



ORDINARY COUNCIL MEETING

AGENDA

Monday 23 November 2020

Commencing at 7.00 pm

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 Chief Executive Officer, Anthony Judd will welcome all in attendance.

STATEMENT OF ACKNOWLEDGEMENT

The Chief Executive Officer 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, 14 October 2020 and Thursday, 22 October 2020.

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

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

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

6. MAYORAL AND DEPUTY MAYORAL TERM OF OFFICE AND ELECTIONS

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9. QUESTIONS FROM THE PUBLIC

10. COUNCIL MEETING SCHEDULE 2020 - 2021

11. REPORT OF APPOINTMENT OF COUNCIL DELEGATES

12. COUNCILLOR OATH OF OFFICE

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15. MATTERS WHICH MAY EXCLUDE THE PUBLIC

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

- 15.1 CONTRACT No. C82 2020-2021 PAVEMENT CONSTRUCTION AND DRAINAGE WORKS - DAVIES STREET.
TENDER EVALUATION REPORT

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

16. MEETING CLOSE**NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN ACCORDANCE WITH THE COUNCIL MEETING SCHEDULE ADOPTED FOR 2020/2021.

Anthony Judd
CHIEF EXECUTIVE OFFICER

6. MAYORAL AND DEPUTY MAYORAL TERM OF OFFICE AND ELECTIONS

6.1 MAYORAL TERM OF OFFICE

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/07/06

Relevance to Council Plan 2017 - 2021

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

SUMMARY

Council is to determine the Mayoral Term as per the Council's Governance Rules 2020 (Clause 7) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

RECOMMENDATION

That pursuant to section 26 of the Local Government Act 2020, Council elect the Mayor for a term of Year/s.

Nil

DISCUSSION

Section 26(4) of the Local Government Act 2020 requires that Council must elect a Councillor to be the Mayor of the Council.

The Act also provides that before a Mayor is elected, the Council may resolve to elect a Mayor for a term of one or two years.

If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

COST SHIFT CONSIDERATIONS

There are no cost shift considerations relevant to this report.

COMMUNITY CONSULTATION

No community consultation was required in writing this report.

INTERNAL CONSULTATION

No internal consultation was required in writing this report.

LEGISLATIVE / POLICY IMPLICATIONS

This report is compiled as per the Council's Governance Rules 2020 (Clause 7) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability considerations relevant to this report.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

Council to determine the Mayoral Term as per the Council's Governance Rules 2020 (Clause 7) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

6.2 DEPUTY MAYORAL TERM OF OFFICE

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/07/06

Relevance to Council Plan 2017 - 2021

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

SUMMARY

Council is to determine the Deputy Mayoral Term as per the Council's Governance Rules 2020 (Clause 8) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

RECOMMENDATION

That pursuant to Council's Governance Rules 2020 (clause 8) in accordance with the *Local Government Act 2020*, Council elect the Deputy Mayor for a term of Year/s.

Nil

DISCUSSION

If the Deputy Mayor is elected for a 1 year term, the next election of the Deputy Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

If the Deputy Mayor is to be elected for a 2 year term, the next election of the Deputy Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

COST SHIFT CONSIDERATIONS

There are no cost shift considerations relevant to this report.

COMMUNITY CONSULTATION

No community consultation was required in writing this report.

INTERNAL CONSULTATION

No internal consultation was required in writing this report.

LEGISLATIVE / POLICY IMPLICATIONS

This report is compiled as per the Council's Governance Rules 2020 (Clause 8) adopted 12 August 2020, in accordance with the *Local Government Act 2020*

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability considerations relevant to this report.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

Council to determine the Deputy Mayoral Term as per the Council's Governance Rules 2020 (Clause 8) adopted 12 August 2020, in accordance with the *Local Government Act 2020*.

6.3 ELECTION OF MAYOR REPORT

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/07/06

Relevance to Council Plan 2017 - 2021

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

SUMMARY

Council is required to elect a Mayor as per the Council's Governance Rules 2020 (Clause 7 and 8) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

RECOMMENDATION

That Council elects Councilloras Mayor of the Shire of Buloke for the year commencing 23 November 2020 for a term ofyear(s).

Nil

DISCUSSION

The Governance Rules 2020 (Clause 8) states the Election of Mayor Meeting and process is to be conducted as follows:

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council;
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor;
- 3) The election of the Mayor must be chaired by the Chief Executive Officer;
- 4) Subject to subclauses (5) and (6), the Mayor must be elected by an absolute majority of the Councillors;
- 5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date;
- 6) However, if only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor;
- 7) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council;
- 8) The Chief Executive Officer will invite nominations for the office of Mayor;
- 9) Every nomination shall require a seconder;

- 10) Any Councillor nominated may refuse nomination;
- 11) Where two or more nominations are received, the method of voting will be by show of hands;
- 12) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates;
- 13) If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Mayor; and
- 14) If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

Mayor to Take Chair

After the election of the Mayor is determined, the Mayor must take the Chair.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

COST SHIFT CONSIDERATIONS

There are no cost shift considerations relevant to this report

COMMUNITY CONSULTATION

No community consultation was required for compiling this report.

INTERNAL CONSULTATION

No internal consultation was required for compiling this report.

LEGISLATIVE / POLICY IMPLICATIONS

This report enables Council to meet its obligations under the *Council's Governance Rules 2020 (Clause 7 and 8)* and the *Local Government Act 2020*.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability considerations relevant to this report.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

Council to elect a Councillor to be the Mayor as per the Council's Governance Rules 2020 (Clause 7 and 8) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

6.4 ELECTION OF DEPUTY MAYOR

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/07/06

Relevance to Council Plan 2017 - 2021

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

EXECUTIVE SUMMARY

Council is required to elect a Deputy Mayor as per the Council's Governance Rules 2020 (Clause 9) adopted 12 August 2020 in accordance with the *Local Government Act 2020*.

The Deputy Mayor is able to take the chair during periods of absence of the Mayor.

RECOMMENDATION

That Council elects Councillor as Deputy Mayor of the Shire of Buloke for the year commencing 23 November 2020 for a term of year(s)

Nil

DISCUSSION

The Governance Rules 2020 (Clause 8) states the Election of Deputy Mayor process is to be conducted as follows:

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Deputy Mayor of the Council;
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Deputy Mayor;
- 3) The election of the Deputy Mayor must be conducted in accordance with the Governance Rules 2020;
- 4) Subject to subclauses (5) and (6), the Deputy Mayor must be elected by an absolute majority of the Councillors;
- 5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date;
- 6) However, if only one Councillor is a candidate for Deputy Mayor, the meeting must declare that Councillor to be duly elected as Deputy Mayor;
- 7) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council;

- 8) The Chief Executive Officer will invite nominations for the office of Deputy Mayor;
- 9) Every nomination shall require a seconder;
- 10) Any Councillor nominated may refuse nomination;
- 11) Where two or more nominations are received, the method of voting will be by show of hands;
- 12) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates;
- 13) If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Deputy Mayor; and
- 14) If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

After the election of the Deputy Mayor is determined, the Deputy Mayor is able to take the Chair During any periods of absence of the Mayor.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

COST SHIFT CONSIDERATIONS

There are no cost shift considerations relevant to this report

COMMUNITY CONSULTATION

No community consultation was required in writing this report.

