	(1,102)	(2,124)											
6	Cash and cash equivalents at the beginning of the financial year / period	20,270	20,270	9,604	15,647	9,638	13,657	17,499	20,416	16,506	18,435	15,713	17,250	17,042	18,479											
	Cash and cash equivalents at the end of the financial year / period	9,603	15,647	9,638	13,657	17,499	20,416	16,506	18,435	15,707	17,250	17,042	18,479	15,941	16,355											
		1,476		1,374		1,374		1,374		1,430																
		8,131		8,267		16,125		15,132		14,332																

Notes

- 1 Capital Grant received in advance (2017/18)
- 2 Operating Expenditure carry forward
- 3 Capital Grant funding forecast in 2017/18 now to be received in 2018/19
- 4 Capital Works carry forward from 2017/18 program
- 5 Library equity received in 2017/18
- 6 Cash (including Financial Assets) at the end of 2018
- 7 Except for note 6, adjustments to be incorporated in mid year forecasts in readiness for 2019. They are not included in budget figures.
- 8 Principal assumption in determining budget cash figures is last year actuals as a percentage of cash budget.

Buloke Shire Council

Cash Flow Chart 18/19
as at 30 April 2019



Capital Works Program

30 April 2019

Buloke Shire Council

Asset Class	Project Description	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
	(Completed projects highlighted)					
Bld	BB0073 - Split system replacement program	6	-	6	15	15
Bld	BB0080 - Charlton Park 2020 Redesign	2,731	2,450	(539)	3,200	3,462
Bld	BB0089 - Wycheproof Office external refurbishment	-	-	-	-	16
Bld	BB0090 - Municipal offices renewal program	68	70	(2)	70	71
Bld	BB0091 - Swimming Pool renewal program	14	-	14	40	40
Bld	BB0092 - Donald Community Precinct Construction	1,120	1,200	(320)	1,925	1,938
Bld	BB0096 - Charlton Museum roof upgrade	-	25	(25)	25	18
Bld	BB0097 - Birchip Leisure Centre Laundry Demolition	16	12	4	12	16
Bld	BB0098 - Depot safety improvements	31	40	(9)	40	40
Bld	BB0099 - Sustainability developments project	-	50	(50)	104	104
Bld	BB0100 - Birchip pool painting	20	18	2	18	20
Bld	BB0101 - Birchip Leisure Centre Changeroom Redevelopment	-	-	-	-	10
	Sub-Total_Buildings	4,005	3,865	(920)	5,449	5,750
P&E	EI0051 - IT & Equipment replacement	116	120	(118)	155	167
P&E	EI0052 - Asset Management System - 2017	26	25	(25)	30	30
P&E	EI0053 - IT systems renewal	13	350	(350)	800	230
P&E	EI0054 - Phone system replacement	2	-	-	-	2
P&E	EP0002 - Major Plant	599	600	(588)	600	600
P&E	EP0003 - Small Plant	21	15	(8)	20	20
	Sub-Total_Plant & Equipment	776	1,110	(1,089)	1,605	1,049
FFF	EF0009 - HACC Minor Capital Works	2	-	2	-	-
FFF	EF0010 - Library books purchase	200	200	(200)	200	200
FFF	EF0011 - Library Project	19	-	19	-	19
	Sub-Total_Furniture Fittings & Fixtures	221	200	179	200	219
Infra_LF	IL0015 - Birchip upgrades -power connection and litter scre	32	30	2	30	37
Infra_LF	IL0016 - Sea Lake Transfer Station E-Waste	42	-	38	-	66
Infra_LF	IL0017 - Birchip Landfill E-Waste	70	-	69	-	92
	Sub-Total_Infrastructure_Landfill	143	30	108	30	195
Infra_Other	IO0084 - Streetscape Plan and Implementation Stage 1	46	125	(79)	125	-
Infra_Other	IO0085 - Playground Replacement program	3	-	3	60	60
Infra_Other	IO0086 - Park irrigation upgrades	28	40	(13)	40	40
Infra_Other	IO0087 - Park furniture/BBQ upgrades	4	-	3	20	20
Infra_Other	IO0088 - Lake amenities development (Stage 1)	981	800	44	800	970
Infra_Other	IO0090 - Tourism and Cultural Heritage signs	4	-	4	-	4
Infra_Other	IO0092 - Lake Tyrell infrastructure upgrades (Stage 1)	96	1,853	(1,758)	2,471	173
Infra_Other	IO0095 - Town entrances - tree planting	26	20	(20)	40	40
Infra_Other	IO0096 - Donald Skate Park	-	-	-	-	10
	Sub-Total_Infrastructure_Other	1,186	2,838	(1,816)	3,556	1,316

Ref: Notes

- * Project Carried Forward from 2017/18
- *1 Delays in the commencement of the Charlton Park project therefore funding delayed.
- *2 Expenditure and income for Museum project now expected in June 2019.
- 3 Project carried forward to FY19/20
- 4 IT System Project has had a change in scope due to opportunities with the Rural Council's Transformation Fund whereby monies will be allocated to rural Councils in a shared service arrangement for a new Corporate System. Council along with Loddon Shire intend to proceed with procurement of a new Records Management System.
- 5 The Lake Tyrell project has experienced delays mainly due to heritage issues. Forecast has been downgraded significantly.

