



# **ORDINARY COUNCIL MEETING**

## **MINUTES**

**Wednesday 13 February 2019**

**Commencing at 7.00pm**

**Wycheproof Supper Room**

**367 Broadway, Wycheproof**

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



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

That Council adopt the Minutes of the Ordinary Meeting held on Wednesday, 12 December 2018.

**MOVED: CR DARYL WARREN**

**SECONDED: CR DAVID POLLARD**

**CARRIED.  
(R491/19)**

**4. REQUESTS FOR LEAVE OF ABSENCE**

Nil.

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

There were no declarations of interest.

**6. QUESTIONS FROM THE PUBLIC**

NIL 5

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#### **NEXT MEETING**

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, , 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 13 MARCH 2019 AT 7.00PM.

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

**6. QUESTIONS FROM THE PUBLIC**

Nil

## **7. PROCEDURAL ITEMS**

### **7.1 REPORT OF ASSEMBLY OF COUNCILLORS MEETINGS**

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

**Attachments:** 1 [⇒](#)Councillor Briefing Record - 5 December 2018

#### **MOTION:**

That the Council note the report of Assembly of Councillor Meeting held on 5 December 2018.

**MOVED: CR GRAEME MILNE**

**SECONDED: CR DAVID POLLARD**

**CARRIED.**

**(R492/19)**

#### **1. Key Points/Issues**

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

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

- A planned or scheduled meeting that includes at least half of the Councillors and a member of Council Staff; or
- An Advisory Committee of the Council where one or more Councillors are present.

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

A record of the Assembly of Councillors Meetings held on 5 December is attached.

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

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

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

**Attachments:** Nil

### **MOTION:**

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

**MOVED: CR DAVID POLLARD**

**SECONDED: CR DAVID VIS**

**CARRIED.**

**(R493/19)**

### 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
Australian Broadcasting Commission	Claudia Cox	Dec 2018	ABC Heywire competition winner
Charlton College	Connor Lee	Dec 2018	Charlton College Dux for 2018
Tyrrell College	Meghan Conlan	Dec 2018	Tyrrell College Dux for 2018
Birchip P-12 School	Bill Lee	Dec 2018	Birchip P-12 School Dux for 2018
Donald High School	Marco Sy	Dec 2018	Donald High School Dux for 2018
Wycheproof P-12	Mackenzie Humphreys	Dec 2018	Wycheproof P-12 Dux for 2018
Charlton Forum	Ken Jones	26 Jan 2019	Charlton Citizen of the Year
Charlton Forum	Trent Cossar	26 Jan 2019	Charlton Young Citizen of the Year
Birchip Forum	Bryan Hogan	26 Jan 2019	Birchip Citizen of the Year
WycheAlive	Thomas Pollard	26 Jan 2018	Wycheproof Young Citizen of the Year
Donald 2000	Norm Hollis	26 Jan 2019	Donald Citizen of the Year

<b>Provider</b>	<b>Recipient</b>	<b>Date</b>	<b>Purpose for Recognition</b>
Donald 2000	Andrew Donnellon Caeleb Leith	26 Jan 2019	Joint winners- Donald Young Citizen of the Year
Donald 2000	Ladies Day Shoot	26 Jan 2019	Donald Community Event of the Year
Advance Sea Lake Inc.	Alison McClelland	26 Jan 2019	Sea Lake Citizen of the Year
Advance Sea Lake Inc.	Charlie Cox, Rylee McGarry, Jenna Conlan and Lachlan McClelland	26 Jan 2019	Joint winners – Sea Lake Young Citizen of the Year
St Vincent de Paul, Donald	John Foott, Greg Hogan and Jack Burke		In 2017, the 50 <sup>th</sup> anniversary of St Vincent de Paul Donald was celebrated. Current members John Foott and Greg Hogan were both members for those 50 years.  Jack Burke has been a member for all, but the last couple of years.
Australia Day Honours 2019 Public Service Medal	Margaret Abbey		Recipient of a Public Service Medal 2018 for her outstanding public service to local government, and through contributions to the communities of the Murrindindi Shire through the period of recovery after the 2009 Victorian Bushfires.  Margaret is also an appointed member of Council's Internal Audit Committee.
Australian Government National Medal	Graeme Bartlett, and brothers Ian and Norman Parry  Yeungroon CFA Brigade		Recently awarded a National Service Medal for their voluntary service to the Yeungroon Country Fire Authority Brigade.