INTERNAL CONSULTATION

No internal consultation was required in writing this report.

LEGISLATIVE / POLICY IMPLICATIONS

This report enables Council to meet its obligations under the *Council's Governance Rules 2020 (Clause 9)* and the *Local Government Act 2020*.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability considerations relevant to this report.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

Council to elect a Councillor to be the Deputy Mayor, as per the Council's Governance Rules 2020 (Clause 9) adopted 12 August 2020, in accordance with the *Local Government Act 2020*.

7. STATEMENTS FROM MAYOR ELECT AND DEPUTY MAYOR ELECT

8. MOTION OF THANKS TO PREVIOUS MAYOR AND DEPUTY MAYOR

RECOMMENDATION: That Council thanks the former Mayor, Cr Carolyn Stewart, and former Deputy Mayor, Cr David Pollard for their service in their respective roles to Buloke Shire Council.

9. QUESTIONS FROM THE PUBLIC

10. COUNCIL MEETING SCHEDULE 2020 - 2021**Author's Title:** Executive Assistant**Department:** Office of the CEO**File No:** GO/O5/02**Relevance to Council Plan 2017 - 2021****Strategic Objective:** Support our councillors, staff, volunteers and the community to make informed and transparent decisions.**PURPOSE**

The Council's Governance Rules 2020 adopted 12 August 2020 in accordance with the Local Government Act 2020, states that at the Council Meeting to elect the Mayor, Council must fix the date, time and place of all Meetings of Council and Delegated Committees for the following year, which may be amended where the circumstances require.

SUMMARY

The proposed Council Meeting Schedule for the following year is tabled for Council review and consideration.

RECOMMENDATION

That Council adopts the following Council Meeting Schedule for the following year:

Month	Briefing Commencing 5 pm	Ordinary Meeting Commencing 7 pm	Briefing Commencing 3 pm
November 2020		Wycheproof (13)	-
December 2020	Wycheproof (3)	Wycheproof (9)	Wycheproof (9) (4:00pm – 6:00pm) Wycheproof (16)
January 2021	-	-	-
February 2021	Birchip (3)	Wycheproof (10)	Donald (17)
March 2021	Sea Lake (3)	Wycheproof (10)	Wycheproof (17)
April 2021	Donald (7)	Wycheproof (14)	Watchem (21)
May 2021	Charlton (5)	Wycheproof (12)	Berriwillock (19)
June 2021	Birchip (2)	Wycheproof (9)	Wycheproof (16)
July 2021	Sea Lake (7)	Wycheproof (14)	Wycheproof (21)
August 2021	Birchip (4)	Wycheproof (11)	Charlton (18)

September 2021	Sea Lake (1)	Wycheproof (8)	Nullawil (15)
October 2021	Culgoa (6)	Wycheproof (13)	Nandaly (20)
November 2021	Donald (3)	Wycheproof (10) (Ordinary meeting commencing 7:00pm and Statutory Meeting, commencing 6.30pm)	

Nil

DISCUSSION

The proposed Schedule continues to list an Ordinary Meeting on the second Wednesday of each month and a Councillor Briefing on the first and third Wednesday to consider strategic issues, future agendas and hear presentations.

Councillors cannot make decisions at Councillor Briefings but can be briefed on matters being tabled for Council consideration at Ordinary Council Meetings. Councillors can also obtain clarification on issues from staff, address strategic issues and hear presentations from the community and other parties.

The Council's Governance Rules 2020 states the Meeting for the Election of the Mayor is to be held:

- a) no later than one month after the date of a general election; or
- b) within one month after any vacancy in the office of Mayor occurs

FINANCIAL IMPLICATIONS

Nil.

COST SHIFT CONSIDERATIONS

Nil.

COMMUNITY CONSULTATION

The adopted Meeting Schedule will be published in the "Community Matters" in the local papers and placed on Council's website.

The Governance Rules 2020 states that Council must provide at least 7 days' notice on Council's website of meetings of the Council and Delegated Committees unless urgent or extraordinary circumstances prevent Council from doing so in which case Council must give notice that is practicable for the circumstances which includes advice of the reasons why the 7 days' notice of the meeting could not be given.

Community presentations at the Councillor Briefings will allow key stakeholders, individuals, regional and community organisations to address or present to Councillors on new initiatives, matters before Council, comment on draft policies, strategies, local laws, etc.

Advice will be sent to community forums and development groups to notify them of the adopted Schedule, and invite representatives from their group to address Councillors at the Councillor Briefing scheduled for their district.

LEGISLATIVE / POLICY IMPLICATIONS

The proposed Council Meeting schedule has been developed in accordance with the Council's Governance Rules 2020 adopted 12 August 2020 and the Local Government Act 2020.

ENVIRONMENTAL SUSTAINABILITY

Nil.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

It is recommended that Council adopts the meeting schedule as listed.

11. REPORT OF APPOINTMENT OF COUNCIL DELEGATES**Author's Title:** Executive Assistant**Department:** Office of the CEO**File No:** GO/06/06**PURPOSE**

To appoint Councillors as the Organisations Delegated Representative from Council.

SUMMARY

A list of organisations is provided for Council to consider allocating its Councillor representative(s) for appointment.

RECOMMENDATION

That Council adopts the following list of Council Delegates for appointment.

Organisation	Representative(s)
Audit Committee	Mayor (or Deputy Mayor)
Australian Livestock Saleyards Association Inc.	Cr Pollard
Buloke and Northern Grampians Landcare Network	Cr Getley
Buloke Tourism Board	Cr Vis
Calder Highway Improvement Committee	Cr Pollard
Central Murray Regional Transport Forum	Cr Getley
Central Vic Greenhouse Alliance	Cr Pollard
Charlton Park Committee of Management	Cr Stewart
Charlton Stadium Committee	Cr Pollard
CFA – Municipal Fire Management Planning Committee	Cr Milne, Cr Getley, Cr Simpson
Donald 2000 Inc	Cr Warren
Economic Development and Tourism Committee	Cr Vis, Cr Getley, Cr Milne
Loddon Mallee Waste and Resource Recovery Group	Cr Milne
Library Advisory Committee	Cr Simpson, Cr Vis
Municipal Association of Victoria	Mayor (or Deputy Mayor)
Municipal Emergency Management Planning Committee	Cr Pollard
Municipal Flood Management Committee	Cr Warren, Cr Pollard
North Central Local Learning Employment Network	Cr Simpson
North West Municipalities Association	Mayor (or Deputy Mayor)
Rail Freight Alliance	Cr Milne

	Recreational Water Users Alliance	Cr Stewart	
	Rural Councils Victoria	Cr Pollard	
	Sunraysia Highway Improvement Committee	Cr Milne	
	Watchem Progress Association	Cr Milne	
	Wimmera Mallee Tourism Association	Cr Milne, Cr Simpson (Deputy)	
	Wimmera Southern Mallee Transport Group	Cr Getley	
	Workspace Australia	Cr Warren	
	Wycheproof Recreation Reserve Committee of Management	Cr Pollard	

Attachments: Nil

DISCUSSION

Council is represented on a diverse range of community, state, regional and local organisations. Some of these organisations are established by state statute, or under the *Associations Incorporation Reform Act 2012* or are effectively informal gatherings of individuals.