Capital Works Program

30 April 2019

Buloke Shire Council

Asset Class	Project Description	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
Infra_Roads_R2R	IR7100 - Road Reseal Program	-	-	-	700	700
Infra_Roads_R2R	IR7240 - Final Seal - Yuengroon Road	59	70	(11)	70	70
Infra_Roads	IR7241 - Northern earth road soft crests	-	100	(100)	150	150
Infra_Roads_R2R	IR7242 - Corack East-Chirrup Rd (Corack) (4600m)	140	127	13	127	140
Infra_Roads_R2R	IR7243 - Blairs A Rd (Nareewillock) (1150m)	38	36	2	36	38
Infra_Roads_R2R	IR7244 - Cooks and Kerrs Road (Narraport) (5000m)	112	84	28	84	112
Infra_Roads_R2R	IR7245 - Sea Lake Springfield Rd (Sea Lake) (1850m)	74	80	(6)	80	74
Infra_Roads_R2R	IR7246 - Speed Estate School Bus Rd (Nandaly) (5000m)	150	145	5	145	147
Infra_Roads_R2R	IR7247 - Charlton - Swan Hill Road (Glenloth) (3,000m)	90	64	(49)	64	64
Infra_Roads	IR9007 - Major Patch Program 2016/2017	10	100	(90)	100	100
Infra_Roads	IR9015 - Birchip-Corak Pavement Renewal	47	400	(353)	822	822
Infra_Roads_R2R	IR9016 - Yuengroon Road Pavement Renewal	965	-	740	960	960
Infra_Roads	IR9021 - Watchem Warracknabeal Road - Ch 10.810km to Ch 12.	-	-	-	-	527
Sub-Total_Infrastructure_Roads		1,685	1,206	178	3,338	3,905
Infra_Ft Pth	IF0025 - Horace Street, Sea Lake (St Marys)	-	36	(36)	36	36
Infra_Ft Pth	IF0026 - Davies Street, Charlton (Charlton College)	-	50	(50)	50	50
Sub-Total_Infrastructure_Footpaths		-	86	(86)	86	86
Infra_Drainage	ID0020 - Donald Flood Study - Levee Development Stage 2	71	120	(48)	120	120
Infra_Drainage	ID0023 - Charlton Drainage Design	10	70	(61)	70	59
Infra_Drainage	ID0024 - Charlton Flood Levee -Feasibility	-	-	-	-	10
Sub-Total_Infrastructure_Drainage		80	190	(108)	190	189
Total Capital Works Program		8,096	9,525	(3,554)	14,454	12,709

