



# **ORDINARY COUNCIL MEETING**

## **AGENDA**

**Wednesday 14 October 2020**

**Commencing at 7.00pm**

**To be held Remote via Zoom**

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

## **ORDER OF BUSINESS**

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

#### **WELCOME**

The Mayor Cr Carolyn Stewart will welcome all in attendance.

#### **STATEMENT OF ACKNOWLEDGEMENT**

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

#### **STATEMENT FOR RECOMMENDED DECISIONS**

The Chief Executive Officer confirms the recommended decisions in all reports on this agenda are not prohibited decisions as defined in Clause 3 of the Election Period Policy.

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

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

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 9 September 2020.

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

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

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

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

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

NIL

### **7. PROCEDURAL ITEMS**

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### **8. GENERAL BUSINESS**

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NIL

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	NIL	
<b>8.5</b>	<b>REPORTS FROM COUNCILLORS</b>	<b>35</b>
	NIL	
<b>8.6</b>	<b>MATTERS WHICH MAY EXCLUDE THE PUBLIC</b>	<b>35</b>
	NIL	
<b>9.</b>	<b>OTHER BUSINESS</b>	
<b>9.1</b>	<b>URGENT</b>	<b>36</b>
	NIL	
<b>9.2</b>	<b>ANY OTHER BUSINESS</b>	<b>36</b>
	NIL	
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<b>10.</b>	<b>MEETING CLOSE</b>	

**NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 11 NOVEMBER 2020 AT 7.00PM.

**Anthony Judd**  
**CHIEF EXECUTIVE OFFICER**

**6. QUESTIONS FROM THE PUBLIC**

Nil

## 7. PROCEDURAL ITEMS

### 7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

#### RECOMMENDATION

That the Council note the report of Assembly of Councillor Meetings held on 2 September 2020 and 16 September 2020.

**Attachments:** 1 [Councillor Briefing Record - 2 September 2020](#)  
2 [Councillor Briefing Record - 16 September 2020](#)

#### KEY POINTS/ISSUES

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

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

A planned or scheduled meeting that includes at least half of the Councillors and a member of Council Staff; or

An Advisory Committee of the Council where one or more Councillors are present.

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

A record of the Assembly of Councillors Meetings held on 2 September 2020 and 16 September 2020 are attached.

## BULOKE SHIRE COUNCIL

### RECORD

#### Councillor Briefing

<b>Date and Time:</b>	2 September 2020	<b>Time:</b>	5.00pm – 8.00pm
<b>Location:</b>	Zoom		

## ITEMS

NO.	TOPIC	PURPOSE
	<b>Councillor only time</b>	
1.	Welcome	
2.	Apologies	Cr Stewart, Cr Vis
3.	Attendees	Cr. White, Cr. Pollard, Cr. Simpson, Cr. Milne, Cr. Warren, Anthony Judd, Hannah Yu, Rose Harris, Wayne O'Toole
4.	Visitors	Jess Adler - Chair Audit and Risk Committee Bradlee Smith – Acting Manager Infrastructure Planning Doug Warren- Senior Consultant Engineer RMG
5.	Declarations of Pecuniary Conflicts of Interest	Cr. Warren (7.3); Cr. Milne (7.3)
6.	Confirmation of Councillor Briefing Notes	amendment to report information – meeting held 19 August 2020 (agreed)
7.	<b>Presentations</b>	
7.1	Audit committee activities – Jess Adler	
7.2	Birchip Streetscapes –Brad Smith and Doug Warren	
7.3	Sea Lake Visitor Information Centre EOI – Amber Ricks	Item deferred to CEO updates due to conflict of interest declaration
7.4	Caretaker Period Policy – Anthony	

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**8. Items for Discussion**

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**8.1** Election Caretaker Period Refresh

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**8.2** Community Engagement Policy

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**9. Councillor Matters**

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**10. CEO Updates**

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**11. Next Briefing:**

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**Date and Time:** 16 September 2020

**Time:** 3.00pm

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**Location:** Zoom

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**12. Briefing Close: 7.24pm**

## BULOKE SHIRE COUNCIL

### Record

### Councillor Briefing

<b>Date and Time:</b>	16 September 2020	<b>Time:</b> 3.00pm – 6.00pm
<b>Location:</b>	Zoom	

## ITEMS

NO.	TOPIC	PURPOSE
	<b>Councillor/ CEO only time</b>	
1.	Welcome	
2.	Apologies	Nil
3.	Attendees	Cr Carolyn Stewart Cr David Pollard Cr David Vis Cr Graeme Milne Cr Ellen White Cr Bronwyn Simpson Cr Daryl Warren Anthony Judd Wayne O'Toole Hannah Yu Rose Harris Travis Fitzgibbon
4.	Visitors	Amber Ricks, Ryan Hemley, Ken Rowe and Judy Chapman (all staff). Matt Allan - RawTech Consultants
5.	Declarations of Pecuniary Conflicts of Interest	<ul style="list-style-type: none"> <li>• Cr White- Item 7.1 due to Wycheproof wetlands project and LandCare Group involvement.</li> <li>• Cr Vis-COVID Item 8.2 update, sold a building that houses a new business mentioned in report.</li> </ul>
6.	Confirmation of Councillor Briefing Notes	Confirmed.
7.	Presentations	
	7.1 Monthly Capital Project	



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**Management Update**

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**7.2** Service Review - Building  
Maintenance and Property

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**7.3** State Govt Funded – Circular  
Economy Policy Transition  
(Rawtech Consultants)

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**8. Items for Discussion**

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**8.1** Wimmera Mallee Tourism –  
Trading off the Trails  
additional projects

