



ORDINARY COUNCIL MEETING

MINUTES

Wednesday 10 June 2020

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**MOTION:**

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 13 May 2020.

MOVED: CR DARYL WARREN

SECONDED: CR BRONWYN SIMPSON

**CARRIED.
(R762/20)**

4. REQUESTS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of interest.

6. QUESTIONS FROM THE PUBLIC

NIL

7. PROCEDURAL ITEMS

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NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 8 JULY 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

Attachments:

- 1 Councillor Budget Briefing Record - 4 May 2020
- 2 Councillor Briefing Record - 6 May 2020
- 3 Councillor Briefing Record - 20 May 2020
- 4 Councillor Project Pipeline Briefing Record - 22 May 2020

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council note the reports of the Assembly of Councillor Meeting held on 4,6, 20 and 22 May 2020.

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

**CARRIED.
(R763/20)**

1. 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 Meeting held on 4 May, 6 May 20 May and 22 May 2020 attached.

7.2 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

CARRIED.

(R764/20)

1. Executive Summary

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

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

2. Recognition of Achievement Items

Provider	Recipient	Date	Purpose for Recognition
Queen's Birthday 2020 Honour List	Cr Bruce Meyer Mayor West Wimmera Shire Council	8 June 2020	Recipient of an Order of Australia Medal in the General Division for service local government, and to the community of local government.
Queen's Birthday 2020 Honour List	Dr Graeme Emonson Executive Director Local Government Victoria	8 June 2020	Recipient of a Public Service Medal for outstanding public service to local government Victoria.
Buloke Shire Council	Mr Robin Letts OAM Editor Buloke Times	16 May 2020	For recently celebrating his 90 years of age milestone.

7.3 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council notes the record of correspondence sent and responses received.

MOVED: CR BRONWYN SIMPSON

SECONDED: CR GRAEME MILNE

CARRIED.

(R765/20)

Table of Correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
Requesting funding under the Roads of Strategic Importance be considered for the Baileys Road and Calder Highway intersection	The Hon Michael McCormack Deputy PM, Minister for Infrastructure (Commonwealth)	3 April 2020	27 May 2020	The Victorian Government has identified the first tranche of works along the Calder Hwy utilising Roads of Strategic Importance funding. Bailey Rd intersection has been selected for upgrades as part of an early works package. Scheduled to commence within the next three months.

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
<p>8 April 2020 Ordinary Meeting</p> <p>Ordinary Meetings be held by telephone or electronically during times of disaster or emergency, to be in place from 14 April until pandemic restrictions are lifted.</p>	<p>The Hon Adem Somyurek Minister for Local Government and Premier of Victoria The Hon Daniel Andrews MP</p>	<p>20 April 2020</p>		

7.4 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Statutory Administration Support

Department: Works and Technical Services

File No: DB/14/01

Attachments: Nil

MOTION:

That the Council note information contained in the report on Building Permits approved by staff from 1 May 2020 to 31 May 2020.

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

CARRIED.

(R766/20)

1. Executive Summary

This report provides information on Building Permits approved by staff from 1 May 2020 to 31 May 2020.

2. List of Building Permits Approved by Council Surveyor

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20200055	8075590681810	224 Yeungroon-Woosang Road, Yeungroon East	Demolition of Feedlot Buildings	07/05/2020
20200056	1811537675334	246 Pinks Road, Chirrip	Hay Shed	07/05/2020
20200057	5526276840299	Boort-Wycheproof Road, Wycheproof	Hay Shed	21/05/2020
20200065	3431994470735	28 Sproats Lane, Donald	Dwelling	21/05/2020
20200066	9537997392621	21 King Street, Birchip	Shed	21/05/2020
20200067	1406340888826	115 Fradds Road, Glenloth East	Machinery Shed	21/05/2020
20200068	1952502294319	Boort-Wycheproof Road, Glenloth East	Machinery Shed	21/05/2020

3. List of Building Permits Approved by Private Surveyor

Permit No.	Address	Project Description	Date Approved
20200054	101 Jeffcott South School Bus Route Road, Donald	Farm Shed	27/04/2020
20200058	1259 Tower Road, Dooboobetic	Hay Shed	01/05/2020
20200059	224 Yeungroon-Woosang Road, Yeungroon East	Farm Shed (x2)	05/05/2020
20200060	16 Elizabeth Street, Donald	Dwelling	03/05/2020
20200061	540 Rowlings Road, Narreewillock	Farm Shed Extension	05/05/2020
20200062	48 East Boundary Road, Narraport	Hay Shed	05/04/2020
20200063	Calder Highway, Boigbeat	Farm Shed	18/05/2020
20200064	1029 Austerbery Road, Sea Lake	Farm Shed	18/05/2020
20200069	2061 Birchip-Wycheproof Road, Narraport	Farm Shed	19/05/2020
20200070	192 Warren Road, Reedy Dam	Swimming Pool & Safety Barrier	13/05/2020

7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR ELLEN WHITE

CARRIED.

(R767/20)

1. Executive Summary

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

2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA848/20	RW & CM Parker	548 Gretgrix Road, Teddywaddy	04/03/2020	Use and development of land for dog breeding and boarding	Awaiting Report
PPA849/20	Revd. Judi Bird	5 Armstrong Street, Charlton	11/03/2020	Construction of disabled access ramp	Permit Issued
PPA850/20	Charlton Travellers Rest Committee	John Curtain Drive	23/03/2020	Construction of a footpath, fence and covered walkway structure	Permit Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA852/20	Sam Priest	89 Cumming Avenue, Birchip	07/04/2020	Construction of a storage shed ancillary to existing emergency service facility (Birchip SES)	Permit Issued
PPA853/20	LE Cox	7 Donald Road, Charlton	14/04/2020	Carport ancillary to a dwelling	Permit Issued
PPA854/20	Action Steel Industries Pty Ltd	408 Calder Highway, Wycheproof	14/04/2020	Construction of a hay shed	Permit Issued
PA857/20	DJ Mitchell	694 Rupanyup Road, Reedy Dam	28/04/2020	Use and development of land for animal production (increase to 68,000 bird capacity, construction of 2 sheds)	Awaiting Report
PPA858/20	Action Steel Industries Pty Ltd	729 Nullawil North Road, Warne	30/04/2020	Construction of a hay shed	Permit Issued
PPA859/20	Entegra Signature Structures	1243 Warne Road, Warne	05/05/2020	Construction of a hay shed	Permit Issued
PPA860/20	DA & LM Broad	1 M Keanes Road, Wycheproof South (CA 57 Parish of Teddywaddy)	12/05/2020	Use and development of land for a second dwelling on a lot	Notice of Application Referral
PPA861/20	Action Steel Industries Pty Ltd	8 Racecourse Road, Donald	18/05/2020	Extension to a building	Permit Issued
PPA862/20	Hazkem Pty Ltd	94 Birchip-Sea Lake Road, Birchip	18/05/2020	Use and development of land for a refuelling facility(above ground diesel tank)	Notice of Application Referral

7.6 PETITION TABLED FOR COUNCIL CONSIDERATION

Author's Title: Governance Officer

Department: Corporate Services

File No: ED/03/04

Attachments: 1 Birchip Silo Art Petition Cover letter - **Confidential**
2 Birchip Silo Art Petition - **Confidential**

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

MOTION:

That Council:

1. Resolve to receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019; and
2. Refer the project to Regional Development Victoria to include in the Silo Art Gap Analysis Project;
3. Write to the lead petitioner, highlighting the potential for funding for this project under the Creative Activation Fund targeting the Wimmera Mallee region, scheduled to open in August; and
4. On behalf of the lead petitioner, provide representation to Graincorp to advocate their support for the project.

MOVED: CR GRAEME MILNE

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R768/20)

1. Executive Summary

Council received a petition in relation to Birchip Silo Art on 12 May 2020. This report considers actions to be taken by Council pursuant to its Meetings Procedure and Common Seal Local Law 2019.

2. Discussion

Council received a petition on 12 May 2020 which requests:

Birchip Silo Art Petition.
Subject: "Ray Neville & Rimfire"

Council is required to table petitions received and to refer the matter for a report or appropriate action (as required) to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier, in accordance with its Meetings Procedure and Common Seal Local Law 2019.