Ref: Notes

6 Project to start in May 19

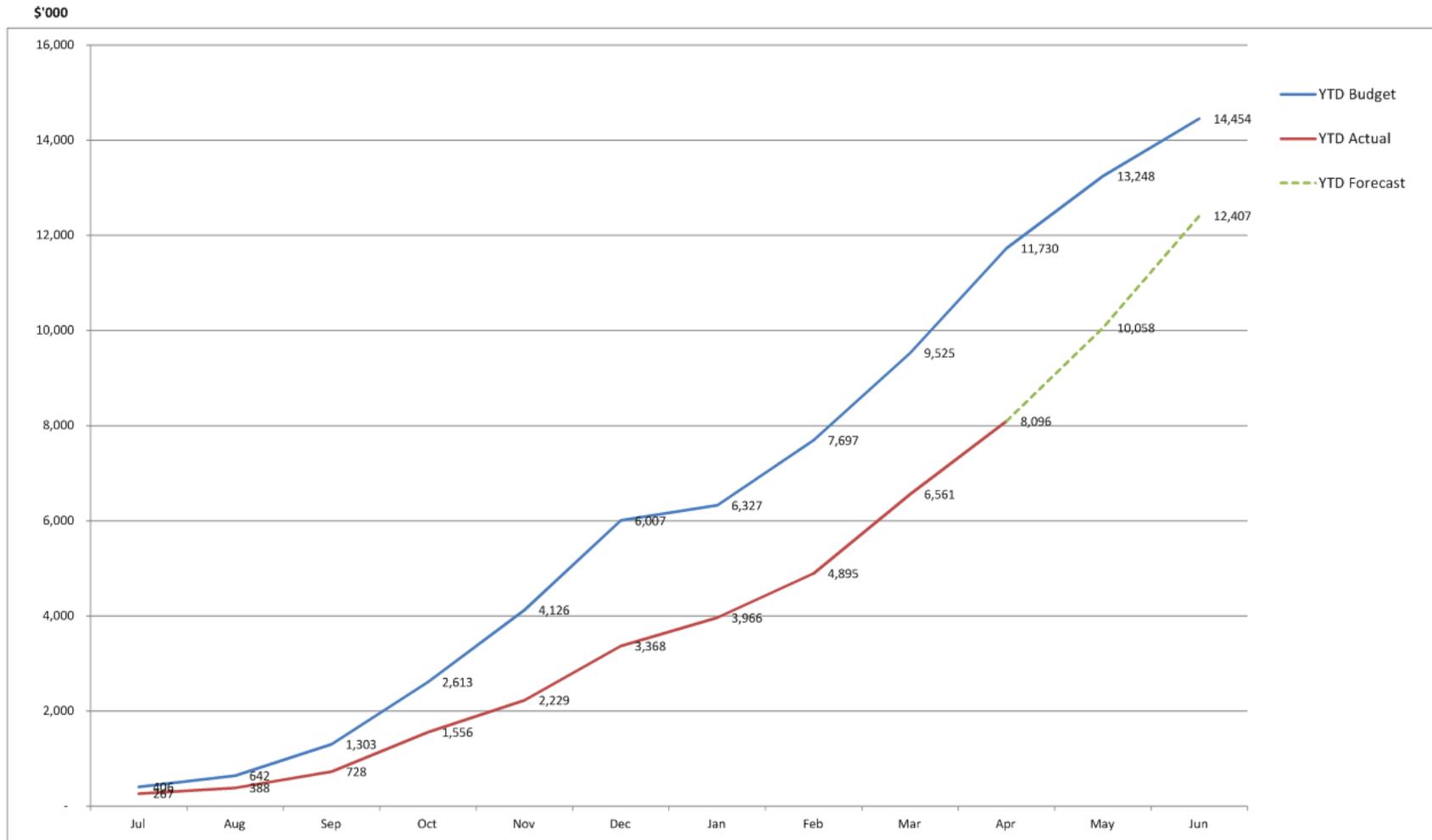
6 Project to start in May 19

30 April 2019

	YTD Actuals \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
Capital Income					
Grants - Capital (recurrent)	591	918	(327)	1,224	1,252
Grants - Capital (non-recurrent)	3,815	5,464	(1,649)	6,317	6,574
Contributions - Capital	968	1,999	(1,030)	2,271	1,212
Council Cash				4,642	4,642
Total Capital Income	5,374	8,381	(3,006)	14,454	13,680
Total Expenditure on Capital Works	6,948	9,525	(3,554)	14,454	12,709
Capital Works Program Net Result	(1,574)	(1,145)	548	(0)	971

7 Refer Income Statement Notes 10-12 regarding capital income variance YTD

Buloke Shire Council
Capital Works Program 2018/19
Cummulative Capital Expenditure as at 30 April 2019



8.3.2 DRAFT AUDIT COMMITTEE MEETING MINUTES 8 MAY 2019

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 [↓](#) Draft Audit Committee Meeting Minutes - 8 May 2019

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Council notes the draft Minutes of the Audit Committee meeting held on 8 May 2019.

1. Executive Summary

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

2. Discussion

At its 8 May 2019 meeting, the Committee considered the following matters:

- Outstanding Actions
- Audit Committee Work Plan
- Presentation by JLT Insurance Brokers on Councils insurance products
- Progress of the Internal Audit Program and the forward program
- Internal Audit for Children's Services
- Internal Audit plan for Plant and Fleet Management
- Draft Procurement Policy
- Draft Information Privacy Policy
- Draft Revenue and Rating Strategy and Policy
- Interim Report for Local Government Performance Reporting
- Draft Risk Register
- Draft Financial Performance as at 31 March 2019
- External VAGO Audit Strategy 2019 for audit to be conducted by Accounting and Audit Solutions Bendigo

3. Financial Implications

The cost of the Audit Committee function is incorporated into the 2018/19 Annual Budget.

4. Cost Shift Considerations

There are no cost shift implications associated with the Committee.

5. Community Consultation

Not applicable

6. Internal Consultation

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

7. Legislative / Policy Implications

Council is required under the *Local Government Act 1989* to create and maintain an Audit Committee.

8. Environmental Sustainability

Not applicable.

9. Conflict of Interest Considerations

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

10. Conclusion

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



AUDIT COMMITTEE MEETING

MINUTES

Wednesday 8 May 2019
Commencing at 2:00pm

Charlton District Office
1 High St, Charlton

Anthony Judd
Chief Executive Officer
Buloke Shire Council

ORDER OF BUSINESS

1. WELCOME

The Chair opened the meeting and welcomed those present.

2. RECEIPT OF APOLOGIES

Cr Pollard, Steve Jacobs (AASB Audit)

3. ATTENDEES

Jessica Adler (Chair), Tom Evans (Member), Margaret Abbey (Member), Cr Carolyn Stewart (Mayor), Anthony Judd (CEO), Hannah Yu (Director Corporate Services), Aileen Douglas (Manager Finance), Cr Darryl Warren, Kathie Teasdale (RSD Audit), Blessing Mendoza (RSD Audit), David Pell (AASB Audit), Jerri Nelson (Director Community Development), Zoe Watts (Manager Governance), Zoran Romanovski (JLT Insurance Brokers), Jennifer Hewett (Governance Officer).

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

That the Committee adopt the Minutes of the Audit Committee Meeting held on Wednesday, 6 February 2019.

MOVED: TOM EVANS

SECONDED: MS. MARGARET ABBEY

CARRIED.

Minutes were confirmed and signed by Chair.

5. CHIEF EXECUTIVE BRIEFING

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

The Chief Executive Officer advised there are no current outstanding legal matters. The following matters were raised for the information of the Committee:

- The Draft Annual Budget 2019/2020 will be tabled at Council's 2019 May Ordinary Meeting, for consideration to give public notice of the proposed budget, and inviting public submissions. Presentations in support of written submissions received, will be heard at the Ordinary Meeting 12 June 2019.
- The draft Revenue and Rating Strategy and draft Rating Policy was adopted by Council at its Ordinary Meeting 10 April 2019 for public exhibition, and submissions were invited from the community until 3 May 2019. Extensive community consultation was undertaken by Councillors. No submissions were received by Council.
- The Victorian Auditor General has advised an audit on Council libraries will be undertaken from May to June 2019. Council has been selected to participate in the audit.
- Council anticipates it will be advised on the outcome for the Rural Council Transformation Program in June 2019. Council is still proceeding with implementing a new payroll system to ensure compliance with Australian Tax Office reporting requirements.

