



STRATHBOGRIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogrie Shire Council will be held on Tuesday 17 February 2015, commencing at 6.00 p.m. at the Euroa Community Conference Centre

Councillors:	Debra Swan (Chair)	(Lake Nagambie Ward)
	Colleen Furlanetto	(Seven Creeks Ward)
	Malcolm Little	(Hughes Creek Ward)
	Alister Purbrick	(Lake Nagambie Ward)
	Patrick Storer	(Honeysuckle Creek Ward)
	Robin Weatherald	(Mt Wombat Ward)
	Graeme (Mick) Williams	(Seven Creeks Ward)

Officers:	Phil Howard – Deputy Chief Executive Officer / Director, Sustainable Development
	Roy Hetherington - Director, Asset Services
	David Woodhams - Director, Corporate and Community

BUSINESS

1. Welcome
2. Acknowledgement of Traditional Land Owners
'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.
3. Apologies

Steve Crawcour - Chief Executive Officer
4. Confirmation of Minutes of the Special Meetings of Council held on Tuesday 9 December 2014, and Tuesday 3 February 2015, and Ordinary Meeting of Council held on Tuesday 16 December 2014
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

9. Reports of Council Officers
 - 9.1 Climate Change
 - 9.2 Infrastructure
 - 9.3 Private Enterprise
 - 9.4 Public Institutions
 - 9.5 Housing and Recreation
 - 9.6 Tourism
 - 9.7 Organisation
10. Notices of Motion
11. Urgent Business
12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) (a) & (d) of the Local Government Act 1989
13. Confirmation of 'Closed Portion' Decision/s



Steve Crawcour
CHIEF EXECUTIVE OFFICER

10 February 2015

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 17 March 2015, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

REPORTS INDEX

		Page No.
9.	REPORTS	
9.1	Climate Change	
9.2	Infrastructure	
9.3	Private Enterprise	
9.4	Public Institutions	
9.5	Housing and Recreation	
9.6	Tourism	
9.7	Organisation	
9.7.1	Corporate Style Proposal	1
9.7.2	Instrument of Delegation Review - S5 ~ Instrument of Delegation from Council to the Chief Executive Officer	9
9.7.3	Instrument of Delegation Review - S6 ~ Instrument of Delegation from Council to Council Staff	12
9.7.4	2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review - Second Quarter Report ~ 1 October to 31 December 2014	16
9.7.5	Strathbogie Shire Council Audit Committee - Draft Minutes of the Meeting held on Friday 19 December 2014	46
9.7.6	Council Policy - Creditor Payment Terms Policy	91
9.7.7	Strathbogie Shire Domestic Wastewater Management Plan	96
9.7.8	Financial Report – December 2014	103
9.7.9	Mid-Year Budget Review 2014/2015	117
9.7.10	Documents for Signing and Sealing	126
9.7.11	Business Management System	127
10.	NOTICES OF MOTION	161
11.	URGENT BUSINESS	161
12.	CLOSURE OF MEETING TO THE PUBLIC	161
13.	CONFIRMATION OF 'CLOSED PORTION' DECISION/S	162

9.7	Organisation Reports Index	
9.7.1	Corporate Style Proposal	1
9.7.2	Instrument of Delegation Review - S5 ~ Instrument of Delegation from Council to the Chief Executive Officer	9
9.7.3	Instrument of Delegation Review - S6 ~ Instrument of Delegation from Council to Council Staff	12
9.7.4	2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review - Second Quarter Report ~ 1 October to 31 December 2014	16
9.7.5	Strathbogie Shire Council Audit Committee - Draft Minutes of the Meeting held on Friday 19 December 2014	46
9.7.6	Council Policy - Creditor Payment Terms Policy	91
9.7.7	Strathbogie Shire Domestic Wastewater Management Plan	96
9.7.8	Financial Report – December 2014	103
9.7.9	Mid-Year Budget Review 2014/2015	117
9.7.10	Documents for Signing and Sealing	126
9.7.11	Business Management System	127

9. REPORTS

9.7 ORGANISATION

9.7.1 Corporate Style Proposal

Manager Community Relations / Sustainable Development Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Strathbogie Shire has come a long way since the days of amalgamation.

With upmost respect to how well our existing logo has served over the years, a fresh logo and corporate style is now recommended to better represent our progress and development as an organisation.

Sustainability, innovation, economic growth, increased quality of customer contact and professionalism are just part of what we are focusing improvement on as an organisation.

We are mixing, networking and liaising in areas that we may never have dreamed of 10 years ago. However to present ourselves as a professional organisation, we also need to keep up with the times and refresh our image.

With the ongoing success of the Love Strath-bogie Tourism Logo, we now have an excellent understanding of the leverage and opportunities that a good corporate style can present, particularly in the economic development sphere.

A new corporate brand has also been developed for Council as part of the Goulburn Valley Regional Collaborative Alliance with much success.

The reach of our corporate style is best understood particularly in reference to the contact points where our current logo is present. Emails, business cards, website, advertising, signage, depot vehicles, staff uniforms and equipment are just some examples.

A new corporate style is the key to positive visual representation. We now have a chance to show how far the Strathbogie Shire has progressed.

In the suite developed, you will find examples not only of a logo, but of its counterparts as well. A secondary image has been developed to ensure our documentation is covered as well.

9.7.1 Corporate Style Proposal (cont.)

RECOMMENDATION

That Council:

- 1. Adopt the new Corporate style.**
- 2. That Council phase in the new logo and style gradually over a period of two years.**

Background

You will find a consistent use of colour throughout the presented style that pays homage to our current logo, whilst also providing a sense of stability and familiarity.

The logo shape is that of our Shire boundaries and when reversed it is also the shape of Victoria.

It sits on an axis to show versatility in change of direction when needed. The design is also suited to black and white, to ensure when needed, there is no need to print in colour.

Examples within the presentation include:

- Logo
- Business Letterhead
- Business card examples
- Animation for website and presentations

If adopted by Council, it is recommended that the new logo be considered as a gradual development. Emails, website and social media can be updated instantly, however letterhead, business cards, uniform and signage can gradually change over as opportunity and budget allows; eg as part of the signage replacement program.

In addition, the gradual change allows residents in the broader community more time to adapt and embrace the new corporate style. Both logos will essentially run side by side for a period of time.

Therefore you will find that this report has no significant budgetary implications.

9.7.1 Corporate Style Proposal (cont.)

It is with great pride that the Council officer can also say that the recommended Corporate Style has also been developed at low cost.

Logo: \$120

Secondary image: \$120

Animation: \$400

Total Cost \$640

Alternative Options

There are a number of alternative options available to Council.

1. Remain with the status quo
2. Seek further design options at additional cost to Council
3. Move forward with the contemporary designs presented in this report

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents (Economic Growth Masterplan) and the Council Plan. In particular Goal 5 – Encourage investment and development into the Shire by having a responsive and proactive business development culture (Industry, Business and Investment).

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act 2010 (CCA) requirements.

Financial / Budgetary Implications

Budgetary implications are minimal; printing of the logo would only need to occur as reprinting is required. Town signage changes will be part of the normal maintenance and replacement budgets for Council assets over the next two years.

Economic Implications

The economic implications of adopting a new corporate style would be positive in nature. This would allow us to provide a better image to investors, new residents and businesses.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

9.7.1 Corporate Style Proposal (cont.)

Community Implications

The new corporate style will further advance the recognition of the Strathbogie Shire Council amongst our local community as both a modern and progressive Council. Positive impacts could include both a sense of pride and community spirit.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

As this is a proposed corporate style, Council, as the board of directors of the Strathbogie Shire, is left with the ultimate decision in this matter. If a decision to adopt is made, then this would be a gradual progression from old to new over the next two years that will allow time for the local community to adapt to the new changes.

Attachments

Proposed Logo / Stationery Examples



Strathbogie Shire

Proposed Logo

Logo Concepts



Letterhead



Business Card Concepts



9.7.2 Instrument of Delegation Review
- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer

Author & Department

Director, Corporate and Community / Executive Management

Disclosure of Conflicts of Interest in relation to advice provided in this report

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations Service Update in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received from Maddocks in June and December each year, after each sitting of Parliament, on the changes to legislation affecting Local Government. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice.

The current Instrument of Delegation to the Chief Executive Officer was signed and sealed by Council on 15 July 2014. Maddocks recommend that Council remake its S5 Instrument with every update from its service, irrespective of what changes (if any) are made to the Instrument.

This delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks.

A copy of the Delegation is tabled for information purposes.

RECOMMENDATION

That, in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Strathbogie Shire Council (Council) resolves that -

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.**
- 2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.**
- 3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer (S5) are revoked.**

9.7.2 Instrument of Delegation Review

- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer (cont.)

4. **The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council.**
5. **The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
6. **It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.**
6. **The Instrument of Delegation to the Chief Executive Officer (S5) be signed and affixed with the Common Seal of Strathbogie Shire Council.**

Background

Council subscribes to a service provided by Maddocks Lawyers whereby updates to various legislative Delegations and Authorisations are updated and provided to Council for updating of its Instruments of Delegation to ensure legislative requirements are up to date. These updates are provided in June and December each year.

Maddocks also recommend that Council re-makes its delegations on a regular basis to ensure that they remain up to date and cover all provisions. This includes the S5 Instrument of Delegation from Council to the Chief Executive Officer.

The delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

9.7.2 Instrument of Delegation Review

- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer (cont.)

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

Consultation

Community consultation is not applicable.

Attachments

Nil.

9.7.3 Instrument of Delegation Review
- S6 ~ Instrument of Delegation from Council to Council Staff

Author & Department

Director, Corporate and Community / Executive Management

Disclosure of Conflicts of Interest in relation to advice provided in this report

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations service in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received from Maddocks in June and December each year, after each sitting of Parliament, on the changes to legislation affecting Council's powers, functions and duties. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice. This enables the incorporation of new legislation and for Council to review its conditions of approval if required. Delegations can be revoked at any time by Council or the Chief Executive Officer where that Officer has sub-delegated.

Maddocks also recommend that Council re-makes its S6 delegations with every update of its service to ensure that they remain up to date and cover all provisions.

The current Instrument of Delegation from Council to Council Staff (S6) was signed and sealed by Council on 18 November 2014. Since that time, a number of legislative changes have been made, necessitating a review of the current Delegation.

There are currently a number of provisions within current legislation (Acts and Regulations) which cannot be sub-delegated by the Chief Executive Officer to members of Council Staff and these are listed in the Instrument of Delegation (S6) presented to Council for adoption. These delegations must be made direct from Council to the staff positions named. If a staff position title changes, the S6 Delegation will need to be amended accordingly, and presented to Council for endorsement.

In order to avoid all matters requiring a decision to go to formal Council meetings, a good system of delegation to the Chief Executive Officer, and further sub-delegation to other staff positions, ensures that Council can deal with business in an efficient manner. This means greater customer satisfaction in a quicker turnaround time for ratepayer applications and enquiries. Delegation legally allows staff other than the Chief Executive Officer to enforce provisions of legislation under conditions and limitations imposed by Council.

This amended delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks, or following a staff position title change.

9.7.3 Instrument of Delegation Review
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

A new Instrument of Delegation from Council to Members of Council Staff (S6), incorporating all changes, has been prepared for adoption, and signing and sealing by Council. A copy of the Delegation is tabled for information purposes.

RECOMMENDATION

That, in the exercise of the powers conferred by section 98(1), 224 and 232 of the *Local Government Act 1989*, (the Act) and other legislation referred to in the Instrument of Delegation (S6), Strathbogie Shire Council resolves that:-

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation to Members of Council Staff* the powers, duties and functions set out in the instrument, subject to the conditions and limitations specified in that Instrument.**
- 2. The instrument comes into force immediately the Common Seal of Council is affixed to the instrument.**
- 3. On the coming into force of the instrument, all previous delegations from Council to Members of Council Staff (S6) are revoked.**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with Section 98(3) of the Act.**
- 6. Council agree to sign and seal Instrument of Delegation from Council to Members of Council Staff (S6) and affix the Common Seal to this Instrument.**

Background

Delegating specific functions to staff members enables Council decisions to be made more speedily and ensures that Council meetings are not tied down by procedural and every day administrative decisions. It also enables Councils to utilise the technical knowledge, training and experience of staff members to provide the best possible service.

