



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 13 November 2019

Commencing at 7.00pm

Wycheproof Supper Room

367 Broadway, Wycheproof

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

ORDER OF BUSINESS

1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT

WELCOME

The Mayor Elect will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

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

2. RECEIPT OF APOLOGIES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 9 October 2019.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

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

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

6. QUESTIONS FROM THE PUBLIC

NIL	5
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NIL 74

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NIL 75

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NIL 75

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NIL 75

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NIL 75

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The Meeting may be closed to members of the public to consider confidential matters. 76

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If the meeting has been closed it will be brought back into open session by resolution 76

10. MEETING CLOSE

NEXT MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN ACCORDANCE WITH THE 2019-2020 MEETING SCHEDULE ADOPTED BY COUNCIL AT THE STATUTORY MEETING 13 NOVEMBER 2019 AT 6.30PM.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. QUESTIONS FROM THE PUBLIC

Nil

7. PROCEDURAL ITEMS

7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

Attachments: 1 [↓](#) Councillor Briefing Record - 2 October 2019
2 [↓](#) Councillor Briefing Record - 23 October 2019

RECOMMENDATION

That the Council note the reports of the Assembly of Councillor Meetings held on 2 and 23 October 2019.

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 both the Assembly of Councillors Meetings held on 2 and 23 October is attached.

BULOKE SHIRE COUNCIL

RECORD

Councillor Briefing

Date and Time:	2 October 2019	Time: 5.00pm – 8.00pm
Location:	Culgoa Hall	
Attendees:	Cr- Carolyn Stewart Cr- Daryl Warren Cr- David Pollard Cr- Graeme Milne Cr- Ellen White Cr- David Vis Cr- Bronwyn Simpson Anthony Judd –Chief Executive Officer Hannah Yu – Director Corporate Services Wayne O’Toole– Director of Works and Technical Services Rose Harris –Director Community Development Travis Fitzgibbon- Manager Customer Engagement	
Apologies:	Nil	
Visitors:	Beverly McArthur MP Simon Farrow Chris Duggan Peter Newman	

ITEMS

NO.	TOPIC	PURPOSE
	Councillor only time 5.00pm – 5.30pm	
1.	Declarations of Conflicts of Interest	
2.	Briefing Notes 18 September	
3.	Presentations	
3.1	Beverly McArthur MP	
3.2	Peter Newman - land use and settlement strategy discussion	

Prior to Items for discussion, Council adjourned the Councillor Briefing at 7.00pm and held its Special Meeting 2 October 2019. The Special Meeting Minutes have been confirmed by Council, at its Ordinary Meeting 9 October 2019.

Council then resumed its Councillor Briefing after the Special Meeting at 7.15pm.

4.	Items for Discussion
<hr/>	
4.1	2019 – 2020 Proposed Meeting Schedule
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4.2	Proposed Service Review Schedule
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4.3	Appointment of Council Delegates
<hr/>	
5.	Councillor Matters
<hr/>	
6.	CEO Updates
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Next Briefing:

Date and Time:	23 October 2019	Time: 3.00pm – 6.00pm
Location:	Nandaly Hall	

BULOKE SHIRE COUNCIL

RECORD

Councillor Briefing

Date and Time:	23 October 2019	Time:	3.00pm – 6.00pm
Location:	Nandaly Hall		
Attendees:	Cr- Carolyn Stewart Cr- Daryl Warren Cr- Graeme Milne Cr- David Pollard Cr- Ellen White Cr- David Vis Cr- Bronwyn Simpson Anthony Judd –Chief Executive Officer Hannah Yu – Director Corporate Services Wayne O'Toole– Director of Works and Technical Services Rose Harris –Director Community Development		
Apologies:	Nil		
Visitors:	Nandaly Progress Association - Paul Walsh President, Bev Cook Secretary, Jo Brady, Jo Ballentine. NCLEEN – Mary-Ann Sait Tyrrell College Students - Riley and Flynn McGarry		

ITEMS

NO.	TOPIC	PURPOSE
1.	Declarations of Conflicts of Interest	Nil
2.	Briefing Notes	
3.	Presentations	
	3.1 Nandaly Progress Association	
	3.2 Youth Speakers – NCLEEN	

4. Items for Discussion

4.1 Service review - Project
Management

4.2 Interim Buloke Library Service
Report

4.3 Small Halls/CFA drought funding

5. Councillor Matters

6. CEO Updates

Next Briefing:

Date and Time:	6 November 2019	Time: 5.00pm – 8.00pm
Location:	Donald Council Chamber	

7.2 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: CR/13/01

Attachments: Nil

RECOMMENDATION

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

1. Executive Summary

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

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

2. Recognition of Achievement Items

Provider	Recipient	Date	Purpose for Recognition
Victorian Regional Achievement and Community Awards	Sea Lake Hotel Co-Operative Ltd of Sea Lake	October 2019	Finalists in this year's Regional Development Victoria Business Achievement Award
Victorian Regional Achievement and Community Awards	Tyrrell College Sea Lake	October 2019	Finalists in this year's Department of Environment, Land, Water and Planning Diversity and Inclusion Award.

7.3 CORRESPONDENCE INITIATED BY COUNCIL

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/06/06

Attachments: Nil

RECOMMENDATION

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

Table of Correspondence

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of Response
Requesting action on the poor condition of the Donald Murtoa Road	Jaala Pulford, Minister for Roads Regional Roads Victoria (RRV), Northern Region Office	Sent 26 September 2019 Sent 26 September 2019	4 October 2019	Brian Westley Regional Director Northern RRV are aware of the roads condition and will continue to advocate for funding of repair and improvement works. Currently on a prioritised list for future rehabilitation funding. RRV will continue to monitor and maintain the road.
Social Housing Flats in Wycheproof to be replaced; investigate social housing stock in Buloke Shire in general, and Buloke Shire investigate opportunities to increase social housing in Buloke Shire	Deputy Secretary of Housing and Infrastructure, Dept of Health and Human Services; Mr Richard Wynne MP, Minister for Housing; and	Sent 21 August 2019 Sent 20 August 2019		

with relevant partners such as Haven: Home, Safe.	CEO of Haven; Home, Safe.	Sent 27 August 2019	5 September 2019	Forwarded a copy of letter they sent to Director of Housing, Chris Hotham and Loddon Area Director DHHS, Nathan Chapman affirming their support for Council's request to address dire local social housing situation.
Support for a Container Deposit Scheme in Victoria	Minister for Environment Hon Lily D'Ambrosio	Sent 20 August 2019	2 Oct 2019	Having heard from many Councils in support of Scheme. Monitoring and investigating the scheme proposal further. Referring to Vic Gov commitments and initiatives to tackle waste and pollution.
	CEO of Municipal Association of Victoria	Sent 20 August 2019		
	Mayor Frankston City Council	Sent 20 August 2019		
Submission to the Victorian Local Government Rating System Review. Inequity of the rating system on rural areas.	Member for Mildura Ali Cupper	Sent 15 October 2019		Acknowledged letter and looked forward to discussing at upcoming meeting.
	Member for Ripon Louise Staley	Sent 15 October 2019	30 October 2019	Aware of challenges facing rural councils. Disappointed that the review will not be sufficiently comprehensive in the scope to include looking into the very structure of how local councils can fund their operations. Will pass on input to Shadow Cabinet colleagues and continue to advocate on behalf of rural councils.

7.4 BUILDING PERMITS - MONTHLY UPDATE

Author's Title: Development Services Administration

Department: Works and Technical Services

File No: DB/14/02

Attachments:

RECOMMENDATION

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

1. Executive Summary

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

2. List of Building Permits Approved by Council Surveyor

Council Ref Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20190077	7286043010891	54 Webster Street, Wycheproof	Garage/Storage Shed	26/09/2019
20190078	1745163073002	50 Hammill Street, Donald	Re-stump of dwelling	26/09/2019
20190079	8186959564975	769 Narrewillock-Quambatook Road, Bunguluke	Hay / Machinery Shed	26/09/2019
20190080	1897993305187	130 Bartletts Road, Yeungroon	Hay / Machinery Shed	26/09/2019
20190081	9056932309605	13 Hillview Street, Wycheproof	Extension to dwelling	03/10/2019
20190082	8763968256379	376 Mills Road, Whirily	Piggery Shed	03/10/2019
20190083	N/A	118 Pipe Road, Laen East	Siting and Construction approval for Temporary Buildings (Cuisine in the Crop – Donald)	03/10/2019
20190084	5587092397038	11 Mill Street, Wycheproof	Carport	10/10/2019

Council Ref Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20190085	1687785928910	Hall Lane, Coonooer Bridge	Outdoor Shelter (Coonooer Bridge War Memorial)	10/10/2019
20190086	9721214328150	23 Main Street, Culgoa	Rotunda (Park)	17/10/2019
20190087	7377597539295	46 Main Street, Culgoa	Covered Area-Shelter (Barry Park)	17/10/2019
20190088	7998162691490	Mildura Way, Charlton	Demolition of Amenities (Charlton Park)	17/10/2019
20190089	7727674778177	4567 Birchip-Sea Lake Road, Banyan	Amenities Block (Green Lake)	17/10/2019

3. List of Building Permits Approved by Private Surveyor

Council Ref No.	Address	Project Description	Date Approved
20190090	472 Broadway, Wycheproof	Shed	29/07/2019
20190091	27 Jolly Street, Wycheproof	Re-stump of dwelling	26/09/2019
20190092	5129 Birchip-Sea Lake Road, Sea Lake	Hay / Farm Shed	26/07/2019
20190093	125 Swanwater North Road, Cope Cope	Farm Shed	25/09/2019

7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

Author's Title: Planning Officer

Department: Works and Technical Services

File No: LP/09/01

Attachments: Nil

RECOMMENDATION

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

1. Executive Summary

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

2. List of Planning Applications

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA824/19	D K Wood	Lot 2 Plan No 222998 Parish of Laen (480 Donald- Laen Rd., Laen	18/10/19	Construction of three new pig sheds	Request for Further information
PPA823/19	AWB Grainflow Pty Ltd	Lot 1 Plan No 547644 Parish of Charlton West (Back Teddywaddy Rd., Charlton)	03/10/19	Building and works for a grain bunker	Awaiting report
PPA822/19	Visionstream Pty Ltd	CA 59 Parish Wilkur (2468 Galaquil East Rd., Wilkur)	01/10/19	Telecommunications facility (monopole)	Awaiting report
PPA821/19	Visionstream Pty Ltd	CA 20A Parish of Jeruk (cnr. Marmal North Rd., and Boort-Wycheproof Rd., Glenloth East)	01/10/19	Telecommunications facility (monopole)	Awaiting report
PPA820/19	L T Pridgeon	Lot 1 Plan No 204340 Parish of Charlton East (35 Finlays Rd., Charlton)	24/09/19	Garage 14.4m x 7.5m x 3.6m	Issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA817/19	Buloke Shire Council	CA 2056 Parish of Charlton East (2A High St., Charlton)	10/09/19	Removal of native vegetation	Awaiting report
PPA812/19	Mark Yates	Lot 2 Plan No 403054 Parish of Charlton East (126 Biddlestones Rd., Charlton)	09/08/19	Use and development of land for a renewable energy facility (340.2kW solar farm)	Issued
PPA814/19	Ararat Survey Pty Ltd	31 Bunker Rd., Donald	21/08/19	Two lot subdivision (boundary realignment)	Issued
PPA815/19	Ken Blair	Lot 1 Plan No 116087 Parish of Witchipool (22 Camp St., Donald)	23/08/19	Construction of 5 additional bedrooms, 3 offices, storage area and communal space for residents	Issued
PPA816/19	Jaymie Buhagiar	11 – 13 Learmonth St., Charlton	05/09/19	Use and development of land for two dwellings	Issued
PPA819/19	K A & P R Walder	Lot 1 Plan 802014 Parish of Watchem (548 Watchem West School Rd., Watchem West)	23/09/19	garage	Issued

7.6 BIRCHIP BUSINESS AND LEARNING CENTRE - APPLICATION FOR EXTENSION OF HOURS FOR THE POSSESSION AND CONSUMPTION OF ALCOHOL COMMUNITY LOCAL LAW 2019

Author's Title: Compliance Team Leader

Department: Works and Technical Services

File No: LA/08/10

Attachments: 1 [Application Letter](#)

RECOMMENDATION

That Council issues a permit to Birchip Business and Learning Centre under the Possession and Consumption of Alcohol Community Local Law 2019, Clause 56. To grant an extension for the consumption of alcohol between 2.00pm on Saturday 21 December to 12.01 am on Sunday 22 December 2019.

