



COUNCIL MEETING

AGENDA

Wednesday 12 June 2024

Commencing at 7:00pm

**Wycheproof Supper Room
367 Broadway, Wycheproof**

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Cr Alan Getley will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Council Meeting held on Monday, 20 May 2024.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

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

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

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

6. QUESTIONS FROM THE PUBLIC

NIL

7. PROCEDURAL ITEMS

7.1	REPORT OF COUNCILLOR ASSEMBLIES	5
7.2	CORRESPONDENCE INITIATED BY COUNCIL	8
7.3	LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS	9
7.4	BUILDING PERMITS - MONTHLY UPDATE	10
7.5	PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE	11
7.6	STATUS OF ACTION OF PAST COUNCIL MEETING RESOLUTIONS	13

8. GENERAL BUSINESS

8.1	POLICY REPORTS	20
8.1.1	RELATED PARTY TRANSACTIONS POLICY	20

8.1.2	INVESTMENT POLICY	25
8.1.3	FAIR ACCESS POLICY	35
8.2	MANAGEMENT REPORTS	71
8.2.1	COMMUNITY RECOVERY GRANTS PROGRESS REPORT	71
8.2.2	COMMUNITY GRANTS	87
8.3	FINANCIAL REPORTS	90
	NIL	
8.4	ORGANISATIONAL REPORTS	90
	NIL	
8.5	REPORTS FROM COUNCILLORS	90
	NIL	
9.	OTHER BUSINESS	
9.1	NOTICES OF MOTION	91
	NIL	
9.2	QUESTIONS FROM COUNCILLORS	91
	NIL	
9.3	URGENT BUSINESS	91
	NIL	
9.4	ANY OTHER BUSINESS	91
9.5	MATTERS WHICH MAY EXCLUDE THE PUBLIC	91
	NIL	
10.	MEETING CLOSE	

NEXT MEETING

THE NEXT MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 10 JULY 2024 AT 7:00PM.

Wayne O'Toole
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 REPORT OF COUNCILLOR ASSEMBLIES

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

RECOMMENDATION

That the Council note the report of Councillor Assembly Meetings held 1 and 15 May 2024.

Attachments: 1 [↓](#) Councillor Briefing Record - 1 May 2024
2 [↓](#) Councillor Briefing Record - 15 May 2024

KEY POINTS/ISSUES

Transparency is a fundamental principle of democratic governance.

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

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

As per the Council Meeting Schedules adopted 9 November 2022 and 8 November 2023, Councillor Briefings are held for Councillors to meet to consider matters that are likely to be the subject of a Council decision or for the exercise of delegation.

A record of the Councillor Briefings held on 1 and 15 May 2024 is attached for public information.



Councillor Briefing Record

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

Date:	1 May 2024	Time	5:00pm – 8:00pm
Location:	Wycheproof Supper Room		
Attendees:	Cr Getley, Cr Simpson, Cr Warren, Cr Milne, Cr Hogan, Cr Pollard, Wayne O'Toole, Jenna Allan, Daniel McLoughlan, Anthony Smith. David Anderson and for the final time, Travis Fitzgibbon.		
Apologies:	Nil		
Guests:			
Acknowledgement of Country:	The Mayor 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 may be here today.		
Conflicts of Interest:	Cr Pollard Item 5.1		

ITEMS

NO.	
1.	Councillor only time 5:00pm – 5:30pm
2.	Confirmation of Councillor Briefing Minutes – 17 April 2024
3.	Presentations
3.1	RFQ 286 2023-24 Supply and Delivery of one new Street Sweeper
3.2	Review of proposed Annual Budget 2024/2025 Director Corporate and Organisational Performance – Jenna Allan
Dinner Break	
3.3	Review of proposed Annual Budget 2024/2025 Director Corporate and Organisational Performance – Jenna Allan
4.	Councillor Matters
	Cr Milne
	Cr Hogan
	Cr Simpson
5.	CEO Updates
5.1	Draft Council Meeting Agenda 8 May 2024
5.2	LGV
NEXT BRIEFING	
15 May 2024, Sea Lake Senior Citizens Building, 5:00pm	



Councillor Briefing Record

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

Date:	15 May 2024	Time	5:00pm – 8:00pm
Location:	Sea Lake Senior Citizens Building		
Attendees:	Cr Getley, Cr Warren, Cr Milne, Cr Hogan, Cr Pollard Wayne O'Toole – Chief Executive Officer Daniel McLoughlan – Director of Infrastructure and Delivery Jenna Allan – Director of Corporate and Organisational Performance Anthony Smith – Acting Director Community Development		
Apologies:	Cr Bronwyn Simson and Cr Carolyn Stewart		
Guests:	Jenny Newell – Advance Sea Lake Trevor Rumbold – Acting Manager Assets Peter Harriott – Municipal Monitor		
Acknowledgement of Country:	The Mayor 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 may be here today.		
Conflicts of Interest:	Nil		

ITEMS

NO.	MATTER FOR DISCUSSION
1.	Councillor and CEO only time 5:00pm – 5:30pm
2.	Confirmation of Councillor Briefing Minutes – 1 May 2024
3.	Presentations
3.1	Advance Sea Lake Inc – Jenny Newell (Chair) and Pat Amos
	Youth Engage – declined for this Briefing
3.2	Monthly Capital Project Update - Acting Manager Assets – Trevor Rumbold
3.3	Play spaces Project – Acting Manager Assets - Trevor Rumbold
3.4	2023/24 Pool Season Review & 2024/25 Outlook – Director Corporate and Organisational Performance - Jenna Allan
Dinner Break	
4.	Councillor Matters
5.	CEO Updates – Nothing further
5.1	Municipal Monitor – covered in earlier business.
Closed Briefing – 7:37pm	
NEXT BRIEFING	
5 June 2024, Culgoa Hall, 5:00pm	

7.2 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

PURPOSE

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

RECOMMENDATION

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

Attachments: Nil

TABLE OF CORRESPONDENCE

Council Initiative	Sent to	Sent	Response	Purpose of Letter
Urgent Business from 8 May Council Meeting	<i>Hon Lily D'Ambrosio MP MP</i> State Minister for Climate Action, Energy and Resources, and State Electricity Commission <i>Copy sent to:</i> <i>Jade Benham MP</i> <i>Member for Mildura</i>	22 May 2024		Invitation extended to Minister, to visit Buloke Shire for the purpose of discussing with the Council and the community the background to her decisions in respect of the VNI West Transmission Lines proposal.

7.3 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

PURPOSE

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

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

RECOMMENDATION

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

Attachments: Nil

RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition

7.4 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Statutory Administration Support

Department: Community Development

File No: DB14/01

EXECUTIVE SUMMARY

This report provides information on Building Permits approved by staff from 1 May to 31 May 2024.

RECOMMENDATION

That Council note the information contained in the report on Building Permits approved by staff from 1 May to 31 May 2024.

Attachments: Nil

LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Council Reference	Address	Project Description	Date Approved
	Nil		

LIST OF PRIVATE BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Council Reference	Address	Project Description	Date Approved
PBLD24016	Calder Hwy Boigbeat VIC 3531	Farm Shed	3/5/2024
PBLD24033	Clohesys Road Springfield (Sea Lake) VIC 3544	Construction of Machinery Shed	14/5/2024
PBLD24028	Borong Highway Gil Gil VIC 3480	Dwelling	14/5/2024

7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Community Development

File No: LP/09/01

PURPOSE

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

RECOMMENDATION

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

Attachments: Nil

LIST OF PLANNING APPLICATIONS

Application No	Address	Date Rec	Summary of Proposal	Status
PA23026	Horace Street, Sea Lake	06/09/2023	Construct and display internally illuminated business identification sign (LED priceboard)	Awaiting amended plans
PA24007	Jenkins Street, Charlton	29/02/2024	Two lot subdivision of land (boundary realignment)	Permit Issued
PA24008	Railway Avenue, Sea Lake	26/02/2024	Use and development of land to construct four dwellings on a lot for workers accommodation	Permit Issued
PA24010	Racecourse Road, Donald	04/04/2024	Construction of a Machinery Storage Shed	Review
PA24011	McLoughlans Road, Warmur	12/04/2024	Use and development of land for a dwelling in the Farming Zone within the setback to a proposed wind energy facility	Objections
PA24012	Aitken Avenue, Donald	19/04/2024	Building and works to construct and display a sign	Request for further information
PA24013	Calder Highway, Wycheproof	02/05/2024	Two lot subdivision of land (boundary re-alignment)	Notice of application/ Referral

Application No	Address	Date Rec	Summary of Proposal	Status
PA24014	Mackies Road, Wycheproof	30/04/2024	Two lot subdivision of land	Notice of application/ Referral
PA24015	Bishop Street, Nandaly	01/05/2024	Use and development of land for a store (shed)	Notice of application/ Referral
PA24016	Church Road, Jeffcott	20/05/2024	Use and development of land for a dwelling and associated outbuilding	New
VS24005	Nullawil-Birchip Road, Nullawil	22/04/2024	Building and works to construct a new weighbridge and access	Permit Issued
VS24006	11 Industry Drive, Donald	23/05/2024	Building and works for the construction of two buildings (two 10m wide x 13.5m L x 5.47m H sheds) and associated works	Request for further information
VS24008	Broadway, Wycheproof	24/05/2024	Demolition of disused toilet block and concrete tank within a Heritage Overlay	Review

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

7.6 STATUS OF ACTION OF PAST COUNCIL MEETING RESOLUTIONS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

PURPOSE

To provide Council with a list of the Status of Action (SOA) of Council Resolutions outstanding for completion of action, and the SOA for the 8 May 2024 Council Meeting Resolutions.

RECOMMENDATION

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

Attachments: 1 [↓](#)Action taken on Council Meeting Resolutions - tabled 12 June 2024

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KEY POINTS/ISSUES

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

In accordance with the Council's Governance Rules adopted August 2022, Council decisions are to be made and actions taken in accordance with the relevant law.

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

Attached to this report for public information is a list of the SOA of Council Resolutions outstanding for completion of action and introducing the SOA for the 8 May 2024 Council Meeting Resolutions.

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
02082023	Infrastructure and Delivery	8.2.1	<p>That Council:</p> <ol style="list-style-type: none"> Notes following consultation process in accordance with its Community Engagement Policy, one submission was received to the proposed nine-lot subdivision sale of land at 110 Sutcliffe Street, Sea Lake; Sells nine-lot subdivision surplus land at 110 Sutcliff St, Sea Lake by private treaty or auction in accord sec 114 of the Local Gov Act 2020 and Council's Sale of Land Policy; and Authorises the CEO to execute the Transfer of Land documents and any other documents required to affect the sale of the land. 	Dir Infra & Del	<p>GWMWater approval obtained, procurement for works has commenced. Civil contractor has recommended works.</p> <p>290524 - Plumbing works for water, sewer and stormwater commence in June, final civil works to follow. Valuation complete to inform sale of land process to be undertaken. (MS)</p>	Commenced
09082023	Infrastructure and Delivery	8.2.4	<p>Risk and Resilience Grants Program</p> <p>That Council:</p> <ol style="list-style-type: none"> Approve a financial co-cont of \$70,000 from \$200,000 Grant Oppor Reserve FY24 in addition to a \$180,000 Council cash commitment in FY25 for the purposes of a funding application towards the Risk and Resilience Grants Program 2023. Delegate authority to the CEO to apply for the Risk and Resilience Grants Program 2023; and 	Dir Infra & Del	<p>Expression of Interest submitted</p> <p>290524 - Funding application successful. Project delivery planning underway to complete first funding milestone. (MS)</p>	Commenced

Tabled 12 June Council Meeting

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
			3. Authorises the Chief Executive Officer to sign the funding agreement on behalf of the Council should the application be successful.			
13032024	Infra & Delivery	8.2.1	<p>Licence NRMA Electric Highways Pty Ltd</p> <p>1. Grants a licence to NRMA Electric Highways Pty Ltd for part of the land being Lot 1 TP675994 contained in Certificate of Title Volume 5222 Folio 214, 381 Broadway, Wycheproof, Vic, 3527 on the following terms:</p> <p style="padding-left: 40px;">a) A 5-year licence commencing 1 April 2024, including one further option of 5 years, and</p> <p style="padding-left: 40px;">b) A licence fee of \$1 per annum plus GST, if demanded</p> <p>2. Authorise the Chief Executive Officer to undertake the administrative procedures necessary to execute the Licence agreement.</p>	Dir Infra & Delivery	290524 - Site clearing complete. Construction works to commence in June and be completed in July include power upgrade change over to office building. (MS)	Commenced
20032024	Infrastructure and Delivery	4.1	<p>That Council:</p> <p>1. Approve a financial co-contribution of \$250,000 (\$83,333p.a.) Council cash and \$250,000 (\$83,333p.a.) of in-kind support, to be funded over 3 financial years from Q3 2024 to Q3 2027 for the purposes of a funding application towards the Disaster Ready Fund 2024.</p> <p>2. Delegate authority to the Chief Executive Officer to apply for National Emergency</p>	DID	290524 – Awaiting outcome of funding application. (MS)	

Tabled 12 June Council Meeting

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
			Management Agency Disaster Ready Fund Round Two 2024-2025; and 3. Authorises the Chief Executive Officer to sign the funding agreement on behalf of the Council should the application be successful.			
20032024	Infrastructure and Delivery	4.2 (See below as well)	That Council: 1. Commit \$266,486 over FY25 and FY26 Annual Budgets for the purposes of submitting an application to the Regional Community Sports Infrastructure Fund 2. Delegate authority to the Chief Executive Officer to apply for the Regional Community Sports Infrastructure Fund; and 3. Delegate authority to the Chief Executive Officer to underwrite a community contribution to the effect of \$200,000; and 4. Authorises the Chief Executive Officer to sign the funding agreement on behalf of the Council should the application be successful.	DID	290524 – Application not successful. (MS)	Complete
10042024	Comm Dev	8.1.1	Draft Fair Access Policy - That Council endorse the Draft Fair Access Policy to be distributed for community feedback and consultation.	DCD	Draft Fair Access policy available on Council's website. With engagement underway.	Commenced.