- Additional funding announcements by the federal government includes \$3 million for tourism and \$1 million for drought. Proposed projects are aligned with Council's 2030 Integrated Plan.
- Regional Roads Victoria has announced funding of \$2 million and adjustments have been made to the proposed 2019/20 budget accordingly.
- Victorian Electoral Commission (VEC) will be undertaking an Electoral Representative Review commencing in June 2019.
- The Chief Executive Officer has had the opportunity to meet with the new Minister for Local Government, the Hon. Adem Somayurek.

In response to a question regarding the status of Council's Enterprise Agreement, the Chief Executive Officer advised the Agreement was approved by the Fair Work Commission in December 2018 and will remain in place for a period of three years.

6. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of interest.

7. MATTERS FOR DECISION / DISCUSSION / NOTING

7.1	INSURANCE PRESENTATION	4
7.2	OUTSTANDING ACTION ITEMS	5
7.3	AUDIT COMMITTEE WORK PLAN	6
7.4	INTERNAL AUDIT PROGRAM - PROGRESS UPDATE	7
7.5	INTERNAL AUDIT - CHILDREN'S SERVICES	8
7.6	INTERNAL AUDIT PROGRAM - PLANT & FLEET MANAGEMENT AUDIT	9
7.7	FORWARD PLAN - INTERNAL AUDIT PLAN	10
7.8	DRAFT PROCUREMENT POLICY	11
7.9	INFORMATION PRIVACY POLICY	12
7.10	DRAFT REVENUE AND RATING STRATEGY & POLICY	13
7.11	LOCAL GOVERNMENT PERFORMANCE REPORTING - INTERIM REPORT	15
7.11	RISK MANAGEMENT - RISK REGISTER	16
7.13	DRAFT FINANCIAL PERFORMANCE AS AT 31 MARCH 2019	17
L.1	BULOKE SHIRE COUNCIL - AUDIT STRATEGY 2019	20
L.2	INTERIM MANAGEMENT LETTER - VAGO	21

8. ANY OTHER BUSINESS

9. MEETING CLOSE

NEXT MEETING

THE NEXT AUDIT COMMITTEE MEETING WILL BE HELD IN THE WYCHEPROOF SUPPER ROOM, 367 BROADWAY WYCHEPROOF ON WEDNESDAY, 4 SEPTEMBER 2019 AT 10:00 AM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

7. MATTERS FOR DECISION / DISCUSSION / NOTING

7.1 INSURANCE PRESENTATION

Author's Title: Governance Officer

Department: Corporate Services

File No: FI/09/02

Attachments: 1 JLT Insurance Presentation

RECOMMENDATION

That the Audit Committee Meeting note the information provided in the Insurance presentation.

1. Purpose

Council's Insurance Brokers, Jardine Lloyd Thompson (JLT) have been invited to present to the Audit Committee on the insurance market and the services provided by JLT.

2. Discussion

Zoran Romanovski from JLT Insurance Brokers presented to the Committee and provided information on Council's insurance portfolio, claim analysis and the insurance market trends.

The Committee requested a presentation on a biennial basis.

7.2 OUTSTANDING ACTION ITEMS

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Outstanding Action Items

MOTION:

That the Audit Committee Meeting notes the status of the outstanding action items.

MOVED: TOM EVANS

SECONDED: MS. MARGARET ABBEY

CARRIED.

1. Executive Summary

The attachment to this report contains outstanding actions and their current status. It identifies the source of the action, whether from an audit or a direct request of the Audit Committee, also the timeframes on which it will be complete.

Officers are required to provide updated commentary and to advise when an action is complete. Once complete to the satisfaction of the Audit Committee, the action will be removed from the report.

Over the past 12 months, from May 2018, there were 52 action items to be addressed with a further 22 added from the outcomes of 3 internal or external audits. A total of 59 action items have been addressed, leaving 15 outstanding actions items listed with 5 that are proposed to be closed in this meeting.

Current comments are indicated by red font.

2. Discussion

The Committee noted progress on implementation of Asset Management recommendations. The Chief Executive Officer confirmed the long term nature of the project, and confirmed a presentation will be made to the Committee at its 2019 September meeting, which will incorporate the triennial review of condition assessment data.

The Committee agreed with the recommendation to remove proposed items from the outstanding actions list.

7.3 AUDIT COMMITTEE WORK PLAN

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Audit Committee Work Plan

RECOMMENDATION

That the Audit Committee Meeting review the attached Audit Committee Annual Work Plan.

1. Purpose

The Audit Committee Annual Work Plan incorporates all matters to be considered by the Audit Committee over a twelve month period, including matters outlined in the Audit Committee Charter adopted by Council in November 2017.

The attached Annual Work Plan (AWP) has been updated to reflect the status of current documents and processes, and key documents and initiatives to be considered within the 2019 Audit Committee meeting schedule, that are known.