This petition contains 529 signatures, however 356 signatures are on pages that do not include the wording of the petition. Clause 91 of Council's Meetings Procedure and Common Seal

Local Law 2019 states “every page of a petition or joint letter must bear the whole of the petition or request”. As such, part of the petition is non-compliant.

Given the Silo Art Gap Analysis Project is occurring now across the Wimmera Mallee region and a funding opportunity will arise shortly, officers are recommending that actions in relation to the petition commence immediately. Officers are recommending that Council refer the Birchip Silo Art Project to the authors of this study to consider as a priority project.

Officers are also recommending that the lead petitioner is sent details of round 2 of the Creative Victoria Creative Activation Fund, which targets the Wimmera Mallee region and is set to open in August.

Given the silo is owned by Graincorp, officers are also recommending that contact is made with Graincorp to request their feedback on the proposal and advocate for their support.

3. Financial Implications

There are no financial implications arising in relation to this report.

4. Cost Shift Considerations

There are no cost shift implications in relation to this report.

5. Community Consultation

This petition has been discussed throughout the Birchip community and by the Birchip Forum. S

6. Internal Consultation

Staff from Council’s governance team and CEO have collaborated on this report.

7. Legislative / Policy Implications

Section 91 of Council’s Meetings Procedure and Common Seal Local Law 2019 sets out Council’s meeting procedure in relation to petitions.

8. Environmental Sustainability

There are no environmental sustainability implications associated with the outcome of this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council receive that part of the petition that is compliant with Council’s Meetings Procedure and Common Seal Local 2019, and:

- Refer the project to Regional Development Victoria to include in the Silo Art Gap Analysis Project;
- Write to the lead petitioner, highlighting the potential for funding for this project under the Creative Activation Fund targeting the Wimmera Mallee region, scheduled to open in August; and
- On behalf of the lead petitioner, provide representation to Graincorp to advocate their support for the project.

7.7 PETITION TABLED FOR COUNCIL CONSIDERATION

Author's Title: Governance Officer

Department: Corporate Services

File No: RO/08/01

Attachments: 1 Petition - Wycheproof-Birchip Road - **Confidential**

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

MOTION:

That Council:

1. Resolve to receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019; and
2. Write to Regional Roads Victoria and Graincorp advocating for action to be taken on the shoulders of Wycheproof-Birchip Road at the grain receival site; and
3. Write to the lead petitioner to advise of the resolution.

MOVED: CR DAVID POLLARD

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R769/20)

1. Executive Summary

Council received a petition in relation to sealing the road shoulders at the GrainCorp receival site in Wycheproof on 2 June 2020. This report considers actions to be taken by Council pursuant to its Meetings Procedure and Common Seal Local Law 2019.

2. Discussion

Council received a petition on 2 June 2020 which states:

"We, the undersigned, are impacted by the large amount of dust generated by the trucks turning outside the GrainCorp Ltd Grain Receival Site on the Birchip-Wycheproof Road near the intersection of the Calder Highway in Wycheproof, Victoria... We request that the bitumen is applied to the shoulders of the road at this location to remedy those problems."

Council is required to table petitions received and to refer the matter for a report or appropriate action (as required) to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier, in accordance with its Meetings Procedure and Common Seal Local Law 2019.

This petition contains 28 signatures; however, 13 signatures are on pages that do not include the wording of the petition. Clause 91 of Council's Meetings Procedure and Common Seal Local Law 2019 states "every page of a petition or joint letter must bear the whole of the petition or request". As such, part of the petition is non-compliant.

3. Financial Implications

There are no financial implications arising in relation to this report.

4. Cost Shift Considerations

There are no cost shift implications in relation to this report.

5. Community Consultation

There has been no community consultation in relation to this report.

6. Internal Consultation

Staff from Council's Governance Department and the Office of the CEO have collaborated on this report.

7. Legislative / Policy Implications

Section 91 of Council's Meetings Procedure and Common Seal Local Law 2019 sets out Council's meeting procedure in relation to petitions.

8. Environmental Sustainability

There are no environmental sustainability implications associated with the outcome of this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council receive that part of the petition that is compliant with Council's Meetings Procedure and Common Seal Local 2019, and:

- Write to Regional Roads Victoria and Graincorp advocating for action to be taken on the shoulders of Wycheproof-Birchip Road at the grain receival site; and
- Write to the lead petitioner to advise of the resolution.

8. GENERAL BUSINESS

8.1 POLICY REPORTS

8.1.1 PROCUREMENT POLICY

Author's Title: Manager Governance

Department: Corporate Services

File No: CM/14/17

Attachments:

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council adopt the attached Procurement Policy for the remainder of the 2019/20 financial year and the 2020/21 financial year with the following amendments to the policy:

1. On page 2 (under Delegations) "Offices" to be amended to "Officers"; and
2. On page 4 (Item f. Environmental Sustainability) "Waste Management" to be amended to "Waste and Resource Recovery".

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R770/20)

1. Executive Summary

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

2. Discussion

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

Changes proposed by Council Officers as part of the 2020 review provide for the inclusion of:

- A statement in relation to Council wanting to seek ways to promote social procurement and achieve positive social outcomes;
- A section on supplier panels to promote their use once a competitive public tender process has taken place in accord with the requirements of the Act; and
- A section around the handling of complaints.

Section 108 of the *Local Government Act 2020* (the new Act) is due to commence on 1 July 2021. The new Act stipulates that a procurement policy will need to comply with a number of requirements including any matters prescribed by regulation. At the time of writing this report,

the contents of any proposed regulations are unknown. Under the new Act, a Procurement Policy must be adopted within 6 months of the commencement of s 108. Council officers are proposing to do a further review in 2021 once further information is at hand.

3. Financial Implications

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

4. Cost Shift Considerations

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

5. Community Consultation

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

6. Internal Consultation

The Senior Leadership Team was consulted in relation to the review of the Policy. The Policy was also considered at the February 2020 Audit Committee Meeting.

Further discussion with Councillors during the review of the Policy has resulted in a strengthened organisational approach to regional economic development and sustainable procurement practices.

7. Legislative / Policy Implications

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

Section 108 of the *Local Government Act 2020* (the new Act) is due to commence on 1 July 2021. Under the new Act, a Procurement Policy must be adopted within 6 months of the commencement of s 108.

8. Environmental Sustainability

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

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.1.2 LOAN GUARANTEE POLICY

Author's Title: Manager Finance

Department: Corporate Services

File No: CM/14/10

Attachments: 1 Loan Guarantee Policy

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council adopt the Loan Guarantee Policy.

MOVED: CR GRAEME MILNE

SECONDED: CR DARYL WARREN

CARRIED.

(R771/20)

1. Executive Summary

At the 2019 October Ordinary Meeting, Council considered an application to act as guarantor to a ten-year \$150,000 loan for the Charlton Park 2020 Committee. The loan was sought in order for completion of landscaping works around the Charlton Park 2020 complex.

Part 4 of the resolution required Council to develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

2. Discussion

Council Officers have prepared a Loan Guarantee Policy following a resolution of Council in October 2019.

The Policy provides that Council will, in limited circumstances as outlined in the Policy, consider acting as a guarantor in the form of a bank guarantee for a bank loan sought by a community organisation within the Buloke municipality for new infrastructure or projects which will upgrade existing facilities that Council owns or controls.

3. Financial Implications

Council currently acts as a guarantor for two organisations within the Buloke Shire Council.

Loan guarantees must be included in Council's annual financial statements as a contingent liability. In the event of a default, Council would be required to report the loan amount as an expenditure item and as a liability, and this would increase Council's debt level. As such, the Policy proposed to restrict Council's loan guarantee commitment to \$300,000.

Additional controls to reduce Council's financial exposure are outlined within the Policy, including but not limited to, the requirement for Applicants to provide biannual reports detailing their financial operations.

4. Cost Shift Considerations

Applicants must provide a minimum of one third of the capital cost of the project, including government grants and other external funding, and will also be required to pay any fees and charges applicable to a Council loan guarantee.

5. Community Consultation

No consultation with the community has occurred in the development of this Policy.

Applicants must demonstrate wider community benefit in applications for Council to act as guarantor as outlined in the Policy.

6. Internal Consultation

Feedback from Council's Audit Committee has been incorporated into this Policy.

7. Legislative / Policy Implications

Loan guarantees must be included in Council's annual financial statements as a contingent liability.