Tabled 12 June Council Meeting

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
10042024	Comm Dev	8.2.5	Buloke Planning Scheme Review - That Council: 1. Adopt the Buloke Planning Scheme Review Report – September 2023, and 2. In accordance with Section 12B (5) of the Planning and Environment Act 1987 forward a copy of the adopted Buloke Planning Scheme Review Report – September 2023 to the Minister for Planning.	DCD	The Planning Scheme review report has been forwarded to the Minister and the Department in accordance with the decision of Council 8 May 2024.	Completed
08052024	CEO	7.3	Council acknowledge & congratulate persons and/or groups mentioned in the report for their achievements.	CEO Office		Completed
08052024	Comm Dev	8.2.4	Community Grants That Council considers the following allocation of funds under the Community Grants Program: \$2,000 ANZAC Precinct Part 2 (The Watchem Development Association Inc - Auspice for the Watchem Progress Association) \$475 Donald Learning Group improving assets for the community (Donald Learning Group Inc) \$1,000 Improving capacity to light up events (Rex Theatre Museum Ltd)	ADCD	Progressing the grant allocation payments as per the Council resolution.	Commenced

Tabled 12 June Council Meeting

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
08052024	CEO	9.3	Urgent Business - Council to invite Minister D'Ambrosio to visit Buloke Shire to discuss with the Council and the community the background to her decisions in respect of the VNI West Transmission Lines proposal.	CEO Office		Completed
20052024	Corp & Org Per	5.1	<p>That Council:</p> <ol style="list-style-type: none"> Endorses the draft 2024/25 Budget (incorporating the 4-year Budget) at Attachment 1 to this report, amended to include additional explanatory comments in the Introduction and Section 2 – Services, initiatives and service performance indicators, for community consultation; Gives public notice of the draft 2024/25 Budget on Council's website and invites written submissions from Tuesday, 21 May 2024 until Tuesday, 11 June 2024; Notes that in accordance with Section 93 and 96(1)(b) of the <i>Local Government Act 2020</i>, consultation will be undertaken in accordance with Council's Community Engagement Policy; Notes that any person who makes a written submission in relation to the draft 2024/25 	D Corp & Or Perf	Open to public comment until 11 June 2024	commenced

Tabled 12 June Council Meeting

Summary of Action on Council Resolutions – Outstanding Items 8 May 2024 CM – Tabled 12 June 2024 Council Meeting

Date	Directorate	Item	Resolution/Question	Actioning Officer/s	Status of Action	Complete or Commenced
			Budget may be heard by Council on Wednesday, 19 June 2024; and 5. Notes that the 2024/25 Budget (incorporating the 4-year Budget) will be considered for adoption at the Special Council Meeting to be held Wednesday, 26 June 2024 at 7.00pm.			

Tabled 12 June Council Meeting

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 RELATED PARTY TRANSACTIONS POLICY

Author's Title: Acting Manager Finance

Department: Corporate and Organisational Performance **File No:** FM|18|13

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

The purpose of this report is to present to the Council the Related Party Transactions Policy for adoption.

SUMMARY

The Related Party Transactions Policy is to provide guidance and define the parameters for Related Party transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – *Related Party Disclosures*.

RECOMMENDATION

That Council adopts the Related Party Transactions Policy.

Attachments: 1 [↓ Related Party Transactions Policy](#)

DISCUSSION

The Related Party Transaction Policy is to provide guidance and define the parameters for Related Party transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – *Related Party Disclosures*.

Council, in complying with disclosure requirements in AASB 124, will:

- Identify Key Management Personnel
- Identify related party relationships and related party transactions, other than ordinary citizens transactions as defined
- Establish and maintain systems to identify and capture related party transactions, including the required information about those transactions
- Identify the circumstances in which disclosures of transactions identified are required
- Assess the transactions to be material or significant, and
- Determine the category of disclosure to be made about transactions in the Financial Statements of the Annual Report of Operations for the purpose of complying with AASB 124.

The Related Party Transactions Policy was presented to the Audit and Risk Committee Meeting held Wednesday, 7 February 2024.

RELEVANT LAW

The adoption of the Related Party Transaction Policy will support Council's compliance with AASB 124 *Related Party Disclosures*.

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

No community engagement was required for this policy development.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Council must disclose related party relationships, transactions (revenue and expenditure) and outstanding balances (receivable and payable), including loans and contractual commitments, in its annual financial report. This information will be audited as part of the external audit undertaken by the Victorian Auditor-General's Office.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable.

CONFLICTS OF INTEREST

No Officer involved in the preparation of the Policy, or this Report has any conflicts of interest to disclose.



POLICY LOCATION	Corporate Services	POLICY TITLE	Related Party Transactions
POLICY NUMBER	CA07	DATE ADOPTED	12 June 2024
REVISION NUMBER	3	REVISION DATE	June 2028

Purpose

The purpose of this Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – *Related Party Disclosures*.

Scope

This Policy applies to:

- All Councillors
- The Chief Executive Officer
- The Director Community Development or equivalent
- The Director Corporate and Organisational Performance or equivalent
- The Director Infrastructure and Delivery or equivalent, and
- Any other persons identified by Council as meeting the definition of Key Management Personnel.

Definitions

“AASB 124” means Australian Accounting Standard 124 – *Related Party Disclosures*

“At arm’s length” means that transactions occurring as a result of Councils operating policy and procedures.

“Close Family Member” means a spouse or domestic partner of a KMP, children or other dependants of a KMP (including children or other dependants of a spouse or domestic partner), parents, siblings, and other relatives of a KMP if it is reasonable to expect they may influence or be influenced by the KMP.

“Council” means Buloke Shire Council.

“Key Management Personnel (KMP)” means any persons who have authority and responsibility for planning, directing and controlling the activities of Council either directly or indirectly, including but not limited to all Councillors, the Chief Executive Officer, the Director Community Development, the Director Corporate and Organisational Performance and the Director Infrastructure and Delivery.

“Ordinary Citizen Transactions (OCT)” means transactions by ordinary citizens undertaken in the normal course of Council operations and at arm’s length. Council considers such transactions to include payment of rates, fees and charges; payment of infringements and fines on normal terms



and conditions, and; provision of care under the Home and Community Care program to persons independently assessed in accordance with Federal and State guidelines.

“Related Parties” may include subsidiaries of Council, entities controlled or jointly controlled by Council, close family members of KMP, or entities controlled or jointly by KMP or close family member of KMP.

“Related Party Transactions” include transactions between key management personnel or a related party of key management personnel and Council.

“Significant Transactions” means transactions that are deemed to be of public interest, including application for permits after paying the normal fee.

Policy Statement

Council, in complying with disclosure requirements in AASB 124, will:

- Identify Key Management Personnel
- Identify related party relationships and related party transactions, other than ordinary citizens transactions as defined
- Establish and maintain systems to identify and capture related party transactions, including the required information about those transactions
- Identify the circumstances in which disclosures of transactions identified are required
- Assess the transactions to be material or significant, and
- Determine the category of disclosure to be made about transactions in the Financial Statements of the Annual Report of Operations for the purpose of complying with AASB 124.

Guidelines

1. Council is responsible for ensuring adequate resources are available for the continued development and implementation of transparent financial management methodologies, including requirements under AASB 124 relating to the identification and reporting of Related Party Transactions.
2. The Director Corporate and Organisational Performance, in consultation with the Chief Executive Officer, is responsible to ensure Related Party Transactions are reported in the Councils Annual Report of Operations in accordance with AASB124.
3. Key Management Personnel are responsible for completing and submitting related party relationships and related party transactions declarations, whether monetary or non-monetary, as follows:
 - a. on a six-monthly basis, or
 - b. following a change of personal circumstances, or
 - c. following a General Election, or
 - d. following an organisational restructure, or
 - e. following an appointment to a position defined by Council as meeting the definition of Key Management Personnel, or
 - f. For any other circumstances as determined by Council.



4. Where an employee is undertaking higher duties in a vacant position which meets the definition of Key Management Personnel, the employee will be required to make disclosures under AASB 124 for the period they are engaged in higher duties. Council will include remuneration of such employee during this period in aggregate form in accord with its requirements.
5. The Manager Financial Strategy is responsible for ensuring all reportable remuneration and related party transactions, as identified by Key Management Personnel and/or through other processes adopted by Council, are prepared on an annual basis.
6. The Manager Financial Strategy, in consultation with the Director Corporate and Organisational Performance, is responsible for maintaining a register and evidence of monetary and non-monetary related transactions.
7. Transactions deemed 'significant' will be disclosed separately in the Financial Statements all other transactions will be aggregated and reported under appropriate headings in accordance with AASB 124.
8. Ordinary Citizens Transactions will not be included for the purposes Council's reporting requirements under AASB 124.
9. Information collected will be maintained in accordance with the *Privacy and Data Collection Act 2014*. Information will only be disclosed where such disclosure is required law or Regulations.

References

This Policy was developed in accord with the following legislation regulations and standards:

- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Australian Accounting Standards AASB 124 – Related Party Disclosure*
- *Australian Accounting Standards AASB 10 – Consolidated Financial Statements*
- *Australian Accounting Standards AASB 11 - Joint Arrangements*
- *Australian Accounting Standards AASB 119 – Employee Benefits*
- *Australian Accounting Standard AASB 128 – Investments in Associates and Joint Ventures*

This Policy is implemented in conjunction with the following documents:

- Buloke Shire Council Procurement Policy
- Local Government – Accounting for Related Party Disclosures 2016-17 – Local Government Victoria FG 3 – 2017
- Buloke Shire Council Code of Conduct
- Buloke Shire Council Staff Code of Conduct

8.1.2 INVESTMENT POLICY

Author's Title: Acting Manager Finance

Department: Corporate and Organisational Performance **File No:** FM|18|13

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Council and Community Leadership

PURPOSE

The purpose of this report is to present to the Council the Investment Policy for adoption.

SUMMARY

The purpose of this Policy is to provide guidance for managing, investing, and redeeming funds for the Council.

The Policy aims to balance the responsibility of maximising earnings, whilst managing the security and risk of Council funds.

Investments are to comply with the allowed investment types according to the *Local Government Act 2020 (Act)*.

RECOMMENDATION

That Council adopts the Investment Policy.

Attachments: 1 [Investment Policy](#)

DISCUSSION

This Policy applies to all Investments made by Council, of Council funds or funds held in trust for third parties.

Due to the public nature of the Council's activities, prudent management of its monetary assets is essential to mitigate against unnecessary risk. Council has established a conservative and risk averse guideline for its investments.

Council will invest funds that are not required for short term financial commitments, in a manner that will provide the highest investment return with maximum security. Funds should, to the extent that the future can be forecast, be available for recurrent or capital expenditure where required and invested productively if not required.

Protection of principal is essential in the investment program. Investments of Council will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Investments will be made with good judgement and care, not for speculation, and considering the probable safety of the capital as well as the probable income to be derived. The capital investment must not drop below the face value.

The Investment Policy was presented to the Audit and Risk Committee Meeting held Tuesday, 12 September 2023.

RELEVANT LAW

Investment of Council funds are to be in accordance with Council's power of investment under the Local Government Act 2020 – Section 103 Investments.

Council's funds must only be invested in those investments authorised under Section 103 of the Act.

Section 103 Investments states:

A Council may invest any money:

- (a) in Government securities of the Commonwealth; and*
- (b) in securities guaranteed by the Government of Victoria; and*
- (c) with an ADI; and*
- (d) with any financial institution guaranteed by the Government of Victoria; and*
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and*
- (f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.*

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

No community engagement was required for this policy development.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

Council will invest funds that are not required for short term financial commitments, in a manner that will provide the highest investment return with maximum security. Funds should, to the extent that the future can be forecast, be available for recurrent or capital expenditure where required and invested productively if not required.

Investments of Council will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Not applicable.

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable.

CONFLICTS OF INTEREST

No Officer involved in the preparation of the Policy, or this Report has any conflicts of interest to disclose.



POLICY LOCATION	Financial Strategy	POLICY TITLE	Investment Policy
POLICY NUMBER	CA 41	DATE ADOPTED	June 2024
REVISION NUMBER	1	REVISION DATE	June 2028

1. Purpose

The purpose of this Policy is to provide guidance for managing, investing and redeeming funds for the Buloke Shire Council (Council). The Policy aims to balance the responsibility of maximising earnings, whilst managing the security and risk of Council funds. Investments are to comply with the allowed investment types according to the *Local Government Act 2020 (Act)*.

2. Scope

This Policy applies to all Investments made by Council, of Council funds or funds held in trust for third parties.

Due to the public nature of the Council's activities, prudent management of its monetary assets is essential to mitigate against unnecessary risk. For this reason Council needs to establish conservative and risk averse guidelines for its investments.

3. Definitions

Act means the *Local Government Act 2020 (Vic)*.

ADI means Authorised Deposit-taking Institution's which are corporations authorised under the Banking Act 1959. ADIs include banks, building societies, and credit unions.

Council means the Buloke Shire Council, being a body corporate constituted as a municipal Council under the *Local Government Act 2020*.

Credit Rating means an assessment of creditworthiness, that being the ADI's capacity to meet its financial commitment and repay the investor.

EMT means the Executive Management Team within Council.

S&P means Standard & Poor's. This is the world's leading index provider and the foremost source of independent credit ratings.

The following details the S&P's investment ratings:

AAA – Highest credit quality – This rating indicates the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.



AA – Very high credit quality – This rating indicates expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.

A – High credit quality – This rating indicates expectations of low credit risk. The capacity for payment of financial commitments is considered strong. The capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.

BBB – Good credit quality – this rating indicates that there is currently an expectation of low credit risk. The capacity for payment of financial commitments is considered adequate, but adverse changes in circumstances and in economic conditions is more likely to impair this capacity.

4. Policy Statement

4.1 Funds for Investment

Council will invest funds that are not required for short term financial commitments, in a manner that will provide the highest investment return with maximum security. Funds should, to the extent that the future can be forecast, be available for recurrent or capital expenditure where required and invested productively if not required.

Protection of principal is essential in the investment program. Investments of Council will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Investments will be made with good judgement and care, not for speculation, and considering the probable safety of the capital as well as the probable income to be derived. The capital investment must not drop below face value.

4.2 Authority to Invest

Investments of Council funds are to be in accordance with Council's power of investment under the *Act* – Section 103 Investments.

Investment decision making is the responsibility of those outlined in section 6 of this Policy.

4.3 Authorised Investments

Council's funds must only be invested in those investments authorised under Section 103 of the *Act*. An excerpt of the current section is below:

A Council may invest any money:

- (a) in Government securities of the Commonwealth; and
- (b) in securities guaranteed by the Government of Victoria; and
- (c) with an ADI; and
- (d) with any financial institution guaranteed by the Government of Victoria; and



(e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and

(f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.

5. Guidelines

5.1 Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** – the requirement for minimising losses in an investment portfolio's total value.
- **Credit Risk** – The risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;
- **Diversification** – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- **Liquidity Risk (of Counterparty)** – the risk a financial institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby the City incurs additional costs (or in the worst case is unable to execute its spending plans);
- **Market Risk** – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return;
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities; and
- **Rollover Risk** – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.