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**8.2** COVID Report

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**9. Councillor Matters**

- Delegations – Buloke Tourism Board
  - Australia Day Awards
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**10. CEO Updates**

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**11. Next Briefing:**

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<b>Date and Time:</b>	7 October 2020	<b>Time:</b> 5.00pm – 8.00pm
<b>Location:</b>	Zoom	

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**12. Briefing Close**

## 7.2 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** CR/13/01

### PURPOSE

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

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

### RECOMMENDATION

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

**Attachments:** Nil

### RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition

### 7.3 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

#### PURPOSE

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

#### RECOMMENDATION

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

**Attachments:** Nil

#### TABLE OF CORRESPONDENCE

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
10 June 2020 Ordinary Meeting To advocate for action to improve the shoulders on the Wycheproof – Birchip Road	Graincorp  Regional Roads Victoria	24 June 2020		Graincorp, Regional Roads Victoria and Council staff scheduled to meet with lead petitioner on site.
10 June 2020 Ordinary Meeting To advocate that the Mode Shift Incentive Scheme be continued and funded at \$16M until 30 June 2022;	The Hon Melissa Horne  Minister for Public Transport; and Ports and Freight	22 June 2020  Letter re-sent 1/10/20		

## 7.4 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Statutory Administration Support

**Department:** Works and Technical Services

**File No:**

### EXECUTIVE SUMMARY

This report provides information on Building Permits approved by staff from 1 September 2020 to 30 September 2020.

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 September 2020 to 30 September 2020.

**Attachments:** Nil

### LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200144	6063579200365	908 Narrewillock-Quambatook Road, Glenloth East	Hay Shed	27/08/2020
20200151	1410874018156	2709 Nullawil-Birchip Road, Nullawil	Lunch Room	03/09/2020
20200152	3042823009650	5 Prospect Street, Wycheproof	Re-stump of dwelling	03/09/2020
20200153	7991909445369	406 Broadway, Wycheproof	Demolition of dwelling	03/09/2020
20200154	8327616854809	9 Corack Street, Donald	Garage / Storage Shed	03/09/2020
20200155	5289129303281	7 Blair Street, Donald	Accessibility Ramp	03/09/2020
20200160	6468522245881	44 Wright Street, Charlton	Hay Shed	10/09/2020
20200161	8263483551428	432 Broadway, Wycheproof	Erection of Sign	10/09/2020
20200162	2932209640593	41 Campbell Street, Birchip	Garage / Storage Shed	10/09/2020
20200163	9534134157181	286 Golf Links Road, Charlton	Storage Shed	10/09/2020
20200164	6684954970420	94 Birchip-Sea Lake Road, Birchip	Storage Tank Retail Point	10/09/2020
20200165	1842449714639	7 Donald Road, Charlton	Carport	17/09/2020

**LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR**

<b>Permit No.</b>	<b>Address</b>	<b>Project Description</b>	<b>Date Approved</b>
20200145	Mildura Way, Charlton	Verandah	15/08/2020
20200146	225 Broadway, Wycheproof	Storage Shed	21/08/2020
20200147	Calder Highway, Wycheproof	Dwelling & Carport	25/08/2020
20200148	33-49 Davies Street, Charlton	Storage Shed	28/08/2020
20200149	232 Lee Road, Narraport	Farm Shed	28/08/2020
20200150	343 Gil Gil Road, Gil Gil	Swimming Pool & Pool Safety Barrier	30/08/2020
20200156	203 Ninda-Turriff Road, Turriff East	Farm Shed Extension	31/08/2020
20200157	560 Willangie-Woomelang Road, Willangie	Fodder Storage Shed	01/09/2020
20200158	3114 Berriwillock-Birchip Road, Sutton	Extension to Existing Dwelling	01/09/2020
20200159	430 C McQuinns Road, Wycheproof	Farm Storage Shed	03/09/2020
20200166	301 Bowds Road, Sea Lake	Hay Shed	09/09/2020
20200167	358 Coles Road, Wycheproof	Farm Shed	11/09/2020
20200168	540 Rowlings Road, Nareewillock	Farm Shed	15/09/2020
20200169	U7, U8, U9 / 24 High Street, Wycheproof	Demolition of Dwelling	27/08/2020
20200170	Teddywaddy School Road, Teddywaddy	Hay Shed	22/09/2020
20200171	296 Blue Allans Road, Sea Lake	Farm Storage Shed	22/09/2020

## 7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

**Author's Title:** Planning Officer

**Department:** Works and Technical Services

**File No:** LP/09/01

### PURPOSE

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

### RECOMMENDATION

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

**Attachments:** Nil

### LIST OF PLANNING APPLICATIONS

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA868/20	GW & BJ Kelly	406 Stannard Road, Watchupga (Lot 1 PS 219186)	06/07/2020	Construction of pig shed and amenities building	Awaiting report
PPA875/20	Charlton Harness Racing Club	Mildura Way, Charlton (CA 17 Sec A Parish Charlton East)	11/08/2020	Removal of three buildings and construction of a vet services shed	Awaiting report
PPA879/20	Wombalina Holdings Pty Ltd	7 Gil Gil Road, Gil Gil	18/08/2020	Use and development of land for animal production(poultry farm), construction of 2 sheds and increase capacity to 60,000 birds	Awaiting report
PPA882/20	Kirsty Zhang	Calder Highway, Berriwillock (Lot 2 PS 306136)	21/08/2020	Installation of a telecommunication facility	Awaiting report