### 7.3 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/09

**Attachments:** Nil

**MOTION:**

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

**MOVED: CR DAVID POLLARD**

**SECONDED: CR DAVID VIS**

**CARRIED.**

**(R494/19)**

**Table of correspondence**

Council Initiative	Correspondence sent to	Date sent	Date of Response	Summary of response
Opposition of Dual Gauge between Ballarat and Maryborough – Murray Basin Rail Project  Buloke communities are situated further north of Maryborough, and Council is of the position that the dual gauging of that track will impede existing freight services and also limit the extension of passenger rail.	Minister Allan Minister for Public Transport and Major Projects.  Letter forwarded to new Minister for Ports and Freight, Melissa Horne.	11 October 2018.  18 December 2018.		

## 7.4 CHARLTON PARK COMMITTEE OF MANAGEMENT

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** ED/05/15

**Attachments:** 1 [⇒ Charlton Park Committee of Management Meeting Minutes](#)  
11 Dec 2018

**Relevance to Council Plan 2017 - 2021**

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

### **MOTION:**

That Council notes the Minutes of the Ordinary Meeting of the Charlton Park Committee of Management for 11 December 2018.

**MOVED: CR DAVID POLLARD**

**SECONDED: CR DAVID VIS**

**CARRIED.  
(R495/19)**

### 1. Executive Summary

Charlton Park 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

Charlton Park Committee of Management held an Ordinary Meeting on 11 December 2018. The meeting minutes have been attached to this report.

### 3. Financial Implications

Council is required to report on 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 has been consulted in 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*.

### 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 had a conflict of interest.

**10. Conclusion**

It is recommended Council notes the minutes of the Ordinary Meetings of Charlton Park Committee of Management held on 11 December 2018.

## 7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

**Author's Title:** Planning Officer

**Department:** Planning and Community Support

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

**Attachments:** Nil

### MOTION:

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

**MOVED: CR DARYL WARREN**

**SECONDED: CR DAVID VIS**

**CARRIED.**

**(R496/19)**

### 1. Executive Summary

This report advises 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
PPA774/18	Grant Penno	35 Cumming Avenue, Birchip	06/12/2018	Partial demolition of a building and construction of an extension of a building (Birchip IGA)	Awaiting report
PPA775/18	Alison McClelland	74 Best Street, Sea Lake	14/12/2018	External painting of a heritage building (Royal Hotel)	Permit issued
PPA776/18	John Clohesy	74 Best Street, Sea Lake	02/01/2019	Late night general liquor licence	Notice of application
PPA777/19	Price Merrett Consulting	406 Broadway, Wycheproof	21/01/2019	3 lot subdivision	Referral

## 7.6 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Compliance Administration Officer

**Department:** Planning and Community Support

**File No:** DB/14/02

**Attachments:** Nil

### MOTION:

That the Council note information contained in the report on Building Permits approved by staff from 1 December 2018 to 31 January 2019.

**MOVED: CR DARYL WARREN**

**SECONDED: CR GRAEME MILNE**

**CARRIED.**

**(R497/19)**

### 1. Executive Summary

This report provides information on Building Permits approved by staff from 1 December 2018 to 31 January 2019.