9.7.3 Instrument of Delegation Review
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

Delegations are made at a formal Council meeting and specify what the officer is empowered to do. Delegates must observe the strategies, policies and guidelines adopted by the Council. Through the Chief Executive Officer and senior managers, Council can monitor the actions of staff to ensure that they exercise their delegated authority within the general framework it has already determined. In this way, Council retains a measure of control over decision making.

Officers to whom delegated authority is generally given include the Chief Executive Officer, senior staff, environmental health officers, fire prevention officers, local laws and planning officers. Many routine decisions of a Council are made by members of staff as delegates.

Council staff are required to act impartially, with integrity and to avoid real or apparent conflicts of interest.

Council must keep a register of all delegations and this is among the documents that must be available for public inspection. All delegations to staff must be reviewed by a Council within 12 months of it being elected.

Authorisations allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/s.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

9.7.3 Instrument of Delegation Review
- S6 ~ Instrument of Delegation from Council to Council Staff (cont.)

Environmental / Amenity

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

Consultation

Community consultation is not applicable.

Attachments

Nil.

**9.7.4 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review
- Second Quarter Report ~ 1 October to 31 December 2014**

Author & Department

Chief Executive Officer / Executive Services Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

The 2013-2017 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Wednesday 16 June 2013. The 2014/2015 Review of the Council Plan was adopted by Council at a Special Council meeting held on Tuesday 24 June 2014.

The 2014/2015 Review of the 2013-2017 Shire of Strathbogie Council Plan has, in summary:

A total of 99 Actions -

- > *Goal 1 - Community Wellbeing ~ 18 Actions*
- > *Goal 2 - Environment ~ 14 Actions*
- > *Goal 3 - Financial ~ 12 Actions*
- > *Goal 4 - Governance ~ 7 Actions*
- > *Goal 5 - Industry, Business and Investment ~ 8 Actions*
- > *Goal 6 - Infrastructure ~ 32 Actions*
- > *Goal 7 - Tourism and Hospitality ~ 8 Actions*

- 38 Actions are listed for commencement and completion in 2014-2015
- 9 Actions are listed for commencement and completion in the period 2014-2016
- 43 Actions are spread out over the 2014-2017 period
- 9 Actions are listed for commencement and completion in 2015-2016

Quarterly reports are presented to Council to provide an update on the status of the Actions. The Actions of the Plan have been reviewed and progress updated, and details are provided in the attached report.

There are 90 actions which are to commence in 2014 for completion in the 2014/2015, 2014/2016 and 2014/2017 periods, which have, to date, either been 'Completed' (13), are in 'In Progress' (36), are 'Ongoing' (29), are 'Under Review' (1), or 'Not Started' (11). Nine actions do not commence until 2015.

9.7.4 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review
- Second Quarter Report ~ 1 October to 31 December 2014 (cont.)

RECOMMENDATION

That the report be noted.

Background

Council is required to prepare a Council Plan every four years with the actions within that Plan changing yearly in accordance with section 125 of the *Local Government Act 1989*. The Council Plan includes the strategic objectives of Council and actions for achieving those objectives. The Council Plan is prepared in conjunction with the yearly budget to ensure cost implications are considered and accounted for.

This report is for the second quarter (October to December 2014) following the 2014/2015 Review of 2013-2017 Council Plan.

Alternative Options

Officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

All Council Plan actions are considered during the budget process at the start of the financial year.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

9.7.4 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review
- Second Quarter Report ~ 1 October to 31 December 2014 (cont.)

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

Strathbogie Shire Council Plan Progress Report for the October to December 2014 quarter.








STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review
-  On Going

Created: 9 February 2015



COUNCIL PLAN PROGRESS REPORT



GOAL: 1 A community that has equitable access to a range of quality services which respond to its diverse needs and supports the wellbeing of our communities (Community Wellbeing)

OBJECTIVE: 1.1. Plan, support and / or deliver a broad range of responsive and accessible services to our diverse community

STRATEGY: 1.1.1. Enhance the wellbeing and participation of our community

ACTION: 1.1.1.01. Continue to support and participate in the Strathbogie Health and Community Services Consortium

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		CEO continues to attend Consortium meetings. No new projects to be delivered with the consortium have been identified at this point in time. No changes.

ACTION: 1.1.1.02. As part of Council's Health and Wellbeing Plan identify ways to promote Shire-wide health and wellbeing

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Municipal Public Health and Wellbeing Plan annual review is underway. Manager Community Development on Goulburn Valley Primary Care Partnerships executive committee and attending meetings. Community Development Officer incorporating health and wellbeing outcomes in local projects. Council sign up to Act, Belong, Commit project to improve mental health and wellbeing in the community. Ongoing.

ACTION: 1.1.1.03. Investigate the formation of a Youth Council and seek funding

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Youth committee members are engaged. Youth Council identified as an action in the current Youth Strategy. No current funding has been identified. Youth committee investigating engagement for youth council.



ACTION: 1.1.1.04. Support Community Action Groups to develop methods of improved communication during emergencies

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Community Development Officer engages Community Action groups regularly, including attending AGMs and supporting the review and development of the Community Action Plans. Ongoing.

ACTION: 1.1.1.05. Support the State Government's current Learn to Swim Programs

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	100%		Council supports the state government's learn to swim programs through the provision and maintenance of local swimming pools. Advice received from Minister confirming State Government's commitment to support local communities with swimming and healthy lifestyle programs.

ACTION: 1.1.1.06. Collaborate and provide support to the development of Community Action Group Action Plans

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		The Community Development Officer attends Action Groups meetings; provides support in the production of new Action Plans; and Council supports Action Plans through Action Group funding. Action Plans available on council website.

ACTION: 1.1.1.07. Support the "Prevention of Violence Against Women and Children Supporting Safer Communities" Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Council is involved in regional projects that address prevention of violence against women; the Community Development Officer participates in regional meetings and forums that address prevention of violence against women; ongoing

ACTION: 1.1.1.08. Review and improve the Community Engagement Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	28-Feb-2015	80%		Community Engagement Plan complete and implementation plan presented to Council Tuesday 21/10/2014.



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.09. Investigate opportunities for Shire-wide youth cultural activities

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Council applies for, and receives funding to deliver Engage and FReeZA programs for young people across the Shire. The Council youth committee is involved in a range of cultural activities and organises cultural activities for youth across the Shire. Engage funding to cease. Council exploring alternative to the program.

ACTION: 1.1.1.10. Advocate for funding for a review of the Aquatic Strategy

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	%		To be commenced once funding is secured.

ACTION: 1.1.1.11. Support the development of a men's shed program across the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		the community development officer works with local men's sheds across the Shire to offer support in a range of ways - including committee rules, community grants, sources of grants and other relevant information, ongoing support provided.

ACTION: 1.1.1.12. Investigate and seek funding for Shire-wide safe pick up and drop off areas at all Schools

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%		On hold until Council allocates matching funds, i.e. part of the 2015/2016 Budget process

STRATEGY: 1.1.2. Increase community services to Nagambie post bypass

ACTION: 1.1.2.01. Advocate for a full time child care facility in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Council has sent letters to relevant Ministers to advocate for child care in Nagambie. Council has supported the expansion of the nagambie preschool building and continues to support it with ongoing maintenance; ongoing



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.2.02. Advocate for funding of Nagambie Lakes Community House

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		The community development officer supports the community house with information about community grants, and other sources of funding. Ongoing

ACTION: 1.1.2.03. Advocate for an ambulance service based in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Council continues to highlight the need for an ambulance service in Nagambie by supporting the local CERT in its communications with the community and funding bodies. Ongoing

ACTION: 1.1.2.04. Advocate for a high school in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	50%		Council has written to relevant Ministers advocating for a high school in Nagambie; council continues its advocacy efforts when discussing the needs of the community with relevant Ministers, ongoing

STRATEGY: 1.1.3. Provide equitable and high standard public transport services / facilities

ACTION: 1.1.3.01. Advocate for improved train station facilities across the Shire

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	75%		Continue to advocate for improvements at Stations.

ACTION: 1.1.3.02. Advocate for better time-tabling and shuttle services between Shepparton to Seymour and Wodonga to Seymour

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	75%		Continue to participate in State Government Rail Working Group.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



GOAL: 2 To promote and foster sustainable development in our natural and built environment (Environment)

OBJECTIVE: 2.1. To continue to protect and enhance the natural and built environment for current and future generations

STRATEGY: 2.1.1. Encourage clean, green environmental initiatives

ACTION: 2.1.1.01. Work with GBCMA to review flood mitigation requirements for residential buildings in Euroa and surrounds with the ability to release land for residential use

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	80%	+	An assessment of the appropriateness of the Euroa Water Scheme is completed and initial flood mapping completed.

ACTION: 2.1.1.02. Design and install Automatic Gates at the Seven Creeks Weir to control flood events and sand build up

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Mar-2015	25%	+	Design completed, quote accepted and works to commence in February.

ACTION: 2.1.1.03. Work with GBCMA to develop a program to remove sand from the pondage of Seven Creeks and Castle Creek and develop an agreed revegetation program

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Agreement reached for vegetation control on Castle Creek to support self cleansing and weir gate project on Seven Creeks in design phase.

ACTION: 2.1.1.04. Establish a Shire-wide Sustainable Development Reference Group

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Sep-2014	100%	✓	Committee membership approved by Assembly of Councillors December 2014. First meeting arranged February 2015.



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.1.05. Continue to develop the Violet Town flood mitigation Scheme

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Jun-2015	50%		Initial design works are completed. Only 50% of House owners agreed in Principle to the works. Alternative option of levee/s near Baird Street Violet Town has been investigated but project put on hold until risk of such a scheme has been identified pending results of Euroa Flood Management Scheme findings. Defer project until 2016-17.

ACTION: 2.1.1.06. Participate in Regional Street Light Retro-Fit Program

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	100%		Installation for 2014/15 program completed in November.

STRATEGY: 2.1.2. Develop, maintain and protect our natural and built assets

ACTION: 2.1.2.01. Support the Euroa Environment Group to develop a Shire-wide Significant Tree Register on public land

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	25%		Support on offer. Group unable to commence project at this stage.

ACTION: 2.1.2.02. Update Council's Tree Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2015	50%		The Urban Tree Management Plan is being revised by Works Superintendent and Works Co-Ordinator to create a tree management plan.

ACTION: 2.1.2.03. Support the actions in the Shire's Community Safety Fire Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Emergency Management Fire Co-Ordinator	30-Jun-2015	90%		Municipal Fire Management Plan due for complete review 2015 Municipal fire inspections 99% complete for 2014/15 season MFMP meetings undertaken as per Terms of Reference Ongoing reporting to Regional Strategic Fire Management Planning Committee



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.2.04. Work with the "Bush Crew" where possible as part of the Shire's revegetation programs

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2015	50%	A purple square icon containing a white circular arrow, indicating a refresh or update action.	In the process of clearing rubbish along Seven Creeks frontage.



GOAL: 3 To ensure prudent, transparent and strategic financial planning which results in a sound legacy for the future (Financial)

OBJECTIVE: 3.1. Provide best practice management and administrative systems and structures to support the delivery of Council services and programs

STRATEGY: 3.1.1. Rationalise Council owned assets

ACTION: 3.1.1.01. Sell the Euroa Youth Club Hall and relocate current use to a suitable location

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	25%	+	Preparing alternative location prior to subdividing in order to list Hall for sale

ACTION: 3.1.1.02. Develop for residential use and sell Nagambie Shire Depot

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	90%	+	Construction has been completed and allotments ready for sale.