Council's investment portfolio is to comply with three key criteria:

- (a) Portfolio Credit Framework: limit **overall** credit exposure of the portfolio.
- (b) Counterparty Credit Framework: limit exposure to **individual** institutions.
- (c) Term to Maturity Framework: limits based upon maturity **duration** of securities.

(a) Portfolio (Overall) Credit Framework

The portfolio credit guidelines to be adopted will reference the S&P ratings system criteria and format. However, the equivalent Moody's or Fitch Ratings may be applied when an institution is not rated by S&P. Council notes that the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

To control credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio, based upon Council's average annual balance, exposed to any particular S&P credit rating category:



Long-Term Credit Ratings Range	Maximum Holding
AAA Category	100%
AA Category (AA+ to AA-) or Major Banks*	100%
A Category (A+ to A-)	80%
BBB Category (BBB+ to BBB-)	70%
Unrated ADI Category	0%

*For the purpose of this Policy, “Major Banks” are currently defined as the ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank Limited (NAB)
- Westpac Banking Corporation (WBC)

including ADI subsidiaries whether or not explicitly guaranteed, and brands (such Bank of Melbourne).

Council may ratify an alternative definition from time to time. Standard & Poor’s ratings attributed to each individual institution will be used to determine maximum holdings. In the event of disagreement between agencies as to the rating band (“split ratings”), Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

Investments issued into following adoption of this policy are to be restricted to and subject to the prudential standards of, the Australian Prudential Regulation Authority (APRA). Refer <https://www.apra.gov.au/register-of-authorised-deposit-taking-institutions> for a listing of approved ADI’s.

Council is not to invest with an Institution with a S&P’s credit rating of lower than B, or non-rated Institutions.

(b) Counterparty (Individual Institution) Credit Framework

Exposure to an individual institution will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below:

Long-Term Ratings Range	Maximum Holding (per institution)
AAA Category	40%
AA Category (AA+ to AA-) or Major Banks*	40%
A Category (A+ to A-)	35%
BBB Category (BBB+ to BBB-)	30%
Unrated ADI Category	0%

These limits do not apply to approved Managed Funds. It should be noted that the Federal government does not guarantee the capital value or unit price of any approved Managed Fund investments.



Percentage holdings in each security should be based on average investment holdings, excluding at-call amounts held in operating accounts.

In the event that a credit rating of a security or of the company/body issuing the security falls below the required minimum, Council will make all necessary arrangements to withdraw deposits as soon as practical. Council may seek professional investment advice from an external advisor before making such a decision given the decision to withdraw a deposit prior to maturity may result in the substantial loss of income.

(c) Term to Maturity (Duration) Framework

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by cashflow requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- It's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capital expenditure forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's surplus funds.

The investment portfolio is to be invested within the following terms to maturity constraints:

Description	Horizon	Min. Allocation	Max. Allocation
Working Capital funds	0-3 months	10%	100%
Short-term funds	3-12 months	0%	100%
Short to medium term funds	1-2 years	0%	70%
Medium term funds	2-5 years	0%	40%
Long term funds	+5 years	0%	0%

5.2 Liquidity

The investment portfolio will remain sufficiently liquid to enable Council to meet all operating requirements which might be reasonably anticipated, with investment maturities scheduled to coincide with projected cash flow needs.

5.3 Title

All funds invested will be invested under the name of the "Buloke Shire Council" and no rights, powers or access to those funds is to operate in favour of any other party.



In the case of Restricted Funds, the funds may be invested under the name of “Buloke Shire Council Defined Benefits Super”, for example. However, generally all funds will be amalgamated and invested in line with this Policy for the best return (rather than on a purpose by purpose basis).

5.4 Quotations

No less than three quotations shall be sought from ADI’s when a new investment is proposed.

The best quote on the day will be successful after allowing for administrative and banking costs, as well as overall compliance with this Policy.

5.5 Reporting

Accounting for investments will comply with the Australian Accounting Standards and the *Act*.

The Financial Strategy department will continually monitor compliance with the Policy, and this will be formally reported to the Manager Financial Strategy, Director Corporate & Organisational Performance and CEO on a monthly basis, generally before month end.

A report showing values of investments and returns will form part of the regular quarterly finance reporting to EMT and Council’s Audit and Risk Committee. Breaches of the Investment Policy will be reported to EMT.

6. Roles & Responsibilities

- (a) Request for quotes and nomination of interest rates will generally be performed by the following, whilst ensuring compliance with this Policy:
 - Senior Finance Officer
 - Manager Financial Strategy
- (b) All new investments, defined as committing additional funds, are to be performed and jointly authorised by any two of the following, provided the investment will ensure compliance with this Policy:
 - Senior Finance Officer
 - Manager Financial Strategy
 - Director
 - CEO
- (c) The rollover of existing investments, regardless maturity duration or whether with the same ADI or not, are to be performed and jointly authorised by any two of the following, provided the rollover will ensure compliance with this Policy:
 - Senior Finance Officer
 - Manager Financial Strategy
 - Director
 - CEO
- (d) All redemptions are to be performed and authorised by any two of the following, whilst ensuring compliance with this Policy:



- Senior Finance Officer
- Manager Financial Strategy
- Director
- CEO

Should the required above listed staff members not be available on the date of maturity (including staff to facilitate payments), the invested funds will be redeemed and reinvested as a 'rollover' within a two-week period, provided this will ensure compliance with this Policy.

7. References

Staff are encouraged to access the related documents and/or external resources which are available, as per the below.

These documents include:

- Local Government Act 2020
- Australian Accounting Standards – AASB 139: Financial Instruments – Recognition and Measurement
- Australian Prudential Regulation Authority
- Banking Act 1959 (Cth)

This policy has been developed after consulting with other Local Government authorities and staff directly involved in the investment of Council monies. Council's EMT have also participated in the development of the policy.

8.1.3 FAIR ACCESS POLICY

Author's Title: Director Corporate and Organisational Performance

Department: Corporate and Organisational Performance **File No:** CM/14/16

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Community Wellbeing

PURPOSE

The purpose of this report is to present to the Council the Fair Access Policy for adoption.

SUMMARY

The Buloke Shire Council Fair Access Policy has been developed in response to the Victorian Government's Fair Access Policy Roadmap, which was initiated in 2022 and seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure.

The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and usage of community sports infrastructure. This complies with the Gender Equality Act 2020 and aligns with Municipal Public Health and Wellbeing Plans as well as Council's own Gender Equality Action Plan and the Buloke Shire Council Inclusiveness Plan.

RECOMMENDATION

That Council:

1. That Council adopts the Fair Access Policy and Fair Access Action Plan.

Attachments:

- 1 [Fair Access Policy](#)
- 2 [Fair Access Action Plan](#)
- 3 [Fair Access Policy Engagement Findings Report](#)

DISCUSSION

This Policy establishes the expectation that gender equality is considered and prioritised in all of Council's current and future planning, policy, service delivery and practice as they relate to community sports infrastructure.

For the Buloke Shire Council, this policy applies to the community sports infrastructure that is owned or managed by Council and of which is a beneficiary of Council's recreation allocation funding program. Any infrastructure that is not owned or managed by Council falls outside of the scope of this policy.

Council acknowledges that the requirement to have a gender equitable access and use policy and action plan (or equivalent) in place, and the ability to demonstrate progress against that policy and action plan (or equivalent), will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

Council has also identified specific actions to progress gender equitable access and use of community sports infrastructure in its Fair Access Action Plan.

RELEVANT LAW

Gender Equality Act 2020
Local Government Act 2020
Equal Opportunity Act 2010

RELATED COUNCIL DECISIONS

This is a new policy to the Buloke Shire Council, in response to the Victorian Government's reform agenda following the 2015 inquiry into Women and Girls in Sport and Active Recreation.

OPTIONS

Council can choose not to adopt the Policy.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

A three-week community consultation process was undertaken following the draft Policy being endorsed by Council for public review at the April 2024 Council Meeting. A summary report of the methods of engagement and the resulting feedback has been provided within the attached findings report.

INNOVATION AND CONTINUOUS IMPROVEMENT

The introduction of the Fair Access Policy will ensure that Council are eligible for future funding opportunities which will strengthen future sport and recreation infrastructure, and the participation and social connection that is associated.

COLLABORATION

Throughout the education and review phases of the Victorian Government's Fair Access Roadmap, Council officers have worked with stakeholders including Sport and Recreation Victoria, the office of Women and Girls in Sport, regional sports assemblies, neighbouring Councils and consultants to ensure that this policy and action plan are well informed and aligned to the reform agenda and fair access principles.

FINANCIAL VIABILITY

This policy and action plan may over time result in initiatives or funding opportunities that will need to be considered in future Council budgets.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Victorian Government's Fair Access Roadmap

COUNCIL PLANS AND POLICIES

Gender Equality Action Plan
Inclusiveness Plan

TRANSPARENCY OF COUNCIL DECISIONS

Community consultation allows the community and stakeholders an opportunity to provide feedback of which has helped to shape the final policy and action plan.

CONFLICTS OF INTEREST

No officer involved in the preparation of this report has any conflicts of interest to disclose.



POLICY LOCATION	Community Development	POLICY TITLE	Fair Access Policy
POLICY NUMBER	1	DATE ADOPTED	DRAFT – March 2024
REVISION NUMBER	Nil – New Policy	REVISION DATE	June 2025

Purpose

The Buloke Shire Council Fair Access Policy (the Policy) has been developed in response to the Victorian Government's Fair Access Policy Roadmap, which seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. The Policy aims to progressively build capacity and capabilities of the Buloke Shire Council (Council) in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

The Buloke Shire Council will undertake take the necessary and proportionate steps towards implementation of the Fair Access Policy.

Background

Sport is a highly visible and valued feature of Buloke Shire Council's culture and identity. The sport and active recreation sector provide opportunities for enriching our communities through the promotion of respect and fair mindedness for all people, while also supporting the physical and mental wellbeing of all Victorians. Buloke Shire Council is well positioned to design and implement place-based, integrated action plans that progress gender equality in community sport.

Alongside the Victorian Government, Council is committed to developing an environment for all to live in a safe and equal society, have access to equal power, resources, and opportunities, and are treated with dignity, respect, and fairness. A reform agenda has been developed to change the systems that have perpetuated gender inequality by designing an enduring structure that requires implementation and tracking of progress over time.

This reform agenda includes addressing the traditional structures and the way community sport and recreation organisations operate through the implementation all nine (9) recommendations from the *2015 Inquiry into Women and Girls in Sport and Active Recreation*. This includes recommendation six (6):

"...encourage facility owners and managers to review access and usage policies to ensure women and girls have a fair share of access to the highest quality facilities at the best and most popular times"

and



"facilitating a universal adoption of policies, strategies and audit tools that will drive change further"

As a defined entity of the *Gender Equality Act 2020*, from 31 March 2021 Council must conduct Gender Impact Assessments (GIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public (Gender Equality Act 2020). The access and use of community sports infrastructure is an example of policy that has a direct and significant impact on the public.

Definitions

Committees of Management

For the purposes of this document, refers to committees appointed by the Department of Land, Water, Environment and Planning under the *Crown Land (Reserves) Act 1978* to manage recreation reserves where community sport training and games are held.

Community Sports Infrastructure

Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.

Gender diverse

An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

Gender equality

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender equity

The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.



Gender Impact Assessment, or GIA

A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Public land management groups

For the purposes of this document, are the Committees of Management appointed under the *Crown Land (Reserves) Act 1978* and responsible for the management of recreation reserves where community sport training and games are held.

Transgender, or trans

Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.

Policy Statement

This Policy establishes the expectation that gender equality is considered and prioritised in all of Council's current and future planning, policy, service delivery and practice as they relate to community sports infrastructure.

- a. Buloke Shire Council recognises that gender equality is the attainment of equal rights, responsibilities, and opportunities of women, men, trans and gender diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
- b. Buloke Shire Council recognises that gender equity is the provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Scope

The Policy enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008* and other legislative frameworks.

The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and usage of community sports infrastructure. This complies with the *Gender Equality Act 2020* and aligns with Municipal Public Health and Wellbeing Plans.



This policy aims to build capacity and capabilities of Council in the identification and elimination of systemic causes of gender inequality in our policies, programs, communications and delivery of those services relating to community sport and recreation. It ensures an effective place-based response for gender equitable use and access to local community sports infrastructure.

For the Buloke Shire Council, this policy applies to the community sports infrastructure that is owned or managed by Council and of which is a beneficiary of Council's recreation allocation funding program. Any infrastructure that is not owned or managed by Council falls outside of the scope of this policy. Council is committed to working alongside the owners and managers (including the State Government via the Dept of Energy, Environment and Climate Action/DEECA) of any other recreational based facilities within the Buloke Shire to support compliance with the Fair Access Policy Roadmap and consistency for our community.

Appendix 1 sets out the infrastructure within the scope of this policy.

Policy Framework

The Policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy.

Council acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender; and
- that achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

Council will:

- engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- engage in the process of gender impact assessments to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation, monitoring of policies and programs.

References

Fair Access Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Council considers that these principles provide clear direction, while also enabling adaption to the specific environment of the Buloke Shire area.

Other Related Legislation and Plans:

Gender Equality Act 2020

Local Government Act 2020

Equal Opportunity Act 2010

Gender Equality Action Plan (Buloke Shire Council)

Inclusiveness Plan (Buloke Shire Council)



Figure 1: Fair Access six (6) principles

Compliance and Monitoring

Actions

Council commits to undertake a GIA on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.

If the process of assessing current policies and processes identifies opportunities to develop or strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles, Council commits to developing and adopting a locally relevant gender equitable access and use policy and action plan no later than 1 October 2024.

Council acknowledges that the requirement to have a gender equitable access and use policy and action plan (or equivalent) in place, and the ability to demonstrate progress against that policy and action plan (or equivalent), will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

Council has also identified specific actions to progress gender equitable access and use of community sports infrastructure in its Fair Access Action Plan.



Responsibility

Council's Senior Executive Team, the Coordinator Community Facilities and Manager Community Development are responsible for implementing the Buloke Shire Council's Fair Access Policy. All management personnel, staff, volunteers, and stakeholders within Council and the Buloke Shire local government area, have a shared responsibility to support the policy, as outlined in the table below.