### 2. List of Building Permits Approved by Council Surveyor

Permit No.	Address	Project Description	Date Approved
20180092	43-47 Campbell Street, BIRCHIP	New Building: Shed	06/12/2018
20180093	163 High Street, CHARLTON	Other: Swimming Pool & Safety Barrier	06/12/2018
20180094	34 Calder Highway, NULLAWIL	New Building: Shed & Verandah	06/12/2018
20180095	83 Hannon Street, SEA LAKE	Extension: Addition to Dwelling	06/12/2018
20180096	16 View Street, CHARLTON	New Building: Dwelling	20/12/2018
20180052/1 Staged Permit	97 Railway Avenue, SEA LAKE	New Building: Shade Structure/Domes	06/12/2018
20190001	34 Campbell Street, BIRCHIP	New Building: Shed	17/01/2019

**3. List of Building Permits Approved by Private Surveyor**

<b>Permit No.</b>	<b>Address</b>	<b>Project Description</b>	<b>Date Approved</b>
20190002	3559 Hopetoun-Sea Lake Road, BANYAN	New Building: Shed	21/12/2018
20190003	Lot 2 Racecourse Road, DONALD	New Building: Shed	18/01/2019
20190004	548 Watchem West School Road, WATCHEM WEST	New Building: Dwelling, Deck & Verandah	22/01/2019

## **8. GENERAL BUSINESS**

### **8.1 POLICY REPORTS**

#### **8.1.1 SOCIAL MEDIA POLICY**

**Author's Title:** Manager Customer Engagement

**Department:** Office of the CEO

**File No:** CM/14/14

**Attachments:** 1 [⇒ Social Media Policy](#)

**Relevance to Council Plan 2017 - 2021**

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

#### **MOTION:**

That Council adopts the revised Social Media Policy.

**MOVED: CR DAVID POLLARD**

**SECONDED: CR DARYL WARREN**

**CARRIED.**

**(R498/19)**

#### **1. Executive Summary**

Council adopted its first Social Media Policy in February 2016. In the subsequent three years the Social Media landscape has continued to develop and Council has evolved its use.

#### **2. Discussion**

The Social Media Policy is an important document to uphold Council's integrity whilst having on significant online presence. Council operates its own Facebook, Twitter and LinkedIn pages and has over 2,000 residents engaging with Council on these platforms.

The policy gives clear direction and guidelines for Social Media use both professionally for Council and for personal use by Councillors and staff. A desktop review of Social Media policies from other Councils has assisted in the outcome of the review.

Given that Social Media develops rapidly, it has also been recommended that this policy now be reviewed annually.

#### **3. Financial Implications**

Costs implementing the implications of this policy will be covered by the existing labour budget. There are also cost savings in the use of Social Media to compliment traditional advertising.

#### **4. Cost Shift Considerations**

There are no cost shift implications in this report.

#### **5. Community Consultation**

Once adopted, this policy will be promoted and placed on Council's website.

**6. Internal Consultation**

This policy was reviewed by the Senior Leadership Team and will be outlined to staff upon adoption.

**7. Legislative / Policy Implications**

This policy is in line with best practise and legislation.

**8. Environmental Sustainability**

This policy has no such implications.

**9. Conflict of Interest Considerations**

There were no conflicts of interest in the writing of this report.

**10. Conclusion**

The Social Media Policy will continue to be an important tool as the online world continues to develop and Council grows its presence.



## 8.2 MANAGEMENT REPORTS

### 8.2.1 COUNCIL PLAN 2017/2018 YEAR 2 - ANNUAL PLAN STATUS

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

**Department:** Office of the CEO

**File No:** GS/03/04

**Attachments:** 1 [⇒ Annual Plan Status Report](#)

**Relevance to Council Plan 2017 - 2021**

**Strategic Objective:** Build a healthy and active community

#### **MOTION:**

That Council note the progress against the Council Plan 2017-2021 Annual Plan Year 2.

**MOVED: CR DAVID VIS**

**SECONDED: CR DAVID POLLARD**

**CARRIED.**

**(R499/19)**

#### 1. Executive Summary

This report is provided to Council to note the progress made against the 2018/19 Annual Plan.

#### 2. Discussion

Following the adoption of the 2018/19 budget, Council also adopted the 2018/19 Annual Plan. This plan provides for the key strategic work for the year in ensuring we meet the strategic priorities established in the 2017-2021 Council Plan. The Annual Plan will be reported against quarterly.