1. Executive Summary

Council has received an application from Birchip Business and Learning Centre for an extension of hours under the Possession and Consumption of Alcohol Local Law for the Birchip Community Christmas Party. The Party is to be held in the area of Morrison Street between Cumming Avenue and Taverner Streets between 2.00pm on Saturday 21 December and 12.01am on Sunday 22 December 2019. The application requests an extension of hours from 2.00pm on Saturday 21 December to 12.01am on Sunday 22 December 2019.

2. Discussion

Community Local Law 2019, Clause 5. Possession and Consumption of Alcohol controls the consumption of alcohol from open containers in public areas between 11.00pm at night and 6.00am in the morning. The Local Law allows Council to consider applications for an extension of time for the consumption of alcohol in declared public places for specified events.

Council have previously granted applications for an extension of hours under the Local Law to organisers for the same extension of hours. The area of Morrison Street between Cumming Avenue and Taverner Streets Birchip is a declared area under the provisions of the Local Law.

The Birchip Community Christmas party is an event that has been successfully run for many years and has been managed well by the organising committee since its inception.

3. Financial Implications

There are no financial implications.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

Council received a letter from the Birchip Business and Learning Centre requesting the extension on behalf of the community. The Officer in Charge of the Birchip Police Station has been consulted and supports the event and issue of a permit.

6. Internal Consultation

No internal consultation has occurred.

7. Legislative / Policy Implications

The actions proposed are required to meet legislative requirements. The issuing of this permit by Council is in keeping with Council's Possession and Consumption of Alcohol Community Local Law 2019, Clause 56.

8. Environmental Sustainability

No environmental sustainability considerations

9. Conflict of Interest Considerations

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

10. Conclusion

It is recommended Council approve a permit for an extension of liquor consumption hours under Community Local Law 2019, Clause 56.



Birchip Business and Learning Centre

At the Shamrock
77 Cumming Ave, Birchip 3483
Ph. (03) 5492 2735 Fax. (03) 5492 2863
Email: birchipblc@bigpond.com www.birchip.vic.au



25th October 2019

To the Buloke Shire Council,

The Birchip Business and Learning Centre would like to respectfully ask the Shire to waive the hire fees for the Birchip Public Hall for some upcoming events they are organizing for the Birchip and District Communities.

The Birchip Business and Learning Centre is also organising the Christmas party for the Birchip community in the public hall and Morrison Streeton on Saturday December 21st 2019.

Program

6.00-10.00 Rides in Morrison street (eg bouncy castle, cha cha)
6.30 Bbq & soft drinks on sale, byo alcohol
7pm-8 Santa & Bubble tent
7.00-7.30 Community carol singing in the hall
7.30-8.30 Community Carol Concert
8.30-8.45 Presentation of power point display of the year that was & Traders draw

The other two events are being held in 2020 under the Regional Arts Victoria, Connecting Places Program. We are delighted to be involved in this program because it brings cultural events from Creative Victoria to rural communities like ours, who are traditionally starved of these type of live performances.

Currently we have **The Magnolia Tree** scheduled at Birchip Public Hall on Sunday 17 May 2020 and **Trinket the Robot** for a younger audience in the school holidays on Tuesday 29 September 2020.

We are requesting that the shire waive the fee for hall hire for the three proposed community events.

We would also like to apply for a road closure of Morrison Street between Cumming Avenue and Taverner street between 2pm on Saturday til 1am Sunday 23rd Deceember and would also appreciate Shire support to put out the road closure signage out.

We would also like to apply for an exemption to the Consumption of Alcohol Law No 10 to allow possession and consumption of alcohol on Morrison street between Cumming Avenue and Taverner street on Saturday December 21st until midnight.

Thank you for considering our proposal. I can be contacted on the address provided in the letterhead or on mobile [REDACTED]

Yours faithfully

A handwritten signature in cursive script that reads 'Simone Christie'.

Simone Christie
Manager - Birchip Business and Learning Centre

7.7 BIRCHIP HOUSING GROUP COMMITTEE OF MANAGEMENT

Author's Title: Director Corporate Services

Department: Corporate Services

File No: ED|05|15

Attachments: 1 [↓](#) Birchip Housing Group Committee of Management AGM Minutes
2 [↓](#) Birchip Housing Group Committee of Management Treasurer Report

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

1. Notes the Birchip Housing Group Committee of Management Minutes of the Annual General Meeting held on 29 August 2019;
2. Appoints members to the Birchip Housing Group Committee of Management as per the nominations contained in the minutes of the Annual General Meeting; and
3. Exempts the Committee Members, who are not Councillors, from submitting Primary and Ordinary Interest Returns.

1. Executive Summary

The Birchip Housing Group Committee of Management is a Special Committee of Council under section 86 of the *Local Government Act 1989*. The minutes of meetings held by this Committee should be noted by Council.

2. Discussion

The Birchip Housing Group Committee of Management held the Annual General Meeting on 29 August 2019.

At the Annual General Meeting Office Bearers were elected and members of the Committee were nominated. In accordance with section 86 of the Act, Council must appoint members to a Special Committee.

Section 81 of the Act requires members of Special Committees of Council to complete a bi-annual interest declaration unless Council exempts members of the Committee, who are not Councillors, from doing so.

3. Financial Implications

Council is required to report on the financial reports of Special Committees of Council.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

No community consultation is necessary for the purposes of this report.

6. Internal Consultation

Senior Management have been consulted in the preparation of this report.

7. Legislative / Policy Implications

Council's noting of the meeting minutes of Special Committees meets the requirements under the *Local Government Act 1989*. Section 86 of the Act requires Council to appoint members to the Special Committee, and section 81 requires these members to complete Primary and Ordinary Interest Returns. Section 81(a) allows Council to exempt members, who are not Councillors, of a Special Committee from submitting these returns.

8. Environmental Sustainability

There are no environmental sustainability matters arising from 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 Council notes the minutes of the Annual General Meeting of the Birchip Housing Group Committee of Management held on 29 August 2019, and appoint the nominated members listed in the minutes to the Birchip Housing Group Committee of Management, and exempt members of the Committee from submitting Primary and Ordinary Interest Returns.

Committee of Management – Birchip Community Housing
[Incorporating the George Gould Flats and Dorothy Jolly Units]

ANNUAL MEETING
Minutes of the meeting held at the Birchip P-12 School
on Thursday 29 August 2019 at 06:00 p.m.

1. **Present:** Noel Fletcher Bryan Hogan Connely Ryan John Richmond
Jim Fletcher Sarah Barber
2. **Opening & Welcome:** Bryan welcomed all present.
Bryan thank everyone to the Annual Meeting and thank everyone for their continued interest and work for the committee.
3. **Apologies:** Sarah Barber
That the apologies be accepted.
Jimmy Fletcher / Noel Fletcher Carried.
4. **Confirmation of Minutes from previous Annual Meeting on Wednesday 29 August 2018.**
That the minutes of the previous meeting be accepted.
Connely Ryan / Jimmy Fletcher Carried.
5. **Business arising from previous meeting Wednesday 29 August 2018.**
Nil
6. **Correspondence**
Correspondence Out: Nil
Correspondence In: Nil
7. **Birchip Community Housing Meeting Finance Report**
That the treasurer's report for the year 2017-2018 be received.
Jimmy Fletcher / Noel Fletcher Carried.
8. **Election of Office Bearers**

President Noel Fletcher nominated by Bryan Hogan.
As there were no further nominations, Bryan was declared president for the ensuing year.

Snr Vice-President Bryan Hogan nominated by Noel Fletcher.
As there were no further nominations, Noel was declared snr vice-president for the ensuing year.

Jnr Vice-President Bryan Hogan nominated by Connely Ryan.
As there were no further nominations, Connely was declared jnr vice-president for the ensuing year.

Secretary Jim Fletcher nominated John Richmond for the position of secretary.
As there were no further nominations, John was declared secretary for the ensuing year.

Treasurer Connely Ryan nominated Jenny Hogan for the position of treasurer.
As there were no further nominations, Jenny was declared treasurer for the ensuing year.

General Business

There was no further general business of an annual meeting variety and so the meeting moved on to the normal August general meeting.

Meeting Closed 6:36 p.m.

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Profit and Loss

Birchip Community Housing
for the 12 months ended 31 July 2019

Trading Income	Aug 2018-Jul 2019
Donations	2,500.00
Rental Income	76,190.00
Total Trading Income	78,690.00
Gross Profit	78,690.00
Operating Expenses	
Consulting & Accounting	210.00
Electricity	1,277.29
Gardening	6,134.48
Printing & Stationery	146.00
Rates - Council	4,140.00
Rates - Water	13,616.92
Repairs and Maintenance	8,600.98
Replacement of Fixtures	9,819.10
Total Operating Expenses	43,944.77
Net Profit	34,745.23

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Replacement of Fixtures Transactions

Birch Community Housing

for the period 1 August 2018 to 31 July 2019

	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
Replacement of Fixtures								
ag 2018	Spend Money	Country Care - Entrance mat/ramp		300.00	-	300.00	300.00	-
ag 2018	Spend Money	Reece Poyner Electrical - Split system unit 2/3		3,432.00	-	3,732.00	3,432.00	-
o 2018	Spend Money	Birchip Hardware - Exterior door unit 3/3		195.00	-	3,927.00	195.00	-
ct 2018	Spend Money	Dave Valentine - TV antenna 5/3 & 3/3		385.00	-	4,312.00	385.00	-
in 2019	Spend Money	Birchip Hardware - Door 6/3		66.30	-	4,378.30	66.30	-
r 2019	Spend Money	Birchip P12 School - roller blind		350.00	-	4,728.30	350.00	-
xr 2019	Spend Money	Homes-Brown Floor Coverings - Unit 3 & 6 new vinyl & showerscreen		5,090.80	-	9,819.10	5,090.80	-
	Replacement of fixtures			9,819.10	-	9,819.10	9,819.10	-
				9,819.10	-	9,819.10	9,819.10	-

Report content

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Balance Sheet

Birchip Community Housing

As at 31 July 2019

Assets

31 Jul 2019

Bank

CBA Cheque Account	36,933.08
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Total Bank	36,933.08
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Total Assets	36,933.08
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Liabilities

Current Liabilities

Historical Adjustment	(50,375.47)
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Total Current Liabilities	(50,375.47)
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Non-current Liabilities

Loan - Bendigo Bank	48,159.01
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Total Non-current Liabilities	48,159.01
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Total Liabilities	(2,216.46)
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Net Assets

39,149.54

Equity

Current Year Earnings	4,221.67
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Retained Earnings	34,927.87
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Total Equity	39,149.54
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8. GENERAL BUSINESS

8.1 POLICY REPORTS

Nil

8.2 MANAGEMENT REPORTS

8.2.1 FREE PUBLIC BOATING RAMPS IN VICTORIA

Author's Title: Chief Executive Officer

Department: Office of the CEO

File No: GS/03/01

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council writes to the Minister for Fishing and Boating, Hon. Jaala Pulford and Better Boating Victoria, requesting that ongoing funding is provided to volunteer lake committees that have been adversely impacted by the State Government free boat launching policy.

1. Executive Summary

This report is presented to Council to consider advocating on behalf of the community for ongoing subsidisation following the State Government policy to provide free boat launching to the community. This policy has created a significant cost shift to the community and will see the volunteer committees with an extra burden of fundraising for years ahead.

2. Discussion

Better Boating Victoria (BBV) was established by the State Government to implement a series of boating and fishing related commitments including removing fees from public boat ramps (which was to be implemented by 1 September 2019).

This applies to all public boating ramps, including Watchem Lake, Wooroonook Lake, Tchum Lake and Green Lake. The community committees that operate each of these lakes have relied on the fees from boat launching to pay for water and complete maintenance/upgrades around the sites. As a result of the State Government policy, these committees can no longer accept these boat launching fees.