ACTION: 3.1.1.03. Investigate and determine underutilised assets within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%	+	Started process to review underutilised property and buildings



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



STRATEGY: 3.1.2. Continue to focus on improving operational efficiencies by decreasing costs

ACTION: 3.1.2.01. Continue to drive the Shared Service Project with Shepparton in an endeavour to reduce operating expenditure and ensure efficiencies of service

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		Legal Services Tender completed and operating. Cost Benefit Analysis commenced. Service Planning across both Councils commenced. Investigations into "One Platform" IT Solution across both Councils. Procurement Project completed.

ACTION: 3.1.2.02. Target major Capital Works Projects to seek government funding to reduce Council's costs

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		Awaiting New State Government Funding program announcements.

ACTION: 3.1.2.03. Explore and take up partnership opportunities of non-core services with other Shires and organisations

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		HACC Services to cease as a Council operation on 30th June 2015. Joint Waste Tender with 5 other Councils completed and will go to Council for endorsement in February 2015.

ACTION: 3.1.2.04. Benchmark Business Units under the Best Value Legislation to ensure efficient, effective and relevant services are provided

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	60%		As part of the Shared Services Alliance 6 projects has commenced to be reviewed. In addition to this a Cost Benefit / Best Value Review Project has commenced for Swimming Pools and the Regatta Centre..

ACTION: 3.1.2.05. Review Council's Long Term Financial Plan and Rating Strategy

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	30%		Discussion started with Councillors. In conjunction with development of 2015/2016 budget.



COUNCIL PLAN PROGRESS REPORT



ACTION: 3.1.2.06. Reduce Council's infrastructure gap in a financially responsible manner as per Council's Long Term Financial Plan

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	50%		Plan to reduce infrastructure gap ongoing and part of financial planning discussions

ACTION: 3.1.2.07. Seek grant funding opportunities wherever possible

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	80%		Grant funding opportunities being constantly sought as opportunities arise.

ACTION: 3.1.2.08. Conduct a cost benefit analysis for the following operations - Shire-wide operated swimming pools / Euroa Saleyards / Nagambie Lakes Regatta Centre / Boating safety (compliance) operations in Nagambie / Shire-wide Youth Services / Open Space/Parks Management

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%		Service planning in conjunction with Greater Shepparton has started.

STRATEGY: 3.1.3. Ensure Council has equitable support financially from both Federal and State Governments

ACTION: 3.1.3.01. Advocate to both Federal and State Government to ensure that the current funding formulas provide equitable funds to Local Government

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	60%		This has been raised at the various level by the Mayor and CEO during opportunities such as Rural Council Victoria Conference and Municipal Association Events where Governments are in attendance.



COUNCIL PLAN PROGRESS REPORT



GOAL: 4 A Shire that builds trust and recognises community needs through transparent, accountable and democratic decision making (Governance)

OBJECTIVE: 4.1. To provide all our stakeholders with consistent and timely decision making

STRATEGY: 4.1.1. Engage our community in our decision making processes

ACTION: 4.1.1.01. Develop a program that delivers increased Councillor interaction with the community in their local settings

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Sep-2014	100%	✓	Social media implemented and road shows ongoing.

ACTION: 4.1.1.02. Introduce an online system for improved community engagement

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Sep-2014	100%	✓	Social Media implemented and feedback mechanisms available on website.

ACTION: 4.1.1.03. Review Council's Communication Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	28-Feb-2015	60%	+	Communication Strategy is under review and now part and parcel of our Community Engagement Protocol and Guidelines. Social Media an important component is in process.

STRATEGY: 4.1.2. Provide a workforce that is accountable and transparent in its operations

ACTION: 4.1.2.01. Support gender equality in our workforce development

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2015	100%	🔄	Ongoing commitment by Executive and a statistical report for monitoring gender equality is tabled to Executive Management monthly.



COUNCIL PLAN PROGRESS REPORT



ACTION: 4.1.2.02. Address the actions required from the Internal Auditors reports and report back to Council via the Audit Committee

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2015	50%		Meeting scheduled throughout year next meeting in March 2015 Planned audits proceeding according to 3 year schedule.

ACTION: 4.1.2.03. Executive Management Team to monitor and review the ongoing performance of all staff operations

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Dec-2014	75%		All Staff Reviews were completed in October 2014. The Director and Senior Management Team will participate in a 360 process by July 2015. A total review of Asset Services (Outdoor) has commenced.



COUNCIL PLAN PROGRESS REPORT



GOAL: 5 Encourage investment and development into the Shire by having a responsive and proactive business development culture (Industry, Business and Investment)

OBJECTIVE: 5.1. Pursue opportunities to increase the range of businesses and industries in the Shire to further strengthen our economy

STRATEGY: 5.1.1. Ensure Council has the ability to provide a single point of contact for its customers

ACTION: 5.1.1.01. Investigate and develop online and hard copy methods for self-service enquiry and resolution for planning applications

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	100%	✓	Implementation of VicSmart and Internal processes have done away with this Strategy

ACTION: 5.1.1.02. Investigate a system to broaden Council's current Business Directory on the website to also include individual skill-based details

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	50%	+	Information being collected by Customer Service to be uploaded to website.

ACTION: 5.1.1.03 Investigate the use of interactive Kiosks at each Library with up to date Council information and with the ability to print

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	%	X	Scheduled to commence December 2014.



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 5.1.2. Support Nagambie traders post bypass

ACTION: 5.1.2.01. Support the Nagambie Lakes Tourism and Commerce Committee in relation to branding, marketing and development of High Street Nagambie retail area

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	25%		Working closely with Customer Service Contact Officer within the Visitor Information Centre to continue to promote the Love Strathbogie Branding in conjunction with Manager Community Relations. Until the Main Street re-development commences, we will continue on this path

STRATEGY: 5.1.3. Support and enhance a 'Can-Do' culture

ACTION: 5.1.3.01. Conduct a Grants Forum / Expo on External Grants for all our community

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	31-Mar-2015	50%		The Community development officer has completed a series of information sessions about applying for community grants; the Our Community resources are promoted; Council has moved to SmartyGrants, an online application system which improves accountability by Council but also educates community about on-line grants, as almost all funders are now on-line only. new grants round to open and new information sessions to be provided

ACTION: 5.1.3.02. Investigate the formation of an education alliance group around advocacy, information sharing, strategic partnership and economic development

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		An early years network is formed in accordance with the early years plan. A formal education alliance group has not been formed at this point in time. No further action at this time.

ACTION: 5.1.3.03. Develop and implement a change program focusing on a 'Can-Do' culture in business service


Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2015	100%		Business support and development is implemented through the Economic Development Master Plan and daily service provision in the Sustainable Development Directorate (economic development, planning approvals and customer relations).



COUNCIL PLAN PROGRESS REPORT



ACTION: 5.1.3.04. Support actions in Council's Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	50%		First year actions are progressing: To date the following Strategic Studies are occurring: Trails and Tracks Economic Benefits of Fishing in Nagambie Equine Gap Analysis Longwood Recreation Reserve Masterplan



COUNCIL PLAN PROGRESS REPORT



GOAL: 6 Ensure the Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities (Infrastructure)

OBJECTIVE: 6.1. Provide well maintained, affordable and appropriate infrastructure

STRATEGY: 6.1.1. Provide industry standard facilities

ACTION: 6.1.1.01. Develop a Risk Management Plan for Euroa Saleyards

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	50%	+	OHS assessment has been completed

ACTION: 6.1.1.02. Investigate options for the long term sustainability of the Euroa Saleyards including funding models and major Capital Works Programs

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%	+	Being developed as part of the 2015/2016 Budget and Long Term Financial Plan.

STRATEGY: 6.1.2. Support history and cultural monuments

ACTION: 6.1.2.01. Investigate the development of a long term master plan for the Euroa RSL and Third Age Club precinct

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	%	X	To be commenced



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 6.1.3. Deliver Council's bridge replacement in line with industry best practice

ACTION: 6.1.3.01. Review the management plan for Kirwan's Bridge including funding opportunities

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Sep-2014	100%	✓	Council submitted an application for funding of \$200,000 from the Better Roads Program for improvement to timber piles for Kirwans Bridge, using plies wraps. This was an extensive application, and results of the application should be known by mid December 2014.

ACTION: 6.1.3.02 Investigate and consult in relation to providing a link bridge from the Friendlies Reserve to Memorial Oval over the Seven Creeks

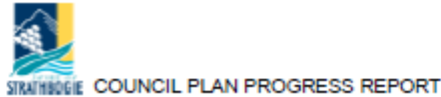
Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Mar-2015	%	✗	To be commenced

ACTION: 6.1.3.03. Support community initiative in securing funding to link the Apex Walking Track across the Seven Creeks near the Rockies

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Council participating on Rockies Bridge Working Party. Awaiting VicRoads approval for use of freeway reserve.

ACTION: 6.1.3.04 Investigate options for the replacement of the Blaney Lane bridge to Buckley Park in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services		50%	+	Options being developed.



STRATEGY: 6.1.4. Provide passive and active recreational facilities and paths / tracks

ACTION: 6.1.4.01 Investigate options to provide a shared pathway connecting the Regatta Centre to the Nagambie Town Centre

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development		20%	+	Part of the Council Plan and Economic Development Master Plan initiatives on pathways, now combined as a whole of Strathbogie Shire plan.

ACTION: 6.1.4.02 Investigate options to provide a shared pathway connecting Kirwan's Bridge Community to Nagambie Town

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development		20%	+	Part of the Council Plan and Economic Development Master Plan initiatives on pathways, now combined as a whole of Strathbogie Shire plan.

ACTION: 6.1.4.03. Investigate the development of a no boating or fishing area at River Street and introduce a no life guard swimming area

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Sep-2014	100%	✓	The Council Plan nominated no boating area at River Street is currently set aside in the Waterway Rules as prohibited to vessels as per Schedule 91.12(a) and designated by markers accordingly. Whilst Council does not designate swimming areas in the waterway, including the lake, it does set aside no boating areas where passive use of the waterway can be enjoyed.

ACTION: 6.1.4.04. Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the actions in the On-Land and On-Water Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2015	100%	✓	Steven Hicks, Manager Governance & Statutory Services provides ongoing support in action implementation as Council representative on the Nagambie Lakes Recreational and Commercial Stakeholders Waterway Committee and Council representative on the Goulburn-Murray Water On-Land On Water Implementation Working Group.



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.4.05. Secure funding to develop options for an additional sport and recreation precinct in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%	X	On hold until the Nagambie Recreation Reserve Masterplan is completed and matching Council and community funds are available.

ACTION: 6.1.4.06. Develop a Nagambie Recreation Reserve Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	25%	+	Investigating Funding Options when New State Government announces funding streams.

ACTION: 6.1.4.07. Investigate the development of a Strathbogie Reserve Sporting Precinct Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	25%	+	Investigating Funding Options when New State Government announces funding streams.

ACTION: 6.1.4.08. Seek funding for the upgrade of the Avenel Memorial Hall

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%	X	Target date has been extended to June 2015. Awaiting new State Government funding program announcements.

ACTION: 6.1.4.09. Work with Shire-wide environment groups to develop programs that deliver community benefits

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2015	40%	+	Cross referenced with Action 2.1.1.04 - Sustainable Development Reference Group. Projects and programs will be initiated through this reference group with the first meeting commencing February 2015.



ACTION: 6.1.4.10. Investigate and seek funding for the development of Strategic Walking Tracks, Horse Trails and Bike Routes for the Shire in conjunction with the Action Groups and Goulburn River Valley Tourism (GRVT).

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development		5%		Engaged company known as Sense of Place to conduct study

STRATEGY: 6.1.5. Provide best practice asset management

ACTION: 6.1.5.01. Advocate for a pedestrian crossing at the railway gates on Birkett Street, Euroa

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Mar-2015	50%		In progress. External funding application not successful. Design to proceed. Based on the Birkett Street Rail Crossing concept layout drawing, Council has invited quotations from GMR Engineering and V/Line for the design of the pedestrian crossing at the Birkett Street Level Crossing Euroa. Awarding of the design will undertaken by mid February 2015.

ACTION: 6.1.5.02. Investigate potential uses for Wesley Hall

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	10%		Council report to be prepared for December 2014.