The attached table highlights the progress made under the Annual Plan and shows a number of actions completed or in process.

Further reports will be provided to the May 2019 and July 2019 Council meetings.

#### 3. Financial Implications

The table highlights the financial commitments made to achieving the Annual Plan, which was also a key consideration in the development of the 2018/19 budget.

#### 4. Cost Shift Considerations

There are no cost shift considerations associated with this report.

#### 5. Community Consultation

Many of the projects and actions listed have had a significant amount of community consultation.

#### 6. Internal Consultation

Staff from the management team have provided input into this report.

**7. Legislative / Policy Implications**

This report provides key status updates against Council's key strategy/policy, being the Council Plan.

**8. Environmental Sustainability**

There are no environmental sustainability considerations in this report.

**9. Conflict of Interest Considerations**

No staff involved in the preparation of this report have a conflict of interest

**10. Conclusion**

Council is making solid good progress against the Annual Plan, with a significant amount of items completed and underway. It is recommended that Council note this report.

## 8.2.2 COMMUNITY GRANTS AND SPONSORSHIP

**Author's Title:** Community Development Officer

**Department:** Planning and Community Support

**File No:** GS/09/42

**Attachments:** 1 [⇒](#)Cumulative grants - 18/19

**Relevance to Council Plan 2017 - 2021**

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

### **MOTION:**

That Council:

1. Allocates \$2000 to the Charlton Neighbourhood House;
2. Allocates \$250 to the Donald Learning Group;
3. Allocates \$500 to the Charlton Youth Group;
4. Allocates \$500 to the Wyche Alive Fun Fest; and
5. Does not support the Birchip Kinder application for sustainability funds.

**MOVED: CR DAVID VIS**

**SECONDED: CR DAVID POLLARD**

**CARRIED.**

**(R500/19)**

### 1. Executive Summary

The purpose of this report is to recommend that Council considers and approves the allocation of funds from the Community Grants and Sponsorship Program to the projects listed above.

### 2. Discussion

Significantly more applications are being received for community grants and sponsorships. The review committee is examining and recommending allocations in line with this increasingly competitive grants environment. The following applications have been received.

Charlton Neighbourhood House is establishing itself and has recently been funded by the state government. The state government funding will fund the operating wage costs, but not the start-up costs. This grant application to Council is for the purchase of computer hardware & programs to run the service. The total cost of the project is \$5159.40 with \$2160 in-kind support and \$1000 cash contribution from the community. The request from Council is for \$2000.

The Donald Learning Group are running an "Over the Farm Gate" function to support the community. The project is partially funded through the VFF and includes a free BBQ and fun night for farmers and the community. We are supporting the event through site usage and power costs. The funding request is for \$500, and is recommended that Council provide \$250 as the application highlighted a profit is to be made.

The Charlton Youth Group are running a youth event at the Esoteric site, with support from Simone Christie of Birchip Neighbourhood House and Freeza. The request is for \$1,000 and as the activity can be co-funded through the Engage program of the NCLLEN, the recommended amount is for \$500.

The Wyche Alive Fun Fest is an event planned on the slopes of Mt Wycheproof on the March long weekend and will be a family fun event with music, stalls and entertainment. The application is for \$2000, but the application anticipated that the event would run at a significant profit and attendees are required to pay for tickets. The Panel recommendation is to award a grant of \$500.

The Birchip Kinder Sustainability application was for landscaping works at the new site. Despite the good aims of the project, it did not meet the criteria of Sustainability Grant funding. The Shire has already supported the building of the facility and by previous agreement the Committee had committed to pay for fencing and landscaping.

### **3. Financial Implications**

The recommended grant allocations would bring the total funding provided under the scheme for the 2018-19 financial year to \$19,400 out of a total of \$20,000. The sustainability fund contributions so far totals \$16,795 out of \$50 000 available.

### **4. Cost Shift Considerations**

There are no cost shift considerations in this report.

### **5. Community Consultation**

Officers have sought clarification where appropriate from applicants.