8. Environmental Sustainability

Nil

9. Conflict of Interest Considerations

Nil

10. Conclusion

The Loan Guarantee Policy provides a means of supporting community organisations to self-fund capital projects where such applications meet best practice financial management and demonstrate broader community benefit.

8.1.3 ELECTION PERIOD POLICY

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GO/07/08

Attachments: 1 Election Period Policy

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council receive and adopt the Election Period Policy for the 2020 General Elections pursuant to section 69 of the *Local Government Act 2020*.

MOVED: CR DARYL WARREN

SECONDED: CR DAVID POLLARD

CARRIED.

(R772/20)

1. Executive Summary

Council adopted a revised Election Period Policy in December 2019 in accordance with the requirements of the *Local Government Act 1989*. A revised Policy has been prepared following the introduction of the *Local Government Act 2020* (the Act) to ensure Council continues to meet its legislative obligations.

2. Discussion

Council Officers have undertaken a review of the Election Period Policy following the introduction of the Act. The review is timely due to the requirement to incorporate the Election Period Policy into Council's Governance Rules which must be in place by 1 September 2020 in accord with the Act's transitional arrangements.

Changes to the Policy include:

- Updated references to relevant sections of the Act
- Additional requirements for prohibited decisions to include decisions which Council considers could be reasonably deferred until the next Council is in place or which Council considers should not be made during an election period
- Additional information as to what constitutes a Council decision

3. Financial Implications

The Policy prohibits decisions which commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year.

The Policy provides that the use of Council resources must be exclusively for normal Council business during the election period and cannot be used in connection with any election.

4. Cost Shift Considerations

Nil

5. Community Consultation

No community consultation has been undertaken in the development of this Policy. Under the Policy no community engagement will be undertaken during the election period unless authorised by a decision made at a Council meeting that acknowledges the application of the Policy and justifies to the Buloke community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

6. Internal Consultation

No internal consultation has been undertaken in the development of this Policy. As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer must provide a copy of this Policy to Councillors and ensure both Councillors and Council staff are aware of the requirements of the Policy.

7. Legislative / Policy Implications

The revised Election Period Policy has been updated to reflect the changes pursuant to the Act. The Policy must be incorporated by reference into Council's Governance Rules which are recommended to be adopted in draft for community consultation at the 2020 June Council Meeting.

8. Environmental Sustainability

Nil

9. Conflict of Interest Considerations

The Chief Executive Officer has no conflicts of interest to declare in relation to this Report or the Election Period Policy.

10. Conclusion

The Election Period Policy has been revised and updated to reflect the provisions of the *Local Government Act 2020*.

8.2 MANAGEMENT REPORTS

8.2.1 DRAFT BUDGET 2020/2021 SUBMISSIONS

Author's Title: Director Corporate Services

Department: Corporate Services

File No: FM/05/02

Attachments: 1 Submission 1 - Victorian Farmers Federation - **Confidential**
2 Submission 2 - Buloke Neighbourhood House Cluster - **Confidential**

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

Council to hold addressing the recommendation for the Draft Budget 2020/2021 until after the connection for communication for Mr Graeme Harris can be rectified for his submission to be heard.

MOVED: CR DAVID POLLARD

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R773/20)

MOTION:

That Council receives submissions in respect of the Draft 2020/21 Annual Budget adopted for exhibition on 13 May 2020 in accordance with section 223 of the *Local Government Act 1989*.

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

CARRIED.

(R774/20)

1. Executive Summary

At the Ordinary Meeting of Council 13 May 2020, Council adopted the Draft 2020/21 Annual Budget for public exhibition. Written submissions were to be received until 5pm 10 June 2020 and the public were invited to present their submissions to Council at its Ordinary Council Meeting of 10 June 2020. Council will then adopt a 2020/21 Annual Budget at a Council Meeting on 17 June 2020 after considering these submissions.

2. Discussion

At the close of submissions 5.00pm, 10 June 2020, the following written submissions have been received by the Buloke Shire Council:

Sub. No.	Correspondent	Purpose of Submission to Draft Budget 2020/2021
1.	Victorian Farmers Federation	Farm Rates
2.	Buloke Neighbourhood House Cluster	Allocation to each Neighbourhood House
3.	Graeme Harris - Donald	Overall Budget Submission/Comments
4.	Donald 2000 Inc	Raising of Rates
5.	WycheAlive	Submission – Wycheproof Caravan Park - Amenities
6.	Wycheproof Golf Club	Submission – Wycheproof Golf Club Amenities

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

3. Financial Implications

The submissions received will inform Council's deliberations on the 2020/21 Annual Budget.

4. Cost Shift Considerations

Nil.

5. Community Consultation

Key budget initiatives and information on services provided by Council were highlighted on Council's social media platforms, providing Council the opportunity to receive direct comments from the community and individual residents on specific matters of interest.

A copy of the Draft 2020/21 Annual Budget was provided to all primary community forums inviting feedback and submissions.

Council advertised the Draft 2020/21 Annual Budget in local papers and made it available for inspection on Council's website.

Those who have made a written submission were invited to make a verbal submission to the Ordinary Council Meeting on 10 June 2020.

6. Internal Consultation

Councillors have received briefings on the key assumptions underpinning the budget, and the proposed capital works program, since February 2020.

The Draft Budget has been provided to the Audit Committee for review and comment.

7. Legislative / Policy Implications

The Draft Budget has been prepared in accord with section 127 of the *Local Government Act 1989* and is in line with Council's adopted Long Term Financial Plan.

8. Environmental Sustainability

Nil

9. Conflict of Interest Considerations

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

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

10. Conclusion

Submissions received and presentations provided will form part of Council's consideration in respect of the Annual Budget to be adopted for 2020/21.

8.2.2 DRAFT GOVERNANCE RULES

Author's Title: Director Corporate Services

Department: Corporate Services

File No: GO/10/01

Attachments: 1 Draft Governance Rules

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council:

1. Having prepared the Draft Governance Rules in accord with section 60 of the *Local Government Act 2020* commences community engagement in relation to the Draft Governance Rules and makes the Draft Governance Rules available on Council's website;
2. Allows persons to make submissions in writing in relation on any proposal contained within the Draft Governance Rules; and
3. Allows presentations in support of written submissions to be heard at the Council Meeting on 8 July 2020.

MOVED: CR DAVID POLLARD

SECONDED: CR ELLEN WHITE

CARRIED.

(R775/20)

1. Executive Summary

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

2. Discussion

The Local Government Act 2020 received Royal Assent on 24 March 2020.

Section 60(7) provides that a Council must adopt the first Rules on or before 1 September 2020. Prior to adoption Council must ensure a process of community engagement is followed in the development of the Rules.

In order to meet the required deadline for adoption, this report recommends Council adopt the draft Rules and apply a community engagement process allowing submissions to be received for a 28-day period. It is proposed that submissions are considered at the Council meeting scheduled 8 July 2020, and the Governance Rules be adopted at the Council meeting scheduled 12 August 2020.

3. Financial Implications

There are no financial implications associated with the adoption of the Rules. Penalty rates applicable under the Act in relation to inappropriate use of Council resources, and publicity which might influence the outcome of a Council election are outlined in Schedule 3 – Election Period Policy.

4. Cost Shift Considerations

Nil.

5. Community Consultation

In order for members of the public to consider the Rules, Council will advertise the draft Rules in local papers and make it available for inspection on Council's website. A copy of the draft Rules will be provided to each community forum and Council's Community Asset Committees.

Written submissions will be received until 4pm 8 July 2020. Those who have made a written submission will be requested to indicate if they wish to make a verbal submission to the Council Meeting on 8 July 2020.

6. Internal Consultation

The Chief Executive Officer and Manager Governance have reviewed the draft Rules.

The Rules are based on the current Meetings Procedure and Common Seal Local Law 2019, which were previously revised with extensive consultation with Councillors.

7. Legislative / Policy Implications

The Rules contain the requirements of section 60 of the Act.

8. Environmental Sustainability

Nil.

9. Conflict of Interest Considerations

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

Division 5 of the Rules provide for procedures for the disclosure of conflicts of interest by a Councillor, a member of a Delegated Committee at a meeting of the Council or a Delegated Committee; by a Councillor at a meeting under the auspices of Council that is not a Council meeting or a Delegated Committee, and; a member of Council staff who is providing information to a meeting of the Council, a delegated committee or a community asset committee or another member of Council staff exercising a power of delegation or performing a statutory function.