<b>Application No</b>	<b>Applicant</b>	<b>Address</b>	<b>Date Rec</b>	<b>Summary of Proposal</b>	<b>Status</b>
PPA883/20	Charlton Harness Racing Club	Mildura Way, Charlton (CA 17 Sec A Parish Charlton East)	24/08/2020	Construction of horse stalls	Awaiting report
PPA884/20	Charlton Harness Racing Club	Back St Arnaud Road, Charlton (CA 3 Sec 14 Parish Charlton East)	24/08/2020	Construction of a shed	referral
PPA886/20	Mogas Holdings Pty Ltd	148-150 High Street, Charlton (Lots 1 & 2 plan 116901)	01/09/2020	Use and development of land for a service station (self bunded fuel cell)	Further info requested
PPA887/20	WS Wharton	27 Taverner Street, Berriwillock	04/09/2020	Use of land for a convenience restaurant (café)	Notice of application
PPA888/20	DR & SK Bradshaw	11 O'Connor Street, Wycheproof	09/09/2020	Construction of a carport and fence in HO	Further info requested
PPA889/20	Gordon Bailey	15 Best Street, Sea Lake	03/09/2020	Installation of a cabin containing 4 self-contained rooms	Further info requested
PPA870/20	Gordon Bailey	Boundary Road, Pier Milan	07/07/2020	Use of land of outdoor recreation ('Camels Capers Enduro' off road racing event)	Permit issued
PPA872/20	Tey's Australia Southern Property Pty Ltd	224 Yeungroon-Woosang Rd, Yeungroon East	27/07/2020	Construction of a 200m x 36m shed associated with feedlot	Permit issued
PPA873/20	Charlton Golf Club	286 Golf Links Road, Charlton	27/07/2020	Construction of golf cart shed	Permit issued
PPA876/20	Brent Williams	23 Jubilee Street, Wycheproof	10/08/2020	Construction of a dwelling	Permit issued
PPA878/20	BJ Thompson	44 Wright Street, Charlton	17/08/2020	Construction of a hay shed	Permit issued
PPA880/20	Entegra Signature Structures	430 C McQuinns Road, Wycheproof	19/08/2020	Construction of a hay shed	Permit issued
PPA881/20	WM Scott	52 High Street, Charlton	20/08/2020	Construction of a carport	Permit issued
PPA885/20	Entegra Signature Structures	Teddywaddy School Road, Teddywaddy	28/08/2020	Construction of a hay shed	Permit issued

**8. GENERAL BUSINESS**

**8.1 POLICY REPORTS**

Nil



## **8.2 MANAGEMENT REPORTS**

### **8.2.1 BULOKE SHIRE COUNCIL 2017-21 - YEAR 4 ANNUAL PLAN PROGRESS REPORT**

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

**Department:** Office of the CEO

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

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### **PURPOSE**

This report is presented to give Council a progress update on the actions taken against the Year 4 Annual Plan.

#### **SUMMARY**

Council, at its Special Meeting 21 June 2017, adopted the Buloke Council Plan 2017-2021 and has subsequently developed and adopted a Year 1, Year 2, Year 3 and Year 4 Annual Plan for the implementation of the strategic objectives. Quarterly progress reports will be presented to Council throughout 2020/21.

#### **RECOMMENDATION**

That Council note the progress made to deliver the strategic objectives noted in the adopted Year 4 Annual Plan for the Buloke Council Plan 2017-2021.

**Attachments:** 1 [Annual Plan - September report](#)

#### **DISCUSSION**

The purpose of these Annual Plans is for Council to develop a series of actions, projects, programs and initiatives to achieve on the Council Plan 2017-2021.

This is the first report against the 2020/21 adopted Annual Plan, with quarterly reports to follow for the remainder of the financial year.

The report highlights some of the early actions, with some of the highlights being:

- Completion of the revaluation of Council's land and building assets
- Commencement of the Information Technology Strategy in partnership with Yarriambiack Shire Council
- Contracts awarded for riverfront projects at Charlton and Donald
- Submission of funding applications, and support of community applications, for arts activation projects at Charlton and Birchip.
- Commencement of the Community Engagement Policy, including OurSay survey complete
- Finalisation of the State of the Buloke Childrens Report in partnership with the NCLLEN.
- Preferred lessee resolved for the Sea Lake Visitor Hub.
- Funding successful for the Birchip Berriwillock Road and applications submitted for the Nullawil Birchip Road upgrade
- Birchip streetscape works to commence in October.
- Waste Strategy adopted and transition plan completed.
- Community Support and Business Support Team progressing the COVID Recovery Plan

#### **RELEVANT LAW**

The Annual Plan forms part of the annual review of the Council Plan, required under the Local Government Act

#### **RELATED COUNCIL DECISIONS**

This report responds directly to item '8.2.5 Shire Council 2017-21 – Year 4 Annual Plan'.

#### **OPTIONS**

Not applicable.

#### **SUSTAINABILITY IMPLICATIONS**

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

#### **COMMUNITY ENGAGEMENT**

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

Many of the actions have a high level of community engagement.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Many actions rely on the collaboration with other Councils and also key peak bodies, local stakeholder groups and community.

**FINANCIAL VIABILITY**

The items listed in the Annual Plan have been factored into the Council budget, which is reported on monthly.

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

Not applicable.

**COUNCIL PLANS AND POLICIES**

This report responds directly to the implementation of the Council Plan 2017-21 and the adopted Annual Plan 20/21. Some actions will result in the development of new plans and policies (e.g. Gender Equality Action Plan, Community Engagement Policy)

**TRANSPARENCY OF COUNCIL DECISIONS**

The adoption and regular reporting of an Annual Plan provides good strong transparency to the community regarding the key focus areas of Council over the 20/21 year and how Council is tracking against those actions.