### **6. Internal Consultation**

An internal working party reviews these applications on a monthly basis.

### **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 considerations in this report.

### **9. Conflict of Interest Considerations**

Council's Children and Youth Officer, Mr Barry McKenzie, sits on the evaluation panel for these grants and also sits on the Committee of Governance for the Charlton Neighbourhood House.

When evaluating the application from the Charlton Neighbourhood House, Mr McKenzie was not present and did not participate.

### **10. Conclusion**

It is recommended that Council provide funding allocations to the Charlton Neighbourhood House, Donald Learning Group, Charlton Youth Group and Wycheproof Alive.

### 8.2.3 LONG TERM FINANCIAL PLAN 2018/19 TO 2028/29

**Author's Title:** Director Corporate Services

**Department:** Corporate Services

**File No:** FM|05|02

**Attachments:** 1 [⇒](#) Long Term Financial Plan - 2018/19 to 2028/29

**Relevance to Council Plan 2017 - 2021**

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

#### **MOTION:**

That Council:

1. Adopt the 2018/19 to 2028/29 Long Term Financial Plan as attached to this report; and
2. The Long Term Financial Plan be updated to inform the 2019/20 Budget in May 2019.

**MOVED: CR GRAEME MILNE**

**SECONDED: CR DAVID VIS**

**CARRIED.  
(R501/19)**

#### **1. Executive Summary**

The Long-Term Financial Plan (LTFP) is a key financial planning document for Council.

The Plan is constantly under review and is modified on an as needs basis. This plan has been developed in recent months and was considered by Council at workshops in December 2018 and January 2019.

In line with best practice and open and transparent governance, the Long-Term Financial Plan document will be reviewed and updated as part of Council 2019/2020 Budget process.

#### **2. Discussion**

The purpose of this report is to present to Council the Draft Long Term Financial Plan for 2018/19 to 2028/29.

The purpose of a long-term financial plan is to express in financial terms the activities that the Council proposes to undertake over the medium to longer term to achieve its stated objectives. It is similar to, but less detailed than the Annual Budget and helps guide Council's future actions depending on the longer-term revenue and expenditure proposals.

Long-term financial plans are particularly important for entities with a high level of long-lived assets and significant asset management responsibilities relative to their income base. Such entities may have long periods with modest levels of asset renewal requirements and then other periods when very significant outlays are necessary. They need to be generating revenue in an equitable manner over time and ensure that they have capacity to finance peaks in asset management and other outlays.

The preparation of a long-term financial plan generates improved information to guide Council's decisions about the mix and timings of outlays on operating activities and additional assets and

the funding implications of these. Without a soundly based long-term financial plan, the Council with its significant asset management responsibilities is unlikely to have sufficient data to determine sustainable service levels with affordable asset strategies, appropriate revenue targets and treasury management.

The long-term plan is reviewed at least annually and provides a financial plan for the next 10 years. The current plan will be reviewed as part of the 2019/20 Budget process. After it is adopted by Council the Long Term Financial Plan will be displayed on Council's website.

### **3. Financial Implications**

Council has a legislative requirement to comply with the following principles of sound financial management.

- Prudently manage financial risks relating to debt, assets and liabilities.
- Provide reasonable stability in the level of rate burden.
- Consider the financial effects of Council decisions on further generations.
- Provide full, accurate and timely disclosure of financial information.

A key component of sound financial management is the preparation of longer-term financial budgets and plans. Council has prepared a LTFP for the 10 years 2018/19 to 2028/29 that includes a detailed 10-year capital expenditure program.

### **4. Cost Shift Considerations**

This plan will be a key tool in protecting against future cost shift by state and federal government.

### **5. Community Consultation**

The LTFP will be updated as part of Council's 2019/20 Budget process. It is proposed that the updated draft of the LTFP will be placed on public exhibition with the Draft Budget for community consultation. Submissions on both the Budget and the LTFP will be considered at that time.

### **6. Internal Consultation**

The author of the Plan, Mr Terry Mathews CPA, has consulted with key Council staff and councillors in the preparation of this report.