Buloke Shire Council was approached by Better Boating Victoria in late July 2019, requesting advice regarding the current fees charged on recreational waterways in Buloke Shire, specifically Tchum Lake, Wooroonook Lake and Watchem Lake. This was predominantly in an attempt to understand the lost revenue for these committees.

Given many of the committees have boat launching included in membership fees, it was difficult to accurately estimate the amount of lost revenue. In addition, the policy now means that the value for membership is decreased, and lake committees are likely to see a reduction in membership numbers going forward.

Given the extreme difficulty in understanding the cost shift from the state government to the community, Better Boating Victoria have worked on a water usage and costs to allocate a one off funding.

The following committees have signed funding agreements, alongside Council, to the following amounts:

- Tchum Lake: \$4,000
- Watchem Lake; \$2,000
- Woornook Lake: \$6,000

The amounts are proportionate to the cost each Committee pays for water each year.

Given Green Lake hasn't had any water usage, Council staff and the Committee are still negotiating the funding outcomes.

The significant issue with the funding is that it is currently a one off payment, whereas the loss of boat launching fee income for the volunteer committees is ongoing. This is a significant burden for the volunteer committees to wear, given the large amount of fundraising that the committees already undertake to pay for water and maintain facilities. As such, officers are recommending that Council write to the Minister for Fishing and Boating and Better Boating Victoria, to request ongoing funding to our local volunteer lake committees.

3. Financial Implications

Whilst there is no direct impact on Council, the local volunteer groups will end up wearing the cost of this policy shift.

4. Cost Shift Considerations

This policy has created a significant cost shift to the volunteer committees of management, and the extent is not yet known. The allocation of funding for one year will see ongoing lost revenue for these committees.

5. Community Consultation

Lake Committees have been in discussions with Staff and Councillors through this process.

6. Internal Consultation

Staff from within Council's Works and Technical Services team have met to discuss this report.

7. Legislative / Policy Implications

Supporting our volunteers and recreational lakes is a key to many of our strategic documents, including the Council Plan, Volunteer Action Plan, Community Plan and Economic Development and Tourism Plan.

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

It is recommended that Council write the Minister for Fishing and Boating, Hon. Jaala Pulford and Better Boating Victoria, requesting that ongoing funding is provided to community groups that have been adversely impacted by the State Government free boat launching policy.

8.2.2 ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE - COMMITTEE MEMBER RESIGNATION

Author's Title: Economic Development & Tourism Lead

Department: Office of the CEO

File No: ED/05/19

Attachments: 1 [↓](#) EDATAC Terms of Reference

Relevance to Council Plan 2017 - 2021

Strategic Objective: Diversify and enhance our local economy.

RECOMMENDATION

That Council:

1. Accept a recommendation from the Economic Development & Tourism Advisory Committee (EDATAC) to seek expressions of interest for a new committee member in lieu of a committee member resigning; and
2. Supports the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

1. Executive Summary

The formation of an Economic Development & Tourism Advisory Committee (EDATAC) was a key action in the Economic Development & Tourism Strategy 2018-2021 to assist with building community capacity to facilitate economic development and tourism in the Buloke Shire. Twelve committee members were appointed as part of an open and transparent expression of interest process, resulting in representation from the following:

- 3 x Councillors
- 6 business representatives (notionally 2 x industrial, 2 x tourism, 2 x retail)
- 4 agricultural industry/ commercial representatives (notionally 2 x intensive agriculture, 2 x broad-acre agriculture)
- Up to 2 x Council staff (Economic Development/Tourism and CEO)

2. Discussion

On the 12th August, 2019 Council registered written correspondence from an Economic Development & Tourism Committee (EDATAC) member confirming their resignations from the committee due to personal and professional reasons.

The Buloke Shire Council Economic Development & Tourism Advisory Committee (EDATAC) Terms of Reference states:

4.3 On the resignation of, or in the case of a representative being incapable of acting as a representative body, the Council may, on the advice of the Advisory Committee, advertise for a replacement Advisory Committee person. The term of office of persons appointed to fill such a vacancy shall expire on the date at which the previous member would have gone out of office. Council may also consider leaving such position vacant if it deems the remaining tenure of the Advisory Committee insufficient to warrant a replacement being appointed.

The current committee incumbency expires in May 2021. This resignation will result in a committee position being vacant for up to 15 months unless a replacement is sought.

The Economic Development & Tourism Lead presented the resignation as an agenda item in the most recent EDATAC meeting held on Monday 23 September, 2019. The committee made a recommendation that Council advertise for a replacement through an expression of interest process.

The outgoing committee member represented both an industrial business and the agricultural sector due to their skillset at the time of appointment. There is also currently only one representative for the retail sector. This resignation provides scope for Council to seek expressions of interest from community members who represent either an industrial business, or the agricultural or retail sector, ensuring diversity on the committee.

It is recommended that Council consider:

- accepting the recommendation of the Economic Development & Tourism Advisory Committee to seek expressions of interest from the community for a replacement committee member, and
- supporting the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

3. Financial Implications

There are no financial implications.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

The Economic Development & Tourism Advisory Committee were informed of the resignation at the September meeting. After discussion, the committee made the recommendation that Council considers advertising for a replacement committee member.

6. Internal Consultation

The recommendation has been discussed with the Chief Executive Officer prior to the preparation of this report.

7. Legislative / Policy Implications

The 'Buloke Shire Council Economic Development & Tourism Advisory Committee (EDATAC) Terms of Reference' allow scope for Council to provide direction in the event of a committee member resigning.

8. Environmental Sustainability

There are no foreseeable impacts to the environment.

9. Conflict of Interest Considerations

There are no conflicts of interest declared by the Officer preparing this report.

10. Conclusion

When considering the Terms of Reference and the remaining term of the current committee incumbents, it is recommended that Council consider:

- accepting the recommendation of the Economic Development & Tourism Advisory Committee to seek expressions of interest from the community for a replacement committee member, and
- supporting the process of advertising for a new EDATAC member who represents either an industrial business, or the agricultural or retail sector.

Buloke Shire Council

Economic Development and Tourism Advisory Committee (EDATAC)

TERMS OF REFERENCE

SCHEDULE

1. Definitions

In this Schedule, unless contrary intention appears: Economic Development and Tourism Advisory Committee (Advisory Committee) will advise the Council with regards to providing strategic direction on Buloke Shire's economic development and tourism initiatives and programs,

Advisory Committee means the persons who are appointed to the Special Advisory Committee in the manner hereafter provided.

2. Objectives of the Advisory Committee

The objectives of the Economic Development and Tourism Advisory Committee shall be to act as an advisory group for the development of the implementation of the Buloke Economic Development and Tourism Strategy, and in particular to:

- 2.1 To provide strategic direction to Buloke Shire's economic development and tourism initiatives and programs.
- 2.2 To provide input on special projects where directed by Council.
- 2.3 To advise Council on matters relating to the economy of Buloke Shire Council
- 2.4 To discuss new initiatives and major projects that support the Economic Development and Tourism Strategy
- 2.5 To review feasibility studies and business cases in line with Council priorities;
- 2.6 To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference, or are otherwise consistent with the intent and purpose of the Economic Development and Tourism Advisory Committee

3. Council's responsibility to the Steering Committee

- The Council will provide the Steering Committee with the necessary expert advice to enable it to reach its recommendations. This may include reference to relevant legislation, such as the Local Government Act 1989 and any subsequent new local government bill
- The Council will support participation of officers as required to inform the meeting, support meeting processes and other meeting requirements.
- The Council will consider the recommendations provided from the Advisory Committee
- The Council will provide feedback to the Advisory Committee of any changes made to their recommendations prior to seeking feedback from the Buloke community.

4. Composition and proceedings of the Steering Committee

4.1 The Steering Committee shall be comprised of up to 12 members appointed by resolution of the Council. People will be allocated to the committee based on the following skills base:

- 3 Councillors
- 6 business representatives
(notionally 2 x Industrial, 2 x Tourism, 2 x Retail)
- 4 Agriculture industry/commercial representatives
(notionally 2 x Intensive Agriculture, 2 x broadacre Agriculture)
- Up to 2 Council staff (direct Ecodev/Tourism staff and CEO)

Additional representatives and stakeholders may be co-opted by EDATRAC or Buloke Shire Council for a limited period to provide advice on specific matters.

Council staff and external experts may also attend to provide technical input and administrative support. The Chief Executive Officer will determine the staff required to support the group which may vary from time to time. Council staff will provide secretariat services for the Committee.

4.2 All persons nominated to serve on the Advisory Committee shall be subject to the initial and continued approval of the Council for the term set out in clause 7.

4.3 On the resignation of, or in the case of a representative being incapable of acting as a representative body, the Council may, on the advice of the Advisory Committee, advertise for a replacement Advisory Committee person. The term of office of persons appointed to fill such a vacancy shall expire on the date at which the previous member would have gone out of office. Council may also consider leaving such position vacant if it deems the remaining tenure of the Advisory Committee insufficient to warrant a replacement being appointed.

4.4 The Council is empowered to declare an Advisory Committee member's office vacant if he/she fails to attend two consecutive meetings without leave of the Advisory Committee by resolution duly passed or on the recommendation of the Advisory Committee.

4.5 If a member of the Steering Committee has a conflict of interest in any matter in which the Steering Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed.

Members with a conflict of interest must abstain from the proceedings, including removing themselves from the meeting while the item is under discussion.

5. Meetings of the Advisory Committee

5.1 Meetings of the Advisory Committee shall be held on a quarterly basis.

5.2 Meetings of the Advisory Committee must be held at a time and place determined by the Advisory Committee.

5.3 A motion before a meeting of the Advisory Committee is to be determined by consensus on the following basis:

- a) Each member of the Advisory Committee who is entitled to vote is entitled to one vote;
- b) Unless the procedures of the Advisory Committee otherwise provide, voting must be by a show of hands;
- c) If there is an equality of votes, the motion is lost.

5.4 The Advisory Committee shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

5.5 When the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.

5.6 The quorum at any meeting of the Advisory Committee shall be at least 3 members (not including Council Staff) appointed to the Advisory Committee. Motions cannot be adopted if a quorum does not exist.

5.7 The Chairperson shall be nominated by resolution of the Advisory Committee and shall only carry out those functions stated in such resolution, as determined by the Advisory Committee.

6. Indemnity

6.1 The Council will indemnify members of the Advisory Committee against any action liability claim or demand on account of any matter or thing done by them on behalf of the Advisory Committee when they are acting in accordance with this Terms of Reference by that member of the Advisory Committee in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Advisory Committee.

6.2 All materials, information and references provided in the course of Advisory Committee meetings will be deemed confidential unless approved by the Council as not being confidential.

7. Term of Appointment

7.1 This Advisory Committee shall cease on 30 May 2021, unless otherwise extended in writing by the Council.

8. Revocation

8.1 These terms of reference may be revoked at any time by the Council, if in the view of the Council, the Advisory Committee is not functioning in the best interest of the community and the Council. The Council shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted between the Council and the Advisory Committee.

9. Advisory Committee Representation

9.1. It will be the responsibility of the Advisory Committee to notify the Council of the resignation and/or appointment of members from the Advisory Committee

8.2.3 CHARLTON PARK 2020 REQUEST TO BE GUARANTOR FOR LOAN

Author's Title: Director Works and Technical Services

Department: Works and Technical Services

File No: GS/04/01

Attachments: 1 [↓](#) Charlton Park 2020 Request for Non-Financial Assistance

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

1. Gives approval to the Charlton Park 2020 Committee to seek a bank loan of up to \$150,000 to complete required landscaping works around the new Charlton Park 2020 Complex;
2. Provides in principle support to act as guarantor for a ten-year loan up to a maximum of \$150,000;
3. Authorises the CEO to negotiate the terms and structure of the guarantor agreement with the Charlton Park 2020 Committee and the bank; and
4. Develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

1. Executive Summary

This report is for Council to consider the approval for the Charlton Park 2020 Committee, a subcommittee of the Charlton Park Committee (Section 86 Committee of Council), to apply for a bank loan for the required landscaping works to be completed around the new Charlton Park 2020 Complex. This report is presented for Council to also consider acting as guarantor for that loan and to develop a policy to guide future decision making for similar requests.