The AWP is a dynamic document, which will be reviewed and adjusted at each Audit Committee Meeting. Additional items will be added to the AWP, as they become known.

2. Discussion

The Committee noted the status of items within the Annual Work Plan, and requested the Plan be updated to include the biannual asset management presentation.

7.4 INTERNAL AUDIT PROGRAM - PROGRESS UPDATE

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Internal Audit Progress Report

RECOMMENDATION

That the Audit Committee Meeting note the Progress Update from Council's Internal Auditors – RSD Audit.

1. Purpose

The 2017-2019 Audit Program was endorsed by Audit Committee at its meeting on 28 April 2017. The objectives of the Internal Audit program are to provide a risk based, cyclical, strategic plan which focuses on the organisations risks and internal control systems. The progress update provides an update on the status of the Internal Audit program.

RSD Audit has provided a summary of recent reports and publications by government agencies and other sources that may impact on public sector agencies.

The Internal Audit Program - Progress Update is attached.

2. Discussion

Kathie Teasdale, Partner at RSD Audit, provided an update on status of planned internal audits. Further information provided regarding recent reports and publications relevant to local government.

The Committee requested an internal review undertaken against key findings and recommendations within Local Government Inspectorate Examination Reports into West Wimmera Shire Council and Yarriambiack Shire Council.

7.5 INTERNAL AUDIT - CHILDREN'S SERVICES

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Internal Audit Report - Children's Services

RECOMMENDATION

That the Audit Committee notes the Internal Audit – Children's Services Report dated March 2019 from RSD Audit.

1. Executive Summary

Council's Internal Auditors, RSD Audit, undertook a review of Council's Children's Services in accordance with Council's Audit Plan.

The Internal Audit for Children's Services was undertaken in March 2019 and actions arising from the report will be incorporated into the Action Items Report.

2. Discussion

Blessing Mendoza, RSD Audit, provided an executive summary of the audit, including legislative compliance and assessment of Council activities against established standards.

The Committee noted the overdue status of Council's policy and associated procedure.

7.6 INTERNAL AUDIT PROGRAM - PLANT & FLEET MANAGEMENT AUDIT

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Internal Audit Scope - Plant & Fleet Management

RECOMMENDATION

That the Audit Committee notes and approves the draft scope from the Internal Auditor on Plant and Fleet Management dated 18 January 2019.

1. Executive Summary

At the February 2019 Audit Committee Meeting, the Audit Committee agreed with Council's proposal to schedule an internal audit for Plant and Fleet Management this year and to defer the internal audits on Data Mining and Building Maintenance.

The proposed draft scope for the internal Plant and Fleet Management audit was forwarded to members of the Audit Committee during January 2019, seeking feedback in relation to the draft scope (copy attached). No feedback on the scope has been provided to date, so Council is proposing to finalise the draft scope in its current form.

The fieldwork for the internal audit for Plant and Fleet Management is scheduled in the fourth quarter of 2019.

2. Discussion

Kathie Teasdale, RSD Audit, provided an executive summary and scope of the proposed Plant and Fleet Management Audit.

7.7 FORWARD PLAN - INTERNAL AUDIT PLAN

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Extension of Internal Audit Plan - FY20

RECOMMENDATION

That the Audit Committee note and discuss the Extension of Internal Audit Plan – FY20.

1. Executive Summary

In 2016 RSD Chartered Accountants (RSD) were appointed by Council to provide internal audit services to Council for a period of 4 years (until 30 November 2020).

As part of this appointment, RSD were requested to design a 3 year Audit Program. The 2017-2019 Audit Program was endorsed by the Audit Committee at its meeting on 28 April 2017.

Council has asked RSD to prepare its Audit Program for the final 12 months of its contract, for review and discussion by the Audit Committee. The attached Extension of Internal Audit Plan – FY20 sets out the proposed audits and timeframes until June 2020.

It is noted by Council that there is scope for an additional audit to be undertaken between July 2020 and November 2020.

2. Discussion

Kathie Teasdale, RSD Audit, presented a summary of completion status of the 2017-19 internal audit plan, and the proposed internal audit plan for 2020.

7.8 DRAFT PROCUREMENT POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM/14/17

Attachments: 1 Draft Procurement Policy

MOTION:

That the Audit Committee endorses the attached draft Procurement Policy.

MOVED: JESSICA ADLER

SECONDED: TOM EVANS

CARRIED.

1. Executive Summary

Council is required to review and adopt its Procurement Policy at least once in each financial year in accord with s186A of the *Local Government Act 1989*. The intent of the annual review is to ensure principles and key processes are consistent with best practice and good governance.

As part of the 2018 review of the Procurement Policy, Council removed the procedural elements and financial delegations within the policy which are now included in the Buloke Shire Council Procurement Procedure and in its Instruments of Delegation.

As part of the 2019 review, only minor changes are proposed which includes a section on quotations and an update to the definitions section.

2. Discussion

Zoe Watts, Manager Governance, provided an overview of the proposed changes to the Procurement policy recommended as part of the annual review.

The Committee advised consideration be given to clarifying procurement guidelines during declared emergencies.

7.9 INFORMATION PRIVACY POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM/14/17

Attachments: 1 Draft Information Privacy Policy

MOTION:

That the Audit Committee endorse the attached Information Privacy Policy

MOVED: MS. MARGARET ABBEY

SECONDED: TOM EVANS

CARRIED.