ACTION: 6.1.5.03. Clean up town entrances / town entry signs in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%		Mowing completed Arboretum to Castle Creek Euroa.



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.04. Investigate and communicate with the community the development of pedestrian crossings in Brock Street, Railway Street and Binney Street area

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	100%	✓	Briefing Note to Council.

ACTION: 6.1.5.05. Provide RV directional signage to Shannon's Lane Car Park, Euroa

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Sep-2014	100%	✓	Signs erected.

ACTION: 6.1.5.06. Continue to design and seek funding for town drainage / sewerage schemes

Position(s)	Target Date	% Complete	Status	Comments
				Annual Goulburn Valley Water co-ordination meeting to be arranged.
Strategic Asset Co-Ordinator	30-Jun-2015	100%	↻	Updating of the Storm Water Management Plan has been completed. The Plan is to be presented to Council for review.
				VicRoads are applying for funding within the month of March for their 40% contribution to Mansfield Road drainage upgrade.

ACTION: 6.1.5.07. Investigate the expansion of additional street lights in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	%	✗	To be commenced



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.08. Advocate to VicRoads and VicTrack for the creation of a roundabout resulting in a safe intersection at Queen Street / Bank Street / Avenel railway crossing

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Matter listed for VicRoads Local Government Liaison meeting October 2014.

ACTION: 6.1.5.09. Investigate costs for Plain Road, Nagambie, to be sealed as an alternative truck route away from the town centre

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	20%	+	An assessment of the alternative truck route has been undertaken by Council Staff. Briefing note has been prepared. Cost estimate within 2015/16 Draft Capital Works Budget. Scoping document to be prepared.

ACTION: 6.1.5.10. Widen Nagambie-Locksley Road to a uniform width and improve signage 'to Euroa'

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Sep-2014	100%	✓	Widening completed.

ACTION: 6.1.5.11. Investigate improved signage and road condition of Mullers Road, Nagambie, in line with Council's Road Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	100%	✓	Scoping document completed.



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.12. Investigate road widening / upgrading options east of the Kelvin View Fire Station (“S” Bends) and Bends in Longwood – Ruffy Road, south of Tarcombe – Longwood Road, near Ardroy Corner

Position(s)	Target Date	% Complete	Status	Comments
				Site inspection carried out by Council staff, identifying scope of works.
Strategic Asset Co-Ordinator	31-Dec-2014	10%	+	Cost estimate of proposed works within Draft 2015-16 Capital Works Program. Scoping document to be prepared.



COUNCIL PLAN PROGRESS REPORT



GOAL: 7 A desirable and safe destination that supports the development of tourism and hospitality enterprises that drive economic growth across our Shire (Tourism and Hospitality)

OBJECTIVE: 7.1. Ensure a coordinated and effective approach to economic and tourism development is maintained at all times

STRATEGY: 7.1.1. Ensure there is consistent branding and marketing of the Shire

ACTION: 7.1.1.01. Advocate to relevant State Government departments for extra tourism funding

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	100%		Partnership with Goulburn River Valley Tourism.

ACTION: 7.1.1.02. Provide RV friendly car parking signage

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2015	100%		Signs erected.

ACTION: 7.1.1.03. Develop a tourist map of all the horse studs in Strathbogie Shire in partnership with North East Thoroughbreds

Position(s)	Target Date	% Complete	Status	Comments
Economic Growth Officer	30-Jun-2015	%		Discussions as part of the Economic Development Master Plan.



COUNCIL PLAN PROGRESS REPORT



ACTION: 7.1.1.04. Investigate funding for a marketing company to work with tourism groups across the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	%	X	Investigate grant opportunities.

ACTION: 7.1.1.05. Ensure the successful implementation of the Tourism Strategies in the Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	100%	↻	

STRATEGY: 7.1.2 Develop the Shire’s tourism story and café culture.

ACTION: 7.1.2.01 Investigate the feasibility of providing plaques on each building to advise of the history of that building

Position(s)	Target Date	% Complete	Status	Comments
Manager Sustainable Development	30-Jun-2015	90%	+	Currently no funding available through Heritage Victoria or Regional Development Victoria. For consideration in 2015/2016 Budget.

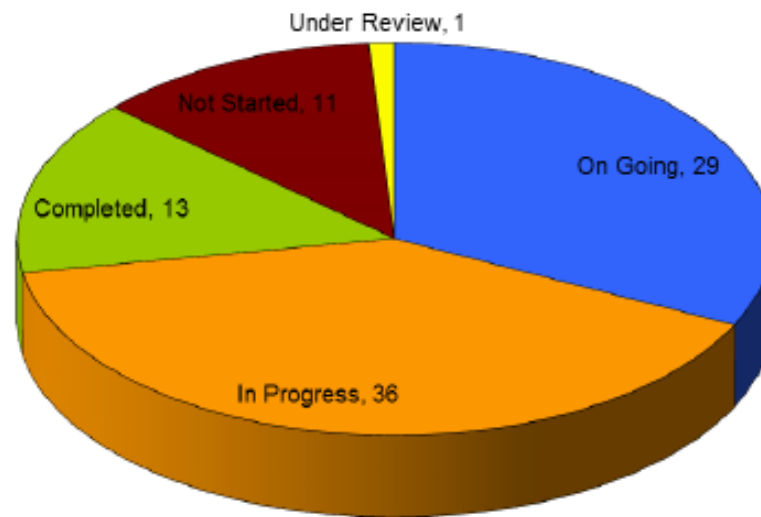
ACTION: 7.1.2.02 Introduce a phone app. for website with town information

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Jun-2015	%	X	Yet to commence. Project plan to be developed in 2015.



ACTION STATUS CHART

Business Plan - STATUS



**9.7.5 Strathbogie Shire Council Audit Committee
- Draft Minutes of the Meeting held on Friday 19 December 2014**

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Attached are draft unconfirmed Minutes of the Audit Committee meeting held on Friday 19 December 2014.

RECOMMENDATION

- 1. That the draft Minutes of the Audit Committee meeting held on Friday 19 December 2014 be received.**
- 2. That Recommendations from the Audit Committee be approved.**

Background

The Strathbogie Shire Council Audit Committee is a Committee appointed by Council and pursuant to Section 139 of the Local Government Act 1989.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.5 Strathbogie Shire Council Audit Committee
- Draft Minutes of the Meeting held on Friday 19 December 2014 (cont.)

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

Draft Minutes of the Strathbogie Shire Council Audit Committee meeting held on Friday 19 December 2014.



STRATHBOGIE SHIRE COUNCIL

Minutes of a meeting of the Strathbogie Shire Council Audit Committee held on 19 December 2014 commencing at 9.30 a.m. at the Euroa Community Conference Centre

Committee Members:	Mr John McInnes	-	Chair
	Ms Claire Taranto	-	Community Representative
	Mr John McCracken	-	Community Representative
	Cr Graeme Williams	-	Council Representative
Officers:	Mr Phil Howard	-	Deputy Chief Executive Officer / Director, People and Culture
	Mr David Woodhams	-	Director, Corporate and Community
	Ms Cathy Fitzpatrick	-	Manager, Finance
Internal Auditors:	Brad Ead	-	AFS & Associates
External Auditors:		-	

1. Welcome
2. Acknowledgement of Traditional Land Owners

'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.

3. Apologies

Mr Steve Crawcour	-	Chief Executive Officer
Mr Roy Hetherington	-	Director, Asset Services

4. Disclosure of Interests

Nil.

5. Confirmation of Minutes

Confirmation of the Minutes of the Audit Committee meeting held on Friday 19 September 2014.

01/15 CLAIRE TARANTO/GRAEME WILLIAMS : That the Minutes of the Audit Committee meeting held on Friday 19 September 2014 be confirmed

CARRIED

6. Business
7. Management Letter – Action Update
8. Items raised by Committee Members

INDEX

		Page No.
6.	Business	
6.1	Creditor Payment Terms Policy – Attachment 1	1
6.2	Procurement Policy - Goulburn Valley Regional Collaborative Alliance – Attachment 2	1
6.3	Local Government Performance Reporting Framework - update	5
6.4	Internal Audit Reports – Attachment 3: 2014-03 Governance 2014-04 Fraud Strategy Review 2015-01 Tree Management 2015-02 Human Resources (currently in progress)	5
6.5	November Confirm Reports – Attachment 4 Annual Leave Balances November	6
7.	Management Letter - Actions Update	6
8.	Items Raised by Committee Members	8
9.	Next Meeting	8

6. **BUSINESS**

6.1 **Strathbogie Shire Council – Creditor Payment Terms Policy**

Author / Department

Manager, Finance

Summary

The Strathbogie Shire Council VAGO Closing Report for Audit 2013-14 (September 2014) included a sector wide focus on management of creditors.

As a result SSC audit item 7.2 recommended that Council consider formulating a formal creditors management policy.

Accordingly a draft policy has been prepared (refer Attachments - Pages 11-13)

Policy aims:

To standardise the terms which apply to the payment of all Tax invoices issued to Strathbogie Shire Council.

Policy Objectives:

- Conformity with legislation
- Conformity with internal controls
- Preservation of capital
- Liquidity
- Meeting cash flow requirements

RECOMMENDATION

That the Audit Committee approves the Strathbogie Shire Council Creditor Payment Terms Policy for subsequent endorsement by Council.

02/15 JOHN McCracken/CLAIRE TARANTO : That the Recommendation be adopted.

CARRIED

Attachment

Strathbogie Shire Council Creditor Payment Terms Policy.

6.2 **Strathbogie Shire Council – Procurement Policy - Goulburn Valley Regional Collaborative Alliance**

As part of the shared services project, a new Procurement Policy was adopted by Council on 18 November 2014. A copy of the Council report and the Procurement Policy are detailed for the Committee's information (refer Attachments - Pages 14-38)

6.2 Strathbogrie Shire Council – Procurement Policy - Goulburn Valley Regional Collaborative Alliance (cont.)

Comments from Audit Committee Members –

- The Procurement Policy has been reviewed and noted by the Committee.
- The Committee has no additional comments.
- The Committee endorses Council's adoption of the Procurement Policy

Extract from Council Minutes 18 November 2014 item 9.7.2

9.7.2 Council Policy - Procurement Policy Review

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

No officer or contractor providing advice in relation to this report has a direct or indirect interest as provided for in accordance with the *Local Government Act 1989* ("the Act").

Summary

Section 186A (7) of the Act requires that each Council review its Procurement Policy at least once each financial year. Council's current *Procurement Policy* was last adopted on 16 July 2013.

RECOMMENDATION

That the Procurement Policy be adopted.

11/15 CRS PURBRICK/STORER : That the Recommendation be adopted, subject to amendment to the Policy, as shown on Pages 14 and 18 of the Policy, and highlighted in text boxes.

CARRIED

Background

In addition to the statutory requirement for an annual review of the Policy, the Goulburn Valley Regional Collaborative Alliance's ("GVRCA") *Strategic Alliance Agreement* and the accompanying *Statement of Intent* and *Business Plan* commit the members, Greater Shepparton City Council ("Shepparton"), Strathbogrie Shire Council ("Strathbogrie") and the Municipal Association of Victoria (in a support role) to a wide range of new practices including collaboration, standardisation of procedures and shared services.

6.2 Strathbogie Shire Council – Procurement Policy - Goulburn Valley Regional Collaborative Alliance (cont.)

One of the first projects identified for review was procurement activities where there is scope for a high degree of uniformity to enable joint procurement practices with a range of benefits including lower costs and improved risk management.

Accordingly, this review was intended not only to review the Policy from Strathbogie's point of view, but ensure the updated Policy is one which meets the requirements for joint procurement activities. The intention is that Shepparton will adopt a similar policy.

Therefore, the review went far beyond the statutory requirement for an annual review.

The GVRCA and accompanying agreement require a fundamental shift in procurement practices at the two Councils. In addition, both organisations will, over time, centralise their high level procurement activities, partially to ensure there is consistency and uniformity *within* each organisation. Without this, there will not be consistency *between* the two Councils.