The distinctions are important in terms of the status of a Councillor as a member of the respective organisation, the nature of the appointment and their powers to commit Council to expenditure or other action.

The role of councillors at these committees is to represent Council, share information and contribute to the success of both the committees and Council.

RELATED COUNCIL DECISIONS

Council elects delegates to committees on an annual basis.

OPTIONS

Council can choose which groups to send delegates to and which individual councillors it wishes to appoint to each committee

SUSTAINABILITY IMPLICATIONS

Nil

COMMUNITY ENGAGEMENT

Nil

INNOVATION AND CONTINUOUS IMPROVEMENT

Nil

COLLABORATION

Appointment to these committees form a key part of our partnership work and the collaboration with community and other stakeholder groups.

FINANCIAL VIABILITY

Nil.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Local Government Act 2020

COUNCIL PLANS AND POLICIES

This report enables Council to meet its obligations under the *Council's Governance Rules 2020* and the *Local Government Act 2020*.

ENVIRONMENTAL SUSTAINABILITY

Nil

TRANSPARENCY OF COUNCIL DECISIONS

Councillors typically report back to Council Meetings on activities surrounding the operations of these committees and are tasked with providing the organisation with updates.

CONFLICTS OF INTEREST

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

12. COUNCILLOR OATH OF OFFICE

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/07/06

Relevance to Council Plan 2017 - 2021

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

SUMMARY

This report is presented to Council as a requirement of Section 30 of the Local Government Act 2020 and the Local Government Regulations 2020 in regards to the induction of the Councillors Elect.

Council is required to note and record that at the Councillor Induction held Monday 16 November 2020 at 5.00pm, the Councillors Elect for Buloke Shire Council have:

- a) Taken the Oath or Affirmation of Office;
- b) Read the Council's Councillor Code of Conduct; and
- c) Made declaration that he or she will abide by the Council's Code of Conduct;

before the Chief Executive Officer, Anthony Judd.

RECOMMENDATION:

Council to note and record that the Councillors Elect for Buloke Shire Council, including Alan Getley, Graeme Milne, David Pollard, Bronwyn Simpson, Carolyn Stewart, David Vis and Daryl Warren, have:

- a) Taken the Oath or Affirmation of Office;
- b) Read the Council's Councillor Code of Conduct; and
- c) Made declaration that he or she will abide by the Council's Code of Conduct.

before the Chief Executive Officer, Anthony Judd, on Monday 16 November 2020.

- 1 [Declaration by Oath - Cr David Pollard](#)
- 2 [Declaration by Affirmation - Cr Carolyn Stewart](#)
- 3 [Declaration by Oath - Cr Alan Getley](#)
- 4 [Declaration by Oath - Cr David Vis](#)
- 5 [Declaration by Affirmation - Cr Graeme Milne](#)
- 6 [Declaration by Affirmation - Cr Daryl Warren](#)

DISCUSSION

On the Monday 2 November 2020, following the Victorian Local Government Elections held 24 October 2020, the Victorian Electoral Commission declared the following Councillors to be duly elected for Buloke Shire Council.

Lower Avoca Ward

Cr David Pollard
Cr Carolyn Stewart

Mallee Ward

Cr Alan Getley
Cr David Vis

Mount Jeffcott Ward

Cr Graeme Milne
Cr Bronwyn Simpson
Cr Daryl Warren

In accordance with the Local Government Regulations 2020 a person elected to be a Councillor is not capable of acting as a Councillor until the person has:

- a) Taken the Oath or Affirmation of Office;
- b) Read the Council's Councillor Code of Conduct; and
- c) Made a declaration that they will abide by the Council's Code of Conduct.

The Oath or Affirmation of Office must be—

- a) Administered by the Chief Executive Officer;
- b) Dated and signed before the Chief Executive Officer; and
- c) Recorded in the Minutes of the Council, whether or not the Oath or Affirmation was taken at a Council Meeting.

At 5:00pm on Monday 16 November 2020, each Councillor elect, took the Oath or Affirmation of Office and signed the following declarations which are attached to this report:

- a) Declaration by form of Affirmation; or
- b) Declaration by form of Oath; and
- c) Declaration to abide by the Code of Conduct for Councillors.

The Victorian Government has amended the COVID-19 (Emergency Measures) and Other Act 2020 to enable Councillors to undertake the oath by electronic means.

Cr Bronwyn Simpson took the oath via electronic means, therefore there is not a signed Declaration by Oath for Cr Simpson attached to this report.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this report.

COST SHIFT CONSIDERATIONS

There are no cost shift considerations applicable this report.

COMMUNITY CONSULTATION

No community consultation was required for this report.

INTERNAL CONSULTATION

No internal consultation was required for this report.

LEGISLATIVE / POLICY IMPLICATIONS

This report enables Council to meet its obligations according to Section 30 of the *Local Government Act 2020* and the *Local Government Regulations 2020*.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability considerations applicable to this report.

CONFLICT OF INTEREST CONSIDERATIONS

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

CONCLUSION

It is recommended for Council to note and record that the Councillors Elect for Buloke Shire Council have:

- a) Taken the Oath or Affirmation of Office;
- b) Read the Council's Councillor Code of Conduct; and
- c) Made declaration that he or she will abide by the Council's Code of Conduct.

before the Chief Executive Officer, Anthony Judd, on Monday 16 November 2020.



Declaration by Oath

Buloke Shire Council 2020

"I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement".


Councillor Signature

16-11-20
Date

DAVID POLLARD
Name (please print)


Anthony Judd
Chief Executive Officer
Buloke Shire Council

16/11/20
Date



Declaration by Affirmation

Buloke Shire Council 2020

"I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement".

Councillor Signature

16/11/20

Date

CAROLYN STEWART

Name (please print)

Anthony Judd
Chief Executive Officer
Buloke Shire Council

16/11/20

Date



Declaration by Oath

Buloke Shire Council 2020

"I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement".

Councillor Signature

16/11/2020

Date

ALAN GETLEY

Name (please print)

Anthony Judd
Chief Executive Officer
Buloke Shire Council

16/11/20

Date



Declaration by Oath

Buloke Shire Council 2020

"I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement".

Councillor Signature

16/11/20

Date

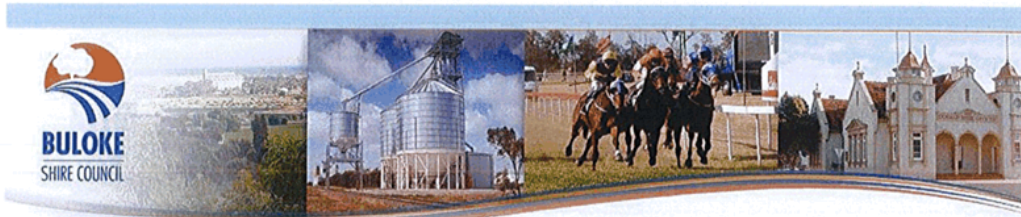
David Vis

Name (please print)

Anthony Judd
Chief Executive Officer
Buloke Shire Council

16/11/20

Date



Declaration by Affirmation

Buloke Shire Council 2020

"I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement".