1. Executive Summary

The *Privacy Data Collection Act 2014* requires Victorian public sector organisations to comply with the ten information privacy principles governing the collection, management, use and disclosure of personal information. It is a requirement to have a policy setting out Council's management of personal information.

At present Council does not have a privacy policy in place, and is seeking to adopt a policy by July 2019.

A copy of the proposed draft policy is attached.

2. Discussion

The Committee requested further information regarding Council records collected and maintained under the *Health Records Act 2001*. The Director Corporate Services took the Committee's question on notice.

The Committee noted Council collects information on property and property ownership but that this is not included within the definition of a document within the proposed policy. Further, the Committee advised consideration be given to clarifying Council's position when information maintained by Council is requested from a state government agency.

Discussion held regarding the interaction between Information Privacy Principles and Freedom of Information.

7.10 DRAFT REVENUE AND RATING STRATEGY & POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: RV/11/01

Attachments: 1 Draft Revenue & Rating Strategy
2 Draft Rating Policy

RECOMMENDATION

That the Audit Committee notes the attached Draft Revenue and Rating Strategy and Draft Rating Policy.

1. Executive Summary

Council made a commitment in the 2018/19 Annual Budget to develop a four year Rating and Revenue Strategy setting out the system of rates and charges to be adopted by Council for the purpose of distributing the rates burden across the Buloke municipality, on a fair and equitable basis.

Council appointed an external consultant to support the development of the Revenue and Rating Strategy, in consultation with a Council-appointed Rating and Revenue Strategy Reference Group (the Reference Group) and the wider Buloke community.

The attached draft Revenue and Rating Strategy, and draft Rating Policy has been developed incorporating feedback received from consultation with the Reference Group, the community, and Councillors.

Draft Revenue and Rating Strategy

Key proposals within the draft Revenue and Rating Strategy for 2019-23 years include:

- General rates levied using differential rates on Capital Improved Valuations:
 - Residential rates at 100% of the General rate
 - Farm rates at 82% of the General rate
 - Commercial rates at 100% of the General rate
 - Industrial rates at 100% of the General rates;
- Municipal Charge levied on all rateable properties maintained at \$170;
- Service rates and charges levied for kerbside garbage and recycling for eligible properties on the basis of full cost recovery;
- Deferments and/or waivers of rates and charges in specific hardship cases;
- Rebates and concessions offered in some circumstances as set out in legislation, such as for the State funded Pensioner Rebate Scheme, as per Council policy and other agreements;
- Rates may be paid by quarterly instalment or as a yearly lump sum payment in February.

Draft Rating Policy

The purpose of the proposed Rating policy is to establish the framework for setting Council's four year Revenue and Rating Strategy. It provides for an annual review and possible adjustment in intervening years where Council is of the opinion that the Revenue and Rating Strategy does not provide for the equitable imposition of rates and charges.

A summary of the policy is set out below:

Buloke Shire Council Audit Committee Meeting Minutes

Wednesday, 8 May 2019

- Council will give consideration to the good practice taxation principles where determining equitable imposition of rates and charges;
- Council will use the Capital Improved Value valuation method to satisfy equity principles and utilise differential rates;
- Council will approve a differential rate for farms, in recognition of the changes to property values relative to other categories, the high value of land as an input to farm operations, the contribution that the farm sector makes to the economic activity of the Shire, and the lower level of service usage associated with their rural isolation;
- Council will levy a municipal charge on the grounds that all properties should contribute to its administrative costs;
- Council will levy a charge for kerbside garbage and recycling services on the basis of full cost recovery;
- Council will levy special rates and charges wherever it believes these may be appropriate;
- Council will allow payment of rates and charges by lump sum in February, as well as in quarterly instalments.

Additionally, the following parameters have been proposed for the purposes of determining when a detailed review of the Revenue and Rating Strategy is required in any budget year:

- The 2019-20 rate burden for any differential rate category changes by +/- 1% or greater following a general revaluation of properties;
- Any change in the legislative framework that materially impacts the equitable imposition of rates and charges.

At the time of writing this Report, the draft Revenue and Rating Strategy and draft Policy are on public exhibition with the submission period for the draft documents closing on 3 May 2019.

2. Discussion

The Committee noted no submissions on the draft documents at the close of the submission period.

The Committee noted the continuance of levying a municipal charge under the proposed strategy and policy.

The Chief Executive Officer confirmed processes in place to establish full cost recovery for waste management services.

Discussion held regarding the impact of rate capping in the local government sector. The Committee noted rate capping has been included in the 2018 Local Government Bill.

7.11 LOCAL GOVERNMENT PERFORMANCE REPORTING - INTERIM REPORT

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Sustainable Capacity and Service Performance Statements
2 Financial Performance Statement - Mid Year 2019

RECOMMENDATION

That the Audit Committee Meeting note the interim Local Government Performance Reporting Performance Statements.

1. Purpose

The Victorian Government established the Local Government Reporting Framework (LGPRF) in 2014 to give consistency in the way councils measure and report on their performance.

These performance indicators are presented in the form of statements for the purposes of reporting, and the attached statements reflect mid-year results (31 December 2018) for the Buloke Shire. It is important to note that being mid-year some indicators are only available at the end of the financial year.