It is proposed to retain all features of Council's current *Procurement Policy* but to enable a high degree of standardisation for GVRCA purposes, some additions to the current policy are required, including:

- a) material to emphasise that the proposed Policy relates to tenders invited by Council for its own purposes and where Council acts as an agent for Shepparton;
- b) definitions of terms used in the proposed Policy;
- c) roles and responsibilities of staff in a centralised procurement structure
- d) probity aspects;
- e) due diligence requirements; and
- f) reporting to Executive.

Alternative options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified as:

- a) the annual review is a statutory requirement; and
- b) Council has committed to the GVRCA arrangements.

Risk management

The author of this report considers there are no significant risk management issues arising from the report or the recommendation.

6.2 Strathbogrie Shire Council – Procurement Policy - Goulburn Valley Regional Collaborative Alliance (cont.)

Strategic links

The author of this report considers that the report is consistent with the Council policies, key strategic documents and the *Council Plan 2013-2017*.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or adverse recurrent budget considerations. On the contrary, one of the intentions of GVRCA is to achieve a range of benefits including lower costs and improved risk management.

Economic Implications

The proposed policy makes provision for socially responsible procurement and where possible, will encourage local suppliers to submit tenders.

Environmental / Amenity Implications

The proposed policy makes provision for environmental issues to be an evaluation criteria where relevant.

Community Implications

The author of this report considers there are no adverse implications for the community. On the contrary, one of the intentions of GVRCA is to achieve a range of benefits including lower costs.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the *Victorian Charter of Human Rights Act 2006*.

Legal / Statutory Implications

Reviewing the policy and adopting an updated *Procurement Policy* is a statutory requirement.

Consultation

There was no statutory requirement for community consultation.

Given the GVRCA proposals, there has been extensive consultation with Council's senior staff and staff at Shepparton.

Attachments

Procurement Policy

6.3 Local Government Performance Reporting Framework - Update

Author / Department
Manager, Finance

Summary

Trial1 for 2014-15 (quarter) ending 30 September 2014 was completed and submitted to LGV by 10 October 2014. LGV's Final reports are being prepared and an outcome report will be forwarded to CEO in the new year.

Regional Information sessions were held in November 2014 and a verbal report will be provided at the meeting for the Committee member's information.

RECOMMENDATION

That the Audit Committee note progress on the LGPRF in 2014-15.

03/15 GRAEME WILLIAMS/JOHN McCRACKEN : That the Recommendation be adopted.

CARRIED

6.4 Internal Audit Reports

2014-03 Governance
2014-04 Fraud Strategy Review
2015-01 Tree Management

For the information of Audit Committee members, copies of reports prepared by Council's Internal Auditors, AFS & Associates, in relation to three internal audits, were distributed to Committee members for perusal prior to the meeting. The 2015-02 Human Resources audit is currently in progress, therefore, no report was provided.

RECOMMENDATION

That the three reports:

**2014-03 Governance
2014-04 Fraud Strategy Review
2015-01 Tree Management**

be noted, and noting there will be a Council Officer check list of items being dealt with, and a progress report made available.

04/15 CLAIRE TARANTO/JOHN McCRACKEN : That the Recommendation be adopted.

CARRIED

6.5 Key Strategic Indicators

Attached for Audit Committee members' information are details of November 2014 outstanding Confirm Enquiries and Job Intervention Analysis, Excess Annual Leave and Excess Time in Lieu/Rostered Days Off reports (refer Attachments – Pages 39-41)

RECOMMENDATION

That the report be noted, and to be amended to include:-

- % Actioned
- Intervention Timelines
- Comments on Outstanding

05/15 CLAIRES TARANTO/GRAEME WILLIAMS : That the Recommendation be adopted.

CARRIED

7.0 Management Letter - Actions Update

Extract from Management letter considered at September 2014 Audit Committee (A3 print out of table will be provided at the meeting)

2	Detailed findings and recommendations	5
2.1	Annual Leave provision.....	5
2.2	Landfill Rehabilitation Provision	6
2.3	Land Under Roads	7
2.4	Financial Statements Preparation Process.....	8
2.5	Updating of Infrastructure Asset Valuations in Maloney Asset Database	9
2.6	Financial Ratio's calculation.....	10

STRATHBOGIE SHIRE COUNCIL ACTION PLAN FOR AUDIT COMMITTEE FOLLOW UP - External Audit 2013-14 Management Letter								
INITIAL REPORT RECOMMENDATION NO.	ISSUE	OBSERVATION by/ASO	AUDIT RECOMMENDATION	Management Comments	CONSENT STATUS	RISK RATING	RESP. OFFICER	EST. COMP. DATE
21	Annual Leave provision	During our audit of employee provisions we noted that annual leave provisions not expected to be settled within 12 months were not being expensed and discount factors applied to the required by AASB 19 Employee Benefits. This was discussed during the audit and based on the difficulty with identifying the benefit in the taking of annual leave. This figure will be reviewed in 2014/15 and appropriate inflation and discount rate will be applied.	We recommend that these factors be applied to the annual leave provision in future years in a similar manner to the calculation for Council's long service leave. This will ensure compliance with AASB 19.	The split of annual leave provisions not expected to be settled within 12 months was not being expensed and discount factors applied to the required by AASB 19 Employee Benefits. This was discussed during the audit and based on the difficulty with identifying the benefit in the taking of annual leave. This figure will be reviewed in 2014/15 and appropriate inflation and discount rate will be applied.	In discussions with other neighbouring Councils treatment of AL provision is expected to adopt reduced calculation in 2014-15.	Low	Deputy CEO	30/06/2015
22	Landfill Rehabilitation Provision	During our audit of Council's landfill rehabilitation provision we noted the current present value calculation has not been updated in relation to the ongoing remediation costs of the landfill provision (i.e. the non-current liability) in recent years.	We recommend that Council reviews the ongoing remediation costs of the landfill on an annual basis to ensure the value reflected in the financial statements is equal to its current present value.	Significant planning and site leading work has been undertaken during 2013/14 to finalise the requirements for the project. Council aims to undertake the capping of the Wook Town Tip in 2014/15. This will enable Council to identify the ongoing remediation costs of the landfill. This will then be reviewed on an annual basis to ensure the value reflected in the financial statements is equal to its current present value.	Wook Town Tip capping is still yet to be finalised. Council to review the ongoing remediation costs of the landfill on an annual basis to ensure the value reflected in the financial statements is equal to its current present value.	Low	Manager - Finance	30/06/2015
23	Land Under Roads	During our audit of Council's contributed assets during the year we noted that the Council has not recognised land under roads in relation to the Ullaroo development in accordance with the Council's accounting policy at note 10) of the financial statements and under roads acquired after 30 June 2010 should be brought to account.	We recommend that Council recognise land under roads as it is acquired and separately disclose land under	We recommend that Council recognise land under roads as it is acquired and separately disclose land under	In 2014/15 Council will recognise these assets and land under roads and separately disclose land under roads in its FY14/15 note in the financial statements as recommended in the model financial statements. Asset Services staff will be involved with the North East Asset Management Group to ensure this treatment is consistent with treatment by other adjoining Councils. An exercise in the valuation of land under roads 1 January 2014 valuation data has been undertaken and is being finalised.	Low	Director Asset Services	30/06/2015
24	Financial Statements Preparation Process	During our audit of the 2014 financial statements and associated disclosures we were provided with a number of versions that contained disclosure errors that required adjustment as well as a number of disclosure where supporting work papers could not be readily provided. This indicates a lack of a quality control process over the financial statement preparation whereby the financial statements are subject to appropriate review before being submitted to audit.	We recommend that the financial statements be subject to quality control review by appropriate Council staff prior to being submitted for audit. Council staff responsible for the preparation of the financial statements should obtain some comfort that the financial statements appear accurate and that disclosures are supported by appropriate work papers.	No amendments to financial accounts were required as part of the audit of 2013/14 financial results. Working for statements required inclusion of additional note data to further explain variances. This required additional time in the audit process to agree on layout and treatment in both the General Statement and the Financial Statement. Areas of concern highlighted the lack of review of suitable data by Finance from other areas of Council in regards to fair value of assets and the valuation of land and buildings at 30 June 2014. The timeliness of available data for valuations also presented the production of final draft reports at time of audit on site. A Co-ordination Group formed to assist with the production of statements including representatives from Finance, Assets Services and Human Resources to assist with review of data required for the financial statements. It will also monitor progress on any outstanding items and action plans.	November 2014 a co-ordination group has met to discuss the outcomes of the audit and develop action plans and statement and reporting including representatives from Finance and Assets Services. This group is currently reviewing the valuation of land under roads and the treatment of infrastructure assets. Review of HR issues will be undertaken in early 2015.	Medium	Manager - Finance	30/06/2015
25	Identifying Infrastructure Asset Valuations in Mainway Asset Database	During our audit of the AASB 13 fair value disclosures we noted that infrastructure asset valuations in the Mainway Asset Database do not appear to have updated for the large audit adjustments relating to the correction of land value used in the 2012 revaluation process.	We recommend that Council review the values within the Mainway Asset Database and ensure they reflect the balance that was adopted for in the 2012 revaluation process.	Identify a process improvement work plan to recognise alignment of Mainway Asset Database with financial data in a quarterly basis to be reviewed and signed off by the Executive Manager Assets and Manager Finance. Review existing data in Mainway system and align with the 2012 revaluation figures. Identify additions for 2013/14 and 2013/14 to ensure the database reconcile with financial statement balances. Document and review values before revaluation process undertaken at 30 June 2015.	New staff in Assets Services appointed and training in Mainway Assets Database undertaken in December 2014. A revaluation process and review of work flows will be undertaken in the 1st of 2015.	Medium	Director Asset Services	30/06/2015
26	Financial Batch calculation	During our audit of the financial notes disclosed within note 40 of the financial statements we identified that the debt expense note calculation (note 40)(2) incorrectly includes crown land within the Total realisable assets balance. In accordance with the transfer below the calculation the realisable asset balance should exclude land and buildings on crown land. We were further advised by Council that the balance of land and buildings on crown land could not be accurately split out within the disclosure required for completion of the financial statements.	We recommend that Council review the land and buildings that were register and identify items relating to crown land in order to split these items out from the debt expense note calculation going forward.	During 2014/15 Asset services will identify Council owned land and crown land for items included on the Land and Building Register. A similar project was undertaken for Bridge Assets in 2013/14 which has improved management of bridge data significantly.	New staff in Assets Services appointed and training in Mainway Assets Database undertaken in December 2014. A review of Council owned land and crown land for items included on the Land and Building Register is being undertaken in first quarter of 2015.	Low	Executive Manager Assets	30/06/2015

7.0 Management Letter - Actions Update (cont.)

RECOMMENDATION

1. That the report be noted.
2. That the Actions be completed by 30 June 2015.
3. That Officers progress actions.

05/15 *JOHN McCracken/CLAIRE TARANTO* : That the Recommendation be adopted.

CARRIED

8. ITEMS RAISED BY COMMITTEE MEMBERS

1. John McInnes
 - Briefed Committee on the survey about Auditors by VAGO.
2. John McCracken
 - Continuity of Committee membership – ends May 2015.
3. Phil Howard / Cathy Fitzpatrick
 - Internal Audit Item – Business Continuity Plan
The Business Continuity Plan is currently being reviewed by Council's insurers; no need for internal audit review.

CLAIRE TARANTO/JOHN McCracken -

RECOMMENDATION

That the Audit Committee considered the status of the current Audit Program and determined the planned Year-3 topic of Disaster Recovery and Business Continuity be deferred to next year's audit plan and be replaced with the inclusion of a Past Issues Review.

06/15 *ON BEING PUT, THE MOTION WAS CARRIED*

4. Graeme Williams
 - Briefed Committee – Council working on Long Term Financial Plan.
5. David Woodhams
 - Briefed Committee – Home and Community Care decision.
6. John McInnes
 - Thank you to Committee and Officers, and conveyed best wishes for a good Christmas.