### **7. Legislative / Policy Implications**

Council operates within a business risk framework in conjunction with its Risk Management & Audit Committee.

The LTFP will be referred to the Risk Management & Audit Committee for comment following its endorsement.

The LTFP is based on assumptions and estimates. Council manages this risk by reassessing progress and developments each year and adjusting its annual Council Plan and LTFP where necessary.

### **8. Environmental Sustainability**

Council should consider its environmental and social objectives in any decision-making process including the LTFP.

### **9. Conflict of Interest Considerations**

No person involved in preparing this report has a conflict of interest.

**10. Conclusion**

It is recommended that Council adopt the 2018/19 to 2028/29 LTFP, but that following development of Council's 2019/20 Draft Budget Document the plan be updated to inform the 2019/20 budget process. It is anticipated that this will occur in May this year.

## 8.3 FINANCIAL REPORTS

### 8.3.1 DRAFT AUDIT COMMITTEE MEETING MINUTES 5 DEC 2018

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** FM/02/09

**Attachments:** 1 [⇒](#)Audit Committee Minutes 5 Dec 2018

**Relevance to Council Plan 2017 - 2021**

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

#### **MOTION:**

That Council notes the Minutes of the Audit Committee meeting held on 5 December 2018.

**MOVED: CR GRAEME MILNE**

**SECONDED: CR DAVID POLLARD**

**CARRIED.**

**(R502/19)**

#### 1. Executive Summary

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

#### 2. Discussion

At its 5 December 2018 meeting, the Committee considered the following matters:

- Outstanding Actions
- Audit Committee Work Plan
- 2019 Audit Committee meeting dates
- Draft Legislative Compliance Policy
- Draft Corporate Card Policy
- Draft Councillor Reimbursement Policy
- Legislative Compliance Register
- Final Management Letter – VAGO 2017-18 Audit
- Financial Report as at 30 September 2018

#### 3. Financial Implications

The cost of the Audit Committee function is incorporated into the 2018/19 Annual Budget.

#### 4. Cost Shift Considerations

There are no cost shift implications associated with the Committee.



**5. Community Consultation**

Not applicable.

**6. Internal Consultation**

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

**7. Legislative / Policy Implications**

Council is required under the *Local Government Act 1989* to create and maintain an Audit Committee.

**8. Environmental Sustainability**

Not applicable

**9. Conflict of Interest Considerations**

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

**10. Conclusion**

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

### 8.3.2 FINANCIAL PERFORMANCE AS AT 31 DECEMBER 2018

**Author's Title:** Acting Manager Finance

**Department:** Corporate Services

**File No:** FM/19/03

**Attachments:**

- 1 [Income Statement](#)
- 2 [Balance Sheet](#)
- 3 [Cash Flow Statement](#)
- 4 [Cash Flow Graph](#)
- 5 [Capital Works Program](#)
- 6 [Capital Works Graph](#)

**Relevance to Council Plan 2017 - 2021**

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

#### MOTION:

That Council receives and notes the Financial Performance Report for the month ending 31st December 2018.

**MOVED: CR GRAEME MILNE**

**SECONDED: CR DAVID POLLARD**

**CARRIED.**

**(R503/19)**

#### 1. Executive Summary

The **Income Statement** provides a summary of the total income and total expenditure relating to Council's annual recurrent operations. It also specifically includes capital income but does not include capital works expenditure. The surplus/(deficit) is disclosed at item B on the Income Statement (Attachment 1). So as operating revenues can be compared to operating expenditures, an adjustment is made to exclude all capital income. The presentation of this income statement and resultant surplus/(deficit) is reported at item A.

For the first six months of the financial year ending 31 December 2018, the surplus disclosed was \$1.148m. *Excluding* capital grants income of \$2.22m, a deficit of \$1.1m was recorded. See notes 2 and 7 on the income statement for the reasons behind this deficit, but in summary, Flood monies have not been received due to State Government change in disbursement policy, and flood reconstruction works are ahead of the original program (annual budget has not been reached).