2. Discussion

In October 2019, Council and the community opened the newly developed Charlton Park 2020 Complex. The building works have been completed to a high standard, however many of the external works, including landscaping and fencing, were not able to be completed within the allocated budget. They were subsequently removed from the contract, with the committee to complete works following the completion of the construction of the contract.

To ensure harness racing could return to the track by December 2019, the Committee were required to complete extra works as required by Harness Racing Victoria. As such, the Committee have engaged local contractors to complete required fencing, drainage, viewing area and safety works and these works are currently underway. The Committee have a range of other medium term projects, including relocating stables and sheds and carparking works that are not currently time-critical.

The Charlton Park 2020 Committee have engaged with local user clubs and committees and developed agreement on taking out a loan to pay for the urgent (stage 1) works. The value of

these works are approximately \$150,000 and the Charlton Park 2020 Committee, Charlton Football Club and Charlton Harness Club have all made commitments to servicing the loan.

Each of these committees have provided a letter of commitment and financial reports, which have been reviewed by Council's Management Team. The Committee has also presented to Council on the project, the urgency associated with completing the stage 1 works and the capacity to service the loan repayments. During this presentation, the Committee highlighted that in negotiations with the bank, the interest rate was far more competitive if Council was acting as the Guarantor.

The Committee are requesting Council act as guarantor for the \$150,000, ten-year loan, which is currently being negotiated with the Bendigo and Adelaide Bank. The Charlton Football Club, Charlton Harness Racing Club and the Charlton Park 2020 Committee have committed to servicing this loan to a minimum of \$20,000 per annum.

3. Financial Implications

Council has previously committed a significant amount of funding the Charlton Park 2020 Complex and in negotiating final designs, many of the external features were removed due to funding pressures.

This request does not request a cash contribution of Council, however the guarantor and potential liability will sit on Council's financial statements over the life of the grant. Council is already guarantor for one other community project, the Birchip Community Housing Committee development.

There is a financial risk on Council if the Committee defaulted on the loan. A guarantor agreement should be negotiated with the Committee to try to minimise these risks. In addition, the Committee has had a strong history of fundraising over many years, raising \$1.3million for the construction of the complex.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

Councillors and Council staff have met with the Charlton Park 2020 Committee to discuss the proposal.

6. Internal Consultation

Council's Management Team have reviewed the application.

7. Legislative / Policy Implications

There are no legislative/policy implications in this report.

8. Environmental Sustainability

There are no environmental sustainability considerations in this report.

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:

- Gives approval to the Charlton Park 2020 Committee to seek a bank loan of up to \$150,000 to complete required landscaping works around the new Charlton Park 2020 Complex;
- Provides in principle support to act as guarantor for a ten-year loan up to a maximum of \$150,000;

- Authorises the CEO to negotiate the terms and structure of the guarantor agreement with the Charlton Park 2020 Committee and the Bank; and
- Develop a policy to guide decision making around future requests from community groups to act as a guarantor for a loan.

CHARLTON PARK 2020

Request for Non-Financial Assistance from Buloke Shire Council

Summary of Request

To complete external landscaping and other works around the recently constructed Charlton Park Community Bank Complex, the Charlton Park 2020 Committee has negotiated the provision of a loan to a maximum of \$150,000 from Bendigo & Adelaide Bank Ltd which will be fully cleared within a period of ten years from contributions mainly from the Charlton Football Club Inc, the Charlton Harness Racing Club Inc and Charlton Park 2020 Inc.

To enable Charlton Park 2020 to borrow these funds at a more favourable rate of interest, we seek Council's assistance in providing Bendigo & Adelaide Bank Ltd with a Guarantee until such time as the loan is repaid in full.

Completion of Works

Various external works are currently underway around the Complex which will enhance the site for all who use it and which will allow the Charlton Harness Racing Club to resume their busy racing program.

Funding for the Works being Undertaken

To enable these works to be completed in a timely manner, Charlton Park 2020 has negotiated a loan of up to \$150,000 with Bendigo & Adelaide Bank Ltd.

The Football Club and the Harness Racing Club both accept that completion of these works will be to their benefit (as well as being to the benefit of the wider community) and have agreed to make regular contributions to assist clearing the bank's loan. Charlton Park 2020 will also be making regular contributions and other sporting clubs using the facility have indicated they're also prepared to contribute to repaying the bank loan.

Once drawn down to fund the works, the debt will then be repaid on a principle and interest basis from these contributions and we would expect it to be fully repaid within ten years.

The debt facility will not be subject to any "redraw" during the term of the borrowing and will steadily amortise over its life as contributions from the Football Club, the Harness Racing Club, Charlton Park 2020 and other local clubs are deposited to the loan account.

Should further borrowings be sought by Charlton Park 2020 for any future projects around the Complex, these will be sought as totally separate borrowings not linked to the current loan.

Non-Financial Assistance Sought

The provision of a Guarantee by Council will allow Bendigo & Adelaide Bank Ltd the capacity to provide the loan to Charlton Park 2020 at a more favourable interest rate. The consequent saving will enable the facility to be repaid in full earlier than it otherwise could have been.

We note from the 2017/18 Financial Report of the Buloke Shire Council (at Note 7.1(c)) that the level of guarantees it has provided is quite modest. If Council is prepared to assist in this matter, its contingent liabilities will only increase incrementally.

We would acknowledge that Council's earlier financial support has been critical in reaching the funding level required to complete the construction of the Charlton Park Community Bank Complex. However, we would emphasise that this request for Council to provide a Guarantee to the bank entails no financial outlay on Council's part, and due to the amortising nature of the loan to Charlton Park 2020, will see Council's contingent liability reduce each year until the loan is fully paid within six years of it being drawn.

Financial Capacity of Involved Organisations

Between them, the Football Club, the Harness Racing Club and Charlton Park 2020 will be contributing \$20,000 per annum to amortise the bank loan which will be provided on a principle plus interest basis.

The Financial Statements of Football Club and the Harness Racing show that they each generate receipts in excess of \$200,000 per annum and will have no difficulty meeting their commitment to participate in the reduction and clearance of the loan.

With respect to Charlton Park 2020, as well as revenues it earns it has the capacity to undertake fund-raising initiatives to further enhance its regular receipts.

Conclusion

The enhancement of the exterior around the Charlton Park Community Bank Complex is being paid for in full by Charlton Park 2020 by way of a bank loan negotiated. Two of Charlton's other major non-profit organisations, and users of the Complex, have agreed to assist Charlton Park 2020 in the repayment of that loan over a period within six years. Smaller users of the facility have also offered to make regular contributions to pay off the bank loan.

To enable Bendigo & Adelaide Bank Ltd to provide the loan funds at a more favourable rate of interest, Charlton Park 2020 requests Council provide a Guarantee to the bank along the lines set out above.

8.2.4 EXTENSION TO CONTRACT C14 WASTE AND RECYCLING SERVICES

Author's Title: Superintendent Waste and Environment

Department: Works and Technical Services

File No: WM/02/04

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council Authorises the Chief Executive Officer to exercise a one-year option to extend contract C14 for the provision of waste and recycling collections services from 1 July 2020 until 30 June 2021.

1. Executive Summary

In 2014 Council entered into a five-year contract with Four Seasons Waste (FSW) for the collection of waste and recycling. The contract contains options for two by one-year extensions. FSW provides a professional and cost competitive service and Officers are recommending Council exercise the second of the one-year options.

2. Discussion

Council entered with the Loddon Mallee Waste and Resource Recovery Group (Loddon Mallee WRRG) Joint Procurement process to renew the current C14 Kerbside Waste and Recycling collection and processing contract. Tender submissions have been received and evaluated for a recommended contractor. However, State Government Kerbside Reforms are due to be announced November 2019 due in part to the current recycling industry collapse. In consultation with the Department for Environment, Land, Water and Planning (DELWP), Loddon Mallee WRRG and the five other Councils involved in the Joint Procurement process, a consensus was reached to put the contract negotiations on hold until further information on the reform can be assessed. It is anticipated the reform may have a significant impact on current contracts.

Depending on the reforms to be introduced by State Government, the Joint Procurement process may require starting the process over and going out to tender with revised contract documents. Due to the time frames involved it appears unlikely Buloke Shire Council will be able to award a new contract and have time to transition to the new contract before the expiry of the current contract on June 30 2020. Transitioning to a new contract will require a minimum of six months for new trucks and other infrastructure to be delivered.

Council Officers have reviewed Contract C14 and held discussions with FSW to negotiate a one-year extension. This has been agreed to at the collection rates set out in the contract schedule.

3. Financial Implications

Council's garbage charge fee is set out in the budget papers each year. This fee covers for Council's activities in waste management including kerbside collection. Council's 2020/21 budget will continue to include these fees in order to pay for waste collection.

4. Cost Shift Considerations

There are no cost shift considerations in this report.

5. Community Consultation

No community consultation has occurred in relation to this proposed contract extension.

6. Internal Consultation

Council officers have discussed this activity internally with relevant staff.

7. Legislative / Policy Implications

Council's Waste Management Strategy 2012-2022 sets out Council's responsibilities in relation to waste collection.

8. Environmental Sustainability

State Government's Kerbside Reform is centred around environmentally sustainable kerbside collaboration with all WRRG's providing best practice kerbside services to all households in particular rural households.

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 authorise the Chief Executive Officer to exercise a one-year option to extend contract C14 for the provision of waste and recycling collections services from 1 July 2020 until 30 June 2021.

8.2.5 COUNCIL PROGRESS ON VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER

Author's Title: Manager Human Resources

Department: Corporate Services

File No: GS/01/02

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council notes actions undertaken in support of the Victorian Local Government Women's Charter.

1. Executive Summary

This report presents the activities, programs and achievements of the Buloke Shire Council over the past twelve months to support the principles enshrined within the Victorian Local Governments Women's Charter and the prevention of violence against women and families within the Buloke community.

Council recognises that we have great female champions within Council and the community and we will continue to give a voice to women to ensure the principles of the Women's Charter are advanced.

2. Discussion

Council has continued to demonstrate its support for women both in the workforce and returning to the workforce after taking family leave. Flexible working arrangements, embedded within Council's policies, has ensured a greater diversity within the workforce, resulting in an increase in female staff being employed to undertake outdoor work.

The Buloke Shire Council has also taken a leadership role in ensuring community groups that support the needs of women are advocated for and have active representation in meetings. Groups such as the Northern Mallee Gender Equity Forum and the Buloke Women's Network continue to garner Council's support and assistance.

The Council actively supports the Buloke Women's Network and has endorsed its grant application to 'Tackling Tough Times Together'. It also acknowledges the aim of the organisation to continue building social and leadership development opportunities within the Buloke community. The Buloke Shire Council has also considered the need for gender equity in the design of facilities within the shire, ensuring that unisex toilets and change rooms are incorporated into the design of some of our amenities and additionally extra tables and seating to support breastfeeding.

It is noted Buloke Shire Council currently has three female councillors including the Mayor, Councillor Carolyn Stewart. Combined with this, two out of five of the executive positions within Council are currently filled by females. The Council acknowledges the distance that has been travelled with regard to increasing the visibility of females, from the election of the first female councillor Susan Grace Benny, now one hundred years ago, to the Brighton Council, to the present day where, out of the 79 councils in Victoria, 72 have become signatories to the Local Government Women's Charter.

Council also has a vision to continually lead the discussion to prevent violence against women and within this space we have added Child Safe Standards with our online learning platform and through MARAM we will continue to offer training and support to ensure reporting of violence occurs in a timely manner.

As an organisation, Council is happy with the pace of cultural change within the Council and the community at large and will continue to support the principles of gender equity, diversity and active citizenship. Our aim, as with the aim articulated by MAV and VLGA, is to ensure that by 2024, 50% of councillors in local government will be female. To this end, we are conducting training in 'Local Government 101' for females interested in running for Council in 2020.

The Council sent a representative to the 'Victorian Local Government Women's Charter Champions – Maintaining the Momentum' to give support and to reinvigorate the advancement of the Women's Charter within the Buloke Shire. The Senior Leadership Group for the Buloke Shire Council endorses any reasonable activity that will assist in facilitating discussion on issues identified in the Charter and will continue to promote the Charters principles.