9. **NEXT MEETING**

Friday 20 March 2015, commencing at 9.30 a.m. at the Euroa Community Conference Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.39 A.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date

ATTACHMENTS



CREDITOR PAYMENT TERMS POLICY

(Draft)

COUNCIL POLICY	
Effective Date:	xx/xx/2014 Draft for Audit Committee Dec 2014
Last Review:	
Current Review:	December 2014
Adopted by Council:	x / xxx/ 2015
Next Review Date:	Biannually
Responsible Officer/s:	Director, Corporate and Community

1. POLICY STATEMENT

Suppliers engaged by Strathbogie Shire Council will issue a Tax invoice for goods, works and services they provide.

2. POLICY AIM AND OBJECTIVE

This policy aims to standardise the terms which apply to the payment of all Tax invoices issued to Strathbogie Shire Council.

Objectives:

- Conformity with legislation
- Conformity with internal controls
- Preservation of capital
- Liquidity
- Meeting cash flow requirements

3. DEFINITIONS

3.1 Accounts Payable Chart

The master listing of all suppliers who provide goods, works or services to Shire of Strathbogie Council. This listing includes details relating to that supplier such as address, ABN, bank details and payment terms.

3.2 Payment Terms

The time in which a supplier will be paid for the goods, works or services they have provided.

3.3 Supplier

An organisation, individual or company that provides goods, works or services to Shire of Strathbogie Council.

3.4 Creditor

A supplier that has issued a Tax Invoice for the goods, works or services they have provided.

3.5 Authorising Officer

Staff member with delegation to authorise payment of invoices.

3.6 Creditor Payment Cycle

The weekly processing of creditor invoices which are due for payment.

4. POLICY

When a supplier issues a Tax Invoice for goods, works or services provided, and the invoice has been authorised by the authorised officer via Council's finance system, the default and standard payment terms are 30 days after the date of invoice.

4.1 This standard "30 days from the date of invoice" will vary when:

- Council's Contracts and Procurement Team assesses the criteria and makes a recommendation to change the terms to 14 days based on the size of the organisation.
- Any written contract with the suppliers who have different terms;
- Any legislative requirement that determine different terms e.g. ATO;
- Invoices that charge penalty interest if not paid by the due date. e.g. Telstra
- Urgent payments, approved by the Senior Financial Officer, as required. This is subject to funds being available to cover the payment.

4.2 Sundry payments such as donations, staff reimbursements, refunds and petty

5. RESPONSIBILITIES

5.1 Authorised Officers

To ensure that suppliers are aware of Council's payment terms and conditions.

5.2 Senior Finance Officer and Accounts Payable Officer

To ensure that creditor invoices are processed within the agreed payment terms and to review any request for an urgent payment.

5.3 Manager – Finance

Approval of request for urgent payment.

6. SUPPORT AND ADVICE

The administration of Supplier payment terms will be administered by the Accounts Section within Finance.

7. RELATED DOCUMENTS

Purchase Orders Terms and Conditions, Procurement Policies and Procedures, Finance work instructions for using Open Office.

8. Policy Review:

This Policy is to be reviewed for the following circumstances:

- Bi-annually from the date of Council adoption
- Legislative changes (i.e. to the Local Government Act)



STRATEGIC ALLIANCE BETWEEN GREATER SHEPPARTON AND STRATHBOGIE COUNCILS

GOULBURN VALLEY REGIONAL COLLABORATIVE ALLIANCE

PROCUREMENT POLICY

COUNCIL POLICY	
Effective Date:	18 November 2014
Last Review:	
Current Review:	October 2014
Adopted by Council:	18 November 2014
Next Review Date:	Annually (2015/2016 Financial Year)
Responsible Officer/s:	Director, Corporate and Community

TABLE OF CONTENTS

<i>Topic</i>	<i>Page</i>
<i>PURPOSE</i>	<i>1</i>
<i>OBJECTIVE</i>	<i>1</i>
<i>SCOPE</i>	<i>1</i>
<i>DEFINITIONS</i>	<i>2</i>
<i>POLICY</i>	<i>4</i>
<i>Policy principles and application</i>	<i>4</i>
<i>Roles and responsibilities</i>	<i>4</i>
<i>Ethics and probity</i>	<i>6</i>
<i>Late tenders</i>	<i>7</i>
<i>Probity plan and probity audits</i>	<i>7</i>
<i>Conduct of Councillors and Council staff</i>	<i>8</i>
<i>Fair and honest dealing</i>	<i>8</i>
<i>Accountability and transparency</i>	<i>8</i>
<i>Gifts and benefits</i>	<i>9</i>
<i>Endorsement</i>	<i>9</i>
<i>Disclosure of information</i>	<i>9</i>
<i>Governance structure</i>	<i>10</i>
<i>Responsible financial management</i>	<i>10</i>
<i>Internal controls</i>	<i>10</i>
<i>Risk management</i>	<i>11</i>
<i>Occupational health and safety</i>	<i>11</i>
<i>Sustainable procurement</i>	<i>12</i>
<i>Economic sustainability</i>	<i>12</i>
<i>Environmental sustainability</i>	<i>13</i>
<i>Social procurement</i>	<i>13</i>
<i>Role of specifications</i>	<i>15</i>
<i>Purchasing methods</i>	<i>15</i>
<i>Procurement thresholds and competition</i>	<i>15</i>
<i>Public tenders</i>	<i>16</i>
<i>Quotations</i>	<i>17</i>
<i>Public advertising</i>	<i>18</i>
<i>Insufficient quotations</i>	<i>18</i>
<i>Delegation of authority</i>	<i>18</i>
<i>Quotation and tender evaluation</i>	<i>19</i>
<i>Post tender negotiations</i>	<i>19</i>
<i>Corporate records</i>	<i>20</i>
<i>Contract terms</i>	<i>20</i>
<i>Dispute resolution</i>	<i>20</i>
<i>Contract management</i>	<i>21</i>
<i>Continuous improvement</i>	<i>21</i>
<i>Policy owner and contact details</i>	<i>21</i>

1. PURPOSE

The intent of this *Procurement Policy* ("the Policy") is to achieve best value outcomes and ensure high standards of probity and accountability in the procurement of goods, services and works for:

- a) the Strathbogie Shire Council ("Council"); and
- b) the Goulburn Valley Regional Collaborative Alliance ("GVRCA") of which Council and the Greater Shepparton City Council ("Shepparton") are foundation members.

Accordingly, the Policy provides for procurement processes where:

- a) Council invites tenders for goods, services or works where Council will be the principal to the contract; and
- b) Council invites tenders as an agent for Shepparton with the intention that each council subsequently enters into a contract.

2. OBJECTIVE

The objective of this Policy is to ensure that Council's procurement principles, policies, processes and procedures achieve the following objectives:

- a) value for money, innovation and continuous improvement in the provision of services for the community;
- b) a strategic approach to procurement planning, implementation and evaluation;
- c) enabling sustainable outcomes including economic, environmental and social sustainability;
- d) efficient and effective use of Council resources;
- e) utilising collaboration and partnership opportunities;
- f) high standards of probity, transparency, accountability and risk management; and
- g) compliance with legislation, the current *Council Plan* objectives, Council policies and industry standards.

3. SCOPE

Section 186A of the *Local Government Act 1989* ("the Act") requires councils to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works.

This Policy must be considered in all aspects of the procurement of goods, services and works. Each council must also review the policy annually and make it available for public inspection at Council offices and on the website.

The scope of this Policy commences from when there is an identified need for procurement requirements and continues through to the delivery of goods or completion of works and services. The Policy will apply to Council, Councillors, Council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

4. DEFINITIONS

Terms used in this policy have the meanings shown in *Table 1*.

Reference term	Definition
Act	<i>Local Government Act 1989.</i>
Best value	Best value in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none">• contribution to the advancement of the Council's priorities;• non-cost factors such as fitness for purpose, quality, service and support; and• cost-related factors including, where appropriate, whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Commercial in confidence	Information that, if released, may prejudice the business dealings of a party eg: prices, discounts, rebates, profits, methodologies and process information.
Contract management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council staff	Includes full-time, part-time and temporary Council staff, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods and/or services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract
Panel contract	A panel contract is a standing offer agreement where multiple contractors are appointed to a panel of suppliers, rather than an agreement with just one contractor.

Reference term	Definition
<p>Probity</p>	<p>Within local government, the word "probity" is often used in a general sense to mean "good process."</p> <p>A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.</p>
<p>Procurement</p>	<p>Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.</p>
<p>e-Procurement</p>	<p>e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for goods, services and works.</p>
<p>Social procurement</p>	<p>Social procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.</p>
<p>Standing offer agreement</p>	<p>The contractor agrees to provide Council with specific goods or services as nominated in the contract and the contract is for a fixed period.</p> <p>There is no obligation on Council to purchase any goods or services, however if purchases are made under the contract, they are made under the terms and conditions which form part of the contract.</p>
<p>Sustainability</p>	<p>Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.</p>
<p>Tender process</p>	<p>The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.</p>
<p>Tender Evaluation Panel (TEP)</p>	<p>Panel of staff and/or contractors and/or Audit Committee member, set up to evaluate tenders.</p>

Table 1

5. POLICY

Policy Principles and Application

Council and the GVRCA will apply the following fundamental best practice principles to all procurement, irrespective of the value and complexity of that procurement:

- a) value for money;
- b) open and fair competition;
- c) accountability;
- d) risk management; and
- e) probity and transparency.

The application of this Policy needs to be considered in the overall context of achieving the best value for money outcomes for Council, the Strathbogie community and the GVRCA community.

A key message is that the purchasing of goods, services and works needs to be sensitive to customer needs and expectations, market demand, market supply and prevailing market forces to achieve the best possible purchasing outcomes.

Roles & Responsibilities

The Council is moving to a centralised procurement model. The initial focus will be on centralising much of the tendering process and over time, routine purchasing (eg: that which does not require a tender) will also be centralised.

Under the new centralised model, the Contracts and Procurement Team will comprise:

- a) Manager Governance and Statutory Services;
- b) Manager Finance; and
- c) Executive Manager Assets.

The role of the Contracts and Procurement Team includes:

- a) responsibility for the *Procurement Policy*;
- b) responsibility for the *Procurement Guidelines*;
- c) custodian of tender documents such as Conditions of Contract and Conditions of Tender;
- d) provision of advice to other departments;
- e) regular liaison with Shepparton;

- f) facilitating joint tenders;
- g) managing the tendering process including:
 - i. assisting Branches with the preparation of specifications;
 - ii. finalising the tender documentation;
 - iii. advertising;
 - iv. responding to enquiries from tenderers;
 - v. issuing of addenda;
 - vi. opening and distribution of tenders;
 - vii. representation on every tender evaluation panel;
 - viii. arranging checks on the financial viability of preferred tenderers;
 - ix. input to the report of the TEP;
- h) ensuring that each contract is properly awarded;
- i) arranging the exchange and execution of contracts;
- j) after input from the relevant Branch:
 - i. extending contracts where appropriate;
 - ii. arranging contract novations;
 - iii. documenting contract variations;
 - iv. return of security and retention payments;
- k) maintenance of the contract register;
- l) collating information on non-compliant contracts and ensuring these are included in the public register required to be kept pursuant to the *Local Government (General) Regulations 2004*. (Note – these Regulations “sunset” on 25 October 2015 and will be replaced or extended);
- m) quarterly reporting to Executive on the extent of compliance with the *Procurement Guidelines*;
- n) generally ensuring the consistency of procurement processes throughout the organisation.

Under the centralised model, the role of the Directorates and Departments includes:

- a) ensuring the proposed tender complies with the *Procurement Policy* and *Procurement Guidelines*;
- b) ensuring the necessary approvals (eg: procurement plan, Director's approval etc) are obtained;
- c) preparation of draft specifications;
- d) providing a Chairperson and any other staff member required to form part of the TEP;
- e) keeping minutes of TEP meetings;
- f) referee checking of short listed or preferred tenderers;
- g) preparation of the draft TEP report (to the Council officer with delegation to award the contract);
- h) where required, preparation of the report to Council to award the contract;
- i) managing the contract;
 - delivery of the specified works, goods or services;
 - delivery of the contract in accordance with the terms and conditions;
- j) reporting on contractor performance;
- k) ensuring that, where appropriate, there is timely liaison with the Contracts and Procurement Team to arrange contract extensions;
- l) ensuring that there is timely liaison with the Contracts and Procurement Team to re-tender for goods, services or works when required; and
- m) issuing of practical and final completion certificates.