10. Conclusion

The Draft Governance Rules demonstrate Council continues to provide good governance through the performance of its role in accordance with the overarching governance principles and supporting principles of the *Local Government Act 2020*.

8.2.3 INSTRUMENT OF DELEGATION TO CEO

Author's Title: Governance Officer

Department: Corporate Services

File No: PE/02/01

Attachments: 1 S5 - Delegation

Relevance to Council Plan 2017 - 2021

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

MOTION:

That Council:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

MOVED: CR DARYL WARREN

SECONDED: CR GRAEME MILNE

CARRIED.

(R776/20)

1. Executive Summary

Many Council decisions are not made at Council meetings. In view of the range of legislative and regulatory responsibilities of Local Government it would not be possible for the sector to function effectively if this was the case. Instead, decision-making power can be delegated to special committees or to members of Council staff. The nature and extent of these delegations are controlled through formal Instruments of Delegation.

Delegations are different from authorisations. The decision of a delegate of Council is deemed to be a decision by Council. The decision by a person appointed by Council to a statutory position, for example, an Authorised Officer, is not. That person's powers and responsibilities are quite distinct from those of Council.

Best practice governance procedures suggest delegations and associated policies should be reviewed on at least an annual basis.

This Report sets out the following proposed document Instrument of Delegation to the Chief Executive Officer (S5).

2. Discussion

Most statutes impose limitations on the powers which may be delegated. Usually one of the powers which may not be delegated is the delegation power itself. However, this limitation does not apply in respect of delegation to the CEO. Under Section 11 of the *Local Government Act 2020*:

“(1)(b) The instrument of delegation to the chief executive officer may empower the chief executive officer to delegate any power of the Council other than the power, duty or function specified in subsection (2).”

The Instrument of Delegation to the Chief Executive Officer may therefore empower the CEO to exercise various powers of the Council, including the power to delegate powers to Council officers.

In this instance the Instrument of Delegation to the Chief Executive Officer has been updated to reflect the changes resulting from the *Local Government Act 2020* being enacted and to the financial delegation of the Chief Executive Officer to \$250,000.

3. Financial Implications

There are no financial implications as a result of this report

4. Cost Shift Considerations

There are no cost considerations as a result of this report

5. Community Consultation

Once adopted, a copy of the instrument of delegation will be available on Council's website.

6. Internal Consultation

No internal consultation is required.

7. Legislative / Policy Implications

An effective and current system of delegations is crucial to the operations and functions of Council. It is possible that the decisions taken under delegation will be reviewed in other spheres, including the judicial system. Therefore, a proper record of delegated action must be kept to ensure that the decision or action can be substantiated at a later date. This report is in accordance with the *Local Government Act 2020*.

8. Environmental Sustainability

There are no environmental sustainability considerations.

9. Conflict of Interest Considerations

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

10. Conclusion

The effective allocation and control of decision-making powers is pivotal to the operation and functions of Council and its commitment to good governance.

8.2.4 ECONOMIC DEVELOPMENT AND TOURISM STRATEGY PROGRESS REPORT - JUNE 2020

Author's Title: Acting Manager Community Facilities

Department: Works and Technical Services

File No: ED/03/08

Attachments: 1 Economic Development Tourism Strategy Progress Report
June 2020

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

MOTION:

That Council Note the progress made against the Economic Development & Tourism Strategy 2018-2021.

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R777/20)

1. Executive Summary

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

2. Discussion

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

The report in December 2019 highlighted some of the achievements:

- Establishment of the Economic Development and Tourism Advisory Committee.
- Completion of the Better Approvals Project program, which aims to streamline permits for businesses.
- Industry gap analysis project funded and underway, with a draft report received in November.
- Signed the Small Business Friendly Council charter
- Completion of a Skills Demand Profile in partnership with the Victorian Skills Commissioner.
- Supported the running of a social enterprise workshop in Nandaly in September.
- Secured additional funding for three mobile blackspots across the Shire.
- Significant investment in tourism initiatives and infrastructure, including Trading of the Trail, Lake Tyrrell, Green Lake, Watchem Lake, Wooroonook Lake, Tchum Lake, Birchip streetscape, Silo and street art and travellers rest/public toilet upgrades.
- Secured funding for infrastructure for Sea Lake and Charlton childcare centres.
- Partnering with Agriculture Victoria to deliver Internet of Things trial across the Shire.
- Applications made for a Buloke Branding Project and Investment Gap Analysis.
- Delivered the local transport solutions project
- Redevelopment of a range of travellers rest facilities throughout the Shire
- Development of street art, including painting two silos to connect to the Silo Art Trail

Since December, the following achievements have been made:

Some of the key recent highlights since the December report include:

- Draft implementation plan for the Workforce Development & Skills needs report being developed in partnership with the North Central Local Earning and Employment Network
- Draft implementation plan being developed for three-year investment attraction plan
- Draft investment guides have been developed
- Submitted funding applications for caravan park upgrades across the Shire
- Awarded the contract for Birchip streetscape upgrades
- Secured \$450,000 for streetscape upgrades in Wycheproof
- Secured \$300,000 for conversion of the Sea Lake office to a visitor information centre
- Secured \$4,000,000 for streetscape upgrades in Sea Lake, Birchip, Wycheproof, Donald and Charlton.
- Secured funding for township brochures
- Secured funding for childcare centres at Charlton, Wycheproof and Sea Lake.
- Partnered with Central Victorian Greenhouse Alliance to deliver the Loddon Mallee Renewable Roadmap
- Partnered with Wimmera Mallee Tourism in the Wimmera Mallee Visitor Servicing Strategy
- Redevelopment of a range of travellers rest facilities throughout the Shire.
- Roll out of business support team as part of COVID-19 pandemic response
- Applied for additional funding for key freight routes.

The Economic Development and Tourism Strategy is a four-year plan. Solid progress was noted in June 2019 and December 2019 and further progress has since been made with additional actions being started and completed.

3. Financial Implications

Many of the initiatives have been externally funded, whilst others are being delivered through the operational budget. Further funding will need to be sought externally, and internal contributions through the operational budget should be considered in the next financial year to continue to deliver initiatives identified in the strategy. By implementing these initiatives, it is hoped the financial and economic activity of the region is strengthened.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The Economic Development and Tourism Advisory Committee now provide a focussed consultative mechanism for Council's economic development and tourism priorities, and many of these projects will continue to be tested with the committee. Other community members and stakeholders have been consulted in the preparation of plans and implementation of initiatives in the strategy at a local, regional and state level.

6. Internal Consultation

This report has been developed with input across the management team. Members of the management team are also involved in advising on and the implementation of actions in the strategy.

7. Legislative / Policy Implications

The Economic Development and Tourism Strategy is a key strategic document for Council and the implementation of the action plan is an important part of Council's role. The need to report on progress against the strategy was outlined in the Year 3 Annual Plan.

8. Environmental Sustainability

There are no environmental sustainability implications within this report.

9. Conflict of Interest Considerations

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

10. Conclusion

That Council note further progress in the implementation of the Economic Development & Tourism Strategy since the last progress update in December 2019, and that there are a number of projects started, in progress and complete.

8.2.5 SRV FUNDING APPLICATIONS

Author's Title: Acting Manager Community Facilities

Department: Works and Technical Services

File No: GS/02/04

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Responding to and enhancing our built and natural environment

MOTION:

That Council:

1. Engage with relevant sporting clubs and apply to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program for Buloke Sports Lighting upgrades;
2. Apply to the Sport and Recreation Victoria Community Sports Infrastructure Stimulus Program for Donald Community Precinct Stage Two; and
3. Utilise \$200,000 allocated to the Donald Community Precinct in the draft 2020/21 capital budget as matching funding for the broader Donald Community Precinct Stage Two project; and
4. Work with the Sea Lake Community Complex Committee (SLCC) to develop a funding application to improve the change facilities and the SLCC to contribute the 10% of matching funding.

MOVED: CR ELLEN WHITE

SECONDED: CR GRAEME MILNE

CARRIED.

(R778/20)

1. Executive Summary

This report is presented to Council to consider submitting two applications under Sport and Recreation Victoria's Community Sports and Infrastructure Program for Donald Community Precinct Stage Two and sports lighting upgrades across multiple recreation facilities in the Buloke Shire.