**CONFLICTS OF INTEREST**

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

### Year 4 Annual Plan Comments

Deliver our services in a financially viable way						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Improve our financial planning and reporting	Revalue Councils land and building assets	Council Plan 1.1	Revaluations completed	Sep-20	Complete	Revaluation completed and fed into Annual Report
Continuous service improvement for efficient and flexible service	Drive efficiencies through shared service Corporate System partnership	Council Plan 1.2	Finance, payroll and records system implemented	Jul-21	In Progress	Project progressing and tenders considered for procurement and quality services.
Enhance our communication and technology to improve productivity, service delivery and communication with the community.	Redevelop Council's Information Technology Strategy	Council Plan 1.3	Strategy complete	Mar-21	In Progress	Being completed in shared service with Yarriambiack. Consultant engaged and workshops underway with staff

Build a healthy and active Community						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Seek effective place based services and initiatives focussed on prevention based measures	Deliver the(COVID-19) Community Connector Program, funded through DHHS	Council Plan 2.1	Program commenced	Aug-20	Completed (Measure)	Program has commenced and discussions well underway in order to make this place-based and tailored to local needs.
Promote and enhance passive and active recreation	Complete riverfront projects at Charlton and Donald, linking recreational walking paths with the townships.	Council Plan 2.3	Projects completed	Jun-21	In Progress	Contract awarded and expect start in late October
Promote and enhance passive and active recreation	Through the Community Grants program, support culture, art and community events to aid local community recovery post COVID-19	Council Plan 2.3	Reports to monthly meetings	Jun-21	In Progress	Expect these types of applications to come to Council in early 2020. Council also applied for funding for Birchip (Mali Heart) arts project and supported the Charlton River Arts Project and advocated to State Government for small scale events fund.
Develop community plans to enhance the liveability of all Buloke communities	Develop a new community engagement policy to guide the review of the integrated 10 year community plan	Council Plan 2.4	Community engagement policy adopted	Apr-21	In Progress	OurSay survey completed and results being analysed. Meeting group to meet to present the draft to the December meeting of Council for community feedback.
Actively work to reduce community violence and support victims in partnership with key agencies	Develop a Gender Equality Action Plan	Council Plan 2.5	Action Plan developed	Mar-21	Not yet commenced	Project plan to be developed during October following the release of regulations of the GE Act.
Explore localised delivery of education to address skill gaps and capitalise on local employment opportunities	Progress the implementation of the Workforce Development and Skills Needs Report, in partnership with stakeholders	Council Plan 2.7	Report on implementation	Mar-21	In Progress	A review of the report has been completed in partnership with Nous and the Mallee Regional Assembly. Review presented. Meetings held between CEO and NCLLEN representatives to develop advocacy document to support funding for thin markets
Implement the Municipal Early Years Plan and Child & Youth Strategy to address the needs of young people in the Shire.	Partner with the NCLLEN to deliver the Strong Families Strong Children Program in Buloke	Council Plan 2.8	Program underway. Status reports to Briefing	Dec-20	In Progress	Report on the State of the Children received. NCLLEN to facilitate a presentation on the program at the October briefing.

Diversify and enhance the local economy						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Strengthen Agribusiness diversification	Implement Rural Land Use and Settlements Strategy	Council Plan 3.1	Report on implementation progress	Jun-21	Not yet started	Planning Scheme Amendment work to commence in January 2021.
Strengthen Agribusiness diversification	Partner with City of Greater Bendigo to seek opportunities for our region flowing from the City (Region) of Gastronomy initiative	Council Plan 3.1	Report on initiatives and activities and benefits of partnership	May-21	In progress	Council officers attending regular Regional Gastronomy meetings. Also working with Wayne Street to develop links in to supply chain analysis study and regional artisanal food group with the aim to encourage primary producers to diversify and add value to their product.
Capitalise on Tourism opportunities	Construction of tourism facilities at Lake Tyrrell to capitalise on visitors to the area.	Council Plan 3.2	Construction completed	Dec-20	In progress	All works at 'The Point' are completed with amenity block/viewing platform under construction. Expect practical completion in early November
Capitalise on Tourism opportunities	Redevelop the Sea Lake office and licence to operator for the Tourism Hub	Council Plan 3.2	Works completed and lease in place	May-21	In progress	Council adopted preferred supplier for the lease and negotiations commenced with successful bidder. Draft design options are currently being developed, to be finalised with small stakeholder group. Asbestos removal and site preparation due to commence in November.
Advocate and facilitate improved and equitable connectivity to promote liveability	Partner with Agriculture Victoria to roll out the Internet of Things for enhanced farm technology	Council Plan 3.3	Program rolled out and take up of the new technology	Mar-21	In progress	NNNCo currently installing gateways on our facilities to run the network. 30 farmers have opted into the trial.
Encourage and promote renewable energy options as a driver of economic growth and a sustainable environment	Deliver the street light energy efficiency conversion program	Council Plan 3.4	Project completed	Jun-21	In progress	Ironbark Sustainability have been appointed by CVGA as project manager.

Seek funding for regional supply chain strategies (Road and Rail) to secure viable market access for Buloke products	Apply for funding for heavy vehicle	Council Plan 3.5	Projects completed	Jun-21	In progress	\$1.5million successful for the Birchip Berriwillock Road rehabilitation. Application submitted for the Nullawil Birchip Road upgrade for \$350,000. Applications made for Tower Road and Industry Drive in Donald.
Promote the lifestyle and economics of living in Buloke	Develop town brochures and a residents welcome pack	Council Plan 3.2	Projects completed	Dec-20	In progress	Branding has been developed, and format of tourism brochures and new residents pack has been finalised. Contractors are on site this week to develop content and new image library.
Enhance community cohesion and attractiveness with well-maintained and functional streetscapes.	Deliver improvements to the main street of Birchip and Wycheproof to upgrade safety and implement their streetscape masterplan priorities.	Council Plan 3.7	Construction completed	Jun-21	Not yet started	Birchip contract awarded. Works to commence in October. Wycheproof to be tendered in December.