Role	Responsibility
All Council personnel, volunteers and stakeholders, Community Leaders	<ul style="list-style-type: none"> To promote a gender-aware and gender-responsive culture and community and championing the Fair Access Policy. To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation.
Council Senior Officers and relevant Council personnel Nominated Committee members/ leaders within stakeholder groups	<ul style="list-style-type: none"> Lead the review of sport and recreation policies and process Develop and adopt gender equitable access and use policies To communicate policy updates to all staff and members To monitor compliance and issues To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls Support the undertaking of Gender Impact Assessment and submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations
Council Senior Officers and relevant Council personnel Nominated Committee members/ leaders within stakeholder groups	<ul style="list-style-type: none"> Support the review of sport and recreation policies and processes Support the formal adoption process of a new or revised gender equitable policies Undertake Gender Impact Assessment and submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations
Council Senior Officers and relevant Council personnel Nominated Committee members/ leaders within stakeholder groups	To communicate and educate sport and recreation infrastructure user groups and users.
Council Senior Officers and relevant Council personnel Nominated Committee members/ leaders within stakeholder groups	<ul style="list-style-type: none"> To adhere to and communicate the policy when required. To attend training / awareness programs.

**BULOKE**
SHIRE COUNCIL**Consultation****Council Consultation**

Councillors have been briefed and consulted on the Fair Access Roadmap and are invited to contribute to the further development, review and progress of the Fair Access Policy.

Staff Consultation

The Fair Access Policy has been circulated to Council staff with an offer to contribute and provide feedback on both the Policy and Action Plan.

Community Consultation

Community groups, volunteers and the wider Buloke Shire community has been invited to review and contribute to the further development of Council's Fair Access Policy and Action Plan.

Policy Review

The Fair Access Policy and Fair Access Action Plan will be monitored and then reviewed over the period of the first year of its implementation with a due date of June 2025 for the completion of the review.

**BULOKE**
SHIRE COUNCIL**Appendix 1: Relevant Community Sports Infrastructure and Assets****Asset Category:**

(note: this Policy excludes any school sporting facilities located on land controlled by the Department of Education and Training)

- Recreation and sporting social rooms/club houses
- Indoor sports stadiums
- Outdoor sporting fields/grounds and sporting reserves
- Tennis Courts
- Aquatic facilities
- Golf Courses & Golf precincts
- Skate Parks
- Cricket pitches and outdoor cricket practice net facilities
- Netball Courts
- Bowling Greens
- Bike/pump track facilities
- Croquet facilities
- Squash facilities
- Outdoor gym facilities
- Indoor gym facilities
- Racing and equestrian facilities



DRAFT

FAIR ACCESS

**SPORT AND
RECREATION
ACTION PLAN**

2024-2025

ACKNOWLEDGEMENT OF COUNTRY

Buloke Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and the Dja Dja Wurrung people as the traditional owners of parts of the land now known as Buloke. We pay our respects to Elders past and present, and value their ongoing contribution to our heritage and our community.

Buloke has a significant number cultural heritage places including an Aboriginal historical place, burials, artefact scatters, earth features, low density artefact distributions, scarred trees and a stone feature.

CONTENTS

Acknowledgement of Country	2
Background	4
References	5
Guiding Principles	5
Key Findings	6
Purpose	6
Actions	7
Action Plan	8-13
Appendix A: Glossary	14

1. BACKGROUND

Buloke Shire Council is committed to leading the way in the prevention of violence against women and minority groups and gender equality [...] Council and its officers are dedicated to promoting gender equality in the workplace, consider promoting gender equality when developing policies and programs, and delivering services to our community [...] We have made some significant progress towards gender equity [and we] will ensure our continued improvement.

Buloke Shire Council Gender Equality Action Plan

Sport is a highly visible and valuable feature of Buloke Shire Council's culture and identity. The sport and active recreation sector provides opportunities for enriching our communities through the promotion of respect and fair mindedness for all people, while also supporting the physical and mental wellbeing of all Victorians. Buloke Shire Council is well positioned to design and implement place-based, integrated action plans that progress gender equality in community sport.

Alongside the Victorian Government, Council is committed to developing an environment for all to live in a safe and equal society, have access to equal power, resources, and opportunities, and are treated with dignity, respect, and fairness. A reform agenda has been developed to change the systems that have perpetuated gender inequality by designing an enduring structure that requires implementation and tracking of progress over time.

A Fair Access Policy Roadmap (Roadmap) was developed by the Victorian Government's Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth and released in August 2022. It aims to improve women's and girls' access to and use of community sports infrastructure. The Roadmap addresses Recommendation 6 from the Victorian Government's Inquiry into Women and Girls in Sport and Active Recreation (2015), which seeks to "deliver female-friendly environments and equitable facility usage policies".

Our response to the Roadmap aims to progressively build capacity and capabilities to identify and eliminate systemic causes of gender inequality, ableism and cultural bias in policy, programs, communications, and community sports and recreation services delivery.

Fair Access in the Buloke Shire Council has a primary focus on women and girls and acknowledges the multiple interacting experiences of individuals that need to be considered to improve participation in community sport and recreation. These include, but are not limited to, cultural and ethnic background, sexuality, age, gender, socio-economic status, income, education level, occupation, ability, faith, and beliefs. We will also seek to improve participation opportunities for other underrepresented groups where possible.

Council has developed a Fair Access Action Plan (action plan) and a Fair Access Policy (policy). The action plan and policy both seek to improve the access and use of the Buloke Shire Council's community sports and recreation facilities.

2. REFERENCES

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector.

This policy and any resultant action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Council considers that these principles provide clear direction, while also enabling adaption to the specific environment of the Buloke Shire area.

Other Related Legislation and Plans:

Gender Equality Act 2020

Local Government Act 2020

Equal Opportunity Act 2010

Gender Equality Action Plan (Buloke Shire Council)

Inclusiveness Plan (Buloke Shire Council)

3. GUIDING PRINCIPLES

Our Fair Access guiding principles are:

1. Community sports infrastructure and environments are genuinely welcoming, safe and inclusive.
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as players, coaches, administrators, officials, volunteers and spectators.
3. Women and girls will have equitable access to and use of community sports infrastructure:
 - of the highest quality available and most convenient;
 - at the best and most popular competition and training times and locations; and,
 - to support existing and new participation opportunities and a variety of sports.
4. Women and girls will be equitably represented in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender-equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender-equitable access and use of allocated community sports infrastructure.

4. KEY FINDINGS

The Buloke Shire Council undertook a community engagement project to identify the barriers women, girls and other underrepresented groups face to participation in sport and recreation. We identified barriers to involvement by users and non-users, motivators for participating in sport and recreation, and community response to the draft policy and action plan.

The key findings were that women and girls:

- want sport and recreation facilities that are well designed and maintained to meet their needs
- want to feel welcome and included at community sports and recreation facilities
- want to participate in sport and recreation in different ways, including activities that are modified, culturally appropriate and family friendly
- want easier introduction and access to sport and recreation activities that are non-threatening, build skills and confidence, and provide a range of pathways
- want access to sports and recreation facilities and activities at convenient times and locations
- want nearby facilities that enable them to participate in the sports and recreation they are interested in

One of the most prominent findings were that women and girls need procedures and facilities in place that demand reform in the culture and conversations around gender equality in local sporting and recreational organisations and clubs. Women and girls want to see the viable and meaningful change within their communities and hope the policy and action plan provides the foundation for this reform - starting with infrastructure and facilities, and transpiring into the culture and attitudes within their local clubs and organisations.

5. PURPOSE

This action plan outlines the high impact initiatives to achieve Fair Access improvements at sport and recreation facilities in the City of Melbourne.



6. ACTIONS

We have used the Fair Access guiding principles as a framework for the detailed action plan below. The action plan includes 31 outcomes, informed by the key findings from research and community consultation.

We have created specific actions for each outcome to minimise the barriers to participation experienced by people within the Buloke Shire Council.

The Buloke Shire Council will work with key stakeholders, including state sporting associations, peak bodies, community organisations, neighbouring councils, facility operators, clubs and users, to achieve the desired outcomes from the action plan.

We will progressively implement the action plan starting on 1 July 2024. It applies to the Buloke Shire Council's current and future community sport and recreation facilities, including sporting fields, pavilions, recreation centres, and leased and licensed facilities.

The plan covers the initial first year period to July 2025. It will be reviewed and updated after a year or as required.



7. THE ACTION PLAN

Fair Access Roadmap: Principle One Community sport infrastructure and environments are genuinely welcoming, safe and inclusive.				
#	Actions	Responsibility	Timeframes	Indicator of Success
1	Community consultation and educational initiatives that encourage an increase in awareness for inclusive behaviours and actions taken by volunteer leaders.	Council	12 Months	Distribution of educational material across broader social media and hard media communications channels. Direct communications to clubs, volunteers and committee members.
2	Provide advice and training to community sport and recreation users and facilitators on how to create an inclusive and welcoming environment that is culturally and psychologically safe.	Council	12 Months	Undertake Social Indicators Survey to gauge increased feelings of safety and inclusion.
3	Gender Impact Assessments (GIA) undertaken for all individual masterplan projects for Recreation Reserves. GIA's included in RFQ and RFT documentation for all sporting and recreational infrastructure projects.	Council	6 Months	Inclusion of GIA's as a requirement in all RFQ and RFT Council documentation.
4	Gender Impact Assessment undertaken for the current Buloke Recreation Strategy for all levels of organised sport and passive active recreation.	Council	6 Months	GIA undertaken.
5	Gender Impact Assessments to be undertaken on all major Recreation Reserve Facilities in consultation with community and volunteers.	Council	12 Months	3 Key Recreational Facilities audits undertaken in 2024/25. Another 2 to be undertaken as part of masterplan process via consultant.
6	Inclusive design principles adopted into Project Management Framework at initiation/consultation phase.	Council	6 Months	Delivery of all capital works projects to meet gender inclusive design principles.
7	Review public and sports lighting at sports and recreation facilities, including transport and parking locations.	Council	12 Months	A review of lighting at all facilities is completed and recommendations for improvement are provided.

Fair Access Roadmap: Principle Two Women and girls can fully participate in all aspect of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.						
#	Actions	Responsibility	Timeframes	Indicator of Success		
8	Undertake a review and consultation of existing sporting club leaders within the LGA and encourage their participation in a marketing campaign to help further promote the benefits of participation.	Council Community Committees of Management	12 Months	Increased uptake in participation.		
9	Continue to collaborate with and sponsor the Mallee Sports Assembly (MSA) for all programs and events.	Council Sports Assembly	Ongoing	Increased participation levels through marketing/communications and support for MSA projects/events.		
10	Work with community groups and volunteers to plan community led events which increase training and upskilling.	Council Community Sports Assembly Committees of Management	12 Months	Increase in number of opportunities for volunteer training and upskilling.		
11	Conduct a review of sport and recreation facility fees and community grant programs to ensure financial barriers are addressed and subsidiaries are offered to individuals, particularly women and girls, who experience hardship and disadvantage.	Council Committees of Management	12 Months	Advocate for funding opportunities that support increased participation for all recreation users.		
12	Work with sporting clubs, commercial operations and other providers (for example, MSA) to offer more sport and recreation activities that are non-competitive, accessible, modified, social, culturally appropriate and family friendly.	Council Sports Assembly	12 Months	An increase in alternative activities offered by sporting clubs, commercial operators and other providers.		
13	Ensure the general community know the opportunities and advantages of participating in sports and recreation.	Council	12 Months	Increased marketing campaign to support growing participation and use of Council Recreation facilities.		

Fair Access Roadmap: Principle Three Women and girls will have equitable access to and use of community sport infrastructure a) Of the highest quality available and most convenient b) At the best and most popular competition and training times and locations To support existing and new participation opportunities, and a variety of sports					
#	Actions	Responsibility	Timeframes	Indicator of Success	
14	Partner and collaborate with relevant State Government sporting bodies and other stakeholders to provide opportunities for women and girls to try a new sport or recreational program.	Council Community Sports Assembly Committees of Management	12 Months	The facilitation of 'come and try' days ran across the Shire.	
15	Pursue funding opportunities to improve otherwise outdated and inappropriate infrastructure that does not meet inclusive design guides.	Council Committee of Management	12 Months	Applications to funding bodies submitted.	
16	Consultation is undertaken with various Clubs' membership bases to better understand their preference to the usage and times for usage of existing infrastructure. (Council to assist in facilitation and communication through educational materials).	Council Committee of Management Community	12 Months	Provision of materials and club meeting minutes outlining general discussions had with members regarding timing and use requirements.	
17	Increase the capacity and conditions of existing facilities for future growth.	Council	12 Months	Develop a plan to increase capacity and conditions at existing facilities. Implementation of policy.	
18	Development of a new Recreation Strategy with embedded outcomes to strengthen the use of facilities for greater gender inclusivity and fair play.	Council Community Committee of Management	18 Months	Adoption of a new Recreation Strategy.	

Fair Access Roadmap: Principle Four Women and girls should be equitably represented in leadership and governance roles					
#	Actions	Responsibility	Timeframes	Indicator of Success	
19	Promotion and education campaign for women and girls in leadership positions at a local level to inspire more uptake.	Council Committee of Management	12 Months	Establishment of data set, network of key contacts and increase in participation.	
20	Data collection regarding gender break up of committees via the recreation reserve allocations system via Smarty Grants Portal.	Council	12 Months	Establishment of new data base.	
21	Review of any paid sporting club roles and consultation to ensure there is an equal and fair process in place.	Committees of Management	12 Months	Workshop attendance and education materials utilised in practice. Information and feedback.	

Fair Access Roadmap: Principle Five Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices				
#	Actions	Responsibility	Timeframes	Indicator of Success
22	Facilitation of gender equity training for community group volunteers.	Council	12 Months	Attendance rates.
23	Facilitation of gender equity training for internal Council Staff.	Council	12 Months	Attendance rates.
24	Facilitation of training for access key use/development for internal staff.	Council	18 Months	Attendance rates and establishment of access key documents.
25	Prioritised promotion of gender inclusive sporting club events through Council media.	Council	6 Months	Increased social media engagement.
26	Community grants guidelines amended to offer higher level of support to those community groups/clubs demonstrating commitment to gender equitable practices.	Council	12 Months	Development of new guidelines.
27	Aquatic facility booking guide amended to nominate community groups or businesses' commitment to gender inclusive practices.	Council	6 Months	Development of new guidelines.
28	Council facilities booking guide amended to nominate community groups or businesses' commitment to gender inclusive practices.	Council	6 Months	Development of new guidelines.