Councillor Signature

16/11/20

Date

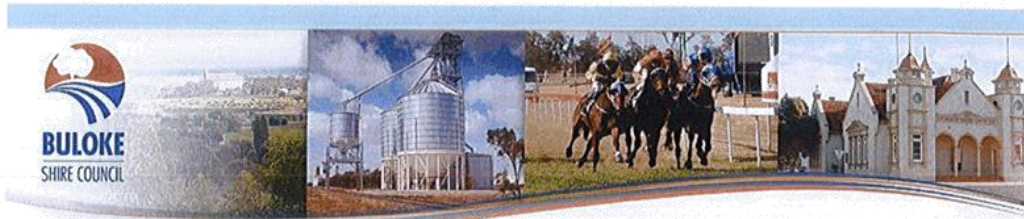
Graeme L Milne

Name (please print)

Anthony Judd
Chief Executive Officer
Buloke Shire Council

16/11/20

Date



Declaration by Affirmation


Buloke Shire Council 2020


"I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

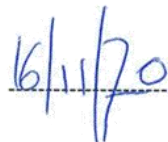
I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement".


Councillor Signature


Date


Name (please print)


Anthony Judd
Chief Executive Officer
Buloke Shire Council


Date

13. PROCEDURAL ITEMS

13.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS

Author's Title: Executive Assistant

Department: Office of the CEO

File No: GO/05/04

RECOMMENDATION

That the Council note the report of Assembly of Councillor Meetings held on 7 October 2020 and 21 October 2020.

- Attachments:**
- 1 [↓](#)Councillor Briefing Record - 7 October 2020
 - 2 [↓](#)Councillor Briefing Record - 21 October 2020

KEY POINTS/ISSUES

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

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

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

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

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

A record of the Assembly of Councillors Meetings held on 7 October 2020 and 21 October 2020 are attached.

BULOKE SHIRE COUNCIL

Record

Councillor Briefing

Date and Time:	7 October 2020	Time: 5.00pm – 8.00pm
Location:	Zoom	

ITEMS

NO.	TOPIC	Notes
Councillor only time 5.00pm – 5.30pm		
1.	Welcome	
2.	Apologies	Hannah Yu – Director Corporate Services
3.	Attendees	Anthony Judd-Chief Executive Officer Cecilia Connellan-Acting Director Corporate Services Cr Bronwyn Simpson Cr Carolyn Stewart-Mayor Cr Daryl Warren Cr David Pollard-Deputy Mayor Cr David Vis Cr Ellen White Cr Graeme Milne Rose Harris-Director Community Development Travis Fitzgibbon-Manager Customer Engagement Wayne O'Toole-Director Works and Technical Services
4.	Visitors	Bradlee Smith – Acting Manager Infrastructure Planning
5.	Declarations of Pecuniary Conflicts of Interest	Nil.
6.	Confirmation of Councillor Briefing Notes	Confirmed.
7.	Presentations	
	7.1 Birchip Cumming Avenue Streetscape Works	

8. Items for Discussion

**8.1 CEO Report on Funding Applications
and Economic Development Projects**

**8.2 Submission to the Waste and
Recycling Legislation and Governance
Options Paper – (Anthony Judd)**

9. Councillor Matters

- **Wycheproof Units – Fire – (Cr
Ellen White)**
-

10. CEO Updates

11. Next Briefing:

Date and Time:	21 October 2020	Time:	3.00pm – 6.00pm
Location:	Zoom		

12. Briefing Close

BULOKE SHIRE COUNCIL

RECORD

Councillor Briefing

Date and Time:	21 October 2020	Time: 3.00pm – 6.00pm
Location:	Zoom	

ITEMS

NO.	TOPIC	PURPOSE
Councillor/CEO only time 3.00pm – 3.30pm		
1.	Welcome	Request for recording items 7.1 and 7.3: agreed
2.	Apologies	Cr. Vis, Cr. Pollard
3.	Attendees	Cr. Warren, Cr. White, Cr. Simpson, Rose Harris, Anthony Judd, Cr. Milne, Wayne O'Toole
4.	Visitors	Jane Hosking (7.1); Barry McKenzie (7.1); Cobi Fitzpatrick (7.3); Courtney Sait (7.3)
5.	Declarations of Pecuniary Conflicts of Interest	Nil
6.	Confirmation of Councillor Briefing Notes 7 October 2020	Agreed
7.	Presentations	
	7.1 NCLLEN – The State of Children in Buloke – Jane Hosking, Barry McKenzie	
	7.2 Monthly Capital Projects update – Wayne O'Toole	
	7.3 NCLLEN – Youth Presentations	Charlton College Students Cobi Fitzpatrick, Courtney Sait (Item Recorded)
8.	Items for Discussion	
	8.1 Councillor Induction	

9. Councillor Matters

- CVGA and separate Birchip tree planting funding – Council Officers have contacted Birchip forum
- Normal services for GF Public Holiday

10. CEO Updates

11. Next Briefing:

Date and Time:	Nil – Council elections	Time:
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Location:	Zoom
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12. Briefing Close 5.44pm

14. MANAGEMENT REPORTS

14.1 DRAFT COMMUNITY ENGAGEMENT POLICY

Author's Title: Manager Customer Engagement

Department: Office of the CEO

File No: CM/14/05

Relevance to Council Plan 2017 - 2021

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

PURPOSE

The purpose of this report is to have Council endorse the draft Community Engagement Policy so it can be placed on exhibition for community consultation purposes.

SUMMARY

The preparation of a Community Engagement Policy is a requirement of the *Local Government Act 2020* with a policy to be adopted by 1 March 2021.

RECOMMENDATION

That Council:

1. Having prepared the Draft Community Engagement Policy in accordance with section 55 of the Local Government Act commences community engagement in relation to the Draft Community Engagement Policy and make the policy available on Council's website; and
2. Allows persons to make submissions in writing in relation on any proposal within the Draft Community Engagement Policy.

Attachments: 1 [Draft Community Engagement Policy](#)

DISCUSSION

The Local Government Act 2020 has reformed community engagement on plans, policies and decision-making. The new legislation requires Council to develop and maintain a Community Engagement Policy. The Policy must, among other things, replace the public submission process prescribed by Section 223 of the previous Act (1989).

This is a major change for matters such as the Council Plan and Annual Budget. Council is required to adopt and implement a Community Engagement Policy by 1 March 2021.

The policy documents were developed promptly in order to provide timely guidance on the forthcoming community engagement on a range of other budgets, plans and policies, also prescribed by the Act.

In developing the policy, Council undertook a survey and was informed by previous consultation experiences undertaken by the organization. Once the Policy is endorsed in draft form, a further

consultation process will commence, including direct mail out to town forums and calling for submissions through social media.

Feedback from the community will be considered prior to presentation of the final Policy to Council in February 2021.

RELEVANT LAW

The policy takes up the recommendations of the Victorian Auditor General on public participation; and applies the principles and other requirements as prescribed by section 55 of the Local Government Act 2020.