2. Discussion

The Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program is a \$68 million dollar fund to build and upgrade sports facilities across the state to support local sporting club, create jobs and boost economic recovery from the coronavirus (COVID-19) pandemic.

The grant is now open and supports up to three applications from local government which are a minimum of \$1 million. Each application requires a cash contribution of 10% of the total project cost. Applications close Friday 19 June, 2020.

Buloke Sports Lighting Upgrade

This project aims to improve sports lighting across the following sports facilities:

- Charlton Football Oval
- Charlton Tennis Courts
- Wycheproof Football Oval
- Nullawil Football Oval
- Sea Lake Hockey Field
- Birchip Netball Courts
- Birchip Tennis Courts

Officers are currently working with lighting engineers and each club to assess the costs and viability of these projects. For this project, each club will need to cover 10% of the total cost of the project, to meet the matching eligibility requirements.

Donald Community Precinct Stage Two

This project aims to complete items which were not able to be completed within the budget and scope of stage one, including:

- Upgrades to squash courts
- Upgrades to football lighting
- Upgrades to hockey lighting
- Upgrades to netball courts
- Upgrades to Jeffcott oval

Officers are working closely with the Committee to scope and cost these projects. Council currently has \$200,000 to complete works at the Donald Community Precinct in the draft 2020/21 budget and this can be used as matching funding for this project.

3. Financial Implications

Each project will require a cash co-contribution of 10% of the total project cost. User groups and sporting clubs have been consulted and requested to provide 10% cash contributions for the respective lighting upgrades. Council would need to consider allocating up to \$200,000 in matching funding for Donald Community Precinct Stage Two, which has been identified in Council's draft 2020-2021 draft budget.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

Extensive community consultation has been undertaken for both projects, through the development of a masterplan for Donald, and meetings with various stakeholders for both projects.

6. Internal Consultation

Council's management team have met to discuss the project.

7. Legislative / Policy Implications

These projects align with a number of Council policy and strategy documents, including but not limited to:

- 2030 Community Plan
- Council Plan
- Economic Development and Tourism Strategy
- Investment Attraction Plan
- Inclusiveness Plan
- Donald Recreation Reserve Masterplan

8. Environmental Sustainability

Both projects will consider environmental sustainability initiatives where possible.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council apply for Buloke Sports Lighting Upgrades and Donald Community Precinct Stage Two.

It is recommended that Council consider matching up to \$200,000 for the Donald Community Precinct Stage Two project from the 2020/2021 budget.

8.2.6 REPORT ON GRANT OUTCOMES

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Responding to and enhancing our built and natural environment

MOTION:

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

MOVED: CR DAVID POLLARD

SECONDED: CR ELLEN WHITE

CARRIED.

(R779/20)

1. Executive Summary

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

2. Discussion

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

Over this period, Council has applied for over \$16.4million in funding for a range of infrastructure and service funding opportunities. The below table outlines the outcomes for those applications:

Successful applications:	\$13,425,659
Outcomes not yet known	\$2,994,100

This high value of funding applications submitted highlights the proactive approach by the Council in advocating and applying for funding.

Importantly, Council has been able to source funding for key projects that have been identified by the community as priorities to pursue.

The list of all funding submissions made over the past twelve months is below and represents a very productive and positive outcome for the Buloke community. It also represents a diverse range of priorities advocated for and is reflected in forward capital works plans.

This is a larger than expected figure, and has been impacted by both federal drought assistance and economic stimulation arising from the COVID Pandemic.

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
State Government - Regional Development Victoria	Regional Jobs and Infrastructure Fund	Wycheproof Streetscape Program	\$450,000	Successful
State Government - Regional Development Victoria	Big Build - COVID Stimulus	Streetscape upgrades - Charlton, Donald, Wycheproof, Birchip and Sea Lake	\$4,000,000	Successful
State Government - Regional Development Victoria	Big Build - COVID Stimulus	Sea Lake Visitor Centre (Sea Lake Office)	\$300,000	Successful
State Government - DHHS	Community Activation and Social isolation initiative	COVID Recovery	\$50,000	Successful
State Government - DHHS	Community Activation	Place based approach to COVID responses	\$20,000	Successful
State Government - DELWP	Living Libraries Infrastructure grant	Wycheproof Library extension	\$240,000	successful
State Government - VicHealth	This Girl Can	This Girl Can (Local Area Marketing)	\$13,000	successful
State Government - Department of Education and Training	Kindergarten Infrastructure and Service Plan	Planning for Three year old kinder	\$35,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Wycheproof Early Years Centre	\$700,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Charlton Early Years Centre	\$1,200,000	successful
State Government - Department of Education and Training	Childrens Facilities Capital Program	Sea Lake Early Years Centre	\$1,152,000	successful
Federal Government - Department of Infrastructure	Drought Communities Programme	Wycheproof Kinder, Birchip Rec Reserves,	\$1,000,000	successful
State Government - Emergency Management Victoria	Safer Together Program	Safer Together Program	\$150,000	Successful
State Government	Working for Victoria	Employment of 50 people	\$2,700,000	Successful
Federal Government - Department of Infrastructure	Building Better Regions Program	Safer Cumming Avenue Project	\$492,559	Successful

Department	Grant Program	Project	Amount applied for	Successful/ Unsuccessful
Federal Government - Department of Infrastructure	Building Better Regions Program	Upgrades to Sea Lake Lascelles Road & Culgoa Lalbert Road	\$923,100	Successful
State Government - DELWP	Camping and Caravan Park Grants	Wycheproof Caravan Park Upgrade	\$170,350	Not announced yet
State Government - DELWP	Camping and Caravan Park Grants	Wooroonook Lake Caravan Park Upgrade	\$200,000	Not announced yet
State Government - DELWP	Camping and Caravan Park Grants	Donald Caravan Park Upgrade	\$56,750	Not announced yet
State Government - DELWP	Camping and Caravan Park Grants	Gordon Park Upgrade	\$13,000	Not announced yet
State Government - DELWP	Camping and Caravan Park Grants	Tchum Lake Upgrade	\$114,000	Not announced yet
Federal Government - Department of Infrastructure	Heavy Vehicle Safety and Productivity Program	Berrillock-Birchip Road	\$1,500,000	Not announced yet
State Government - DELWP	Visitor Assets economic stimulus package	Wycheproof Wetlands and Mount Project	\$350,000	Not announced yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Netball Court	\$200,000	Not announced yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Recreation Female Friendly Facilities	\$150,000	Not announced yet
State Government - Sport and Recreation Victoria	Community Facilities Funding Program	Birchip Oval Lighting Project	\$240,000	Not announced yet

3. Financial Implications

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

4. Cost Shift Considerations

There are no cost shift considerations within this report.

5. Community Consultation

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

6. Internal Consultation

Staff from within the management team have developed this report.

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental sustainability considerations in this report

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.2.7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/05

Attachments: Nil

Relevance to Council Plan 2017 - 2021

Strategic Objective: Responding to and enhancing our built and natural environment

MOTION:

That Council submit an application to the Local Roads and Community Infrastructure Program for the following projects:

- Charlton Drainage Improvements (Kaye Street);
- Pavement and sealing of Industry Drive and a section of Tower Road;
- Upgrading major road and park street lighting to energy efficient globes; and
- Streetscape and street furniture enhancements for Nandaly, Berriwillock, Culgoa, Nullawil and Watchem.

MOVED: CR DARYL WARREN

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R780/20)

1. Executive Summary

This report is presented to Council to consider making an application under the Local Roads and Community Infrastructure Program.

2. Discussion

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Council has been allocated \$1.6million from this fund for eligible projects. Eligible projects include local road or community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

In reviewing Council's project pipeline the projects being recommended are considered to:

- Have community support;
- Align with Council's strategic and community plans;
- Assist in Council's asset management challenges; and
- Be able to be delivered in the twelve month timeframe.

The four projects recommended include:

- \$990,000 to develop underground drainage along Kaye Street, Charlton. This project will reduce localised stormwater flooding in this precinct, and construction plans have been developed for this project in previous Council budgets.
- \$240,000 for pavement works and sealing of Tower Road and Industry Drive in Donald. This project supports the heavy freight industry and may assist in future development of the industrial estate in Donald.
- \$130,000 for street furniture upgrades for the townships of Nandaly, Berriwillock, Culgoa, Nullawil and Watchem. This will help ensure all towns across the Shire have upgraded street furniture. (To note the State Government funding recently provided to the five larger towns).
- \$240,000 to convert major road and park street lighting to energy efficient globes. This will ensure all of Council's street lighting will be energy efficient, with the local roads lighting being converted in recent years. Based on a \$240,000 investment, the estimated payback from lower electricity bills will be seven years.