The Executive Manager Assets is responsible for leading the operation of the Contracts and Procurement Team.

The Manager Governance and Statutory Services is responsible for implementing, monitoring, evaluating and reviewing this policy.

Ethics and Probity

Councillors and members of staff (and all persons engaged in procurement activities on the Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

In accordance with the Act, all members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (section 95 – Conduct Principles).

In procurement matters:

- a) members of staff must disclose a direct or indirect interest (and the type of interest) before participating in any tendering process. Once a conflict is disclosed, the staff member must have no part on the tendering process;
- b) Council officers with delegated powers, duties or functions are prohibited from exercising those powers, duties or functions if they have conflicts of interest (section 80B);
- c) Councillors must comply with the Primary Principle of Councillor Conduct and avoid conflicts between their public duties as a Councillor and their personal interests and obligations (section 76BA). Councillors, members of special committees and members of the Audit Committee must disclose a conflict of interest (section 79);
- d) Councillors must comply with the *Councillor Code of Conduct*;
- e) Councillors must not improperly direct or improperly influence a member of Council staff in the exercise of any power in the performance of any duty or function (section 76E);
- f) members of staff must comply with the *Code of Conduct for Council Staff* (section 95AA);
- g) Council must comply with the Best Value Principles (section 208A-G);
- h) all staff engaged in the evaluation of a quotation or tender must adhere to this Policy and complete and lodge a *Conflict of Interest Disclosure Form* and a *Deed of Confidentiality* with the TEP Chairperson; and
- i) all Councillors and staff must adhere to Council's *Acceptance of Gifts and Hospitality Policy* in matters of procurement.

Councillors and staff must make their interests known in any situation where it could be perceived that an interest might exist.

Late tenders

Late tenders will not be accepted under any circumstances.

Probity Plan and Probity Audits

When projects are identified as of sufficient complexity, risk or scale, the Chief Executive Officer ("CEO") may direct that a probity plan is to be prepared and a probity advisor may be engaged.

Where necessary, a probity advisor or probity auditor shall review and certify the suitability of the tender, evaluation and award processes to ensure that:

- a) this Policy and the *Procurement Guidelines* are followed;
- b) all tenderers are treated equally and fairly;
- c) all material is kept confidential; and
- d) an audit trail of communications and decision-making is retained for proof of process.

The role of the probity adviser or probity auditor may include:

- a) reviewing the draft tender documentation;
- b) attending the opening of the tenders;
- c) attending meetings of the TEP, including any interviews of short listed tenderers;
- d) reviewing the draft report of the TEP; and
- e) providing a report.

Conduct of Councillors and Council Staff

Councillors and Council staff must at all times conduct themselves in ways that are, and are seen to be, ethical, of the highest integrity and must:

- a) treat potential and existing suppliers with equality and fairness;
- b) not seek or receive personal gain;
- c) maintain confidentiality of Commercial-in-Confidence matters and information such as tender and contract prices and other sensitive information;
- d) present the highest standards of professionalism and probity;
- e) deal with suppliers in an honest and impartial manner that does not allow conflicts of interest; and
- f) be able to account for all decisions and provide feedback on them.

Council staff responsible for managing or supervising contracts are prohibited from either being engaged by a Council contractor or performing any works under the contract they are supervising.

Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process so that it can withstand public and audit scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

Accountability and Transparency

Accountability in procurement means being able to explain and evidence what decisions have been made and what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Gifts and Benefits

Councillors or Council staff may be offered a gift or benefit in the course of their work.

This gift or benefit could be offered in good faith, or it could be an attempt to influence, bribe or compromise the Councillor's or Council staff member's ability to act in the public interest.

In accordance with Council's *Acceptance of Gifts and Hospitality Policy*, no Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that is connected with the duties of the officer, or in which the Council is interested

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives or from organisations, firms or individuals with whom they have official dealings.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how insubstantial the evidence available), must be promptly brought to the attention of the CEO.

Endorsement

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to a Director or the CEO.

Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Councillors and Council staff are to protect, by refusing to release or discuss information to the extent that it is Commercial-in-Confidence.

This may include:

- a) information disclosed by organisations in tenders, quotation or during tender negotiations; or

- b) pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations must not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

Discussions must not be entered into with any tendering party or its representative or agent which could have potential contractual implications prior to the contract approval process being finalised, other than pre-contract negotiations.

Governance Structure

The Council shall:

- a) establish a procurement management responsibility, structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle (where possible) of all goods, services and works purchased by the Council;
- b) ensure that the Council's procurement structure is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required;
- c) ensure that prospective contractors and suppliers are afforded an equal opportunity to tender;
- d) encourage competition; and
- e) ensure that policies that impinge on the purchasing policies and practices are communicated and implemented.

Responsible Financial Management

The principle of responsible financial management must be applied to all procurement activities, including ensuring that existing funds within an approved budget, or source of funds, is established prior to the commencement of any procurement action.

Council staff must only authorise the expenditure of funds in accordance with their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

Delegations define the limitations within which Council staff can make financial commitments. Delegation of procurement authority allows specified Council staff to

approve certain purchases, quotation, tender and contractual processes without prior referral to the Council or another officer.

This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. The financial delegations for Council staff are detailed in the Instrument of sub-delegation from the CEO.

Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- a) there is clear accountability and responsibility for all transactions;
- b) transparency in the procurement process;
- c) a clearly documented audit trail exists for procurement activities;
- d) appropriate authorisations are obtained and documented.

Risk Management

Risk management is to be appropriately applied at all stages of procurement activities ensuring sufficient planning is carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

The provision of goods, services and works by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measures such as:

- a) standardising contracts to include current, relevant clauses;
- b) requiring security deposits or bank guarantees where appropriate;
- c) referring draft specifications to relevant experts;
- d) requiring written contractual formation before allowing the commencement of work;
- e) use of or reference to relevant Australian Standards (or equivalent); and
- f) effectively managing the contract including monitoring and enforcing performance.

All procurements are to be conducted in accordance with Council's risk framework as detailed in the *Risk Management Strategy*, *Risk Management Policy* and this Policy.

Occupational Health and Safety

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors.

Council requires all its contractors and suppliers share this commitment to providing a safe and healthy environment, so far as is reasonably practicable.

All persons working with Council under a contract, agreement or other documented work arrangement, must:

- a) comply with obligations under *Occupational Health and Safety Act 2004*, Regulations, Codes of Practice, Safety Standards and contract specific requirements;
- b) demonstrate effective safety management capabilities;
- c) identify and manage risk appropriate with the identified level of risk;
- d) consult with Council in relation to work health and safety duties and obligations to determine how OHS responsibilities will be managed;
- e) comply with requirements for qualifications, licences and registration;
- f) comply with the Council safety procedures implemented to protect workers' health and safety;
- g) report all incidents that have or could have, affected a person's health and safety; and
- h) provide sufficient information to allow performance to be monitored.

These are mandatory requirements and non-compliance may disqualify prospective contractors and suppliers.

Council employees responsible for any procurement or contractor activities must ensure OHS considerations of purchases are given to ensure that the goods do not pose a risk to health and safety of workers.

Sustainable Procurement

In accordance with the current *Council Plan*, the organisation's procurement decisions and initiatives will be based on clear and transparent evidence, informed economic, environmental and social considerations.

Economic Sustainability

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement, including disposal and end of life costs, consistent with acceptable quality, reliability and delivery considerations. Lowest purchase price is not the sole determinate of value for money. To help ensure value for money the following factors will be considered:

- a) developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout;
- b) effective use of competition;

- c) using panel contracts under a Standing Offer Agreement where appropriate;
- d) identifying and rectifying inefficiencies in procurement processes;
- e) developing cost efficient tender processes including appropriate use of e-solutions; and
- f) Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements.

Environmental Sustainability

Council is committed to enhancing the environment by supporting the principles of environmentally sustainable procurement within the context of purchasing on a value for money basis

The Council aims to achieve this by:

- a) taking into account the need to minimise emissions and reducing the negative impacts of transportation when procuring goods, services and works;
- b) taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products, services and works procured;
- c) considering the environmental credibility of tenders and requiring contractors to conduct their operations in an environmentally sensitive manner;
- d) selecting products, services and works that have minimal effect on the depletion of natural resources and biodiversity;
- e) giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services;
- f) ensuring all relevant tender and contract documents contain sustainability specifications as appropriate to the product or service being procured;
- g) complying with all Australian legislation and ensuring Council's suppliers do the same;
- h) training all Council staff on sustainability considerations within the procurement process;
- i) applying a 10 percent price advantage to encourage the purchase of environmentally sustainable products;
- j) establishing specific programs, as a member of ECO-Buy, for:
 - i. developing and implementing an ECO-Buy action plan;

- ii. establishing a tracking system to monitor purchasing of environmentally preferred products; and
- iii. incorporating green purchasing into all purchasing systems.

Social Procurement

Council is committed to improving the quality of life in Strathbogie and the GVRCA community through the involvement of the community in a range of factors including the provision of goods, services and works. Council is also committed to ensuring that all views are considered through inclusive deliberation and active involvement of the community.

Social procurement will be an evaluation criteria where appropriate. The criteria may include:

- a) consulting and engaging with the community;
- b) building community involvement in the way services are delivered or works undertaken;
- c) enhancing partnerships with community stakeholders and other service providers;
- d) providing a range of other social benefits including community amenity and public health and well-being;
- e) increasing local employment;
- f) increasing employment of people from disadvantaged backgrounds; and
- g) capacity building in the local community.

To encourage a focus on local industry, including creating local employment and improving local businesses:

- a) Council officers should seek at least one quotation from a local supplier, if available;
- b) for all tenders where the anticipated contract sum is greater than \$250,000 including GST, a local economic impact statement must be submitted by tenderers that will detail the level of local content including labour, materials, plant and supervision; and
- c) where tenders are within 10% of the weighted tender evaluation of the highest ranked tender, the tender evaluation will take into consideration the merit of local economic impact statements when assessing the preferred tender.

Local is defined as within the municipal district and for a joint tender, within the two municipal districts.

Local content includes:

- a) labour and job creation;
- b) supporting local businesses by sourcing local products and services;
and
- c) skills and technology transfer.

Council, in conjunction with industry partners, will coordinate and promote information sessions which will provide guidance to business and industry regarding all aspects of procurement and tendering.

The Best Value Principles included in sections 208B and 208C of the Act provide that Council may take into account opportunities for local employment growth or retention and environmental advantages for the municipal district.

Council will work with existing and potential suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being considered.

Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's objectives through being written in a manner that:

- a) ensures impartiality and objectivity;
- b) encourages the use of reliable and proven products;
- c) encourages sustainability;
- d) reduces bureaucracy and encourages innovation; and
- e) wherever possible, specifies requirements in terms of service outcomes and key performance standards.

Whilst it may be appropriate in certain circumstances to specify inputs, care must be taken to ensure that innovative solutions will still be encouraged.

Purchasing Methods

Council's standard methods for purchasing goods, services and works shall be by:

- a) petty cash, or corporate credit or debit card or purchase order for low value simple purchases;

- b) purchase order following a quotation process for purchases under \$25,000;
- c) quotations using the standard quotation documents for purchase between \$25,000 and \$150,000 for goods and services and \$200,000 for works;
- d) contract following a tender process;
- e) purchasing schemes or approved suppliers including collaborative purchasing arrangements with other councils, agency arrangements (section 186(5) (b)) and Ministerial approved schemes (section 186(5) (b)) such as the Municipal Association of Victoria and Procurement Australia;
- f) the Council or the CEO may approve other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority; and
- g) Ministerial exemptions from tendering requirements in exceptional circumstances such as natural disaster recovery or interruption to a delivery of key services.