RELATED COUNCIL DECISIONS

The development of a new Community Engagement Policy is item 2.4 in the Council Plan 2017-21 Year 4 Annual Plan.

OPTIONS

Not Applicable

SUSTAINABILITY IMPLICATIONS

Not Applicable

COMMUNITY ENGAGEMENT

Council consulted with the community in the development of this draft policy with a survey on Council's engagement platform OurSay. The online platform was used due to the COVID-19 pandemic.

The results from the survey were considered in the preparation of this document.

INNOVATION AND CONTINUOUS IMPROVEMENT

Community engagement and participation is an important element of the democratic process. An empowered community is one that actively participates to influence decisions that affect their lives.

We understand our community is diverse and facing many geographical and demographical challenges.

By strengthening relationships and listening to our community, we ensure that we can make better, more informed decisions and therefore deliver value to the public in all aspects of our work.

This policy document provides the community engagement and public participation framework for engagement activities undertaken by Council.

COLLABORATION

Council collaborated with other Local Governments, State Government agencies and Aboriginals Victoria in the preparation of this draft policy.

FINANCIAL VIABILITY

Platforms listed within the policy for use during periods of community engagement have been factored into Council's budget, which is reported on monthly.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Local Government Act 2020

Charter of Human Rights and Responsibilities Act 2006

Subordinate Legislation Act 1994

Public Administration Act 2004

Equal Opportunity Act 2010

Child Safe Safety Act 2015

COUNCIL PLANS AND POLICIES

Council Plan 2017-21

Social Media Policy
Information Privacy Policy
Councillor Code of Conduct
Staff Code of Conduct
Customer Service Strategy
Inclusiveness Plan
Project Management Framework

TRANSPARENCY OF COUNCIL DECISIONS

Deliberative engagement requires a higher level of participation and the policy is informed by the IAP2's Public Participation Spectrum.

The spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. It clarifies the role of the public (or community) in planning and decision-making, and how much influence the community has over planning or decision-making processes.

CONFLICTS OF INTEREST

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

DRAFT COMMUNITY ENGAGEMENT POLICY





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INTRODUCTION

Buloke Shire Council is committed to listening to and understanding our community. We consider community engagement and public participation to be an essential component of good governance and leadership.

COUNCIL ADDRESSES ITS KEY VALUES THROUGH:

- Good communication
- Transparency in decision making
- Accountability for actions
- Working collaboratively with partners
- Taking responsibility
- Being responsive and timely

Community engagement and participation is an important element of the democratic process. An empowered community is one that actively participates to influence decisions that affect their lives.

We understand our community is diverse and facing many geographical and demographical challenges.

By strengthening relationships and listening to our community, we ensure that we can make better, more informed decisions and therefore deliver value to the public in all aspects of our work.

This policy document provides the community engagement and public participation framework for engagement activities undertaken by Council.

This policy also outlines our commitment to provide the community with genuine opportunities to contribute to and inform projects, strategies, services and decisions that affect them. It will underpin sound planning and project development and will help us meet our legislative requirements.

ACKNOWLEDGEMENT

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

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



WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is about having conversations with people who are potentially impacted by Council decisions. It can also involve discerning issues that are important to the community, or to groups within the community, in order to advocate to state and federal government and other bodies that have influence in our area. In our engagement we listen, we consult, we act and we report back to our community.

Community engagement is a planned process with the specific purpose of working with identified groups of people, connected by geographic location, special interest, or affiliation, or issues affecting their wellbeing. The scope is broad with the focus on the collective, rather than on the individual. Engagement must be inclusive and accessible, reflecting the diversity that exists within our community.

Community engagement is a part of public participation and is often used interchangeably with that term. 'Participation' implies more than just communication, participation means being involved in decisions.

The International Association for Public Participation (IAP2) defines public participation as "the involvement of those affected by a decision in the decision making process. We use the term public participation to describe these situations, though the same activities are also described as community or stakeholder consultation, engagement and participation."

UNDERSTANDING OUR COMMUNITY

Understanding our communities of identity, place and interest supports targeted engagement and outreach to those groups. Our research undertaken as part of compiling this policy tells us that currently, the top three sources of local news and information for our residents are:

 Social media **63%**

 Local newspaper **56%**

 Direct contact with Council **44%**

We also know that unique aspects of our community as well as changes in technology and expectations require us to routinely adapt, refresh and update our approaches.

Council's Inclusiveness Plan outlines that Council will work towards community engagement to involve everyone in the decisions that affect them and facilitate finding their own solutions towards a vision of liveable communities for all.

According to the Australian Bureau of Statistics 39% of Buloke's population is aged 60 and over, 20% of those are aged 70 or over. The median age is 50.7 years. In addition to this, we are getting older. 34% of residents live in lone person households.

By 2031 it is projected that the number of residents in Buloke aged 65+ will grow by 10% and the number of residents aged 0-19 years old and 20-64 years old will each decrease by 5%.

Source: Victoria in Future, 2016, Buloke Shire Profile.

OUR APPROACH AND PRINCIPLES

Community engagement enables the public to participate in decisions that impact on their lives. Councillors will make decisions based on legislative requirements, the expert advice of Council officers and community inputs gathered through formal and informal engagement.

OUR PRINCIPLES

Council adopts the following principles and commitments informing all community engagement processes. These principles are set out in Section 56 of the Local Government Act 2020. These principles are aligned to the strong values of our community; the expectations our communities will continue to underpin our engagement processes. To that end, our community engagement will have a clearly defined objectively and scope.

PARTICIPANTS IN COMMUNITY ENGAGEMENT WILL:

- Have access to objective, relevant and timely information to inform their participation.
- Be representative of the persons and groups affected by the matter.
- Are entitled to reasonable support to enable meaningful and informed engagement.
- Be informed of the ways in which the community engagement process will influence Council decision making.

OUR ENGAGEMENT VISION

Buloke is a significant part of Victoria's true agricultural heartland. It is liveable and harmonious because the community participates in decisions that impact on their quality of life. We are inclusive, respect diversity and engage in a variety of ways across the organisation. Our values are evident in all our public interactions. We listen, we consult, we act and we report back to our community.

Our engagement is considered and coordinated and our Council officers have the tools they need to engage effectively and meet the expectation of our community.

ENGAGEMENT CONTEXT

Our community engagement activities can be categorised according to the following:

1 THE LOCAL GOVERNMENT ACT 2020 OUTLINES A SET OF FIVE OVERARCHING PRINCIPLES THAT ARE CENTRAL TO OUR ENGAGEMENT PRACTICE.

These broadly outline the need for community engagement to be transparent, accountable, meaningfully informed and representative. The Act also outlines the process for developing a Community Vision. Other relevant documents and legislation are listed in this policy.

2 ENGAGEMENT AROUND MAJOR STRATEGIC AND POLICY ISSUES

Strategies such as the Council Plan and the Integrated Community Plan may require establishing or use of advisory groups and steering committees or special one-off forums/conferences to be a part of appropriate engagement.

3 ENGAGEMENT CONCERNING LOCAL ISSUES

Local issues including site specific master plans, community plans, or specific issues such as emergency awareness may require specific engagement plans. We will be flexible according to the scale of the project. Engagement processes may include community forums, working groups, surveys or other engagement tools.