Responding to and enhancing our natural and built environment						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Reduce the asset renewal gap	Review Councils land and building stock and identify surplus assets and review Asset Disposal Policy	Council Plan 4.1	Presented to Council briefing	Feb-21	In progress	Surplus asset list in development
Partner with communities to develop fit for purpose multi use hubs	Complete stage 2 of Donald Community Precinct project	Council Plan 4.2	Facility constructed and open to the public	Mar-21	In progress	RFQ will be awarded in start of October for ceiling and heating/cooling works. Officers are working with committee to prioritise other works identified in Stage 2. W4V staff have also been engaged to undertake minor works at the complex.
Partner with communities to develop fit for purpose multi use hubs	Complete upgrades at Birchip Netball Courts	Council Plan 4.2	Facility constructed	Mar-21	In progress	Project to be tendered in October with a proposed award at December meeting.

Partner with communities to develop fit for purpose multi use hubs	Complete expansion of Wycheproof Library and the Wycheproof Community Resource Centre	Council Plan 4.2	Facility constructed	May-21	In progress	Designs complete and tender to be advertised October 2020.
Enhance the strategic delivery of council assets	Implement a new Project Management Framework to guide consistent approach to project management.	Council Plan 4.4	Framework completed and implemented	Aug-20	Completed	Project management framework review completed and implemented. Continual refinement throughout 2020/21
Enhance the strategic delivery of council assets	Undertake a review of leases, licences and user agreements	Council Plan 4.4	Review completed and reported to briefing. Action plan included	May-21	Not yet commenced	To commence in January 2021
Support communities' access to recreational water by enhancing our aquatic features	Deliver upgrades to Wooroonook Lakes and Donald Caravan Parks and develop wetlands in Wycheproof	Council Plan 4.6	Projects completed	Jun-21	In progress	Works in planning stage, including seeking approvals from DELWP.
Become a champion of environmental sustainability through design and practice	Develop a Climate Change Adaptation and Mitigation Plan	Council Plan 4.7	Plan completed	Dec-21	In progress	RFQ out with consultants. Consultant to be onboarded in late October.
Improve waste management practices and reduce waste to landfill for improved environmental outcomes	Adopt the Waste Management Strategy and deliver on year one actions	Council Plan 4.8	Plan adopted and report on implementation	Jun-21	In progress	Strategy adopted.



Support our Councillors, Staff, Volunteers and the Community to make informed and transparent decisions						
Action	Description of activity	Strategic Basis	Measure	Completion date	Status	Comments
Implement a robust compliance and risk framework to ensure statutory obligations are fulfilled	Conduct a risk management internal audit and implement recommendations into work plan	Council Plan 5.1	Timeframe agreed upon for recommended actions	Oct-21	Completed	Audit completed and recommendations and timeframes accepted.
Ensure the Buloke organisational development strategy supports our culture	Review and deliver a training needs analysis for the Works Department	Council Plan 5.2	Analysis completed and implementation plan established	Dec-20	In progress	Underway with an initial focus on OHS, completion end of March
Ensure our Councillors have support in performing their roles and responsibilities	Develop a thorough induction program for councillors, targeting clarity of roles and responsibilities and financial training	Council Plan 5.3 and 5.5	Induction plan developed and implemented	Jan-21	In progress	Induction plan developed. Induction to commence in November and work through to mid-2021
Increase our communication and involvement with the community in decision making	Implement Customer Service Strategy	Council Plan 5.5	Report against progress of customer service strategy	Dec-20	In progress	The Action Plan included in the strategy has been continuously implemented across the life of the document. The wide ranging action list builds on Council's commitment to Customer Service with most actions already completed, in motion or ongoing. Progress is on track to be reported against in December 2020.
Recognise our volunteers and support their significant contributions	Develop and implement a COVID recovery plan, with actions designed to support community groups and review partnerships.	Council Plan 5.6	Plan established and implemented	Oct-20	In progress	Plan evolving through capturing key issues brought through the Community Support Team, in line with State focus areas (focus shifted from recovery to response again in August).



## 8.3 FINANCIAL REPORTS

### 8.3.1 FINANCIAL PERFORMANCE REPORT AS AT 31 AUGUST 2020.

**Author's Title:** Manager Finance

**Department:** Corporate Services

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

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Deliver our service in a financially viable way

#### PURPOSE

To present to the Council the financial statements for the period ending 31 August 2020.

#### SUMMARY

There have been limited variations to the anticipated annual surplus has occurred at this early stage of the financial year. Timing of capital projects is still under review for cashflow forecast reporting.

#### RECOMMENDATION

That Council receives and notes the Financial Performance Report for the month ending 31 August 2020.