Fair Access Roadmap: Principle Six Prioritise access, use and support to all user groups who demonstrate an on-going commitment to gender equitable access and use of allocated community sport infrastructure.				
#	Actions	Responsibility	Timeframes	Indicator of Success
29	Implementation of the Smarty Grants system and data collection for user groups.	Council Community User Groups	6 Months	New system operational.
30	New booking system for recreation facilities with relevant information for users' accessibility and gender inclusivity needs.	Council	18 Months	New system operational.
31	Develop and complete an annual Fair Access performance scorecard to monitor and report on progress.	Council	12 Months	Fair Access performance scorecard developed and completed annually.

ACTION PLAN DOCUMENT DUE FOR REVIEW: APRIL 2025

APPENDIX A- GLOSSARY

Committees of Management

For the purposes of this document, refers to committees appointed by the Department of Land, Water, Environment and Planning under the *Crown Land (Reserves) Act 1978* to manage recreation reserves where community sport training and games are held.

Community Sport Infrastructure

Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities and pavilions.

Gender

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behavior or physical appearance.

Gender Diverse

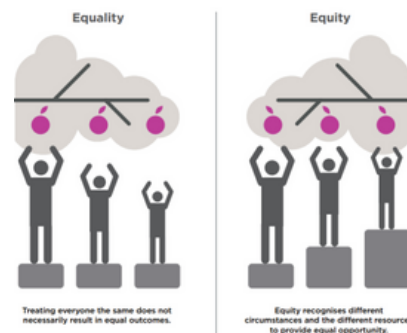
An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

Gender Equality

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender Equity

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.



Gender Impact Assessment (GIA)

A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Public Land Management

For the purposes of this document, are the Committees of Management appointed under the *Crown Land (Reserves) Act 1978* and responsible for the management of recreation reserves where community sport training and games are held.

Transgender, or trans

Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.





FAIR ACCESS ENGAGEMENT FINDINGS REPORT SUMMARY

JUNE 2024

**CHANGE
OUR
GAME**

 **VicHealth**

VICTORIA
State
Government



BULOKE
SHIRE COUNCIL

ACKNOWLEDGEMENT OF COUNTRY

Buloke Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and the Dja Dja Wurrung people as the traditional owners of parts of the land now known as Buloke. We pay our respects to Elders past and present, and value their ongoing contribution to our heritage and our community.

Buloke has a significant number cultural heritage places including an Aboriginal historical place, burials, artefact scatters, earth features, low density artefact distributions, scarred trees and a stone feature.

CONTENTS

Acknowledgement of Country	2
Project Background	4
What We Did	4-5
Who We Heard From	6
What We Heard	6
Key Actions	7
Putting a Spotlight on the Buloke	8
Barriers to Participation	9
Concerns about the Policy	9
Suggested Actions	10



PROJECT BACKGROUND

The Buloke Shire Council is developing a response to the Victorian Government's Office for Women in Sport and Recreation Fair Access Policy Roadmap.

We undertook engagement from **16 May to 04 June 2023** to understand why it is difficult for some groups to participate in community sport and recreation, and what could be done to make it easier.

The findings will help inform the development of the Buloke Shire Council's Fair Access Policy, and Action Plan.

WHAT WE DID

339 people provided feedback throughout the consultation period*

including **161** Fair Access Community Surveys

The engagement included two parts:

Non-users

including women and girls, people living with a disability, committees, LGBTIQ+ and gender diverse community members.



x2 School Information Sessions



Consultation with local organisations, businesses & committees

Users

including sports and recreation clubs and operators.



Consultation with local sporting organisations, clubs, committees or their relevant representative.



Local sporting organisations educating members about the policy and completing the survey together



Emails exchanged with local sporting and recreational organisations in relation to the Fair Access Policy

Promotion Included:



Five listening posts different towns.



Emails and phone calls to sport and recreation clubs and operators.



Social media posts promoting the Fair Access Community Survey.



Posters, brochures and digital promotion in community centre schools, and sport and recreation facilities.

*this number is based on in-person feedback and survey responses

WHAT WE DID: THE BREAKDOWN

- 5** LISTENING POSTS CONDUCTED
- 2** SCHOOL INFORMATION SESSIONS CONDUCTED
- 5** TOWNS VISITED
- 178** PEOPLE ENGAGED WITH IN-PERSON*
- 117** PHYSICAL SURVEYS HANDED OUT
- 64** PHYSICAL SURVEYS RETURNED
- 97** ONLINE SURVEYS RETURNED
- 161** SURVEYS RETURNED OVERALL

*ENGAGED = PERSON STOPS AND ACTIVELY ENGAGES IN CONVERSATION ABOUT THE POLICY. BEYOND GENERAL INTEREST OR CURIOSITY IN A POST OR SESSION

WYCHEPROOF

38 PEOPLE ENGAGED WITH
 33 PHYSICAL SURVEYS
 TAKEN
 10 SURVEYS RETURNED ON
 THE DAY
 1 INFORMATION SESSION AT
 SCHOOL

THE TOWNS

BIRCHIP

15 PEOPLE ENGAGED WITH
 8 PHYSICAL SURVEYS TAKEN

DONALD

17 PEOPLE ENGAGED WITH
 10 PHYSICAL SURVEYS
 TAKEN
 1 INFORMATION SESSION AT
 SCHOOL

SEA LAKE

8 PEOPLE ENGAGED WITH
 6 PHYSICAL SURVEYS TAKEN

CHARLTON

11 PEOPLE ENGAGED WITH
 7 PHYSICAL SURVEYS TAKEN

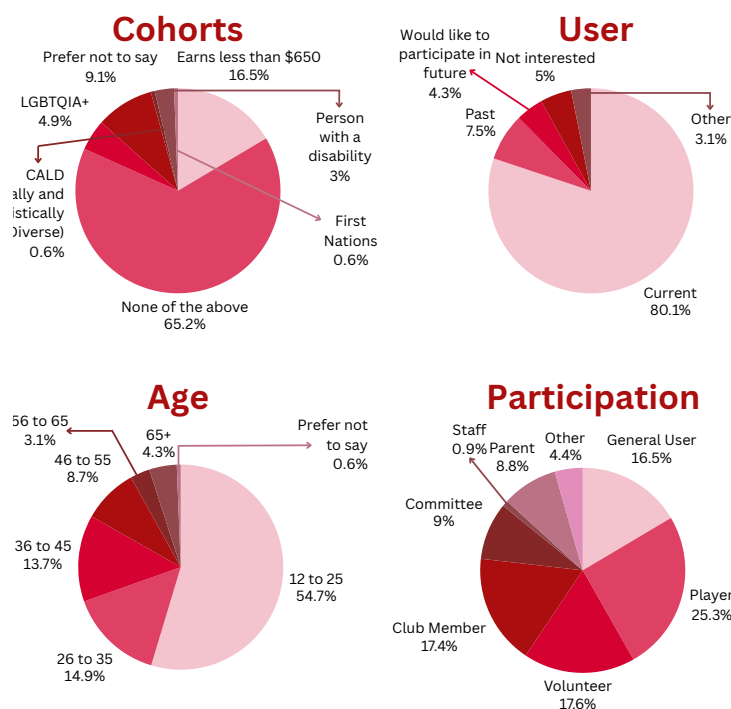
“ Being a past participant (many decades ago) and an interested observer, sport in rural communities has been dominated by male organisations, particularly football clubs. There needs to be much more emphasis on female participation and equalising sharing of resources. ”

Survey Response

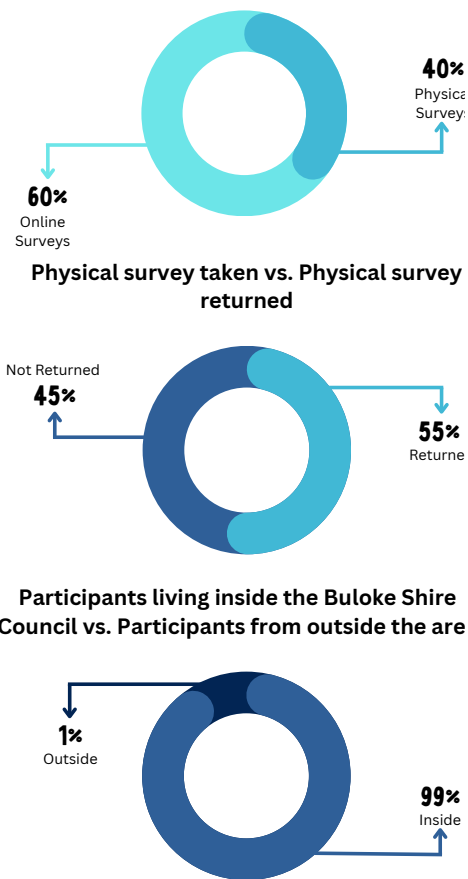
“ Current facilities in the Buloke Shire are outdated and are not inviting/inclusive environments for everyone to step inside [...] it's mind blowing to think that such a strong sporting community such as the Buloke Shire is unable to field a single women's or girls football team in any capacity [...] The women of our community are fierce competitors and are a source of immense pride to their [respective] towns and clubs. It's time to establish facilities that create a safe and inclusive environment for ALL so that participation does not dwindle and disappear. ”

Survey Response

WHO WE HEARD FROM



75% of respondents were women



WHAT WE HEARD

THE RESPONSE WAS OVERWHELMINGLY POSITIVE...

70%

Were either "Very Satisfied" or "Satisfied" with the draft policy

25%

Were "Neither Satisfied or Dissatisfied" with the draft policy

5%

Were "Dissatisfied" or "Very Dissatisfied" with the draft policy

THERE WAS 113 RESPONSES TO "WHAT EXCITES YOU ABOUT THIS POLICY". GENERAL COMMENTS WERE...

"The opportunity to not only recognise but make a meaningful change and take action on the issue of gender equality, specifically towards providing better and fairer access/opportunities for women and girls."

"Upgraded infrastructure"

"The shire has recognised limitations with female participation in sport"

"Having a policy to guide gender equality so it is easier to reprimand behaviour that is not in line with what is expected in the 21st century. It's time we moved on from 1950's views and treatment of women."

"Everyone is treated equally"

"What excites me is the fact something is being done and put into writing to make a more male dominated facility more diverse by including women and that people in the buloke shire are being given the opportunity to vote and have their say."

"It's a step in the right direction."

"That someone is actually looking at this as an issue"

"Any work that reduces the gender equality gap in our community is fantastic"

"Giving everyone a fair chance"

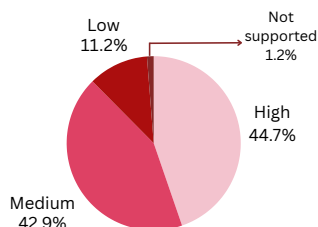
"The opportunity to not only recognise but make a meaningful change and take action on the issue of gender equality, specifically towards providing better and fairer access/opportunities for women and girls."

88% SAID THAT OVERALL, THEY SUPPORT THIS POLICY

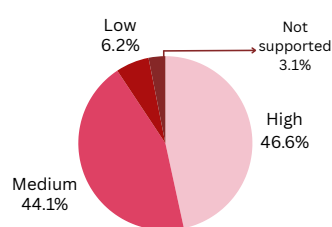
KEY ACTIONS

WE ASKED PARTICIPANTS TO PRIORITIZE SOME KEY ACTIONS...

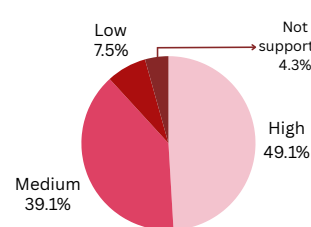
Undertaking baseline data collection of existing practices including usage of council facilities.



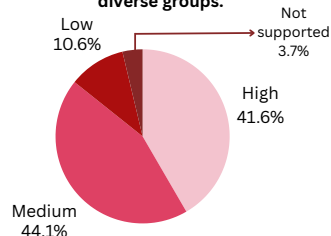
Undertaking reviews and consultations with sporting club leaders within the LGA to collaborate on and encourage participation in marketing campaigns and community led events to promote the benefits of participation and increase training.



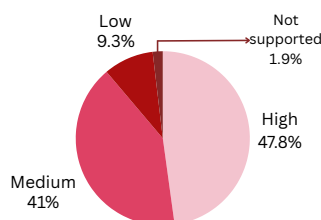
Undertaking Gender Impact Assessments on current policies, processes, facilities and strategies, ensuring alignment with Fair Access principles.



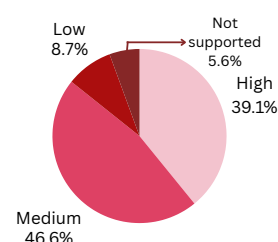
Review fees and charges and consider subsidiaries and discounts for those with increasing participation of women, girls and diverse groups.



Provision of education and training opportunities that support inclusion and diversity.



Adding gender-based reporting into sport or recreation facility booking systems.



WE ASKED PARTICIPANTS WHETHER THEY WOULD LIKE TO SEE OTHER KEY ACTIONS CONSIDERED. OF THE 85 RESPONSES THERE WAS 32 RECOMMENDATIONS...

"Council inviting other relevant organisations to host community events at the sports facilities to create connection and provide exposure to supporting organisations, as well as council demonstrating actionable steps towards fair access and inclusion."

"None at this point but there would be an expectation for future additional actions to be added post consultation."

"Yes educating coaches or clubs that girls should be treated equally by players."

20% of recommendations referred to more sporting sides and opportunities to participate in sports for women and girls, more advertising in relation to these opportunities.

"Appreciate that this is a State Government directive and Council is being forced to follow this obtaining funding"

"[...] Introduce a booking system! In some parts of the policy there are references to 'girls' and 'girls in sport' and in other parts it refers to girls, women, trans, gender diverse - hence sending a conflicting messaging to me.. Whilst in the sporting area, is still heavily male dominated, and the fair participation of women and girls needs to be promoted, it also needs to be a safe environment for LGBTIQ+ people."

Ensuring that feedback comes from people outside of the leaders of community groups. Unfortunately these leaders tend to be those who don't understand adversity or gender equity.

"Not at the moment, but as the policy is actually adopted and implemented, I anticipate and expect that further areas for improvement will be identified and key actions will be taken."

"I am aware the policy will be reviewed in June 2025, this should include a SWOT analysis to determine if it needs changing"

"The use of external and associated groups to also speak on this topic to spread awareness."

"information nights!"

"Use of consultation responses and data collection from local clubs in addition to evidence based improvements from published studies to increase participation. It would be ideal to see biases of all the community being addressed, not limited to leaders."

16 OF THE RECOMMENDATIONS WERE IN RELATION TO THE IMPROVEMENT OF SPECIFIC FACILITIES AND/OR PROCEDURES IN OUR LOCAL AREA...