4 ENGAGEMENT LINKED TO DAY TO DAY BUSINESS

We will identify and manage community engagement activities associated with core business and projects approved in Council's budget. We will only consult on those aspects of core business that are negotiable and where the community can have meaningful input.

OUR COMMUNITY ENGAGEMENT FRAMEWORK

We commit to ensuring that those who are affected by a decision will be given the opportunity to inform that decision.

The framework for determining the level of involvement in the decision and the methods we use is the International Association of Public Participation (IAP2) Spectrum.

The IAP2 Spectrum identifies and defines each of the five levels of engagement. It details our promise to the public for each level of engagement ensuring that both Council and the community have shared expectations. Decisions on the level of engagement will be made according to the scale, complexity and strategic importance of projects.

Our framework is supported internally by the Community Engagement Strategy and a suite of tools available to Council officers.

THE OBJECTIVES OF THE COMMUNITY ENGAGEMENT FRAMEWORK ARE TO:

- Ensure Councillors and Council staff (including external contractors and consultants) engage with the community in a meaningful way about decisions that affect them
- Provide a consistent approach to community engagement
- Assist in selecting the method and level to engage the community in projects or the decision to be made
- Increase trust and community confidence by fostering positive relationships between Council and communities of interest.

IAP2 PUBLIC PARTICIPATION SPECTRUM

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. It clarifies the role of the public (or community) in planning and decision-making, and how much influence the community has over planning or decision-making processes.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public
PROMISE TO THE PUBLIC	We will keep you informed	We will keep you informed, listen to and acknowledge your feedback, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible	We will implement what you decide
EXAMPLE TECHNIQUES	Community Updates Website Social media	Focus groups Surveys Public Meetings	Workshops Community Forum Summits Listening posts	Advisory Committees Project Control Groups	Local Government Elections Delegated decisions

WHY WE ENGAGE

Community engagement provides decision makers with better opportunities to make informed decisions. By engaging the expertise and experience of the community, Council is better able to understand local issues and needs.

WHO WE ENGAGE

We engage with a broad range of people, all with differing interests. For the purpose of this framework we identify the community as anyone affected by Council's decisions. This includes individuals or groups identified but not limited to residents, ratepayers, business owners, customers, community groups, sporting groups, youth, agencies, funding bodies, developers, internal stakeholders and culturally and linguistically diverse groups.

WHEN WE ENGAGE

If there is a decision to be made by Council that will impact and affect the community and other key stakeholders then community engagement is usually required.

We will plan for community engagement early in our project planning process.

We are committed to informing the community and key stakeholders during the early stages of project development to provide real opportunities for the community to influence decisions. Doing this gives the community the ability participate in a meaningful way and allows us to discern opportunities and constraints early in the planning process.

We will provide the community with sufficient time to participate in any engagement activity. Wherever possible we will set the engagement at suitable times for stakeholders; for example not over significant holiday periods or at times of the day when participants will find it difficult to be involved.

What constitutes sufficient time will depend on the scale and/or complexity of the project and the number of people who will participate in the engagement activity. As a general rule, two to four weeks should be allowed from the time of notification until the close of time for comment by any stakeholder group. For some projects, there are legislative requirements that will need to be considered.



HOW WE ENGAGE

Successful community engagement is well planned, inclusive and accessible to those people that may be affected by the decision. Effective engagement relies on Council being clear about the purpose of the engagement, key stages and timelines and the respective roles, responsibilities and expectations throughout the engagement process.

Deliberative engagement requires a higher level of participation.

When planning engagement methods we reference our framework and the IAP2 Spectrum. We are also careful to adhere to our engagement principles, set clear engagement objectives, and to consider statutory processes, community interest, political sensitivity, time, resources and budget constraints.

TO ENSURE THE ENGAGEMENT IS WELL PLANNED, WE HAVE A ROBUST ENGAGEMENT PROCESS FEATURING A THREE STAGE APPROACH:

- Plan (developing the engagement plan)
- Do (implementing engagement activities and receiving input)
- Report (providing feedback on level of engagement and participation outcomes).

Our engagement will respect the rich diversity of our local community. We will recognise the long Indigenous heritage of our area and respect the insights of the original owners across all engagement areas. We will make sure that, where possible, our engagement is community driven and responsive to the hopes and needs of our community.

We will value accessibility and engage in a manner that is inclusive of the cultures and language groups that make up our municipality as well as being aware of the diversity in ages, gender, abilities and the range of socio-economic perspectives and aspirations. We will take special care with the young and the vulnerable, acknowledging their voice and engaging in safe and respectful ways. We will adhere to the Victorian Government's policy on conducting research in schools.

EVALUATING OUR ENGAGEMENT

We measure our engagement performance in order to test that we are delivering public value to our community.

We measure the level of engagement or number of interactions, submissions made, surveys completed, participants in a workshop, letters distributed, calls taken and more.

We also measure participation outcomes. How were the decisions that we made influenced by community inputs? When we listened and consulted, did we act on what we heard and understood?

Effective evaluation of community engagement activities can provide considerable benefits including:

- Improving community engagement practice by identifying achievements and providing evidence of how effective engagement works
- Identifying and articulating lessons learned and improving current practices
- Assisting in developing an evidence base for community vision, concerns and aspirations
- Meeting our requirements for the Victorian Auditor-General's Office.

RESOURCES AND TOOLS TO SUPPORT OUR COMMUNITY ENGAGEMENT FRAMEWORK

INDEPENDENT RESEARCH

Community satisfaction and preferred methods of engagement are captured in regular independent research. This is based on a randomly selected sample of citizens and delivers statistically reliable results that can be compared across years and in some years across Councils.

The Local Government Community Satisfaction Survey is facilitated by the State Government on behalf of all Victorian councils.

The results of the survey are reported to Council and made available to the public. These results inform the 'Know Your Council' website which enables comparison of our customer satisfaction ratings with other Victorian councils and benchmark our performance from year to year.

OUR COMMUNICATION CHANNELS

To encourage and invite our community and stakeholders to participate in community engagement activities, we may promote the opportunities in a range of different ways.

SOME OF THE COMMUNICATIONS CHANNELS AND TOOLS THAT CAN BE USED TO SUPPORT OUR ENGAGEMENT ACTIVITIES INCLUDE:

- Council Meetings and Briefings
- Weekly Community Updates in local newspapers
- Our Say Buloke engagement platform
- Buloke Shire Council website
- Social media including Facebook, Twitter, LinkedIn and YouTube
- Print promotions such as letters, posters or flyers
- Drop in sessions, site visits and open days
- Focus groups, workshops and stakeholder briefing sessions
- Media promotion including media releases and/or advertising
- Community Forum Summits
- Weekly Customer Service Information sheets
- Regular radio appearances
- Community Support Meetings
- Face to face Customer Service
- Buloke Library Service
- Attendance at Community Forum Meetings



TRAINING

Training will be provided to staff to increase understanding of our Community Engagement Framework, processes and tools, and to build capacity in order for staff to deliver sound engagement activities across the organisation.