The **Balance Sheet** effectively shows a summary of the value of Assets (what we own) and our Liabilities (what we owe), both of which balance off against each other to show Net Assets or Equity (our net worth). Council's net worth as at this accounting period was \$207m.

The **Cash Flow Statement** is formatted to show a 12 month forecast. The corresponding cash flow chart maps actual cash alongside budgeted cash and restricted funds. At 31 December 2018, Council's Cash and Cash Equivalents were \$9.6m.

The **Capital Works Program** depicts \$3.368m of capital works having been expended to the end of this accounting period. The Annual Budget for capital works is \$14.454m to be funded by Capital Grants of \$7.5M, Contributions \$2.3M and Council Cash of \$4.6M. Council has let a number of large scale contracts in the first half of the 2018/19 financial year (i.e. Charlton Park, Donald Community Precinct, Road Rehabilitation) and expenditure will increase over the coming six months.

## 2. Financial Implications

The table below provides an overview of Council's financial performance as at 31 December 2018.

Income Statement - Excluding Capital Grants and Contributions	YTD	YTD	YTD	Annual
	Actuals	Budget	Variance	Budget
	\$(000)	\$(000)	\$(000)	\$(000)
Total Income	17,728	20,064	(2,335)	26,603
Total Expenses	18,800	16,514	(2,286)	32,936
<b>Surplus/(Deficit)</b>	<b>(1,072)</b>	<b>3,550</b>	<b>(4,622)</b>	<b>(6,332)</b>
Add back Capital Grants Income and Contributions	2,220	5,825	(3,605)	9,812
<b>Surplus/(Deficit) including Capital Grants Income and Cont.</b>	<b>1,148</b>	<b>9,375</b>	<b>(8,227)</b>	<b>3,479</b>
<b>Capital Works Program</b>	<b>3,368</b>	<b>6,007</b>	<b>2,639</b>	<b>14,454</b>
<b>Cash and Cash Equivalents</b>		<b>Restricted</b>	<b>Un-Rest.</b>	<b>Total</b>
		<b>1,476</b>	<b>8,131</b>	<b>9,607</b>

The following commentary is provided:

### a. Total income excluding capital grants and contributions

The negative variance of \$2.34m occurs largely as a result of Flood Natural Disaster Funding (\$2.8m variance) not having been received (see reference 2 per Income Statement for further detail). This is a timing matter.

### b. Total expenses

Unfavourable variance of \$2.29m materially explained by flood restoration works exceeding budget expectations (see reference 7).

### c. Capital Grant Income and Contributions

Roads to Market and Heavy Vehicle Safety Productivity Program funding are yet to be received (\$1.15m). Funding for Lake Tyrell (\$952k) and Roads to Recovery (\$342k) also not received in full.

### d. Capital Works Program Expenditure

Council has expended \$3.37m on capital works YTD this period, with significant large contracts let.

### e. Cash and Cash Equivalents

Council has cash of \$9.6m of which \$1.48m is restricted being committed to capital projects.

**3. Community Consultation**

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

**4. Internal Consultation**

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

**5. Legislative / Policy Implications**

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

**6. Environmental Sustainability**

This report has no direct impact on environmental sustainability.

**7. Conflict of Interest Considerations**

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

**8. Conclusion**

Grant income for both operating and capital are behind where Council planned to be on a year to date basis. Council is being proactive in attaining these funds especially with the Natural Disaster Funding Authority (Treasury and Finance), where grants received have been fully acquitted (as at December) and Council having spent \$6.55m of its own monies (\$7.25m total spend YTD less \$700k received).