"Fixing of the second netball court at birchip. Public outside toilet facilities at sea lake"

"Let girls older than 15 play footy."

15% of recommendations said hockey changerooms.

"[...] Better courts. Be able to play footy no matter how old."

"Funding to fix the second netball court at Birchip-Watchem. A high population of girls in this township that need access to sporting facilities."

"Toilets and change rooms at the netball court Sea Lake"

54 OF THESE RESPONSES SAID "NO", "NIL" OR SIMILAR TO ANY ADDITIONAL KEY ACTIONS.



PUTTING A SPOTLIGHT ON THE BULOKE

The Buloke Shire Council acknowledges the positive work of local sporting clubs and organisations in taking steps towards a more safe and inclusive community.

The Council asked the community for any examples of clubs or groups who have done constructive work in increasing gender inclusion and should be showcased.

THERE WERE 91 RESPONSES...

"Donald Junior Cricket Association, Friday night comp 4 mixed teams each with at least 2 girls, Charlton team with 4"

"The Wimmera Pride Project"

"Donald womens hockey club"

"Wimmera Mallee cricket added girls comp."

"Donald clubrooms"

"Wycheproof tennis club. Great facilities for all genders, welcoming space and club for all."

Ten responses highlighted Nullawil's football and netball clubs

Four responses specifically mentioned "St Arnaud change rooms and facilities"

"Nullawil junior girls playing football."

Three responses specifically featured Woorinen and their promotion of women's football.

"There are several sporting clubs in the BSC that have supported inclusion for all practices. eg. Charlton Bowling Club, Charlton Croquet Club, Donald ABA, Donald Netball Club, Donald Hockey Club, Donald LTC, Donald Golf Club"

"[...] Sea Lake Nandaly Womens Football Teams"

"Sea Lake Nandaly FNHC have increased female participation by including hockey when they moved into the NCFL. However the facilities available are not appropriate and does not consider the needs of not just female players but all players"

CASE STUDY: BIRCHIP GIRLS FOOTBALL TEAM

"Birchip-Watchem Football Club who has started a girls football program that takes part in competition. Only town/club in the shire that has a competitive girls football program. Club doesn't charge any registration fees and provides uniform and travel to make it accessible to all girls."

- Survey Response

19% OF RESPONSES MENTIONED BIRCHIP AND THEIR GIRLS FOOTBALL TEAM*

"Birchip girls football team, providing a space for girls to play"

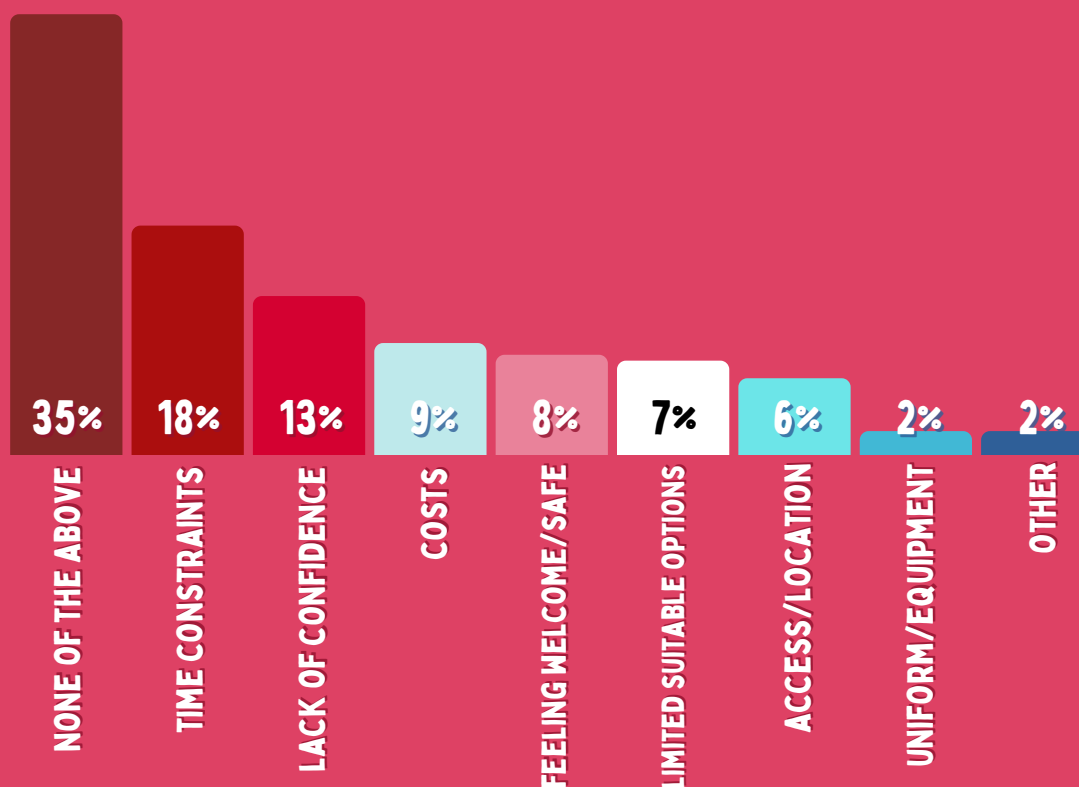
- Survey Response

Birchip has led by example in implementing gender equality practices into their community and sporting infrastructure/procedures. They have provided an outstanding example of how implementing gender equitable practices into local sporting clubs and infrastructure translates into fairer and more diverse opportunities for women and girls in sport.

***THIS DATA DOES NOT INCLUDE THE PREVALENT VERBAL COMMUNICATION OF THIS EXAMPLE THROUGHOUT LISTENING POSTS & GENERAL COMMUNITY ENGAGEMENT**

BARRIERS TO PARTICIPATION

Throughout the consultation period, respondents provided information on the current barriers they experienced to participating in community sport and recreation.



CONCERNS ABOUT THE POLICY

OF THE 161 RESPONSES, THERE WERE 23 CONCERNS...

"not a true indication of sport in general"

"It would be ideal to see more specific methods for achieving gender equality."

You are putting more requirements on volunteer committees to undertake more compliance on something which is not necessarily a priority of the community that you are representing. The policy isn't necessarily providing equal access but prioritising a minority group over the majority of community.

"The shire has limited funds to follow through with actions relating to this policy, particularly as the shire is populated by multiple towns with small populations. How will the shire decide which town to prioritise."

"It will take a lot of time but it will work"

"The opinions of others affecting the outcome."

"Not achievable in our "old" community"

"It appears as though it would take years to implement. Are the goals SMART?"

"Buloke Shire sport is dependant on volunteers. The Shire does not have the social capacity to dictate the make up of Committees of Management or the number of balanced male female sporting teams. In actual fact the current situation sees that in some towns that they don't even have the capacity to field some junior teams of any gender make up. If a local group tht uses a Council facility is unable to comply with the gender make up of a team or committee they will be effectively locked out of applying for funding to upgrade their grounds."

"I don't fully understand how it will translate to a grass root level."

"Needs to happen fast"

There is a continued push to prioritise so called minority groups and there rights. Surely prioritising one group over the majority cannot be regarded as equal.

"It is sending conflicting messages about who it is trying to support - equality for women, or equality for all regardless of gender (including trans) or sexual identification."

"If this policy goes ahead - and we as a user group don't adhere - does that mean future grants we apply for will not be considered?"

"How can we fully ensure this policy is being effectively applied in all clubs."

"It's not going to change the mentality"

"Loop holes being found"

"Measurable outcomes from proposed actions, responsibilities for senior leaders and councillors should include relationship building through meeting with and hosting forums of relevant supporting organisations (eg. Wimmeri pride, anti womens violence groups)"

SUGGESTED ACTIONS

Suggested actions were identified to increase the participation of women, girls and other underrepresented groups. The actions were grouped into 16 key findings that related to 3 themes including infrastructure and environment, activities and information, engagement and partnership.

Infrastructure and environment	Activities	Information, engagement and partnership
<p>Provide well designed and maintained sport and recreation facilities to meet the needs of all users.</p> <p>Ensure community members feel welcome and included at community sport and recreation facilities.</p> <p>Provide access to sport and recreation facilities and activities at convenient times and locations.</p> <p>Provide nearby facilities that enable participation in the sport and recreation activities that are of interest.</p> <p>Provide and utilise specific and measurable goals and methods to assess the effectiveness of gender equitable practices and their implementation.</p> <p>Introducing gender-based reporting into a sport and recreation facility booking system.</p>	<p>Provide opportunities to participate in sport and recreation in different ways, including activities that are culturally appropriate, diverse, modified and family friendly.</p> <p>Provide suitable pricing for those experiencing financial barriers to participating in sport and recreation.</p> <p>Ensure gender diversity in leadership and facilitation roles.</p> <p>Ensure sport and recreation staff, facilitators and players are respectful and welcoming to all people.</p> <p>Provide equitable access to sport and recreation facilities.</p>	<p>Provide easily accessible information on community sport and recreation participation opportunities.</p> <p>Promote the opportunities and advantages of participating in community sport and recreation.</p> <p>Provide information sessions to local organisations, clubs and committees and communities to educate about gender equality and the Policy.</p> <p>Engage with, and use external and associated groups to also educate and spread awareness around gender equality.</p> <p>Ensure community feedback around this topic expands beyond leaders of community groups and reaches general community members to ensure a more representative and unbiased community consensus.</p>

“ It just seems like common sense ”

– Community member speaking about their thoughts on the Policy

“ It's time for change, I hope that this sparks a broader conversation so that we can help balance the inequality that exists in sport. ”

Survey Response

CHANGE OUR GAME

VicHealth

VICTORIA State

BULOKE SHIRE COUNCIL



NEXT STEPS

The next steps of the project are to amend the draft Fair Access Policy and Action Plan in accordance with community feedback.

POLICY REVIEW DATE: JUNE 2025

8.2 MANAGEMENT REPORTS

8.2.1 COMMUNITY RECOVERY GRANTS PROGRESS REPORT

Author's Title: Manager Community Recovery

Department: Infrastructure and Delivery

File No: GS/09/59

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Community Wellbeing

PURPOSE

The purpose of this report is for Council to be given an update on progress of Community Recovery Grants Programs and note the successful grant applicants.

SUMMARY

The Community Recovery Grants were made available, courtesy of funding from the Australian and Victorian Governments through the Community Recovery Hubs Program.

The Community Recovery Hubs Program is designed to support communities in recovering from significant adverse events, specifically the October 2022 Flood event, by providing essential resources and services. Its aim is to facilitate resilience and sustainability through tailored support, helping communities rebuild and recover post event.

The grants program was established to support community-led recovery, empowering local groups to pinpoint action areas beyond those identified in previous engagements such as Council Plan sessions, community forums, feedback from groups, and direct requests to the Council's community recovery team.

RECOMMENDATION

That Council note the allocation of funds to the successful applicants of the Community Recovery Grants.

- Attachments:**
- 1 [Community Recovery Wellbeing Grants Program](#)
 - 2 [Community Recovery Hubs Program Guidelines](#)
 - 3 [Community Recovery Arts Workshop Grants Program](#)

DISCUSSION

Two grant streams were approved by the funders:

- Community Recovery Wellbeing Grants Program 2024 (4 x \$5000 grants); and
- Community Recovery Arts Workshop Grants Program 2024 (4 x \$5000 grants).

Timing was critical, particularly during a period of significant volunteer fatigue, to minimise the burden of stringent guidelines upon community and detailed input for acquittal reports. The delivery timeline was sensitive to these needs, with initial expectations for funding acquittals to be completed after June

30, 2024; however, these deadlines were subsequently extended to accommodate evolving circumstances.

Both grant programs, along with their respective guidelines and selection processes, have undergone a thorough assessment and received approval from the funding authorities, with the decision to use the Smarty Grants platform for administering the grants process - considered an example of good governance.

At the February 2024 Council briefing it was discussed that with this approval process already in place, it would be unnecessary to impose an additional selection process at Council level and requested that the selected applications be directly reported to Council for noting, streamlining the process and reducing bureaucratic redundancy.

Only four applications were received for the Community Recovery Wellbeing Grants Program 2024 stream, with one deemed ineligible due to the applicant not being situated in Buloke. The remaining three applications were successfully submitted for consideration for by Emergency Recovery Victoria in accordance with the Australian and Victorian Government and Community Recovery Program.

Successful applicants:

* Donald Celebrating Our Multicultural Community (Donald Learning Group Inc) Fully funded \$5,000.00

* Donald Deb Ball 2024 (Donald 2000 Inc): Fully funded \$5,000.00

* Connecting & Learning through food, fun & fellowship (Birchip Neighbourhood House Inc): Fully funded: \$5,000.00

No applications were received for the Community Recovery Arts Workshop Grants Program 2024 stream. However, before the close of submissions, and following the successful implementation of the Creative Recovery Artists Training in Trauma-Informed and Traditional Owner self-determined approaches, community groups identified arts programs which could be facilitated by these artists. Consequently, the remaining \$25,000 in grants funding has been reallocated to these projects, which have been assessed as eligible by Emergency Recovery Victoria.

These project concepts will now be planned and managed by the Buloke Shire Council Community Recovery team in partnership with these community groups and stakeholder agencies. Funding for these projects will need to be expended before 31 October 2024, in accordance with the Community Recovery Arts Workshop Grants Program 2024 Guidelines.

It is pertinent to note that the low number of grant applications reflects the persistent fatigue within the Buloke community. Feedback indicates that Community Recovery should be considered community-centred rather than community-led, due to the ongoing fatigue and other community commitments. This suggests a higher need for support from Council.

Feedback from the Victorian community after the October 2022 floods highlights significant volunteer fatigue, making it challenging for communities to lead their own recovery efforts without external support. Reports and inquiries, such as those submitted by this Council, also emphasise the importance of a community-centred approach in recovery efforts.

These documents stress that the prolonged recovery process and dispersed populations have strained local capacities, necessitating increased support from governmental bodies to effectively manage recovery efforts (Inquiry into the 2022 Flood Event in Victoria, Legislative Council Environment and Planning Committee Interim Report, 28 April 2024)

Council has petitioned for additional funding to ensure the ongoing support of Community Recovery activities. Positive feedback has been received, indicating that Council will receive an additional \$128,000 to extend Community Recovery Officer positions.

Distribution of funding to the three successful applicants to the Community Recovery Wellbeing Grants Program 2024, will occur in June 2024, following agreement completion.

- Project completion is expected by 31 October 2024
- Reporting with receipts, photos, and acquittals is due by 13 December 2024.