INTEGRATED COMMUNITY ENGAGEMENT

We have several legislative requirements to engage, and are often managing several large projects across different parts of the organisation at any one time. Council is committed to being respectful of the community's time in our engagement activities. We will coordinate and integrate our large scale community engagement where possible in the interests of efficiency.

DEVELOPMENT OF THIS POLICY

THIS COMMUNITY ENGAGEMENT POLICY 2020 WAS DIRECTLY INFORMED BY:

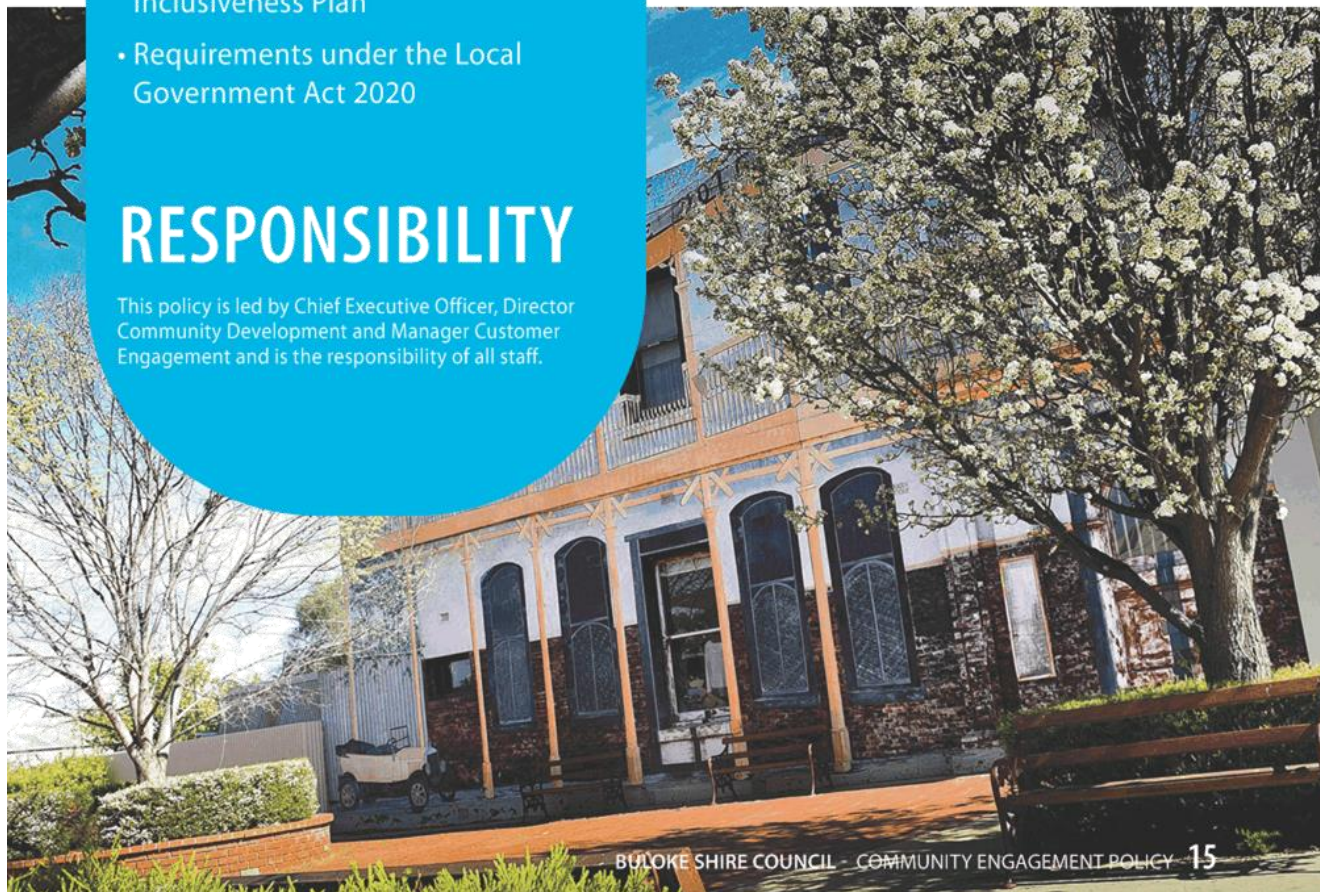
- Community Engagement Policy Survey
- Consultation with our ten Community Forums
- A Community Engagement period as part of the development of the Policy
- A review of existing Council plans and strategies including the Inclusiveness Plan
- Requirements under the Local Government Act 2020

RESPONSIBILITY

This policy is led by Chief Executive Officer, Director Community Development and Manager Customer Engagement and is the responsibility of all staff.

RELATED DOCUMENTS

Council Plan 2017-21
Social Media Policy
Information Privacy Policy
Councillor Code of Conduct
Staff Code of Conduct
Customer Service Strategy
Project Management Framework
Inclusiveness Plan
Charter of Human Rights and Responsibilities Act 2006
Local Government Act 2020
Subordinate Legislation Act 1994
Public Administration Act 2004
Equal Opportunity Act 2010
Child Safe Safety Act 2015



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Buloke Shire Council



14.2 COMMUNITY GRANTS AND SPONSORSHIPS

Author's Title: Community Development Officer

Department: Community Development

File No: GS 09 42

Relevance to Council Plan 2017 - 2021

Strategic Objective: Build a healthy and active community

PURPOSE

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

SUMMARY

Three Project Support applications and one application presented for Sustainability Grants Stream.

RECOMMENDATION

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

- \$1,000 Project Support Grant to Charlton Lions;
- \$2,000 Project Support Grant to the Sea Lake Golf and Bowls Club; and
- \$10,000 Sustainability Grant to Charlton Park.

Attachments: 1 [2020-2021 Community grants](#)
2 [Conflict of Interest Statement](#)

DISCUSSION

Project:	Charlton Large Print Telephone Directory
Organisation:	Charlton Lions Club
Amount Applied for:	\$2,000.00
Funding Amount Recommended:	\$1,000.00
Total Project Cost:	\$8,232.00
Project Description:	Charlton Lions Club requests \$2,000 to update the 2017 Charlton Large Print Telephone Directory. Council supported the project in 2016 with a \$2,000 grant. Lions have accessed other funding sources that will compliment Council's support. The project can proceed with a \$1,000 grant from Council.
Project Benefit:	The current directory is out of date. Many Charlton residents rely on the Large Print Directory as a key reference point for the town. The directory also lists local businesses in alphabetical order. The directories are provided free of charge to residents and businesses. This will also offer new businesses the opportunity to become part of the directory since the last update.
To Note:	Given the previous support of this project through this grants stream and the provision in the guidelines that "In addition, organisations who have received funding in any one grant category for three consecutive years will be ineligible to apply in that category the following year. This is to ensure money is available to as many organisations as possible and that no organisation becomes dependent on Council for its existence ". The Manager Community Services confirmed the project could still proceed if the recommended amount of \$1,000 is granted. The Manager Community Services has also offered to work with the club to source sustainable funding avenues for this project going forward.
Project:	Safe Bowling in Sea Lake
Organisation:	Sea Lake Golf and Bowls Club Inc - Bowls Division
Amount Applied for:	\$2,000.00
Funding Amount Recommended:	\$2,000.00
Total Project Cost:	\$13,502.00
Project Description:	The project is to install a plinth around the perimeter of each of the two greens to support the lawn edges from crumbling and breaking down. This will assist in preventing possible falls or injuries to participants when on, or stepping onto the green. This also allows for the bowl to continue on its path to a true finish and not be impeded by an uneven surface or divots. Importantly, it also provide for a level edge thus preventing possible falls or injuries to participants when on, or stepping onto the green. This is the first time this club has applied for a grant through Council's Community Grant Scheme.