3. Financial Implications

Council continues to provide financial support events such as the '16 days of activism' where events aligned to "Respect Women, Call it Out" will take place at venues and locations in and around the community.

4. Cost Shift Considerations

There are no apparent cost shift considerations.

5. Community Consultation

Consultation has been received by the community which has led to the design of family change rooms with change tables and a seating area which will support breastfeeding. Other sample locations include the Wycheproof pool change rooms, the Charlton Park Multipurpose building, the Donald Community Precinct and the Recreational Lake buildings.

6. Internal Consultation

Through both our OHS and Consultative Committees we have a number of females contributing to conversations and reviewing policies. The committees were also involved in Enterprise Agreement and the advancement of a change to the maternity leave entitlements from fourteen weeks to sixteen weeks.

7. Legislative / Policy Implications

As a consequence of the new MARAM reporting of violence framework and the inclusion of Child Safe Standards to our online learning platform, we are keeping abreast of issues that affect the health and wellbeing of women. Buloke Shire Council has also addressed parental leave issues expressed through the Consultative Committee, culminating in an increase in the number of weeks available for maternity leave from fourteen weeks to sixteen weeks and embedded this within the Council's Enterprise Agreement.

8. Environmental Sustainability

There are no known 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 Council understands the primacy of its position to advocate for women's participation in local government and to support the vision expressed by the VLGA and MAV that by 2024 50% of councillors in Victoria should be female.

The Council will continue to campaign for more women in Council and will encourage and support local women leading change within the Council and the wider community.

8.2.6 COMMUNITY GRANTS AND SPONSORSHIP

Author's Title: Community Development Officer

Department: Community Development

File No: GS/09/42

Attachments: 1 [19-20 running sheet 01112019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

RECOMMENDATION

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

1. \$2,000 project support grant to the Buloke Youth Health Expo;
2. \$494.50 Small Equipment grant to the Charlton Probus Club;
3. \$500 Sponsorship to the Sea Lake Youth Group; and
4. \$2000 Project Support grant to the Wycheproof Traders Association

1. Executive Summary

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

2. Discussion

Project:	Buloke Youth Health Expo
Organisation:	Wycheproof P12 College
Amount Applied:	\$2000.00 Project Support Grant
Funding Amount Recommended:	\$2000.00
Total project cost:	\$10,900
Project Description:	The Buloke Youth Health Expo is a biennial event bringing together young people (aged 15-17) from across the shire to address the health and wellbeing of young people. It is held at the Birchip Leisure Centre which forms a central point for all the five Buloke Secondary Schools involved. In 2020, it will be held on Tuesday, May 26.
Project Benefit:	The project is a collaborative effort across Buloke and is a great example of a partnership in action. It aligns with the Child and Youth Strategy, the Inclusiveness Plan and Buloke's vision of Shaping Our Future Together. It also aligns with the Sub-Regional Youth Strategic Plan. Secondary School Nurses take the lead in organising this event. Young people discuss and learn about issues relating to their health and wellbeing. The 2019 Expo will have a focus on health literacy, sexual health and mental health. It is expected around 150 young people will attend the day and in past years the wider benefit has then extended to families, parents and communities. The 2020 Expo will be the ninth one of its kind.
Project:	Helping Probus Members Hear Better
Organisation:	Charlton Probus Club
Amount	\$494.50 Small Equipment Grant

Applied:	
Funding Amount Recommended:	\$494.50
Full project cost:	\$989.00
Project Description:	Replacement of wireless microphones, allowing movement to appropriate frequency and improved sound quality.
Project Benefit:	The project addresses sound quality issues experienced at Probus meetings and will permit members with hearing difficulties to benefit from meetings. The purchase of a 2 nd microphone will enhance audience participation. This project fits closely with the Buloke Shire Inclusiveness Plan and increases the accessibility of social options. The current membership of the Charlton Probus Club is 67, with updated equipment, the club looks to retain its current membership and possibly increase membership as meetings will be more enjoyable.
Project:	Pulse
Organisation:	Sea Lake Youth Group
Amount Applied:	\$500.00 Sponsorship
Funding Amount Recommended:	\$500.00
Total Project Cost:	\$13,050
Project Description:	Pulse is a drug and alcohol free (Freeza) event for young people (12-18) held at Sea Lake on December 7. The event is planned by young people (notably the 13 members of the Sea Lake Youth Group) and provides practical skills in leadership and event management. It is overseen by the co-ordinator of the Sea Lake Neighbourhood House. Funding will help address transport and security needs for this event.
Project Benefit:	The anticipated attendance is 230 young people from Buloke and towns in the Loddon and Yarriambiack shires. These events are notable for the role in enhancing connectedness among young people across the LGA. This project aligns with the Council Plan through transport objects, supporting arts and culture, supporting youth specific programs and support of volunteers.
Project:	Christmas On Broadway
Organisation:	Wycheproof Resource Centre
Amount Applied:	\$2000.00 Project Support Grant
Funding Amount Recommended:	\$2000.00
Total project cost:	\$3502.92
Project Description:	To make an impression for the community and those passing through town, the Wycheproof Traders Association plans adorn Broadway's peppercorn trees with solar lights and hang solar lit baubles from the trees. This 2019 project looks to start the building of Christmas decorations to brighten the town over coming years. "With a name like Broadway, we would love it to look like its namesake, albeit on a smaller scale".
Project Benefit:	The project will update decorations lift the atmosphere in the business area. The association believes that the spirit in the business community is need of a lift. The project aligns with Council's priority in improving streetscapes and attracting tourists to come through the town and enjoy the night time spectacle. The traders plan to partner with the school, Men's Shed and Resource Centre to help with the building and placement of lights.

3. Financial Implications

This brings the allocation under the community grants scheme for the 2019 – 20 financial year to \$8696.50 out of a total of \$20,000. The sustainability fund contributions so far totals \$0 out of \$50,000 available.

4. Cost Shift Considerations

There are no cost shift considerations in this report

5. Community Consultation

Staff have sought clarification where necessary from community groups.

6. Internal Consultation

Council officers have consulted with the applicants and reviewed all documentation associated with the sponsorship applications

7. Legislative / Policy Implications

The community grants and sponsorship program has been developed in response to the Local Government Investigations and Compliance Inspectorate guidelines

8. Environmental Sustainability

There are no environmental sustainability matters considered 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 considers providing funding allocations as per the recommendations.

Community Grants, Sponsorship & Sustainability Fund					
2019-2020					
Organisation	type	Date received	Amount in Application		recommended \$
The Rex Theatre	Small Equipment Grant	19/07/2019	\$	1,082.00	\$ 1,082.00
Charlton Bowling Bowling Club	Sponsorship	25/07/2019	\$	500.00	\$ 500.00
Charlton RSL	Project Support	2018/2019	\$	718.00	\$ 718.00
Charlton Rotary	Sponsorship	29/07/2019	\$	500.00	
Charlton Badminton	Sponsorship	14/06/2019	\$	500.00	\$ 500.00
Charlton Forum	sponsorship	10/09/2019	\$	500.00	
Donald 2000	Project Support	12/09/2019	\$	902.00	\$ 902.00
Buloke Health Expo	Project Support Grant	27/09/2019	\$	2,000.00	\$ 2,000.00
Wycheproof Traders Association	Project Support Grant	18/10/2019	\$	2,000.00	\$ 2,000.00
Charlton Probus	Small Equipment Grant	21/10/2019	\$	494.50	\$ 494.50
Sea Lake Youth Group	Small Grant	22/10/2019	\$	500.00	\$ 500.00
			\$	9,696.50	\$ 8,696.50

8.2.7 AUDIT COMMITTEE CHARTER

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/09

Attachments: 1 [↓ Audit Committee Charter](#)

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council adopts the Buloke Shire Council Audit Committee Charter.

1. Executive Summary

The Buloke Shire Council Audit Committee is established in accordance with s139 of the *Local Government Act 1989* (the Act). The function of the Committee is to support Council through advice on:

- The integrity of the Buloke Shire Council's financial reporting;
- The effectiveness of the Buloke Shire Council's risk management systems, internal control framework, compliance and internal audit activities; and
- Effective communication strategies between external auditors, internal auditor and management.

The Charter was last reviewed in November 2017.

2. Discussion

The current Buloke Shire Council Audit Committee Charter that was adopted by Council in November 2017 ("the 2017 Charter") was provided to the Audit Committee to review and provide feedback on any proposed amendments at the Audit Committee Meeting held on 4 September 2019. The Audit Committee provided the following feedback:

The Committee requested Council, in reviewing the final Charter, consider incorporating:

- *an acknowledgement that a bi-annual report is foreshadowed to be a requirement under the replacement Local Government Act*
- *the discretion of the Chair in providing a briefing to an Ordinary Meeting of Council.*
- *a requirement that the tenure for the Chair may be up to two years, and allow for a two-year extension.*
- *that all Councillors are invited to Audit Committee meetings.*

The Committee also noted that a review of the Charter is undertaken biennially.

Based on this feedback, a further review of the 2017 Charter was undertaken by Council staff. In addition to the considerations raised by the Audit Committee, other key considerations proposed to be incorporated into the Charter as part of the review include:

- Clarification around the reimbursement of out of pocket and travel expenses of independent members to bring the Charter in line with Council's Reimbursement of Expenses Policy.
- Clarification around reimbursement of interstate travel where an independent member resides outside of Victoria.

- A requirement for independent members to attend at least 75% of meetings per annum in person.
- Clearer guidelines for the attendance of Council's Internal and External Auditors at meetings.
- The ability of the Audit Committee to appoint an Acting Chair, where the Chair appointed by Council is unavailable to attend an Audit Committee Meeting.
- Documented expectations around the requirement for Audit Committee Members to complete returns of interest and to declare conflicts of interest.

The revised Charter continues to take into account *Audit Committees – A Guide to Good Practice for Local Government* 2011, issued by former Minister for Local Government, Jeanette Powell MP.

3. Financial Implications

The Audit Committee meets at least four times per year as required by the Audit Committee Charter. Independent members are paid on a per meeting basis, and fees are incorporated into the 2019/20 Annual Budget.

4. Cost Shift Considerations

There are no cost shift considerations.

5. Community Consultation

The Audit Committee meeting minutes and reports form part of Council meeting minutes, and are published on Council's website to ensure the community are informed on matters reviewed by the Audit Committee.

6. Internal Consultation

Consultation has occurred with Senior Management and the Audit Committee. Feedback provided has been incorporated into the proposed Charter.

7. Legislative / Policy Implications

The Buloke Shire Council Audit Committee is established in accordance with s139 of the *Local Government Act 1989* (the Act).

8. Environmental Sustainability

There are no environmental sustainable considerations.

9. Conflict of Interest Considerations

There are no conflict of interest considerations.

10. Conclusion

The Audit Committee are an integral component of good governance and assist Council in establishing and maintaining high quality financial and risk management systems. It is recommended that Council adopts the revised Charter following the most recent review.

Audit Committee Charter – Buloke Shire Council



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Audit Committee Charter

Purpose and Objectives

The Buloke Shire Council Audit Committee is established in accordance with s139 of the *Local Government Act 1989* (the Act). The Buloke Shire Council considers the establishment of an Audit Committee to be more than a function which ensures compliance with the Act. It is also an essential element of good governance and provides guidance on how the Buloke Shire Council will work with the Audit Committee for the benefit of the organisation and the community.

In recognition of the above principles the role of the Audit Committee, as an advisory committee, includes provision of advice on:

- The integrity of the Buloke Shire Council's financial reporting;
- The effectiveness of the Buloke Shire Council's risk management systems, internal control framework, compliance and internal audit activities; and
- Effective communication strategies between external auditors, internal auditor and management.

Scope of Authority

The framework for the functions, activities and accountabilities of the Audit Committee are set out under section 139 of the Act, which provides that the Audit Committee is independent from the Buloke Shire Council, and that the Buloke Shire Council cannot abrogate or delegate its responsibilities to the Audit Committee. As such, the Audit Committee does not have any management functions, executive authority or delegated financial responsibility.