RELEVANT LAW

Local Government – The Local Government Act 2020 (Vic)
Local Government (Planning and Reporting) Regulations 2020.
Privacy and Data Protection Act 2014
Freedom of Information Act 1982
Equal Opportunity Act 2010

RELATED COUNCIL DECISIONS

Council adopted the Recovery Plan

OPTIONS

Not applicable

SUSTAINABILITY IMPLICATIONS

- Ensure that the activities use sustainable materials and practices to minimise environmental impact. This includes using recycled or eco-friendly materials for art projects and reducing waste.
- Evaluate the energy requirements of the projects and promote the use of renewable energy sources where possible.
- Implement effective waste management practices to reduce, reuse, and recycle materials used in the projects.
- Respect and integrate Traditional Owner self-determined approaches.
- Address potential mental health impacts of trauma recovery activities and ensure they contribute positively to community wellbeing.
- Ensure that the projects are financially sustainable in the long term, with clear plans for funding and resource allocation.
- Adhere to the guidelines and conditions set by the Community Recovery Arts Workshop Grants Program to ensure continued funding and support.

COMMUNITY ENGAGEMENT

- Published from 11 March 2024 to 26 April 2024: Buloke website; Facebook (14 posts); Local newspapers (single insertion, 7-weeks); Customer Service Information (single insertion, 7-weeks); posters distributed to Berriwilllock, Birchip, Charlton, Culgoa, Donald, Sea Lake and Wycheproof; Probus and Lives Alone speaker events at Charlton, Culgoa, Donald, Wycheproof, Sea Lake.
- Maintain transparency in project selection, funding allocation, and progress reporting to build trust within the community.
- Ensure outcomes are promoted in the community recognising the funders: Australian and Victorian Governments Community Recovery Hubs Program.
- Ensure activities are widely promoted in the community to maximise participation.

INNOVATION AND CONTINUOUS IMPROVEMENT

- Implement robust monitoring and evaluation frameworks to assess the impact of the activities and make necessary adjustments for continuous improvement and report outcomes to the community.
- Explore the use of new technologies, such as digital platforms for virtual workshops and exhibitions, to expand the reach and impact of the projects.
- Incorporate innovative artistic methods and interdisciplinary approaches that can offer new perspectives and solutions to community recovery, fostering a culture of continuous improvement.

COLLABORATION

- Birchip Neighbourhood House
- Buloke Youth Groups
- Barengi Gadgin Land Council
- Creative Recovery Network
- Dja Dja Wurrung Corporation
- Donald 2000
- Donald Learning Group
- Emergency Recovery Victoria
- Sea Lake Neighbourhood House

FINANCIAL VIABILITY

- Funds for activities are secured but delivery is contingent on extension funding for officer roles and receipt of this funding to provide additional community support.
- Anticipate and plan for potential cost overruns by including contingency funds in the budget. Regular financial reviews and adjustments will help manage unexpected expenses.
- Ensure strict alignment with grant guidelines, which is particularly important for the successful acquittal of funds. Refer to the Community Recovery Arts Workshop Grants Program 2024 and Community Recovery Wellbeing Grants Program 2024 Guidelines for detailed requirements.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

- Australian and Victorian Governments Community Recovery Hubs Program Guidelines
- National Disaster Recovery Needs Assessment Guidelines
- The IAP2 (International Association for Public Participation) Australia standards provide a framework for effective public participation and engagement practices.

COUNCIL PLANS AND POLICIES

- Community Recovery Plan
- Council Plan 2022-2025
- Customer Service Charter
- Staff Code of Conduct
- Councillor Code of Conduct
- Social Media Policy
- Municipal Health and Wellbeing Plan
- Inclusiveness Plan
- Interim Communications Plan 2022-2024
- Community Support Policy
- Complaints Handling Policy

TRANSPARENCY OF COUNCIL DECISIONS

This report is brought to an open Council Meeting in the interests of transparency.

CONFLICTS OF INTEREST

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

COMMUNITY RECOVERY WELLBEING GRANTS PROGRAM GUIDELINES 2024

The Buloke Shire Council is excited to offer the Buloke Community Recovery Grants Program, **with a total fund of \$20,000** dedicated to supporting existing or planned community activities or events to foster community resilience and recovery. This grants program has been made possible by the Australian and Victorian governments and the Community Recovery Program.

APPLICATION PERIOD:

OPEN: MONDAY, 11 MARCH 2024
CLOSE: FRIDAY, 26 APRIL 2024
APPLY AT: www.buloke.vic.gov.au/community-grants-and-sponsorship



GRANT OVERVIEW:

Funding: 4 x \$5000 grants available

Eligibility: Not-for-profit groups in the Buloke Shire area, focused on community recovery



GRANT OBJECTIVES:

- Strengthening community connection and inclusion
- Promoting wellbeing, mental and physical health
- Promoting trauma-informed navigation of recovery service, education, initiatives and programs
- Ensure evidence-based recovery interventions are targeted
- Encourage collaborative efforts across the community
- Support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities

Examples:

Training, events promotion, advertising, catering, venue hire and equipment hire or lease. * Community residents transport and logistics support by individual assessment.



COSTS INELIGIBLE UNDER THIS PROGRAM MAY INCLUDE (BUT ARE NOT LIMITED TO):

- Immediate relief needs of community evacuated from their homes that are eligible for support through Emergency Relief Centres (such as emergency food, shelter, relocation costs, and emergency payments)
- Projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities
- Costs associated with activities not related to community recovery
- Passing on funding in the form of a sponsorship or donation
- Repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community, or cultural requirements

- Political and/or fundraising activities
- Purchase of alcohol, gifts, prizes, rewards, or incentives
- Project management or administration costs that are more than 5% of total funding
- Asset purchases
- Purchase of land, buildings or existing infrastructure, including the costs associated with the sub-division of land
- Projects requiring ongoing or recurrent funding to succeed or deliver benefit
- Offsetting of operating costs or salaries for existing (pre 6 October 2022) staff or contractors
- Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program
- Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions



FUNDING PROCESS:

- Applications will be shortlisted for approval by Emergency Recovery Victoria in accordance with the Australian and Victorian Government and Community Recovery Program.
- Distribution in June 2024 following agreement completion
- Project completion by 31 October 2024
- Reporting with receipts, photos, and acquittals due by 30 November 2024



SUPPORT AND QUERIES:

Contacts:

Community Recovery Manager
Jo Postlethwaite

Community Recovery Coordinators
Claire Cook or Bruce Stafford

Community Recovery (Hub) Coordinator
Sam Wheelhouse

Phone: 1300 520 520

Email: MOCC@buloke.vic.gov.au



Australian Government



POLICY STATEMENT

The objective of these Guidelines is to provide a consistent process for Council to allocate funds for the purpose of operating a Community Recovery Grants Program.

This grants program is part of the Community Recovery Hubs Program jointly funded by the Commonwealth and Victorian Governments, under the Disaster Recovery Funding Arrangements (DRFA) in relation to the Victorian Floods (commencing 6 in October 2022) (AGRN) 1037.

The Buloke Shire Council Community Recovery Hubs Program has been commissioned by Emergency Recovery Victoria (ERV) and is administered by Council. Council will apply appropriate, transparent and ethical management practices to its grants program to ensure that there is a balance between the responsible administration of public funds and supporting the community in a practical and effective manner.

For a copy of this policy, please visit:

<https://www.buloke.vic.gov.au/policies> or call Customer Service on 1300 520 520 to have a physical copy mailed to you.

APPLYING FOR A GRANT TO BE ELIGIBLE TO APPLY FOR A BULOKE SHIRE COUNCIL COMMUNITY RECOVERY GRANT, YOU MUST BE:

- A Not-for-profit community group and non-government organisation within the Buloke Shire

WHO ISN'T ELIGIBLE:

- Profit making organisations, and political parties
- Projects which have already commenced or have been completed.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Projects that are clearly a duplication of an existing service.

BUDGET TABLES

When applying for a Grant, applicants are required to complete a budget outlining income and expenditure relevant to the project. Applications with incomplete budgets will be notified of the required amendments, and the applications will only be assessed when the budget is balanced.

Expenditure items must have a quote supplied.

FUNDING AGREEMENT:

All successful applicants must comply with the funding agreement and achieve the specified milestones within the designated timeframe.

ASSESSMENT CRITERIA

THE FOLLOWING CRITERIA WILL NEED TO BE ADDRESSED ON THE APPLICATION FORM, THE ASSESSMENT PANEL WILL EVALUATE RESPONSES TO THESE QUESTIONS AGAINST AN ASSESSMENT RUBRIC AND THIS WILL BE A PART OF THE RECOMMENDATIONS THAT GO TO COUNCIL.






PROJECT PURPOSE

- Clearly aligned with at least one of eligible activities listed in the Emergency Recovery Victoria Community Recovery Hub Program Guidelines (Guidelines):
 - costs associated with providing on-site and outreach recovery services (including mental-health and wellbeing services)
 - community recovery capability-building initiatives (for example: training, events, education, programs, facilities hire, facilitation, catering, promotional material, advertising)
 - costs associated with running events to bring community together and enable social recovery by increasing social connection and social capital (venue hire, catering, community residents transport and logistics support within reason, equipment hire or lease).
- Community benefit
- Broader benefit to the Buloke community
- Alignment with relevant Buloke Shire Council Plans
- Pre-conditions being met.

How will the project align with the objectives?
 How will you measure the impacts of the objectives?

5	4	3	2	1
Provides an in-depth response, outlining how the project links to specific objectives. Provides an in-depth response as to how the project's impacts will be measured.	Provides a detailed response, outlining how the project links to specific objectives. Provides a detailed response as to how the project's impacts will be measured.	Provides a basic response, outlining how the project links to specific objectives. Provides a basic response as to how the project's impacts will be measured.	Provides a response, outlining how the project links in general to the objectives. Provides a response as to how the project's impacts will be measured.	Provides an incomplete response, outlining how the project links to objectives. Provides an incomplete response as to how the project's impacts will be measured.

PRE-CONDITIONS MET

 Essential application documentation	 Relevant permits	 Budget complete	 Insurance Certificates attached	 Project delivery outlined
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Once the available funding pool is expended no further grants will be available.

Groups proposing projects at Council-owned or managed facilities must apply for, and receive, approved Council consent in writing prior to submitting a grant application. Where this applies, groups are encouraged to contact Council in sufficient time prior to the grant opening.

During the assessment of all grants, each member of the assessment panel will be asked to declare any conflicts of interests, and this will be managed appropriately.



Community Recovery Hubs Program

Interim Guidelines



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Contents

Background.....	3
About the Program	3
What is the Hub program?.....	3
Program objectives	3
Funding available	4
Eligibility.....	4
Who is eligible for the Community Recovery Hubs program?.....	4
Eligible costs	4
Ineligible costs.....	4
Funding allocation process.....	5
Victorian Common Funding Agreement	6
Funding for Round 1 allocations	6
Service delivery design.....	6
Reporting and evaluation.....	6
Reporting.....	6
Evaluation.....	6
Acknowledgement Guidelines.....	7

Acknowledgement of Country

Emergency Recovery Victoria (ERV) proudly acknowledges the First Peoples of Victoria and their ongoing strength in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work and pay our respects to their Elders past and present.

Aboriginal self-determination and decision-making are crucial to the appropriate design and delivery of community recovery responses. ERV will continue to work closely with Aboriginal communities to ensure significant focus and support is given to community-led solutions that will achieve long-term recovery.

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Background

On 17 October 2022, the Victorian and Commonwealth Governments announced \$351 million to deliver the *Beginning Victoria's Flood Recovery* initiative in response to the flood emergency.

As part of this initiative, \$16 million over three years was allocated to support delivery of the Community Recovery Hubs program (the Hub program).

The intention is for the Hub program to be jointly funded through Category C of the Disaster Funding Arrangements (DRFA).

These Interim Guidelines will be used to guide the Hub Program's initiation and design, with Final Program Guidelines published by 30 June 2023 to allow sufficient time for consultation with LGAs.

The Hub program will be commissioned by Emergency Recovery Victoria (ERV) and administered by Local Government Authorities (LGAs) and Alpine Resorts.

About the Program

What is the Hub program?

The Hub program will assist flood-impacted communities with their recovery by allocating funding to eligible LGAs and Alpine Resorts to establish integrated Community Recovery Hubs. Hub staff will provide access to trauma-informed recovery support, information, and programs to affected communities.

The Hub program also includes Regional Recovery and Resilience Hubs (RRR Hubs) to be established by ERV to increase regional capability regarding emergency recovery, and to deliver coordinated regional outcomes for all levels of government and the community.

Program objectives

The Hub program will:

- ensure community recovery needs are well understood so that evidence-based recovery interventions can be targeted in response
- provide trauma-informed navigation of recovery services, information and programs to support communities in recovery

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- support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities
- through RRR Hubs, provide a coordination point to deliver integrated and adaptive recovery approaches that benefit an entire region, delivering recovery training and development across multiple sectors.

Funding available

The total funding available under the Hub program is \$16 million for establishment and delivery of the Hub program.

Eligibility

Who is eligible for the Community Recovery Hubs program?

LGAs and Alpine Resorts impacted by the October 2022 Flood Event listed as eligible under DRFA Australian Government Reference Number (AGRN) 1037. Aboriginal Community Controlled Organisations are also eligible.

RRR Hubs will be established by ERV.

Eligible costs

Eligible project costs are costs directly associated with the delivery of the Hub program incurred since 17 October 2022. They may include:

- costs associated with providing on-site and outreach recovery services
- establishing a local-face-to-face community presence
- facility costs (for example: leasing, outfitting, maintenance, cleaning, connectivity and telecommunications, provision of safe spaces, privacy and appropriate health and safety provisions, culturally respectful spaces and design)
- community recovery capability-building initiatives (for example: training, events, education, programs, facilities hire, facilitation, catering, promotional material, advertising)
- staffing and associated costs (for example: travel, allowances, accommodation, OHS and wellbeing supports).

In consultation with LGAs, ERV will consider other costs in line with program objectives when drafting Final Program Guidelines. All costs are subject to compliance with DRFA funding requirements.

Ineligible costs

Costs ineligible under this program may include (but are not limited to):

- projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities
- costs associated with activities not related to community recovery

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- passing on funding in the form of a sponsorship or donation
- repair works or activities that are covered by insurance, unless required to meet safety, all access, privacy, community, or cultural requirements
- political and/or fundraising activities
- purchase of alcohol, gifts, prizes, rewards or incentives
- asset purchases benefiting individuals
- purchase of land, buildings or existing infrastructure, including the costs associated with the sub-division of land
- projects requiring ongoing or recurrent funding to succeed or deliver benefit
- offsetting of operating costs or salaries for existing (pre 17 October 2022) staff or contractors
- projects that are within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program
- the cost of works or activities covered by insurance
- activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions.