Project Benefit:	The project is essential if the club is to offer participation in bowling activities in a safe and responsible manner whilst continuing to offer all other supportive and inclusive aspects of the Club.
Project:	Future Proofing Renewable Energy for Charlton Park
Organisation:	Charlton Park 2020 Association Inc
Amount Applied for:	\$10,000.00
Funding Amount Recommended:	\$10,000.00
Total Project Cost:	\$15,130.00
Project Description:	Charlton Park requests \$10,000 to install an 8.58km solar system consisting of 26x30W 1690x1002 mm Monocrystalline panels. Estimated annual production 12,427 KWh. In addition to carbon footprint implications the Committee believes that financial savings can be reallocated to local community projects.
Project Benefit:	The whole of the Charlton community will benefit from the project, but more specifically the six major users of the Charlton Community Bank Complex. By reducing the costs of the clubs and organisations, they will be able to devote more of their funds for programs that will benefit the youth of the town as well as people of other ages (over 1,100 people). The Charlton Pacing Cup for example will be able to attract further patrons. It already attracts over 1,000 people and has a growing membership of about 700 members.

RELEVANT LAW

Not applicable

RELATED COUNCIL DECISIONS

Not applicable

OPTIONS

Not applicable

SUSTAINABILITY IMPLICATIONS**Economic**

Local sporting facilities contribute to the Buloke community through money spent by visiting competitors and social players. Buloke communities are also promoted as great places to live.

Social

Local sporting clubs and facilities provide an important element of social connectedness for Buloke residents.

Environmental

Use of solar panels for power generation and grid feed contributes to a lower carbon footprint for facilities

COMMUNITY ENGAGEMENT

The Manager Community Services has been in contact with the applications for more information where necessary.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable

COLLABORATION

Not applicable

FINANCIAL VIABILITY

Within allocated budget and within guidelines of the Community Grant Stream.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable

COUNCIL PLANS AND POLICIES

Buloke Shire Council Plan 2017-21

Buloke Shire Council Inclusiveness Plan

Community Grant Guidelines

TRANSPARENCY OF COUNCIL DECISIONS

Not applicable

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Community Grants, Sponsorship & Sustainability Fund				
2020-2021				
Organisation	type	Date received	I Amount in Application	Recommended \$
Charlton Croquet Club	Project Support Grant	23032020.00	\$731	\$731
Charlton Golf Club	Project Support Grant	7072020.00	\$2,000	\$2,000
Sea Lake Golf & Bowls club	Project Support Grant	29102020	\$ 2,000.00	\$ 2,000.00
Charlton Lions	Project Support Grant	7/10/2020	\$ 2,000.00	\$ 1,000.00
Charlton Park Committee	Sustainability Grant	2/09/7627	\$ 10,000.00	\$ 10,000.00
			\$ 16,731.00	\$ 15,731.00
TOTAL			\$0	\$ -



Disclosure of Conflict of Interest by Staff

Section A: Staff and project details <i>[Staff Member to complete]</i>	
Name:	Mark Remnant
Position:	Manager Community Services
Department:	Community Development
Manager/Supervisor:	Rose Harris
Project/Matter Details:	Community Grants and Sponsorship
Task : <i>[Tick appropriate box]</i>	<input checked="" type="checkbox"/> Providing advice or recommendation <input type="checkbox"/> Writing a council report <input type="checkbox"/> Exercising a delegation <input type="checkbox"/> Attending a meeting <input type="checkbox"/> Involvement with council project <input type="checkbox"/> Involvement with allocation of grant funds <input type="checkbox"/> Procurement activity <input type="checkbox"/> Recruitment activity <input type="checkbox"/> Other (please specify): ___ No conflict of interest in the subject matter of this report _____ _____
Date:	6/11/2020

Section B: Conflict of interest details <i>[Staff Member to complete]</i>	
Conflict of interest believed to be held or assessed as being held: <i>[Tick appropriate box]</i>	<input type="checkbox"/> Actual conflict of interest <input type="checkbox"/> Potential conflict of interest <input type="checkbox"/> Perceived conflict of interest

Further details on type of Interest ¹ <i>[Tick appropriate box]</i>	<input type="checkbox"/> General Conflict of Interest <input type="checkbox"/> Material Conflict of Interest
Other useful information: <i>[Include details of any private interest or any specific relationships raising the conflict with your public duties]</i>	Community Grants and Sponsorship - Council Report

Section C: Conflict of Interest Management Plan <i>[Manager/Supervisor to complete]</i>	
Management Plan by Manager/Supervisor Include details of how conflict to be managed & impact on Council if conflict of interest believed to exist. An assessment of exemptions under s 129 <i>Local Government Act 2020</i> is also required. Strategies include Restrict, Recruit, Remove ie: (a) will employee involvement in matter be restricted? (b) will a disinterested employee be recruited to oversee	

¹ Refer to Conflict of Interest Staff Guideline & Reporting Procedure and BSC Staff Code of Conduct

all or part of the matter?; or (c) will the employee be removed from the matter? Or has the employee chosen to remove themselves from the matter?	
Review date for management plan, i.e. 1 month, 6 months or other if staff member to remain involved in matter <i>[please specify]</i>	

Section D: Declarations

[Staff member and Manager/Supervisor to complete]

Staff Member Declaration

I declare to the best of my knowledge that the information in this form is true and correct.
 I have considered the project/my involvement with the matter. I believe that I have an actual, potential or perceived conflict of interest.
 I undertake to comply with any conflict of interest management plan set out in Section C where I remain involved in the project/matter.
 I undertake to make a further declaration should a change in my circumstances give rise to a further actual, potential or perceived conflict of interest.

 Signature of Staff Member

____ Mark Remnant _____
 Name

____ 6/11/2020 _____
 Date

Manager/Supervisor Declaration
I undertake to comply with any conflict of interest management plan set out in Section C and to monitor the employee's adherence to the plan where they are to remain involved with the project/matter.
_____ Signature of Manager/Supervisor
____Rosemary Harris_____ Name
____30/07/2020_____ Date

Note: This form must be forwarded to your Manager/Supervisor following the completion of Section A and B.
Please refer to the **Conflict of Interest – Staff Guidelines and Reporting Procedure** for further information.

Version: 1

Form Review Date: 21 April 2022

15. MATTERS WHICH MAY EXCLUDE THE PUBLIC**RECOMMENDATION:**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

8.6.1	CONTRACT No. C82 2020-2021 PAVEMENT CONSTRUCTION AND DRAINAGE WORKS - DAVIES STREET. TENDER EVALUATION REPORT	(g(ii)) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage
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RECOMMENDATION:

That Council reopens the meeting to the public pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*.

16. MEETING CLOSE