## **8.4 ORGANISATIONAL REPORTS**

Nil

## 8.5 REPORTS FROM COUNCILLORS

### Cr Daryl Warren

13 December 2018	Workspace Meeting – Bendigo
16 December	Christmas Tree – Watchem
17 December	MAV Mayor's and Deputy's Day – Melbourne
18 December	Donald High School Presentation Night
19 December	Donald 2000 Meeting
21 December	Donald Chamber of Commerce Christmas Promotion
28 December	Onsite Meeting – Jeff Wood – Art Installation on Mt Jeffcott
22 January 2019	Wimmera Mallee Tourism – Warracknabeal
25 January	Council Australia Day Eve Event – Wycheproof
26 January	Australia Day Event – Watchem
	Australia Day Event – Donald
29 January	Meeting with CEO and Mayor – Wycheproof
30 January	Finance Workshop – Wycheproof
31 January	Rating and Revenue Strategy Workshop – Wycheproof
1 February	Loddon Mallee Waste Recovery Regional Group Meeting – Gisborne
6 February	Councillor Briefing – Birchip
7 February	Rex Theatre Meeting – Charlton

### Cr Carolyn Stewart (Mayor)

13 December 2018	Buloke 2030 Community Plan Launch – Berriwillock
	Networking with Federal Member for Mallee, Swan Hill
14 December	Flo FM Interview
	Birchip Floods Emergency Management
16 December	Community Christmas Party – Watchem
17 December	Wycheproof P-12 Presentation Evening
18 December	Meeting with CEO
	Donald High School Awards Night
19 December	Birchip Floods Listening Post
	Mount Jeffcott Ward Tour
21 December	Meeting with CEO and Director Works and Technical Services
	Meeting with State Member, Ali Cupper, Birchip
8 January 2019	Meeting with CEO
15 January	Meeting with CEO
	Meeting with MAV President Candidate, Andrew Conlon
17 January	Shire Staff Breakfast
	Rex Theatre Meeting
23 January	Meeting with CEO
24 January	Meeting re: Australia Day Event
25 January	Australia Day Eve Event – Wycheproof
26 January	Australia Day Community Event – Charlton
29 January	Meeting with CEO
30 January	Long Term Financial Plan Workshop
31 January	Revenue and Rating Strategy Reference Group
	Revenue and Rating Strategy Council Workshop
4 February	Meeting with CEO
	Charlton Parks Committee Meeting
5 February	Meeting with Anne Webster, Federal Member for Mallee candidate
6 February	Audit Committee Meeting
	Councillor Briefing – Birchip
8 February	Loddon Campaspe Councils Meeting – Castlemaine
11 February	Meeting with CEO
13 February	Tyrrell College Badge Conferral
	Ordinary Council Meeting

**9. OTHER BUSINESS**

**9.1 NOTICES OF MOTION**

Nil

**9.2 QUESTIONS FROM COUNCILLORS**

Nil

### 9.3 URGENT BUSINESS

**MOTION:**

Council to accept the Urgent Business Item 9.3.1 – Interstate Travel for Cr Pollard.

**MOVED: CR DAVID VIS**

**SECONDED: CR DARYL WARREN**

**CARRIED.**

**(R504/19)**

#### 9.3.1 INTERSTATE TRAVEL - CR POLLARD

**Author's Title:** Governance Officer

**Department:** Corporate Services

**File No:** GO/06/11

**Attachments:** Nil

**MOTION:**

That Council approve the interstate travel for Cr Pollard to attend the MDA Forum on Connecting Catchments and Communities on 22 February 2019.

**MOVED: CR GRAEME MILNE**

**SECONDED: CR DARYL WARREN**

**CARRIED.**

**(R505/19)**

Murray Darling Association (MDA) is undertaking a series of inter-regional forums, the first of these forums is titled "Connecting Catchments and Communities from Menindee to the Murray Mouth". These forums will provide an opportunity for councils and selected community stakeholders to build knowledge, exchange information and hear from primary sources, responsible authorities and each other on issues affecting Basin communities.

This Forum will be held at the Renmark Hotel, Renmark. SA on Friday 22 February 2019. In accordance with the Councillor Expenses Entitlement Policy Council must approve any interstate travel prior to it occurring.



**9.4 ANY OTHER BUSINESS**

Nil

**9.5 MATTERS WHICH MAY EXCLUDE THE PUBLIC**

Nil

**10. MEETING CLOSE**

Meeting closed at 7.47pm.