3. Financial Implications

These projects will be added to Council's 2020/21 budget.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

The recommendations have been developed through a review of community and strategic plans that have been developed through close consultation with our community.

6. Internal Consultation

Staff from Council's Works and Technical Services Directorate and Senior Executive Team have met to discuss this report.

7. Legislative / Policy Implications

This recommendation meets a range of Council Plans and strategies, including:

- Buloke Integrated Community Plan and individual community plans;
- Council Plan;
- Economic Development and Tourism Strategy;
- Charlton Drainage Plan;
- Asset Management Plans; and
- Regional Climate Change Plans.

8. Environmental Sustainability

This project will significantly improve the environmental performance of the Council, with street lighting being a significant user of electricity. Previous audits have highlighted the importance of this project, and it is expected that Central Victorian Greenhouse Alliance will be heavily involved in joint procurement.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council submit an application to the Local Roads and Community Infrastructure Program for the following projects:

- Charlton Drainage Improvements (Kaye Street);
- Pavement and sealing of Industry Drive and a section of Tower Road;
- Upgrading major road and park street lighting to energy efficient globes; and
- Streetscape and street furniture enhancements for Nandaly, Berriwillock, Culgoa, Nullawil and Watchem.

8.3 FINANCIAL REPORTS

8.3.1 AUDIT COMMITTEE MEETING MINUTES 6 MAY 2020

Author's Title: Governance Officer

Department: Corporate Services

File No: FM/02/09

Attachments: 1 Draft Audit Committee Minutes - 6 May 2020

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council notes the draft Minutes of the Audit Committee meeting held on 6 May 2020.

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

**CARRIED.
(R781/20)**

1. Executive Summary

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

2. Discussion

At its 6 May 2020, the Committee considered the following matters:

- Defined Benefits Superannuation Scheme
- Outstanding Actions
- Audit Committee Work Plan
- Asset Management update
- Draft Loan Guarantee Policy
- Internal Audit Progress update
- Internal Audit – Draft Scope Risk Management Audit
- VAGO Audit Strategy 2020
- Insurance Summary
- Risk Management
- Legislative Compliance
- Local Government Performance Reporting
- CEO Corporate Card Expenditure
- Financial Performance as at 31 March 2020

3. Financial Implications

The cost of the Audit Committee function is incorporated into the 2019/20 Annual Budget.

4. Cost Shift Considerations

There are no cost shift implications associated with the Committee.

5. Community Consultation

Not applicable.

6. Internal Consultation

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

7. Legislative / Policy Implications

Council is required under the *Local Government Act 2020* to create and maintain an Audit Committee.

8. Environmental Sustainability

Not applicable.

9. Conflict of Interest Considerations

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

10. Conclusion

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

8.3.2 FINANCE PERFORMANCE REPORT AS AT THE 30 APRIL 2020

Author's Title: Executive Assistant

Department: Office of the CEO

File No: FM/19/03

Attachments:

- 1 Income Statement
- 2 Cashflow Forecast
- 3 Cashflow Forecast Chart
- 4 Balance Sheet
- 5 Cashflow Statement
- 6 Capital Program 19-20

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council receives and notes the Financial Performance Report for the month ending 30 April 2020.

MOVED: CR GRAEME MILNE

SECONDED: CR BRONWYN SIMPSON

CARRIED.

(R782/20)

Executive Summary

The Annual Forecast has been updated to reflect favourable outcomes of potentially critical issues:

- The Financial Assistance Grant (FAG) has been confirmed for the next financial year higher than first anticipated and Buloke will received 50% upfront in May 2020. Previous forecast was based on potential worse-case scenario of funding timing but pleasingly this has resolved in our favour.
- Dec-18 Flood recovery expenditure has been confirmed for the rest of this financial year at \$2m less than previous forecast. The remaining expenditure will be incurred next financial year and the budget will be updated accordingly prior to final adoption.

However, the Annual Forecast is still impacted by the following significant variance from the Approved Annual Budget

- Delay with funding on Lake Tyrrell project (\$2m) and Dec-18 Flood recovery (\$3m)

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Income Statement — Buloke Shire Council									
JUL 2019 - APR 2020									
	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)	Annual Forecast (\$)	Budget v Forecast Variance	Updated Annual Forecast (\$)	Budget v Updated Forecast	
Normal Operating Surplus/Deficit	(1,261,420)	927,112	(2,188,532)	(1,431,645)	(1,292,280)	139,365	(1,688,366)	(256,721)	
<i>Special Projects Surplus/Deficit (Dec 18 Flood)</i>	(1,132,161)	(121,932)	(1,010,229)	25,000	(3,714,587)	(3,739,587)	(1,224,817)	(1,249,817)	
<i>Covid-19 - Change in timing of FAG</i>					(2,116,110)	(2,116,110)		0	
<i>Covid-19 - Provision for defined benefits super call</i>					(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	
Operating Surplus/Deficit	(2,393,581)	805,180	(3,198,761)	(1,406,645)	(8,122,977)	(6,716,332)	(3,913,183)	(2,506,538)	
Capital Income	5,851,426	7,756,000	(1,904,574)	7,847,000	9,919,443	2,072,443	9,613,331	1,766,331	
Net Surplus/Deficit	3,457,845	8,561,180	(5,103,335)	6,440,355	1,796,466	(4,643,889)	5,700,148	(740,207)	

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 surplus as at 30 April 2020 is \$3.457m. Excluding capital grant income of \$5.851m, the operating result is a loss of \$2.393m. The variance to budget mostly relates to major project funding delays and a potential call on defined superannuation benefit obligations depicted in the table above. Some earlier than anticipated expenditure occurred in April but this should level out over May-June.

The **Balance Sheet** summarises of 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 \$276m.

The **Cashflow Statement** reflects actual results for the year to date (July – March) in line with statutory financial reporting. At 30 April 2020, Council's Cash and Cash Equivalents were \$14.707m following the February rate instalment payments.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 30 April 2020, the monthly budgets and specified timing parameters (such when BAS/super are due and quarterly rate receipts).

The **Cashflow Chart** visually depicts the cashflow forecast and the updated format is illustrated in a dual design, based on best practice reporting.

The cashflow chart shows:

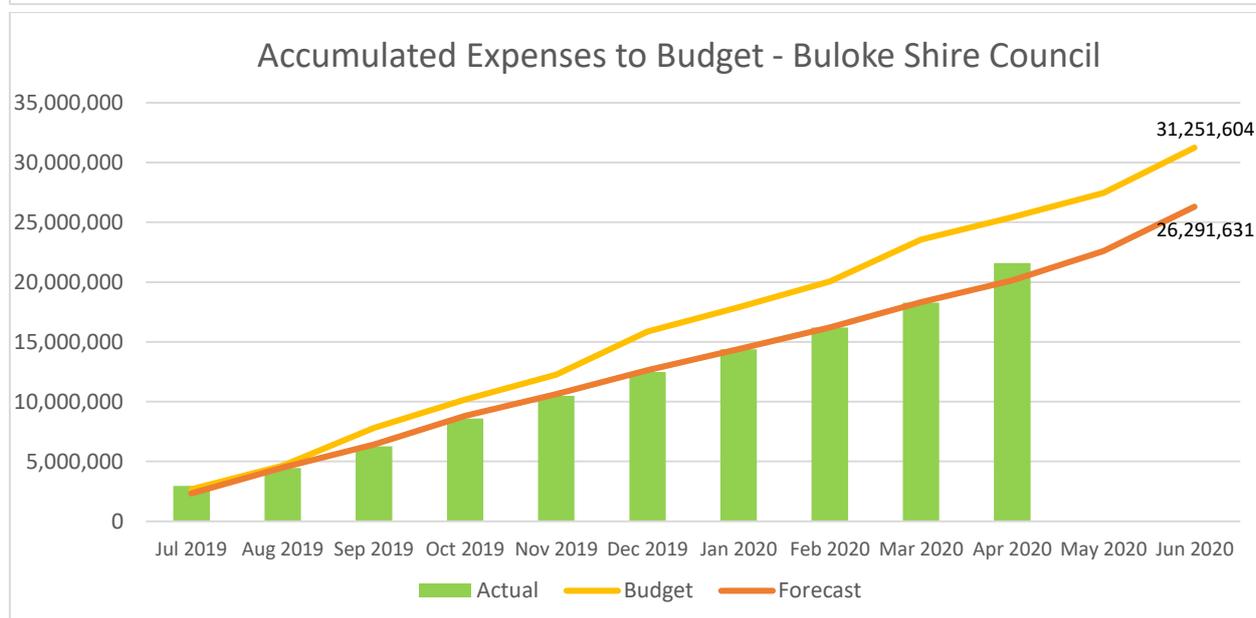
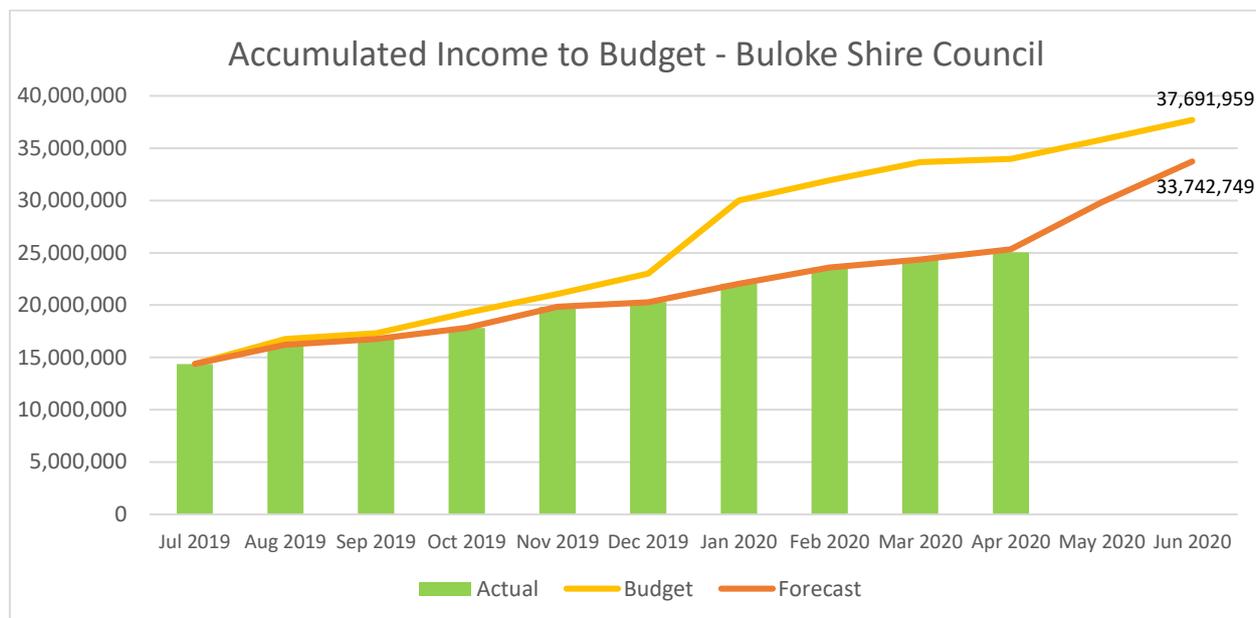
1. The line graph to reflect the ending bank balance each month for the year to date and a projection of the ending bank balance for the rest of the year; and
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance.

The bank balance is expected to remain positive throughout the 2019/20 financial year. However, as demonstrated in the forecast the potential impact of upfront cash outlays for the December 2018 flood, Lake Tyrrell projects and other capital projects could bring cashflow below comfortable limits. Potential use of short-term overdraft funding may be necessary during low cashflow periods.

The **Capital Works Program** depicts \$10.334m of the annual capital works budget of \$11.754m has been expended or committed during July to April. Progress of project completion is detailed by percentage and chart.

Financial Implications

The tables below provide an overview of Council's financial performance as at 30 April 2020. The format has been changed to add the forecast (draft).



1. Community Consultation

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

2. Internal Consultation

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

3. Legislative / Policy Implications

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

4. Environmental Sustainability

This report has no direct impact on environmental sustainability.

5. Conflict of Interest Considerations

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

6. Conclusion

Some issues previously forecast in worse-case scenario have been resolved in Buloke's favour improving the anticipated year end result. Normal operations remain aligned to the annual budget allowing for some timing variations in expenditure. Overall results remain impacted by funding delays (flood recovery and Lake Tyrrell) and a potential call defined benefit superannuation. Forecasted results indicate potentially low cashflow period September to January. Overdraft funding may be required during this period.

8.4 ORGANISATIONAL REPORTS

8.4.1 2020 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY RESULTS

Author's Title: Manager Customer Engagement

Department: Office of the CEO

File No: GS/02/01

Attachments: 1 Community Satisfaction Survey Results 2020

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

MOTION:

That Council:

1. Notes the results of the 2020 Local Government Community Satisfaction Survey.
2. Considers the future actions in response to the results; and
3. Publishes the results of the survey to the community.

MOVED: CR DAVID POLLARD

SECONDED: CR GRAEME MILNE

CARRIED.

(R783/20)

1. Executive Summary

The 2020 Local Government Community Satisfaction Survey Report is attached for Council to note. The report is coordinated on behalf of all Victorian Councils by the Department Environment of Land, Water and Planning.

2. Discussion

The survey demonstrates an overall performance index score of 58 for Buloke Shire Council represents a three-point improvement on the 2019 result, continuing a multi-year trend of improvement from 2016 and is the best overall result since 2012.

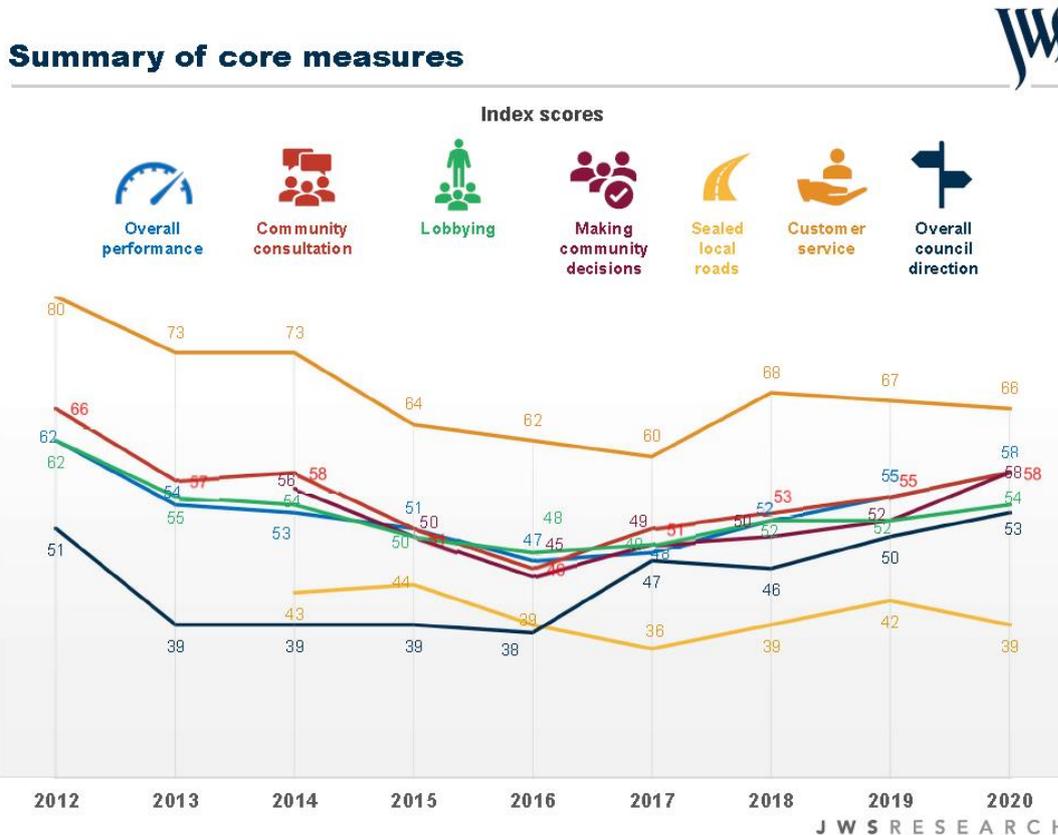
These overall results are on par with the state average and two points higher than Council's Small Rural cohort.