**Attachments:**

- 1 [Income Statement](#)
- 2 [Balance Sheet](#)
- 3 [Cashflow Statement](#)

**DISCUSSION**

To account for the additional grant opportunities and the impact of Covid-19 on the annual budget, the adopted annual budget was updated as listed below to generate an up to date approved budget:

<b>2020-21 Budget Reconciliation</b>	<b>\$ '000</b>
<b>Adopted budget</b>	<b>5,746</b>
Working for Victoria program ( <i>surplus funding received FY20 \$888K</i> )	(464)
Additional Capital grants:	6,315
<i>Streetscapes Funding</i>	
<i>Small Town Street Furniture</i>	
<i>Street Light LED Conversion</i>	
<i>Wyche Wetlands/Mt Wyche</i>	
<i>Sea Lake Tourism Centre</i>	
<i>Tower Road and Industry Drive in Donald Sealing</i>	
<i>Sea Lake Lascelles/Culgoa-Lalbert Road</i>	
<i>Charlton underground drainage</i>	
<i>Lighting up Buloke</i>	
Planned staff restructure -delayed due to Covid-19	228
Final determination of Financial Assistance Grant	39
Realignment of Flood (Dec 18) works based on FY20 progress	(158)
Depreciation finalisation following property & building revaluation:	(1,535)
<b>Approved Reporting Budget</b>	<b>10,171</b>

The Approved budget will be used for Actual v Budget reporting in 2020-21.

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual operations. Capital grant income is included in the calculation of the Council's total surplus/ (deficit) but is presented separately to distinguish operational activities. Capital grant income is specifically used to fund expenditure on Council assets which is reported on the balance sheet.

The reported deficit as at 31 August 2020 is \$2.142m. Excluding capital grant income of \$1.080m, the operating result is a deficit of \$3.222m.

As highlighted in the Full Year Budget and Forecast columns, rates and grant income will offset the current deficit result in future months and the expected budget surplus of \$10,171 remains on track. Budget formats have been updated this financial year to better reflect rates income recognition more closely to instalment dates and/or actual receipt to assist in cashflow reporting and planning.

The **Balance Sheet** summarises the value of Assets (what Council owns) and our Liabilities (what Council owes), and the difference between assets and liabilities (Net Assets or Equity) reflects Council's net worth. Council's net worth as at this accounting period is \$283m.

The **Cashflow Statement** reflects actual results for the year to date (July – August) in line with statutory financial reporting. At 31<sup>st</sup> August 2020, Council's Cash and Cash Equivalents were \$16.847m.

The following reports have been held over whilst the timing of capital projects is being finalised:

- **Cashflow Forecast**
- **Cashflow Chart**
- **Capital Works Program**

Given the large capital budget for 2020-21 and the irregular nature of income and expenditure on capital, the impact of project timing is critical for accurate cashflow forecasting.

#### **RELEVANT LAW**

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

#### **RELATED COUNCIL DECISIONS**

The Council adopted its Annual Budget 2020/21 on 1 July 2020. Variations identified at the July Council Meeting have been incorporated into the Council's current budget. Council's current budget will be used for financial report comparison for the remainder of the 2020/21 financial year.

#### **OPTIONS**

Not applicable.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable.

#### **COMMUNITY ENGAGEMENT**

Not applicable.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

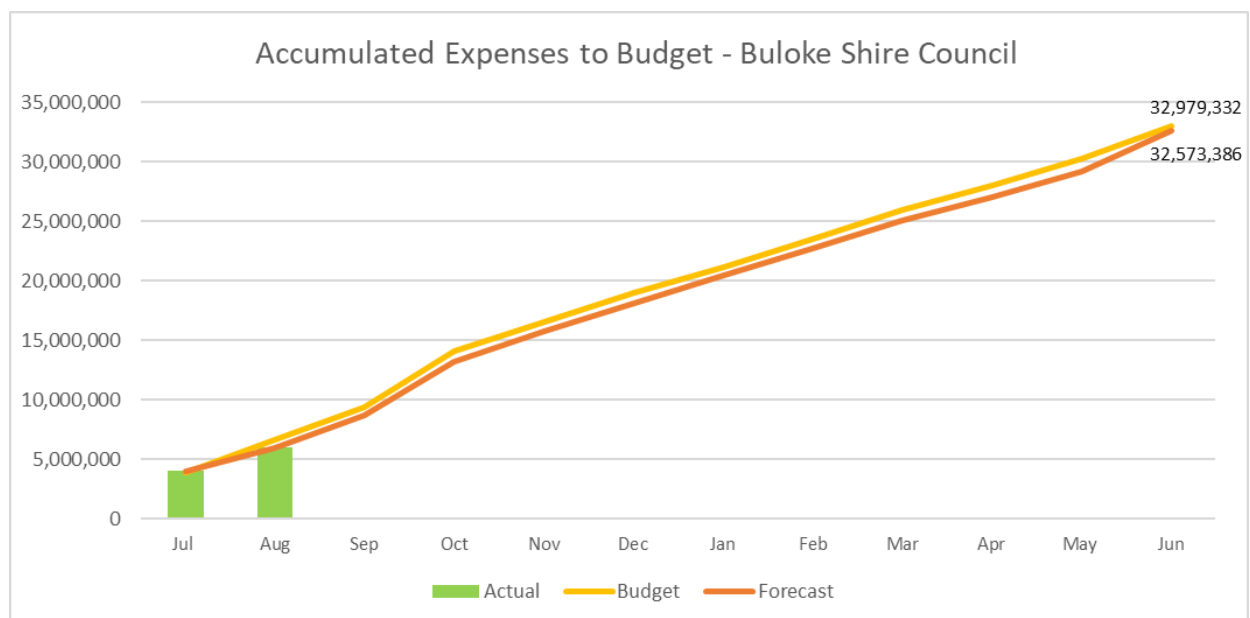
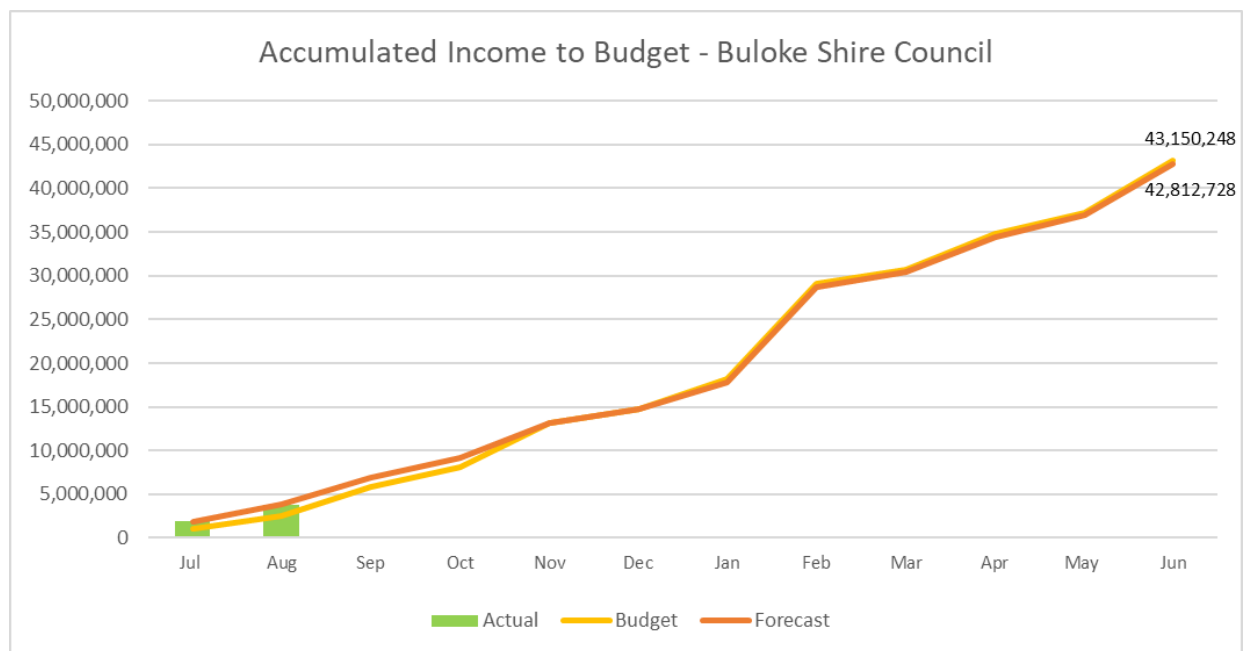
Not applicable.