The Buloke Shire Council provides the Audit Committee with authority to:

- Seek resolution on any disagreements between management and external auditors on financial reporting
- Review all auditing, planning and outcomes
- Seek any information it requires from Buloke Shire Council members, and staff via the Chief Executive Officer and external parties
- Formally meet with relevant Buloke Shire Council staff, internal and external auditors as necessary
- Ensure compliance with the provisions of the Act dealing with misuse of position and disclosure of conflicts of interest,
- Effectively discharge its responsibilities under the Audit Committee Charter and the Act; and
- Provide advice and recommendations to Council on how best to fulfill its responsibilities and facilitate effective decision making.

Composition

Membership

The Audit Committee will comprise of three independent members and the Mayor. In the absence of the Mayor from a meeting the Mayor shall appoint another Councillor to attend.

Quorum

A quorum of any meeting shall be at least two independent members and at least one Councillor, present either physically or via teleconference.

Selection

Audit Committee members and the Audit Committee Chair will be appointed by Council, which will consider:

- Knowledge and experience within local government
- Skills and experience in business, finance, legal or risk management
- Strong communication skills
- High level personal integrity and ethics
- Availability to perform the functions of the Audit Committee
- Level of financial literacy.

At least one member of the Audit Committee shall have financial qualifications and experience.

In considering the appointment of an independent member, the Buloke Shire Council will contemplate current or previous relationships of the proposed independent member and the Buloke Shire Council.

Tenure, Continuity and Rotation

The period of tenure for independent members will be up to three years which, after expiry, may be extended up to a limit of two further terms. Independent members have a right to seek reappointment after the first term. Reappointment after the second term will be by application.

To ensure continuity, no more than one member should leave the Audit Committee pursuant to rotation in any one year unless otherwise determined by Council resolution.

The Chair of the Audit Committee must be an independent member and will be appointed on a two year term. The term of the Chair may be extended for a further two year term where the period of tenure for an independent member is also extended.

The Audit Committee may appoint an Acting Chair when the Chair appointed by Council is unavailable to attend a meeting of the Audit Committee, however the Acting Chair must not be a Councillor or a member of Council staff and must be suitably qualified.

Remuneration

Remuneration for independent members is at the discretion of the Buloke Shire Council and will consider, among other matters, the time, commitment, responsibility required in undertaking duties, and parity with other local government entities equivalent to the Buloke Shire Council's size and complexity.

Fees will be paid to independent members on a per meeting basis in arrears.

Where Council exercises its discretion to reimburse the expenses of independent members for use of a private vehicle for attendance at audit committee meetings, any reimbursement shall be at the rates set out in the *Income Tax Assessment Act 1997* as determined by the Commissioner for Taxation and reviewed annually. When claiming out-of-pocket expenses for travel or accommodation, original receipts or supporting documentation must be provided to support claims. Independent members shall submit claims and valid tax invoices/receipts for reimbursement within 60 days of expenses being incurred, or within two weeks after 30 June annually (whichever is the earlier). Any claims received after this time will be subject to a Council resolution prior to such claim being paid.

Where independent members reside outside of Victoria, Council will not pay the expenses associated with interstate travel or interstate accommodation to attend meetings.

Meetings

The Audit Committee will meet at least four times a year in closed session, with authority to convene additional meetings, as circumstances require. Meeting schedules will be set following the annual statutory meeting of the Buloke Shire Council, and will ensure sufficient time between meetings of the Audit Committee and meeting of the Buloke Shire Council.

All Audit Committee members are expected to attend each meeting, in person or through teleconference or video conference.

Where independent members are unable to attend at least 75% of meetings per annum in person, they will be required to resign from their position unless exempted from Council on recommendation of the Audit Committee on reasonable grounds.

The Director Corporate Services is the designated secretariat and will facilitate the meetings of the Audit Committee, including inviting members of management, auditors or others to attend meetings to provide pertinent information, as necessary.

Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

Meeting minutes will be collated and provided to independent members as soon as practicable following the Audit Committee for review and presented at the following Audit Committee meeting for confirmation..

The Chair of the Audit Committee has the discretion to provide a briefing to an Ordinary Meeting of Council.

Attendance

The Chief Executive Officer and Council's Internal Auditors must attend all meetings (except where the Audit Committee wants to meet without management in attendance).

Council's External Auditor must attend meetings considering the draft annual financial report and results of the external audit and will be invited to attend all other meetings.

Council's Director Corporate Services, Director Works and Technical Services, Director Community Development and Manager Finance are invited to attend all meetings to provide appropriate information. Other Council staff will be invited to attend meetings where appropriate.

All Councillors are invited to attend Audit Committee meetings if they wish to do so.

Responsibilities

The Audit Committee will carry out the following activities:

Financial Report

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.

- Review with management and external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial report, and consider whether it is complete, consistent with information known to the Audit Committee members, and reflects appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the Audit Committee under the Australian Auditing Standards.

Internal Control

- Understand the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Risk Management

- Monitor the systems and process via the Buloke Shire Council's risk profile to ensure that material operational risks to the Buloke Shire Council are dealt with appropriately.
- Monitor the process of review of the Buloke Shire Council's risk profile.
- Consider the adequacy of actions taken to ensure that the material business risks have been dealt with in a timely manner to mitigate exposures to the Buloke Shire Council.

Business Continuity

- Monitor processes and practices of the Buloke Shire Council to ensure for effective business continuity.

Internal Audit

- Review with management and the internal auditor the Charter, activities, staffing and organisational structure of the internal audit function.
- Review and recommend the annual audit plan for approval by the Buloke Shire Council and all major changes to the plan.
- Monitor processes and practices to ensure that the independence of the audit function is maintained.
- As part of the Audit Committee's annual assessment of performance, determine level of satisfaction with internal audit function having consideration to the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.
- Monitor that the internal auditor's plan is linked with and covers the material business risks.
- Provide an opportunity for the Audit Committee to meet with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed privately.

External Audit

- Note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
- Provide an opportunity for the Audit Committee to meet with the external auditors, to discuss any matters that the Audit Committee or external auditors believe should be discussed privately

Compliance

- Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow up (including disciplinary action) of any instances of non-compliance.
- Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings.
- Obtain regular updates from management about compliance matters.

Reporting Responsibilities

- Report regularly to the Buloke Shire Council about Audit Committee activities, and related recommendations through circulation of minutes and annual report. Additional updates may be appropriate should issues of concern arise.
- Monitor that open communication between the internal auditor, the external auditors, and the Buloke Shire Council occurs.
- Report annually to stakeholders, describing the Audit Committee's composition, responsibilities and how they were discharged, and any other information required by regulation, including approval of non-audit services.
- Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and to ensure the Buloke Shire Council implements relevant recommendations.
- Prepare a biannual audit and risk report that describes the activities of the Audit Committee and includes findings and recommendations for submission to Buloke Shire Council's Chief Executive Officer for tabling at the next available Ordinary Council meeting, should there be a legislative change to the Local Government Act 1989 which requires the Audit Committee to do so.

Other Responsibilities

- Endorse an annual work plan outlining how each area of responsibility will be addressed each meeting, or on an annual basis as required, which may include but will not be limited to policy reviews considered under the scope of the Audit Committee.
- Perform other activities related to this Charter as requested by the Buloke Shire Council.
- Review and assess the adequacy of the Audit Committee Charter every two years, requesting Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.
- Confirm annually that all responsibilities outlined in this Charter have been carried out.
- Evaluate the Audit Committee's performance annually.

All Audit Committee members are expected to be aware of their responsibilities under sections 76D, 79 and 81 of the Act including the requirement to complete returns of interest and declare conflicts of interest that may apply to a matter being considered at an Audit Committee meeting.

8.2.8 APPOINTMENT OF INDEPENDENT AUDIT COMMITTEE MEMBER

Author's Title: Manager Governance

Department: Corporate Services

File No: FM/02/10

Attachments: Nil

Relevance to Council Plan 2017 - 2021

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

RECOMMENDATION

That Council:

1. Appoint Mr Dean Sleigh as an independent member of the Buloke Shire Council Audit Committee for a period of three years commencing 14 November 2019; and
2. Appoint Mr Bernard Young as an independent member of the Buloke Shire Council Audit Committee for a period of three years commencing 1 October 2020.

1. Executive Summary

This report seeks Council's formal appointment of Mr Dean Sleigh as the preferred candidate to the vacant Independent Member position in accord with the Audit Committee Charter. The report also seeks Council's formal appointment of Mr Bernard Young as an independent member of the Audit Committee at the conclusion of the term of the current Chair.

2. Discussion

The Audit Committee is a formally appointed independent advisory committee to Council with the purpose of assisting Council in the effective conduct of responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls.

In accordance with Council's established Audit Committee Charter the membership of the Audit Committee comprises of four members; three external Independent Members and the Mayor.

The Audit Committee currently has two Independent Members; Ms Jessica Adler (Chair), and Ms Margaret Abbey.

A vacancy arose on the Audit Committee for an Independent Member following the conclusion of Mr Tom Evan's term as Independent Member on 30 September 2019. A public notice seeking applications for the subsequent vacancy was placed in local and regional print media including the Age and Council's website. Five applications were received.

A preliminary short list of applicants was undertaken using selection criteria in the information package and an assessment of the individual applicant's qualifications and experience in relation to the skill set of the current Audit Committee.

The short list of three applicants was developed in consultation with the evaluation panel comprising: the Mayor, the Chief Executive Officer and the current Chair of the Audit Committee. Council's Director Corporate Services was also involved in the initial short listing of applicants. All applicants interviewed were of exceptional quality, with Mr Dean Sleigh being recommended to Council for appointment to fill the current vacancy.

Mr Sleigh is a financial executive in the private sector and has extensive experience in financial governance roles.

Due to the strong calibre of shortlisted applicants, Mr Bernard Young is also recommended to Council for formal appointment to the Audit Committee at the conclusion of the term of the current Chair. The term of Ms Jessica Adler is due to conclude on 30 September 2020.

Mr Bernard Young is a current member of the Hindmarsh Shire Council Audit Committee and has experience on a number of community and not for profit entity boards.

3. Financial Implications

Costs associated with the Audit Committee are incorporated into Council's annual operational budget. The remuneration is consistent with best practice guidelines and contemporary practices within comparable councils.

4. Cost Shift Considerations

There are no cost shift implications arising from this report.

5. Community Consultation

A public notice seeking applications was placed in local and regional print media and on Council's website. The shortlisted applicants from the 2018 Audit Committee recruitment who were unsuccessful at that time were also contacted and advised that Council was again seeking applications for the 2019 vacancy.

6. Internal Consultation

A review of the applications was undertaken in consultation with the Mayor, the Chief Executive Officer, the Director Corporate Services and the current Audit Committee Chair. Interviews were undertaken by the Chief Executive Officer, the Mayor and the current Audit Committee Chair.

7. Legislative / Policy Implications

Section 139 of the *Local Government Act 1989* requires that Council must establish an Audit Committee. The Audit Committee operates in accordance with the Audit Committee Charter which has been adopted by Council.

8. Environmental Sustainability

There are no environmental sustainability implications arising from this report and its recommendation.

9. Conflict of Interest Considerations

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

10. Conclusion

Mr Dean Sleigh is recommended to Council for the appointment to the Independent Member position on Council's Audit Committee for a period of three years commencing 14 November 2019. Mr Bernard Young is recommended to Council for the appointment to the position on Council's Audit Committee for a period of three years commencing 1 October 2020, following the conclusion of Ms Jessica Adler's term.

8.3 FINANCIAL REPORTS

8.3.1 FINANCIAL PERFORMANCE AS AT 30 SEPTEMBER 2019

Author's Title: Manager Finance

Department: Corporate Services

File No: FM/19/03

Attachments:

- 1 [Income Statement September 2019](#)
- 2 [Balance Sheet September 2019](#)
- 3 [Cashflow Statement September 2019](#)
- 4 [Capital Works Program September 2019](#)
- 5 [Cashflow Forecast September 2019](#)
- 6 [Cashflow Chart September 2019](#)

Relevance to Council Plan 2017 - 2021

Strategic Objective: Deliver our service in a financially viable way

11

RECOMMENDATION

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

1. Executive Summary

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 in "Other Income" 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 September 2019 is \$10.4m. Excluding capital grant income of \$1m, the operating surplus is \$9.0m. The operating surplus is higher than budget (surplus \$8.2m) mostly due to the variation of payment timing of the Financial Assistance Grant (FAG) offset by the timing of expenditure in the current financial year. The adopted budget allowed for the 2019/20 FAG to be paid quarterly over the year but in a late decision by the State government, 50% of the 2019/20 FAG was paid in last financial year and now forms part of carried forward surplus. Expenditure is less year to date than expected but total expenditure is still anticipated to be per budget over the full financial year.