The Financial Performance indicators show both YTD actual (to 31 Dec 2018) and the 2019 Forecast. The Forecast figures shown in this report reflect the data shown in Council's Long Term Financial Plan, and are subject to change when the 2019/20 budget is adopted.

2. Discussion

Jennifer Hewett, Governance Officer, advised there are no significant variances to previous years or Council's forecast financial position and performance.

The Committee noted the change in non-current liabilities compared to own source revenue, resulting from the \$7M loan repayment scheduled in November 2019.

7.11 RISK MANAGEMENT - RISK REGISTER

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments:

- 1 Risk Analysis Report
- 2 Risk Audit Report | Extreme and High

RECOMMENDATION

That the Audit Committee note and provide feedback on Council's draft Risk Register.

1. Executive Summary

Council and management is responsible for reviewing all major strategies and actions for their impact on the risk facing the organisation. Additionally, management is responsible for establishing and maintaining an effective system of internal control that supports the achievement of Council's objectives.

The risk register is a useful tool in providing an analysis of Council's key risks. It ensures there is a common and consistent understanding of risks facing Council. The register is also a means of communicating key risks to the Audit Committee.

In 2018 the Audit Committee requested further information on risks actions, progress and trends, to be reported on a regular basis.

Council officers note that a previous internal audit report on its risk management culture, highlighted improvement is required to increase Council's risk maturity. Council officers agree with this assessment, and will be working to make marked improvements to its risk reporting, including analysis and grouping of risks across strategic, corporate, operational, OHS and fraud categories. This is a big undertaking and is likely to take some time to properly embed knowledge and accountability across the organisation. Council officers will continue to keep the Audit Committee updated with the status of this project.

Council has purchased a risk reporting software module and staff have commenced data input into this system. The attached draft Risk Audit Report (draft Risk Register) and draft Risk Analysis – Risk Report are examples of the reports that are generated from this system.

2. Discussion

The Committee noted the proposed Risk Register reporting framework, noting a review of the Risk Management framework, including likelihood and consequence ratings, would occur following the scheduled Risk Management Audit.

The Committee advised consideration be given to reporting to Councillors biannually on strategic and corporate risks.

Discussion held regarding the effect of uncertainty regarding Aged and Disability reforms. The Committee were advised the federal government had recently announced a two year funding extension for the CHSP program from 2020 to 2022. The extension does not apply to the Regional Assessment Service (RAS) delivered by Council. Council has commissioned a report by Mach 2 Consulting to provide a full assessment and overview of any implications and risk to Council as a result of the Aged Care reforms.

7.13 DRAFT FINANCIAL PERFORMANCE AS AT 31 MARCH 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 Income Statement 31 March 2019
- 2 Balance Sheet 31 March 2019
- 3 Cashflow Statement 31 March 2019
- 4 Cashflow Graph 31 March 2019
- 5 Capital Works Program 31 March 2019
- 6 Capital Works Graph 31 March 2019

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

RECOMMENDATION

That Audit Committee notes the Draft Financial Performance Report for the month ending 31 March 2019.

1. Executive Summary

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual recurrent operations. It also specifically includes capital income but does not include capital works expenditure. The surplus/(deficit) is disclosed at item B on the Income Statement (Attachment 1). So as operating revenues can be compared to operating expenditures, an adjustment is made to exclude all capital income. The presentation of this income statement and resultant surplus/(deficit) is reported at item A.

For the nine months of the financial year ending 31 March 2019, the surplus disclosed was \$1.154m. *Excluding* capital grants income of \$4.177m, a deficit of \$3.02m was recorded. See notes 2 and 7 on the income statement for the reasons behind this deficit, but in summary, Flood monies of \$2.8m have not been received as at 31 March due to State Government change in disbursement policy. Some of this outstanding flood monies has now been received in April and the balance is expected before 30 June.

Some corrections have been made to grant income entries in the forecasts; increasing the year end forecast surplus to \$2.967m (including Capital Grants).

The **Balance Sheet** effectively shows a summary of the value of Assets (what we own) and our Liabilities (what we owe), both of which balance off against each other to show Net Assets or Equity (our net worth). Council's net worth as at this accounting period remains at \$206m.

The **Cash Flow Statement** has been updated to include the cashflow projections based on the Forecast Budget. The actual to budget comparisons for July to December has been consolidated. The corresponding cash flow chart maps actual cash alongside budgeted cash and restricted funds. At 31 March 2019, Council's Cash and Cash Equivalents were \$16.5m.

The **Capital Works Program** depicts \$6.561m of capital works having been expended to the end of this accounting period. The Annual Budget for capital works is \$14.454m to be funded by Capital Grants of \$7.5M. However, delays in some projects result in a lower Annual Forecast of \$12.790m. Forecasted contributions has reduced to \$1.2M (from \$2.3M) but Council Cash of \$4.6M remains unchanged. Council has let a number of large scale contracts in the first half of

the 2018/19 financial year (i.e. Charlton Park, Donald Community Precinct, Road Rehabilitation) and expenditure will increase over the last 3 months of the financial year.