#### **COLLABORATION**

Not applicable.

#### **FINANCIAL VIABILITY**

The tables below provide an overview of Council's financial performance against Approved budget as at 31 August 2020. The Forecast reflects year to date results and budget timing adjustments to compensate variations.



### REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

### COUNCIL PLANS AND POLICIES

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

### TRANSPARENCY OF COUNCIL DECISIONS

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

### CONFLICTS OF INTEREST

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

## Income Statement — Buloke Shire Council

MONTH: AUG 2020

	Jul 2020 - Aug 2020		Approved Budget		Full Year Budget	
	Actuals	Approved	Variance	Variance (%)	Approved	Forecast
<b>Operating Income</b>						
Rates and charges	140,711	121,086	19,626	16%	14,023,076	14,042,702
Statutory fees and fines	44,040	25,629	18,411	72%	266,791	285,201
User fees	73,882	77,194	(3,312)	(4%)	618,810	622,709
Grants - operating	2,331,675	2,114,806	216,869	10%	13,424,994	13,197,063
Contributions	45,331	2,180	43,151	1979%	70,033	70,919
Other Income	50,765	7,383	43,382	588%	131,963	175,345
<b>Total Operating Income</b>	<b>2,686,404</b>	<b>2,348,278</b>	<b>338,125</b>	<b>14%</b>	<b>28,535,668</b>	<b>28,393,939</b>
<b>Internal Charges (Income)/ Expense</b>						
Net Internal Charges	(11,361)	2,498	13,859	555%	0	0
<b>Total Internal Charges (Income)/ Expense</b>	<b>(11,361)</b>	<b>2,498</b>	<b>13,859</b>	<b>555%</b>	<b>0</b>	<b>0</b>
<b>Operating Expense</b>						
Employee Costs	1,397,161	1,808,717	411,557	23%	11,376,239	11,105,360
Materials and services	2,944,853	2,927,543	(17,310)	(1%)	9,823,263	9,926,636
Depreciation & Amortisation	1,528,700	1,578,782	50,082	3%	9,287,795	9,237,713
Bad and doubtful debts	0	0	0	N/A	300,000	300,000
Borrowing costs	(108)	0	108	N/A	0	(108)
Other expenses	49,720	48,543	(1,177)	(2%)	735,045	742,585
<b>Total Operating Expense</b>	<b>5,920,325</b>	<b>6,363,585</b>	<b>443,260</b>	<b>7%</b>	<b>31,522,341</b>	<b>31,312,185</b>
<b>Operating Profit</b>	<b>(3,222,560)</b>	<b>(4,017,805)</b>	<b>795,245</b>	<b>(20%)</b>	<b>(2,986,673)</b>	<b>(2,918,246)</b>
<b>Capital Income</b>						
Grants - capital	1,080,000	0	1,080,000	N/A	13,107,589	13,107,589
Other Capital Income	0	0	0	N/A	50,000	50,000
<b>Total Capital Income</b>	<b>1,080,000</b>	<b>0</b>	<b>1,080,000</b>	<b>N/A</b>	<b>13,157,589</b>	<b>13,157,589</b>
<b>Net Surplus/Deficit</b>	<b>(2,142,560)</b>	<b>(4,017,805)</b>	<b>1,875,245</b>	<b>(47%)</b>	<b>10,170,916</b>	<b>10,239,343</b>