The **Balance Sheet** summarises the value of Assets (what we own) and our Liabilities (what we owe), and the difference between assets and liabilities (Net Assets or Equity) reflects our net worth. Council's net worth as at this accounting period is \$284m due to the recognition rate income at this early stage of the financial year. Net worth is anticipated to decrease to \$279m by 30 June 2020 as budgeted expenditure occurs (\$273m as at 30 June 2019).

The **Cashflow Statement** reflects actual results for the year to date (July – September) in line with statutory financial reporting. At 30 September 2019, Council's Cash and Cash Equivalents were \$18.7m.

The **Cashflow Forecast** is a projection of cashflow for the remainder of the year based on the cash balance as at 30 September, the monthly budgets and specified timing parameters (such as when BAS/super are due and quarterly rate receipts). Cashflow remains strong in readiness for the \$7m loan repayment scheduled for November.

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.
2. The column graph which summarises what is expected to happen during each month's cashflow to explain the change in the bank balance. For example, in November the large pay out of the loan (shown by the negative cashflow red block) will significantly decrease the bank balance. Conversely, the following months show income (positive green cashflow blocks) exceeds expenses and asset expenditure (negative blue cashflow blocks) leading to some increase of the bank balance.

The bank balance is expected to remain positive throughout the 2019/20 financial year.

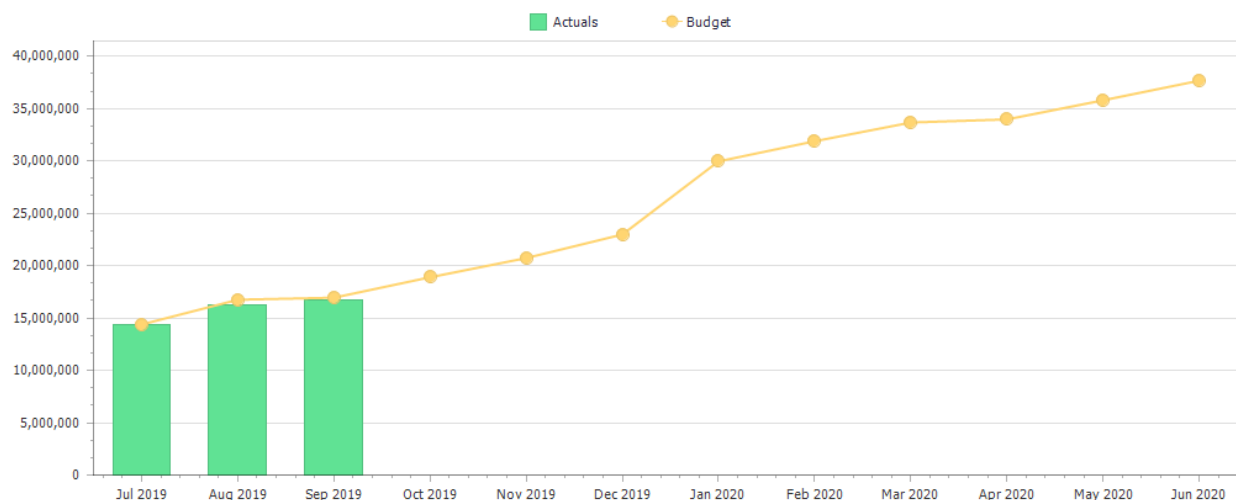
The **Capital Works Program** depicts \$3m of capital works having been expended or committed during July – September. However, this does not reflect actual completion of construction works. The final format of this report is still under development in the new financial report system.

The Annual Budget for capital works is \$11.754m to be funded by Capital Grants of \$7.6m.

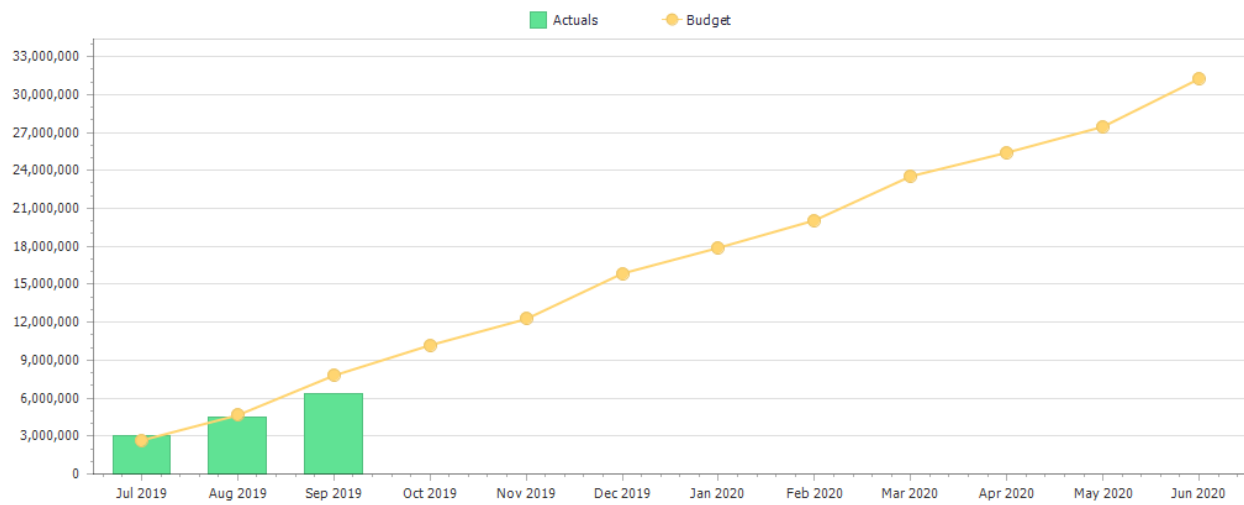
Financial Implications

The tables below provides an overview of Council's financial performance as at 30 September 2019

Accumulated Income to Budget — Buloke Shire Council



Accumulated Expenses to Budget — Buloke Shire Council



The following commentary is provided:

a. Total income

Format of Income Statement has been amended to better distinguish Capital income. Variation of Operating Income to budget has been caused by the upfront payment of the FAG. The revised schedule for the FAG will be included in the budget forecast update in December. Capital Income has been positively impacted by capital contributions received for the Donald Community Precinct included in the 2018/19 budget not the current financial year.

b. Total expenses

Total expenses in the chart above reflect operational expenses and not capital expenditure. Year to date operational expenses reflects some under-spending for July and September across most expense categories which are anticipated to level out over the year to remain in line with the annual budget.

c. Cash and Cash Equivalents

Council has cash of \$18.7m. At this stage of the financial year the balance of restricted funds for capital projects is low.

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

As at 30 September the year to date surplus is mostly in line with budget and the budget for the remainder of the year is only expected to be impacted by the timing of the FAG.

The cash position is strong in preparation for the \$7m loan repayment early November.

Income Statement — Buloke Shire Council

JUL 2019 - SEP 2019

	YTD Actual (\$)	YTD Budget (\$)	YTD Variance (\$)	Annual Budget (\$)
Operating Income				
Rates and charges	13,680,924	13,631,490	49,434	13,691,489
Statutory fees and fines	53,216	20,874	32,342	187,550
User fees	144,910	178,153	(33,242)	777,612
Grants - operating	1,254,744	2,060,777	(806,033)	14,918,943
Contributions	62,258	41,712	20,546	52,536
Other Income	85,498	43,207	42,291	196,829
Total Operating Income	15,281,550	15,976,212	(694,662)	29,824,959
Gross Profit	15,281,550	15,976,212	(694,662)	29,824,959
Operating Expense				
Employee Costs	2,158,851	2,294,508	135,657	9,890,818
Materials and services	2,199,934	3,525,387	1,325,453	13,189,088
Depreciation	1,829,619	1,829,617	(2)	7,318,458
Bad and doubtful debts	0	0	0	50,000
Borrowing costs	0	0	0	147,994
Other expenses	77,845	140,662	62,817	655,244
Total Operating Expense	6,266,249	7,790,174	1,523,925	31,251,603
Operating Surplus/(Deficit)	9,015,301	8,186,038	829,263	(1,426,644)
Capital Income				
Grants - capital	1,172,249	972,249	200,000	7,665,000
Other Capital Income	298,356	0	298,356	182,000
Total Capital Income	1,470,605	972,249	498,356	7,847,000
Net Surplus/(Deficit)	10,485,905	9,158,287	1,327,618	6,420,356

. Timing of Financial Assistance Grant (FAG) varied from adopted budget due to State Government decision to pay 50% prior to June 30.

. Timing of expenses across categories leading to general positive variance. Timing anticipated to adjust in rest of year with no change to expected totals.



Balance Sheet — Buloke Shire Council

SEP 2019

	Sep 2019	Jun 2019	Variance	% Variance
Asset				
Current assets	34,169,030	23,935,358	10,233,671	43%
Cash and cash equivalents	18,790,130	20,278,391	(1,488,262)	(7%)
Trade and other receivables	15,180,576	3,191,773	11,988,803	376%
Inventories	111,133	111,133	0	0%
Other assets	87,191	354,061	(266,870)	(75%)
Non-current assets	263,721,882	262,383,419	1,338,463	1%
Property, infrastructure, plant and equipment	263,721,882	262,383,419	1,338,463	1%
Total Asset	297,890,911	286,318,777	11,572,134	4%
Liability				
Current liabilities	12,806,976	11,805,231	(1,001,744)	(8%)
Trade and other payables	2,333,114	2,173,399	(159,716)	(7%)
Trust funds and deposits	1,146,231	292,876	(853,355)	(291%)
Provisions	2,327,630	2,338,957	11,327	0%
Interest-bearing liabilities	7,000,000	7,000,000	0	0%
Non-current liabilities	1,445,611	1,445,611	0	0%
Provisions	1,445,611	1,445,611	0	0%
Total Liability	14,252,587	13,250,842	(1,001,744)	(8%)
Net Assets	283,638,325	273,067,935	10,570,390	4%
Equity				
Equity	283,638,325	273,067,935	10,570,390	4%
Accumulated Surplus	105,220,295	105,135,810	84,485	0%
Reserves	167,932,125	167,932,125	0	0%
Current Earnings	10,485,905	0	10,485,905	N/A
Total Equity	283,638,325	273,067,935	10,570,390	4%

Cashflow Statement — Buloke Shire Council

JUL 2019 - SEP 2019

	Jul 2019 - Sep 2019
Bank at Beginning	20,278,391
Cashflow from Operating Activities:	
Net Profit	10,485,905
Adjustments to Net Profit for Non-Cash Activities:	
Non - Cash expenses	1,829,619
Depreciation	1,829,619
Total Adjustments to Net Profit for Non-Cash Activities	1,829,619
Cashflow from Investing Activities:	
Current assets	(11,721,933)
Trade and other receivables	(11,988,803)
Other assets	266,870
Non-current assets	(3,168,082)
Property, infrastructure, plant and equipment	(3,168,082)
Current liabilities	1,086,229
Trade and other payables	244,201
Trust funds and deposits	853,355
Provisions	(11,327)
Net Cashflow from Investing Activities	(13,803,786)
Net Cashflows	(1,488,261)
Bank at End	18,790,130