Overall Council Direction is at a record high and is two points higher than the state average and three points higher than the Small Rural cohort. This would demonstrate rising satisfaction in Council's strategic planning from the Council Plan 2017-21 through to subsequent strategic plans and community plans.

Excluding service areas relating to roads, Council performs in line with, or significantly higher than, the Small Rural group and State-wide averages on the service areas evaluated.

Council's best performing areas were Recreational Facilities and Elderly Support Services whilst maintenance of unsealed roads and the condition of sealed roads are Council's lowest performing areas.

A graphic of the summary of core measures, included in the survey report, is included below.



3. Financial Implications

There are no financial implications to consider in this report.

4. Cost Shift Considerations

There are no cost shift implications to be considered in this report.

5. Community Consultation

A telephone survey was conducted by JWS Research, who contacted random residents on behalf of Council, that were 18 years or above, residing in Buloke Shire. Council advertised the approaching survey in local newspaper advertisements and on social media in the weeks leading up to the survey which was conducted in February of this year.

6. Internal Consultation

The Senior Leadership Team has been consulted in the preparation of this report.

7. Legislative / Policy Implications

There are no legislative or policy implications.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended that Council notes the results of the 2020 Local Government Community Satisfaction Survey for future strategic planning of the organisation and to ensure it is being responsive to the evolving needs of the community.

8.5 REPORTS FROM COUNCILLORS

Cr Carolyn Stewart (Mayor)

13 May 2020	Ordinary Meeting of Council via Zoom
14 May	COVID-19 Working Group Meeting via Zoom
15 May	ABC Radio Interview via phone WSM Media and Council liaison meeting via Zoom
18 May	COVID-19 Working Group Meeting via Zoom
19 May	CEO and Mayor weekly catch up via phone
20 May	Councillor Briefing via zoom
21 May	COVID-19 Working Group Meeting via Zoom
22 May	Meals on Wheels - Charlton Project Pipeline Briefing
25 May	COVID-19 Working Group Meeting via Zoom
26	May CEO and Mayor weekly catch up via phone Tele Town Hall Conference with Deputy Prime Minister
27 May	Contract signing @ Charlton
28 May	COVID-19 Working Group Meeting via Zoom
29 May	North West Municipalities Assoc AG & Ordinary Meeting via Zoom
1 June	COVID-19 Working Group Meeting via Zoom Economic Development & Tourism Adv Cttee Meeting via Zoom Charlton Park Committee of Management Meeting at Charlton
2 June	CEO and Mayor weekly catch up via phone
3 June	Flow FM pre-record radio interview Councillor Briefing via Zoom
4 June	Rex Theatre Board Meeting via Zoom
5 June	Meals on Wheels WSM media and Council liaison meeting via Zoom
9 June	CEO and Mayor weekly catch up via phone
10 June	Local Gov't Mayoral Advisory Panel COVID-19 Meeting 4 via Skype

Cr Warren

15 May 2020	Meals on Wheels
19 May	Rural Councils Victoria Training Program
20 May	Councillor Briefing Zoom
22 May	Meals on Wheels Councillor Briefing Zoom
24 May	Donald 2000 meeting in person
25 May	Buloke Tourism Board Meeting via Zoom
29 May	Municipal Association Vic North West Councils AGM via Zoom Meals on Wheels
3 June	Councillor Briefing via Zoom
4 June	Rex Meeting virtual meeting online
1 June	Council Meeting @ Wycheproof

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

9.1.1 NOTICE OF MOTION - MODE SHIFT INCENTIVE SCHEME

Author's Title: Cr Graeme Milne

Department: Office of the CEO

File No: GO/09/01

Attachments: Nil

MOTION:

That Council writes to the Hon Minister Melissa Horne Minister for Ports and Freight, Minister for Public Transport advocating that the Mode Shift Incentive Scheme (MSIS) be continued and funded at \$16 million dollars until 30 June 2022.

MOVED: CR GRAEME MILNE

SECONDED: CR DAVID POLLARD

CARRIED.

(R784/20)

1. Discussion

The Mode Shift Incentive Scheme (MSIS) has been very successful over many years to encourage the transfer of freight from road to rail, reducing congestion and improving safety for all road users.

In May 2019, Minister Horne announced that the MSIS funding of \$4 million dollars for a further 12 months. Currently the scheme is due to conclude at 30 June this year.

The MSIS is an important stimulus for Victoria and Buloke Shire Council along with other Victorian councils support the continuation of the MSIS, believing that the MSIS be continued and funded at \$16 million dollars until 30 June 2022.

Our Council is concerned for the future of the MSIS now that the release date for the Victorian Budget is after 30 June. Buloke Shire Council would like to stress the importance of the continuation of the MSIS by writing to the Hon Minister Melissa Horne, Minister for Ports and Freight, Minister for Public Transport respectfully suggesting that the MSIS be continued and funded at \$16 million dollars until 30 June 2022.

9.2 QUESTIONS FROM COUNCILLORS

9.2.1 RECENT SOCIAL MEDIA POSTING – CR WHITE

Cr White expressed concern for a Council Social Media posting for the Lake Tyrrell Tourism Project posted over the Queen's Birthday Weekend, at the time of the former Sea Lake Mallee Rally. Cr White believed the timing of this posting was insensitive to the Sea Lake community, and felt an apology was required.

Manager Customer Engagement, Travis Fitzgibbon, responded that the timing was inadvertently overlooked and that he had apologised through social media previously.

9.2.2 COVID-19 COMMUNITY SUPPORT TEAM – CR WHITE

Cr White referred to the COVID-19 Community Support Team that has been formed, and enquired what are the rules and responsibilities for the volunteers of the group, and the membership requirements.

The Chief Executive Officer (CEO), Anthony Judd, responded to advise the purpose of the team is for information sharing from leaders of the Community Forums and Groups, within the Shire.

9.2.3 FUNDED PROJECTS CONTROL AND MANAGEMENT – CR WHITE

Cr White enquired if there should be Projects Control Groups for the huge list of projects that are being funded for infrastructure projects which have a Terms of Reference, to ensure compliance with the rules and responsibilities.

The CEO responded that the sizeable and complex projects will involve a Project Control Group. Cr White then enquired what is considered a sizeable and complex project.

The CEO responded that this is determined on a project-by-project basis and is considered against stakeholders and complexity, rather than size of budget, highlighting that many road projects will not have Project Control Groups.

9.2.4 REGIONAL ROADS VICTORIA – CR WHITE

Cr White made reference to Regional Roads Victoria "Conversation Starters" Program, being an opportunity for Council to submit feedback on the Calder and Sunraysia Highways.

The CEO advised this matter will be discussed at the next Councillor Briefing.

9.2.5 STATUS FOR WORKING FOR VICTORIA PROGRAM – CR MILNE

Cr Milne referred to the Working for Victoria Program and its recruitment platform Sidekicker, and asked for an update on the response of enquiries and applications from the public to this Program.

The CEO advised there has been a range of applicants from both Metropolitan and local areas, interviews have commenced and that discussions had been held with Sidekicker on some of the issues that potential candidates are having.

9.2.6 APPLICATION FOR WORKING FOR VICTORIA PROGRAM AND SIDEKICKER PROGRAM – CR SIMPSON

Cr Simpson followed up on Cr Milne's enquiry and advised she was aware of people whom had applied through the Sidekicker Program 2 weeks ago, and had not had any contact or response from Council.

The CEO responded to advise that if anyone has that concern and/or is having issues with the program, to make contact with Council staff.

9.2.7 RURAL ROADS VICTORIA – CR MILNE

Cr Milne made reference to the Rural Roads Victoria (RRV) program, and the number of works on Council's Roads Program list, and enquired if Council staff have any indication what road works will be funded?

The CEO advised that the Regional Roads Victoria funding is likely to be allocated to state controlled roads, rather than local roads. Cr Milne asked about our list of improvements needed on the RRV network and the CEO advised that a status of this program will be provided to Councillors at a future Briefing.

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC

Nil

10. MEETING CLOSE

Meeting closed at 8.35pm.