## Balance Sheet — Buloke Shire Council

AUG 2020

	Aug 2020	Jun 2020	Variance	% Variance
<b>Asset</b>				
<b>Current assets</b>	<b>20,974,782</b>	<b>20,523,968</b>	<b>450,814</b>	<b>2%</b>
Cash and cash equivalents	16,847,566	17,544,040	(696,474)	(4%)
Trade and other receivables	3,903,499	2,612,321	1,291,177	49%
Inventories	179,549	180,882	(1,333)	(1%)
Other assets	44,169	186,725	(142,556)	(76%)
<b>Non-current assets</b>	<b>271,879,939</b>	<b>271,336,372</b>	<b>543,568</b>	<b>0%</b>
Property, infrastructure, plant and equipment	271,879,939	271,336,372	543,568	0%
<b>Total Asset</b>	<b>292,854,721</b>	<b>291,860,339</b>	<b>994,382</b>	<b>0%</b>
<b>Liability</b>				
<b>Current liabilities</b>	<b>8,470,020</b>	<b>5,333,078</b>	<b>(3,136,942)</b>	<b>(59%)</b>
Trade and other payables	4,370,957	2,399,697	(1,971,259)	(82%)
Trust funds and deposits	1,318,997	200,294	(1,118,703)	(559%)
Provisions	2,522,799	2,475,819	(46,979)	(2%)
Leases	257,267	257,267	0	0%
<b>Non-current liabilities</b>	<b>1,296,122</b>	<b>1,296,122</b>	<b>0</b>	<b>0%</b>
Leases	159,554	159,554	0	0%
Provisions	1,136,567	1,136,567	0	0%
<b>Total Liability</b>	<b>9,766,141</b>	<b>6,629,199</b>	<b>(3,136,942)</b>	<b>(47%)</b>
<b>Net Assets</b>	<b>283,088,580</b>	<b>285,231,140</b>	<b>(2,142,560)</b>	<b>(1%)</b>
<b>Equity</b>				
<b>Equity</b>	<b>283,088,580</b>	<b>285,231,140</b>	<b>(2,142,560)</b>	<b>(1%)</b>
Accumulated Surplus	112,604,778	105,119,640	7,485,137	7%
Reserves	172,626,362	172,626,362	0	0%
Current Earnings	(2,142,560)	7,485,137	(9,627,698)	(129%)
<b>Total Equity</b>	<b>283,088,580</b>	<b>285,231,140</b>	<b>(2,142,560)</b>	<b>(1%)</b>



# Cashflow Statement — Buloke Shire Council

JUL 2020 - AUG 2020

	Jul 2020 - Aug 2020
<b>Bank at Beginning</b>	<b>17,544,040</b>
<b>Cashflow from Operating Activities:</b>	
<b>Net Profit</b>	<b>(2,142,560)</b>
<b>Adjustments to Net Profit for Non-Cash Activities:</b>	
<b>Non - Cash expenses</b>	<b>1,470,019</b>
Depreciation	1,470,019
<b>Operating Activities</b>	<b>46,979</b>
Cash Outflows	46,979
<b>Total Adjustments to Net Profit for Non-Cash Activities</b>	<b>1,516,999</b>
<b>Adjustments to Net Profit for Non-Operating Activities:</b>	
<b>Operating Activities</b>	<b>(108)</b>
Cash Outflows	(108)
<b>Total Adjustments to Net Profit for Non-Operating Activities</b>	<b>(108)</b>
<b>Adjustments for Balance Sheet Movement on Operating Activities:</b>	
<b>Current assets</b>	<b>(1,147,288)</b>
2 · Trade and other receivables	(1,291,177)
4 · Inventories	1,333
5 · Other assets	142,556
<b>Non-current assets</b>	<b>1,914</b>
Property, infrastructure, plant and equipment	1,914
<b>Current liabilities</b>	<b>3,089,010</b>
1 · Trade and other payables	1,970,306
2 · Trust funds and deposits	1,118,703
<b>Total Adjustments for Balance Sheet Movement on Operating Activities</b>	<b>1,943,636</b>
<b>Net Cashflow from Operating Activities</b>	<b>1,317,966</b>

Cashflow from Investing Activities:

<b>Non-current assets</b>	<b>(2,015,502)</b>
Property, infrastructure, plant and equipment	(2,015,502)
<b>Net Cashflow from Investing Activities</b>	<b>(2,015,502)</b>
<b>Cashflow from Financing Activities:</b>	
<b>Current liabilities</b>	<b>953</b>
1 · Trade and other payables	953
<b>Operating Activities</b>	<b>108</b>
Cash Outflows	108
<b>Net Cashflow from Financing Activities</b>	<b>1,061</b>
<b>Net Cashflows</b>	<b>(696,474)</b>
<b>Bank at End</b>	<b>16,847,566</b>

Account tree BSC - Bal Sheet

**8.4 ORGANISATIONAL REPORTS**

Nil

**8.5 REPORTS FROM COUNCILLORS**

Nil

**8.6 MATTERS WHICH MAY EXCLUDE THE PUBLIC**

Nil

**9. OTHER BUSINESS**

**9.1 URGENT**

Nil

**9.2 ANY OTHER BUSINESS**

Nil

**9.3 MOTION OF THANKS TO RETIRING COUNCILLORS**

**RECOMMENDATION:** That Council thanks the retiring Councillor, Cr Ellen White, for her 12 years of service to Buloke Shire Council.

**10. MEETING CLOSE**