Funding allocation process

Funding allocation will align with the model agreed by ERV and Local Government Victoria (the LGV model) to classify impact in the LGV Flood Council Support Fund initiative (Very severe; Severe; Major). Direct allocations of funding will be provided to up to 33 LGAs in alignment with the LGV model.

There will be three funding allocation rounds for the Hub program. Initial funds will be allocated in alignment with the LGV model. The Round 1 allocation will be finalised by 31 January 2023. Round 2 allocation will be finalised by 30 June 2023 and Round 3 allocation will be finalised by 30 June 2024. Sites identified during Round 1 will also be eligible to receive funding during Rounds 2 and 3.

Victorian Common Funding Agreements (VCFA) will be used to manage the funding.

Allocation round	Target date
Round 1	31 January 2023
Round 2	30 June 2023

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30 June 2024

Victorian Common Funding Agreement

All participating LGAs are required to enter into a VCFA with the Department of Justice and Community Safety to receive and manage the funding.

Funding for Round 1 allocations

A total of 33 initial sites of need for the Hub program have been identified in consultation with LGV and LGAs (see table below). ERV will continue to work with LGAs to identify additional sites of need and suitable RRR Hub sites as Secondary Impact Assessments become available.

ERV will ensure the Australian Institute of Disaster Resilience's National Principles of Recovery are followed in the process used to allocate funds, including that recovery must be community led (community-centred).

ERV will notify LGAs of their eligibility for the Hub program with a letter of offer. Execution of the VCFA will signify acceptance of the offer.

Service delivery design

Through consultation with LGAs and communities, ERV will support the co-design of bespoke Community Recovery Hub and delivery models that respond to the recovery needs of LGAs, communities and regions.

Reporting and evaluation

Reporting

Monthly progress and financial reporting from LGAs to ERV Regional Recovery Directors will be required from January 2023 – June 2024. Quarterly reporting will be required from July 2023 for the remainder of the initiative. The data included in reporting requirements will be co-designed by ERV and LGAs to ensure the data being reported is useful, relevant, reflects recovery progress against the ERV Recovery Outcomes Framework and aligns with the community's recovery outcomes as identified via Regional Recovery Committees and Regional Recovery Plans. LGAs will be supported to follow DRFA acquittal processes by ERV.

Evaluation

ERV is committed to continuous improvement practices in line with its community-led recovery principles. An evaluation will be conducted at the conclusion of this program in line with whole of government evaluation framework. Key stakeholders will be required to participate in an evaluation

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process, which may include the direct engagement of individuals, organisations and services.

Acknowledgement Guidelines

Participating LGAs must agree to follow ERV's Acknowledgement Guidelines, which will outline how to acknowledge the Victorian Government's funding in speeches, written materials, and other forms of presentations (e.g., using the Victorian Government logo).

As this program is jointly funded through the DRFA, participating LGAs must also acknowledge the Commonwealth Government's funding support in the same manner.

A breach of these Guidelines will be considered a breach of the funding agreement with ERV.

CREATIVE RECOVERY ARTS WORKSHOPS GRANTS PROGRAM GUIDELINES 2024

Buloke Creative Recovery Arts Workshops Grants

The Buloke Shire Council is thrilled to launch the Buloke Creative Recovery Arts Workshops Grants Program. This initiative, backed by a fund of \$20,000, is designed to support and empower community recovery through creative arts workshops, aligned with the principles and practices of Creative Recovery Training. This grants program has been made possible by the Australian and Victorian governments and the Community Recovery Program.

APPLICATION PERIOD:

OPEN: MONDAY, 11 MARCH 2024
CLOSE: FRIDAY, 26 APRIL 2024
APPLY AT: www.buloke.vic.gov.au/community-grants-and-sponsorship



GRANT OVERVIEW:

Funding: 4 x \$5000 grants available

Eligibility: Not-for-profit groups in Buloke Shire, focusing on community recovery through creative arts

Goal: To foster community resilience and cohesiveness through arts and culture, particularly in community recovery.



GRANT OBJECTIVES:

Strengthening community connection and inclusion

Promoting wellbeing, mental and physical health

Promoting trauma-informed navigation of recovery service, education, initiatives and programs

Ensure evidence-based recovery interventions are targeted

Encourage collaborative efforts across the community

Support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities

Examples:

Training, events promotion, advertising, catering, venue hire and equipment hire or lease. * Community residents transport and logistics support by individual assessment.



COSTS INELIGIBLE UNDER THIS PROGRAM MAY INCLUDE (BUT ARE NOT LIMITED TO):

Immediate relief needs of community evacuated from their homes that are eligible for support through Emergency Relief Centres (such as emergency food, shelter, relocation costs, and emergency payments)

Projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities

Costs associated with activities not related to community recovery

Passing on funding in the form of a sponsorship or donation

Repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community, or cultural requirements

Political and/or fundraising activities

Purchase of alcohol, gifts, prizes, rewards, or incentives

Project management or administration costs that are more than 5% of total funding

Asset purchases

Purchase of land, buildings or existing infrastructure, including the costs associated with the sub-division of land

Projects requiring ongoing or recurrent funding to succeed or deliver benefit

Offsetting of operating costs or salaries for existing (pre 6 October 2022) staff or contractors

Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program

Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions



FUNDING PROCESS:

Applications will be shortlisted for approval by Emergency Recovery Victoria in accordance with the Australian and Victorian Government and Community Recovery Program.

Distribution in June 2024 following agreement completion

Project completion by 31 October 2024

Reporting with receipts, photos, and acquittals due by 13 December 2024



SUPPORT AND QUERIES:

Contacts:

Community Recovery Manager
Jo Postlethwaite

Community Recovery Coordinators
Claire Cook or Bruce Stafford

Community Recovery (Hub) Coordinator
Sam Wheelhouse

Phone: 1300 520 520

Email: MOCC@buloke.vic.gov.au

POLICY STATEMENT

The objective of these Guidelines is to provide a consistent process for Council to allocate funds for the purpose of operating a Community Recovery Grants Program.

This grants program is part of the Community Recovery Hubs Program jointly funded by the Commonwealth and Victorian Governments, under the Disaster Recovery Funding Arrangements (DRFA) in relation to the Victorian Floods (commencing 6 in October 2022) (AGRN) 1037.

The Buloke Shire Council Community Recovery Hubs Program has been commissioned by Emergency Recovery Victoria (ERV) and is administered by Council. Council will apply appropriate, transparent and ethical management practices to its grants program to ensure that there is a balance between the responsible administration of public funds and supporting the community in a practical and effective manner.

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APPLYING FOR A GRANT TO BE ELIGIBLE TO APPLY FOR A BULOKE SHIRE COUNCIL COMMUNITY RECOVERY GRANT, YOU MUST BE:

- A Not-for-profit community group and non-government organisation within the Buloke Shire

WHO ISN'T ELIGIBLE:

- Profit making organisations, and political parties
- Projects which have already commenced or have been completed.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Projects that are clearly a duplication of an existing service.

BUDGET TABLES

When applying for a Grant, applicants are required to complete a budget outlining income and expenditure relevant to the project. Applications with incomplete budgets will be notified of the required amendments, and the applications will only be assessed when the budget is balanced.

Expenditure items must have a quote supplied.

FUNDING AGREEMENT:

All successful applicants must comply with the funding agreement and achieve the specified milestones within the designated timeframe.

ASSESSMENT CRITERIA

THE FOLLOWING CRITERIA WILL NEED TO BE ADDRESSED ON THE APPLICATION FORM, THE ASSESSMENT PANEL WILL EVALUATE RESPONSES TO THESE QUESTIONS AGAINST AN ASSESSMENT RUBRIC AND THIS WILL BE A PART OF THE RECOMMENDATIONS THAT GO TO COUNCIL.

PROJECT PURPOSE

- Clearly aligned with at least one of eligible activities listed in the Emergency Recovery Victoria Community Recovery Hub Program Guidelines (Guidelines):
 - costs associated with providing on-site and outreach recovery services (including mental-health and wellbeing services)
 - community recovery capability-building initiatives (for example: training, events, education, programs, facilities hire, facilitation, catering, promotional material, advertising)
 - costs associated with running events to bring community together and enable social recovery by increasing social connection and social capital (venue hire, catering, community residents transport and logistics support within reason, equipment hire or lease).
- Community benefit
- Broader benefit to the Buloke community
- Alignment with relevant Buloke Shire Council Plans
- Pre-conditions being met.

How will the project align with the objectives?

How will you measure the impacts of the objectives?

5	4	3	2	1
Provides an in-depth response, outlining how the project links to specific objectives. Provides an in-depth response as to how the project's impacts will be measured.	Provides a detailed response, outlining how the project links to specific objectives. Provides a detailed response as to how the project's impacts will be measured.	Provides a basic response, outlining how the project links to specific objectives. Provides a basic response as to how the project's impacts will be measured.	Provides a response, outlining how the project links in general to the objectives. Provides a response as to how the project's impacts will be measured.	Provides an incomplete response, outlining how the project links to objectives. Provides an incomplete response as to how the project's impacts will be measured.

PRE-CONDITIONS MET

<input checked="" type="checkbox"/> Essential application documentation	<input checked="" type="checkbox"/> Relevant permits	<input checked="" type="checkbox"/> Budget complete	<input checked="" type="checkbox"/> Insurance Certificates attached	<input checked="" type="checkbox"/> Project delivery outlined
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Once the available funding pool is expended no further grants will be available.

Groups proposing projects at Council-owned or managed facilities must apply for, and receive, approved Council consent in writing prior to submitting a grant application. Where this applies, groups are encouraged to contact Council in sufficient time prior to the grant opening.

During the assessment of all grants, each member of the assessment panel will be asked to declare any conflicts of interests, and this will be managed appropriately.

8.2.2 COMMUNITY GRANTS

Author's Title: Acting Director Community Development

Department: Community Development

File No: GS/09/42

Relevance to Council Plan 2021 - 2025

Strategic Objective: Our Community Wellbeing

PURPOSE

To present to Council the applications recommended for funding under the Community Grants Program.

SUMMARY

Each year, Council allocates funds in the Annual Budget to support community initiatives that align with Council's priorities and vision as outlined in the Council Plan.

In the 2023-24 Annual Budget, Council allocated \$20,000 to the **Community Grants Program** and \$50,000 to the **Community Sustainability Grants Program**. The purpose of these grant programs are:

- **Community Grants** support the strengthening of the capacity and capability of local organisations, assist with the organisation and management of events, or help with the purchase of small capital items.
- **Sustainability Grants** assist projects that contribute to reducing the community's carbon footprint, improve the environment or effectively conserve resource usage.

RECOMMENDATION

That Council:

1. Allocates Community Sustainability Grants to the value of \$20,000 for the following projects:
Weed Management on Mount Wycheproof (WycheAlive Inc – Auspice for Friends of Mount Wycheproof) \$10,000
Procure a Steam Weeder for Mount Wycheproof and surrounds (WycheAlive Inc) \$10,000

Attachments: Nil

DISCUSSION

Two Community Grant applications have been received since the Ordinary Meeting of Council in May 2024.

As per the current Community Grant Guidelines, each application was assessed by an Assessment Panel. The Panel of three assessors consisted of one Council officer and two external consultants.

Based on their assessment against the selection criteria, the Panel recommends the following grants for Council's consideration and approval.

Project: Weed Management on Mount Wycheproof	
Organisation:	WycheAlive Inc - Auspice for Friends of Mount Wycheproof
Grant Type	Community Sustainability Grant
Amount Applied:	\$10,000
Funding Amount Recommended:	\$10,000
Full project cost:	\$15,000
Project Description:	To appoint a contractor (council approved) to spray and remove weeds from Mount Wycheproof.
Project Benefit:	This is a proactive community-led approach that demonstrates an ongoing commitment to addressing weed control on Mount Wycheproof. The outcome of the project will continue to benefit the local community and visitors as well as generate a sense of pride of place.
Assessment Panel Scoring	Average Score = 18.6 out of 25. All members of the Assessment Panel recommended the ' <i>Weed Management on Mount Wycheproof</i> ' project be funded for the full amount requested (\$10,000).

Project: Procure a Steam Weeder for Mount Wycheproof & surrounds	
Organisation:	WycheAlive Inc - Auspice for Friends of Mount Wycheproof
Grant Type	Community Sustainability Grant
Amount Applied:	\$10,000
Funding Amount Recommended:	\$10,000
Full project cost:	\$35,000
Project Description:	To purchase a Steam Weeder for shared community use to control invasive weeds on Mount Wycheproof and surrounds and reduce the use of herbicides.
Project Benefit:	The purchase of a Steam Weeder is an innovative and collaborative approach to improve on the work routinely undertaken by the community via a contractor to control invasive weeds on Mount Wycheproof. The main benefit of this project is the use of steam rather than herbicides and the demonstrated collective commitment by key community groups and stakeholders to work together to address a local environmental issue on Mount Wycheproof and surrounding areas.
Assessment Panel Scoring	Average Score = 22.0 out of 25. All members of the Assessment Panel recommended the ' <i>Procure a Steam Weeder for Mount Wycheproof & surrounds</i> ' project be funded for the full amount requested (\$10,000).

RELEVANT LAW

Not applicable to this report.

RELATED COUNCIL DECISIONS

Not applicable to this report.

OPTIONS

Council has the option to not to allocate the funds as recommended by the Assessment Panel however, such amendments to the proposed funding recommendations may undermine the integrity and fairness of the assessment process.

SUSTAINABILITY IMPLICATIONS

Not applicable to this report.

COMMUNITY ENGAGEMENT

Applicants were contacted by either a Council officer and/or an external consultant if their application required additional information or clarification.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable to this report.

COLLABORATION

Not applicable to this report.

FINANCIAL VIABILITY

The allocation of funds for the two applications recommended for funding will come from the Community Sustainability Grants budget (\$50,000) in Council's Annual Budget 2023-24.

There is currently \$40,000 remaining in the adopted Community Sustainability Grants budget for the 2023-24 financial year.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable to this report.

COUNCIL PLANS AND POLICIES

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

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable to this report.

CONFLICTS OF INTEREST

I, Anthony Smith, have no conflicts of interest to disclose in relation to this report.

All members of the Assessment Panel have no conflict of interest to disclose in relation to their recommendations or this report.

8.3 FINANCIAL REPORTS

Nil

8.4 ORGANISATIONAL REPORTS

Nil

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

9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC

Nil

10. MEETING CLOSE