Income and Expense Summary — Buloke Shire Council

Cost Centre	Sep 2019						Jul 2019 -Sep 2019					
	Budget			Actual			Budget			Actual		
	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss	Income	Expenses	Profit/Loss
00 - Capital Works/Project Management	0	0	0	0	18,462	(18,462)	0	0	0	0	25,330	(25,330)
Y19 - Capital Projects	0	0	0	200,000	233,286	(33,286)	0	0	0	253,096	493,200	(240,105)
M18_12 Charlton Riverfront Development	0	0	0	0	(1,889)	1,889	0	0	0	0	70,447	(70,447)
M18_13 Donald Riverfront Development	0	0	0	0	(4,615)	4,615	0	0	0	0	71,770	(71,770)
M18_14 Sea Lake Silo Art	0	0	0	0	(3,630)	3,630	42,500	82,009	(39,509)	42,500	78,379	(35,879)
M18_15 Birchip Oval sprinklers System	0	0	0	0	301	(301)	42,500	0	42,500	42,500	676	41,824
M18_16 Charlton Township Arts Mural	0	0	0	0	218	(218)	15,000	1,165	13,835	15,000	1,383	13,617
M18_17 Berriwillock Cyan Park Toilets	0	0	0	0	5,425	(5,425)	65,000	0	65,000	65,000	9,430	55,570
M18_18 Culgoa Public Toilets	0	0	0	0	4,421	(4,421)	50,000	0	50,000	50,000	7,975	42,025
M18_19 Nandaly Travellers Rest Toilets	0	0	0	0	6,008	(6,008)	60,000	0	60,000	60,000	12,249	47,751
M18_20 Nullawil Public Toilets	0	0	0	0	6,381	(6,381)	47,500	0	47,500	47,500	24,562	22,938
M18_21 Wycheproof Centenary Park Toilets	0	0	0	0	5,346	(5,346)	70,000	0	70,000	70,000	11,596	58,404
M18_22 Donald Pony Club Facilities Upgrade	0	0	0	0	4,900	(4,900)	35,000	3,831	31,169	35,000	8,731	26,269
M18_23 Watch Hall Toilet Upgrade	0	0	0	0	2,406	(2,406)	40,000	3,658	36,342	40,000	6,065	33,935
M18_24 Small Halls/Fire Heds Upgrades Program	0	0	0	0	343	(343)	17,500	83	17,417	17,500	426	17,074

M18_25 Climate hange/Farming Event	0	0	0	0	613	(613)	15,000	478	14,522	15,000	1,092	13,908
M18_26 Donald katepark	0	0	0	0	632	(632)	0	0	0	0	201,819	(201,819)
M18_27 Charlton Levee ank Detailed Design	0	0	0	0	999	(999)	25,800	0	25,800	25,800	23,123	2,677
M18_28 Charlton Weir pgrade	0	0	0	0	132,771	(132,771)	0	0	0	0	134,313	(134,313)
M18_5 Lake Tyrrell	0	0	0	0	47,008	(47,008)	0	0	0	0	82,752	(82,752)
M18_91 Green Lake Stage	0	0	0	0	127,146	(127,146)	0	0	0	0	129,816	(129,816)
M18_93 Split System eplacement Project	0	0	0	0	3,918	(3,918)	0	0	0	0	3,918	(3,918)
M19_38 Birchip treetscape Improvement	0	0	0	0	(1,924)	1,924	0	0	0	0	19,240	(19,240)
M19_39 Donald ommunity Precinct	470,000	0	470,000	0	322,951	(322,951)	470,000	0	470,000	150,000	943,091	(793,091)
M19_40 Charlton Park 020 Redesign	0	0	0	0	51,601	(51,601)	400,000	0	400,000	544,440	468,653	75,787
M19_42 Municipal Offices Depot Safety	0	0	0	0	1,043	(1,043)	0	0	0	0	3,497	(3,497)
M19_45 Birchip Leisure entre Changerooms	0	0	0	0	140	(140)	0	0	0	0	3,500	(3,500)
M19_64 Road Renewal - ulgoa/Ultima Road	0	0	0	0	47,165	(47,165)	0	0	0	0	81,760	(81,760)
M19_65 Footpath enewal Program	0	0	0	0	(5,112)	5,112	0	0	0	0	51,115	(51,115)
M19_66 Donald/Avon lains Road Culvert	0	0	0	0	(9,700)	9,700	0	0	0	0	0	0
M19_70 Swimming Pool enewal Program	0	0	0	0	(10,820)	10,820	0	0	0	0	0	0
M19_71 Wycheproof ransfer Station Fence	0	0	0	0	19,800	(19,800)	0	0	0	0	19,800	(19,800)
M19_77 Donald -Walker treet	0	0	0	0	5,200	(5,200)	0	0	0	0	5,200	(5,200)
M19_95 Roads to ecovery -	0	0	0	0	21,950	(21,950)	0	0	0	0	36,600	(36,600)
	470,000	0	470,000	200,000	0	(832,746)	0	91,224	1,304,576	1,473,336	3,031,508	(1,558,173)

Cashflow Forecast — Buloke Shire Council

OCT 2019

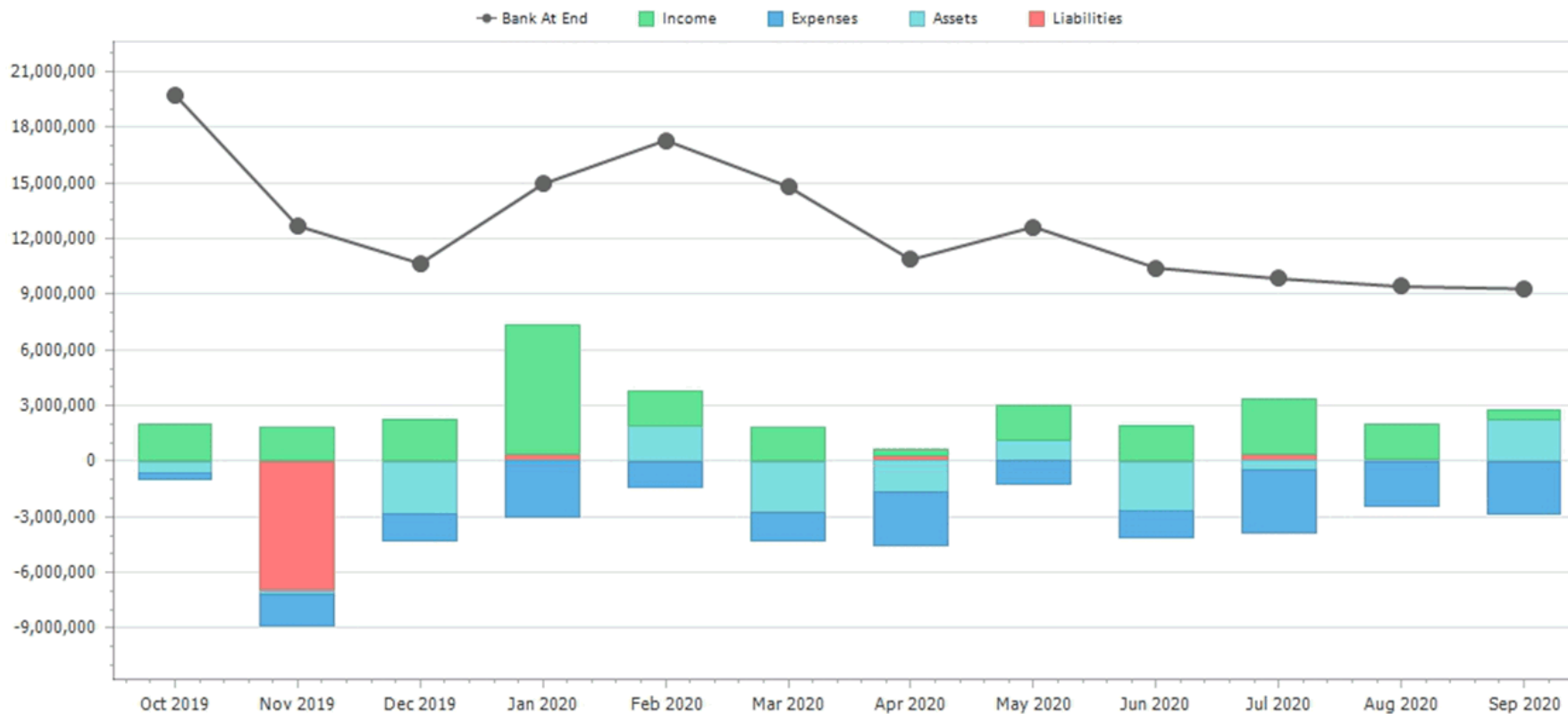
	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Total
Bank at Beginning	18,790,130	19,752,484	12,689,523	10,659,951	14,949,486	17,304,567	14,810,252	10,865,831	12,636,335	10,420,213	9,843,923	9,416,567	18,790,130
Income													
Operating Activities	1,957,161	1,840,176	2,257,423	6,993,018	1,924,569	1,794,873	304,373	1,833,128	1,883,721	2,990,312	1,845,020	544,219	26,167,995
Cash Inflows - Capital Income	0	0	66,000	6,692,751	0	0	0	0	66,000	446,449	820,240	200,000	8,291,440
Cash Inflows - Operational Income	1,957,161	1,840,176	2,191,423	300,267	1,924,569	1,794,873	304,373	1,833,128	1,817,721	2,543,864	1,024,780	344,219	17,876,556
Cash Inflows from Operation	1,957,161	1,840,176	2,257,423	6,993,018	1,924,569	1,794,873	304,373	1,833,128	1,883,721	2,990,312	1,845,020	544,219	26,167,995
Expense													
Operating Activities	(386,289)	(1,722,469)	(1,421,434)	(3,035,567)	(1,381,869)	(1,534,643)	(2,920,455)	(1,221,560)	(1,390,811)	(3,393,029)	(2,338,746)	(2,840,213)	(23,587,085)
Cash Outflows	(386,289)	(1,722,469)	(1,421,434)	(3,035,567)	(1,381,869)	(1,534,643)	(2,920,455)	(1,221,560)	(1,390,811)	(3,393,029)	(2,338,746)	(2,840,213)	(23,587,085)
Asset													
Current assets	(182,297)	187,918	(38,483)	462	1,878,214	10,928	18,606	1,444,329	131,970	(510,204)	128,351	2,198,910	5,268,703
Trade and other receivables	(182,297)	187,918	(38,483)	462	1,878,214	10,928	18,606	1,444,329	131,970	(510,204)	128,351	2,198,910	5,268,703
Non-current assets	(347,679)	(358,962)	(2,784,969)	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	(11,029,223)
Property, infrastructure, plant and...	(347,679)	(358,962)	(2,784,969)	0	0	(2,714,146)	(1,668,700)	(359,700)	(2,795,067)	0	0	0	(11,029,223)
Movement in Assets	(529,977)	(171,044)	(2,823,452)	462	1,878,214	(2,703,217)	(1,650,094)	1,084,629	(2,663,097)	(510,204)	128,351	2,198,910	(5,760,520)
Liability													



	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Total
Current liabilities	(78,541)	(7,009,624)	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	(6,313,973)
Trade and other payables	(78,541)	(9,624)	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	686,027
Interest-bearing liabilities	0	(7,000,000)	0	0	0	0	0	0	0	0	0	0	(7,000,000)
Movement in Liabilities	(78,541)	(7,009,624)	(42,109)	331,622	(65,834)	(51,327)	321,755	74,307	(45,935)	336,631	(61,981)	(22,937)	(6,313,973)
Net Movement	962,355	(7,062,961)	(2,029,572)	4,289,535	2,355,081	(2,494,315)	(3,944,421)	1,770,504	(2,216,122)	(576,289)	(427,356)	(120,021)	(9,493,583)
Bank at End	19,752,484	12,689,523	10,659,951	14,949,486	17,304,567	14,810,252	10,865,831	12,636,335	10,420,213	9,843,923	9,416,567	9,296,547	9,296,547

Cashflow Chart — Buloke Shire Council

OCT 2019 — SEP 2020



8.4 ORGANISATIONAL REPORTS

Nil

8.5 REPORTS FROM COUNCILLORS

Nil

9. OTHER BUSINESS

9.1 NOTICES OF MOTION

Nil

9.2 QUESTIONS FROM COUNCILLORS

Nil

9.3 URGENT BUSINESS

Nil

9.4 ANY OTHER BUSINESS

Nil

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

That Council closes the meeting to the public pursuant to Section 89(2) of the Local Government Act 1989 to consider the following items, which are confidential for the reasons indicated:

- | | | |
|-------|--|---|
| 9.5.1 | BIRCHIP HOUSING GROUP COMMITTEE OF
MANAGEMENT MEETING MINUTES | (a) personnel matters
(b) the personal hardship of
any ratepayer or
resident |
|-------|--|---|

RECOMMENDATION:

That Council reopens the meeting to the public pursuant to Section 89(2) of the Local Government Act 1989 and brings resolutions from the closed session into open session.

10. MEETING CLOSE