2. Financial Implications

The table below provides an overview of Council's financial performance as at 31 March 2019

Executive Summary for Monthly Council Report - use the snipping tool and paste the graphic.					
Income Statement - Excluding Capital Grants and Contributions	YTD	YTD	YTD	Preliminary	
	Actuals	Budget	Variance	Annual Budget	Annual Forecast
	\$(000)	\$(000)	\$(000)	\$(000)	\$(000)
Total Income	22,949	25,045	(2,096)	26,603	27,171
Total Expenses	25,972	26,927	955	32,936	33,242
Surplus/(Deficit)	(3,023)	(1,882)	(1,141)	(6,332)	(6,071)
Add back Capital Grants Income and Contributions	4,177	7,818	(3,642)	9,812	9,038
Surplus/(Deficit) including Capital Grants Income and Cont.	1,154	5,937	(4,783)	3,479	2,967
Capital Works Program	6,561	9,525	(3,554)	14,454	12,709
Cash and Cash Equivalents		Restricted	Un-Rest.	Total	
		1,374	15,132	16,506	

The following commentary is provided:

a. Total income excluding capital grants and contributions

The negative variance of \$2.096m occurs largely as a result of Flood Natural Disaster Funding (\$2.8m variance) not having been received (see note 2 per Income Statement for further detail). Some outstanding funding has since been received in April and the balance is expected before 30 June.

b. Total expenses

Favourable budget variance (\$955k) mostly due to flood restoration works below expected by \$1.27m (see note 7).

c. Capital Grant Income and Contributions

Capital grant income is below budget to 31 March (\$1.744m) mostly due to delayed funding for Lake Tyrell and Roads to Recovery.

d. Capital Works Program Expenditure

Council has expended \$6.561m on capital works YTD this period. Significant increase in capital expenditure expected for the next three months of the financial year with projects nearing payment milestones.

e. Cash and Cash Equivalents

Council has cash of \$16.506m of which \$1.374m is restricted being committed to capital projects.

3. Community Consultation

No consultation with the community was required for the production of this report.

4. Internal Consultation

The reports have been prepared in consultation with the budget managers directly responsible for Council budgets.

5. Legislative / Policy Implications

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

6. Environmental Sustainability

This report has no direct impact on environmental sustainability.

7. Conflict of Interest Considerations

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

8. Conclusion

Grant income for both operating and capital are behind where Council planned to be on a year to date basis. However, outstanding funding has been received in April and the remaining monies are forecasted to come in before the end of the financial year.

Forecasting has been finalised in the reports provided and incorporated into the Cash flow and Capital Expenditure charts to indicate 30 June positions.

Discussion

Aileen Douglas, Manager Finance, confirmed the \$3million deficit is due to timing of Federal Assistance Grant payments. The cash flow shows Council to be in a strong position and is on track against budget.

The Committee noted insurance reimbursement amount related to theft of Council's insured property.

The Chair advised transferring \$7m LGV funding vehicle loan to current liabilities.

The Chief Executive Officer confirmed carry forwards are included in the proposed 2019/20 budget.

L.1 BULOKE SHIRE COUNCIL - AUDIT STRATEGY 2019

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM|02|09

Attachments: 1 Audit Strategy 2019

RECOMMENDATION

That the Audit Committee note the 2019 Audit Strategy issued by the Victorian Auditor-General's Office.

1. Executive Summary

The Victorian Auditor-General's Office (VAGO), through Accounting and Audit Solutions Bendigo (AASB), has released the 2019 Audit Strategy for the Buloke Shire Council. The Strategy is provided for consideration by the Audit Committee.

2. Discussion

David Pell, AASB Audit, provided a summary of the VAGO Audit Strategy for the information of the Committee.

L.2 INTERIM MANAGEMENT LETTER - VAGO

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Interim Management Letter

RECOMMENDATION

That the Audit Committee Meeting note the attached interim management letter for the year ending 2019 from Accounting and Audit Solutions Bendigo, on behalf of Victorian Auditor-General's Office.

1. Executive Summary

The purpose of this report is for the Audit Committee to be aware of the contents of the interim management letter from Accounting and Audit Solutions Bendigo, on behalf of Victorian Auditor-General's Office (VAGO), providing a summary of audit findings from the interim phase of their audit.

2. Discussion

The Committee noted the interim management letter.

8. ANY OTHER BUSINESS

9. MEETING CLOSE

The meeting was closed at 3:55 pm.

8.4 ORGANISATIONAL REPORTS

8.4.1 ACTING CHIEF EXECUTIVE OFFICER

Author's Title: Executive Assistant

Department: Office of the CEO

File No: PE/21/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council appoint the Director of Corporate Services Hannah Yu as Acting Chief Executive Officer from 8 July to 19 July 2019 inclusive.

1. Executive Summary

The Chief Executive Officer will be on annual leave from 8 July to 19 July 2019. As a matter of organisational process, positions are filled by acting staff when any supervisor or manager is on leave for a week or more.

2. Discussion

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

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

3. Financial Implications

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

4. Cost Shift Considerations

Nil.

5. Community Consultation

Nil.

6. Internal Consultation

The matter has been discussed with the Director Corporate Services.

7. Legislative / Policy Implications

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

8. Environmental Sustainability

Nil impact

9. Conflict of Interest Considerations

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

10. Conclusion

Council may appoint an Acting Chief Executive Officer whilst the Chief Executive Officer is on leave.

8.5 **REPORTS FROM COUNCILLORS**

Nil

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

Nil

9.2 QUESTIONS FROM COUNCILLORS

Nil

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC

Nil

10. MEETING CLOSE