Procurement Thresholds and Competition

The *Procurement Guidelines* detail the minimum spend competition thresholds and the associated procurement methods. These thresholds are determined by this Policy.

Public Tenders

A public tender process must be undertaken when purchases of goods or services may exceed \$150,000 including GST, or purchases for the carrying out of works may exceed \$200,000 including GST.

Section 186(1) of the Act requires that before Council enters into a contract for the purchase of goods or services to the value of \$150,000 or more, or for the carrying out of works to the value of \$200,000 or more, it must:

- a) give public notice of the purpose of the contract and invite tenders from any person wishing to undertake the contract; or
- b) give public notice of the purpose of the contract or the project to which the contract relates and invite expressions of interest from any person interested in undertaking the contract or all, or any part of, the project.

Section 186 does not require Council to accept the lowest tender or to accept any tender and does not apply if:

- a) the Council resolves that the contract must be entered into because of an emergency; or
- b) the contract is entered into with a council acting as the agent for a group of councils and the Council has otherwise complied with this Act; or

- c) the contract is entered into in accordance with arrangements approved by the Minister (eg; purchases through MAV Purchasing and Procurement Australia currently have Ministerial approval);

Section 186(6) of the Act requires that whenever practicable, a Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

The Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders. Typically a multi-stage tender process will commence with an expression of interest (EOI) followed by a selective tender process involving some or all of the EOI respondents. EOIs may be appropriate where:

- a) the requirement is complex, difficult to define, unknown or unclear;
- b) the requirement is capable of several technical solutions;
- c) where the organisation lacks knowledge about the particular good or service being purchased and wants to be able to take advantage of information submitted in an expression of interest process;
- d) the Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- e) tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- f) it is necessary to pre-qualify suppliers and goods to meet defined standards;
or
- g) the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

Where significant sums are spent which aggregate to greater than \$150,000 for goods and services or \$200,000 for works with one supplier or on one service, it is necessary to structure procurement proposals as requests for tenders or quotations to achieve greatest value and supplier performance by leveraging this aggregate spend, rather than treating each discrete arrangement as a separate procurement exercise.

There is no specific time limit applying to the length of a contract which is subject to the tender threshold. Rather, the optimum period of a contract should be first determined on the basis of value for money and the efficiency and effectiveness of the procurement.

Measures which intentionally seek to avoid the requirement to give public notice, for example contract splitting, placing multiple orders, seeking multiple quotations with a single supplier or engaging in effect a single supplier under different guises, are considered to breach the requirement to call public tenders where threshold values would otherwise be reached.

Quotations

Purchase of goods, services and works having a total valuation of \$150,000 inclusive of GST or less, in a single contract (over the total life of the contract) or supply arrangement must be undertaken using a quotation method as described below:

- a) item of a value less than \$500 – best value;
- b) item of a value \$501 to \$5,000 - minimum two written or verbal quotations. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted;
- c) item of value \$5,001 to \$25,000 – minimum two written quotations. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted; and
- d) items with a value \$25,001 to \$150,000 for goods and services, or \$200,000 for works - Request for three written quotations. A minimum of three quotations is to be obtained by issuing a written Request for Quotation. Details of the suppliers contacted and their quotations must be recorded in Council's Record Management System.

Quotations returned by the nominated closing date must be evaluated and a recommendation made to consider the supplier offering the best value for money outcome.

Public advertising

Quotations may be advertised when judged to be sufficiently advantageous to Council. This may occur when a field of potential tenderers has not been established, an innovative approach is required, the project has broad appeal that may attract competitive prices, etc.

The relevant responsible staff member must consider the potential benefits of public tendering for any purchases over \$100,000 inclusive of GST, particularly to ensure that for any reason, such as contract variations, the contract sum does not eventually exceed \$150,000. A considered and conscious decision must be made by the Manager that three quotes will still achieve the best net value outcome. The minimum placement requirement includes use of any newspaper approved by Council for such purpose.

Insufficient quotations

The situation may arise where insufficient quotations are obtained to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought. In this case, Director's approval is required. The details of the contacted suppliers must be recorded and an appropriate comment recorded.

In the following circumstances only one quotation may be required:

- a) in the event of emergency works for safety reasons; or
- b) when there is only one known and reputable supplier.
- c) in the event of insufficient quotations, the Chief Executive Officer is to provide written advice to Council in an Assembly of Councillors.

Delegation of Authority

Delegations define the limitations within which Council staff are permitted to work.

Commitments and processes which exceed the CEO's delegation and which must be approved by the Council are awarding contracts where the total contract value exceeds \$150,000 (inclusive of GST) for goods and services and \$200,000 (inclusive of GST) for works.

The financial delegations allow specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. These delegations identify the Council staff delegated to make such procurement commitments in respect of goods, services and works on behalf of the Council.

Quotation & Tender Evaluation

All quotations and tenders must be evaluated in a consistent manner against pre-determined and weighted evaluation criteria listed in order of importance. A weighted matrix analysis must be used for analysing and comparing tenders, and quotations in excess of \$50,000 inclusive of GST, in a detailed and consistent manner.

A formal evaluation is to be carried out for purchases that exceed \$50,000 inclusive of GST. The purpose of the evaluation plan is to define roles and responsibilities and ensure probity of the tender process.

The evaluation criteria and weightings must be determined by the specification writer, after consultation with the Manager Governance and Statutory Services, prior to inviting proposals. The evaluation criteria (but not the weightings) must be included in the tender documents, in order of importance.

A due diligence analysis of the preferred or short-listed tenderers for all major contracts must be undertaken to ensure that they have the capacity and stability to comply with the requirements of the contract.

A due diligence may include:

- a) a financial check through an organisation such as Corporate Scorecard;

- b) analysing recent audited financial statements; and
- c) referee checking.

Major contracts include:

- a) contracts with a relatively high level of risk (eg: financial or complex works contracts);
- b) contracts with a value exceeding the CEO's delegation; and
- c) contracts of a sensitive nature to the community (eg: home care, open space maintenance, waste management etc).

Post Tender Negotiations

The objective of post tender negotiations is to obtain the optimal solution (ie: best and final offer) and commercial arrangements. All substantive issues must be agreed and the draft contract documentation amended to reflect the agreement. Negotiations must be mindful not to significantly alter the scope or intent of a tender or proposal. When the scope of the intent of the tender is changed by more than 20%, a new tender is required to be undertaken.

The conduct of negotiations after the close of a tender or quotation as part of the process for recommending the preferred supplier may be conducted prior to entering into a contract or making a purchase. Matters for post tender negotiations may include:

- a) clarifying the robustness of the lump sum price and/or schedule of rates;
- b) additional value adding options;
- c) specific contract management arrangements;
- d) identifying key personnel for various stages of the contract;
- e) intellectual property transfer opportunities; and
- f) service supply arrangements.

Corporate Records

The officer authorised to make procurement commitments in respect of the relevant goods, services and works, will ensure timely and accurate corporate records are kept. Records shall include but not be limited to:

- a) acceptance of tenders;
- b) acceptance of quotes;
- c) TEP reports;
- d) evidence of the awarding of a contract;

- e) the contract documents;
- f) contract term extensions (within the authorised budget);
- g) contract amendments and variations (financial and non-financial);
- h) contract novations;
- i) appointment to register of pre-qualified suppliers;
- j) corporate credit and debit card purchases; and
- k) procedural exceptions.

Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions. The contract must be signed by the contractor and a Council representative before works or services commence.

To protect the best interests of the Council, terms and conditions must be agreed in advance of any commitment being made with a supplier. Any exceptions expose the Council to risk.

Dispute Resolution

Council's standard contracts incorporate dispute management and alternative dispute resolution provisions such as arbitration to minimise the chance of disputes escalating to legal action.

Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- a) establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- b) providing a means for the early recognition of issues and performance problems and the identification of solutions. All Council contracts are to include contract management requirements and quality and cost standards. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives value for money and that quality and cost standards and measurable key performance indicators are met.

Continuous Improvement

Council is committed to continuous improvement and will review this Policy annually, to ensure that it continues to meet the corporate objectives.

Policy Owner and Contact Details

The Manager Governance and Statutory Services, is the designated owner of this Policy.

For further information on the Policy please contact via email – info@strathbogie.vic.gov.au or telephone 1800 065 993.

Please note: This Policy is current as at the date of approval. Refer to Council's website (www.strathbogie.com.au) or staff intranet to ensure this is the latest version.

APPENDIX

RELATED PLANS, POLICIES, PROCEDURES AND LEGISLATION

PLANS

- Council Plan 2013-2017

POLICIES

- Councillor Code of Conduct
- Conflict of Interest – A Guide for Councillors October 2012
- Acceptance of Gifts and Hospitality Policy
- Risk Management Policy
- Fraud Control Policy

PROCEDURES

- Procurement Guidelines

LEGISLATION

- Section 3C of the Act (objectives of a Council)
- Sections 77A, 77B, 78, 78A to 78E, 79, 79B to D, 80, 80A to C and 95 of the Act (conflict of interest)
- Section 98 of the Act (delegations)
- Section 140 of the Act (accounts and records)
- Section 186 of the Act (power to enter into contracts)
- Section 186A of the Act (Procurement Policy)
- Sections 208C of the Act (Best Value Principles)
- The relevant provisions of the *Competition and Consumer Act 2010*

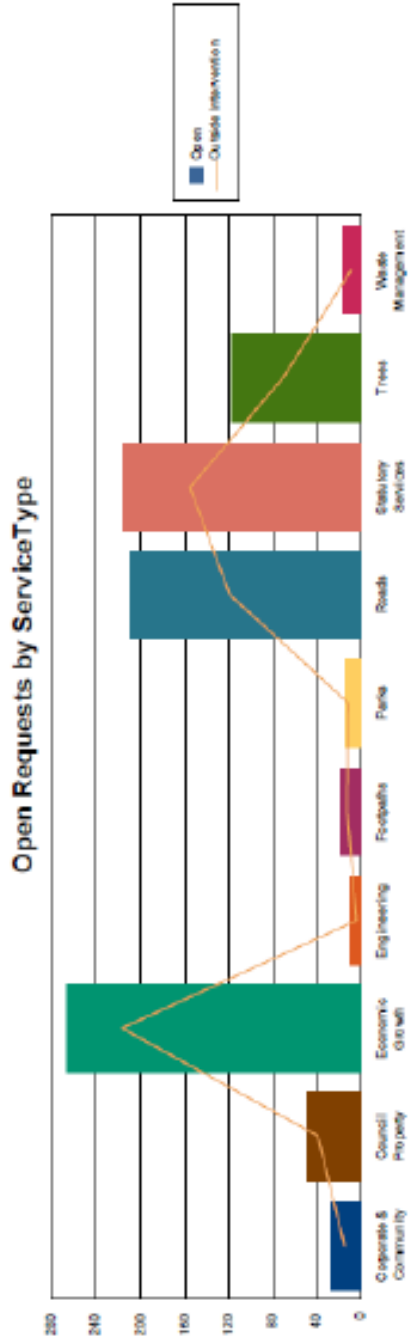
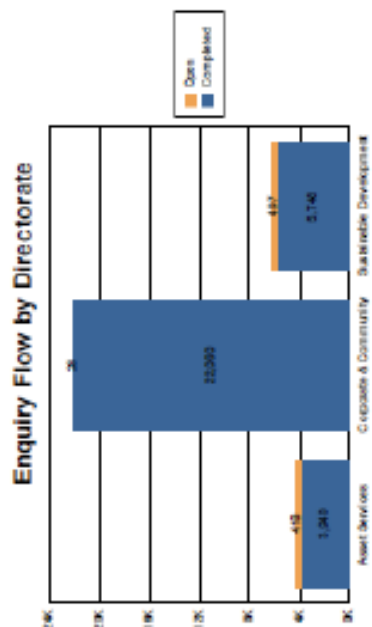
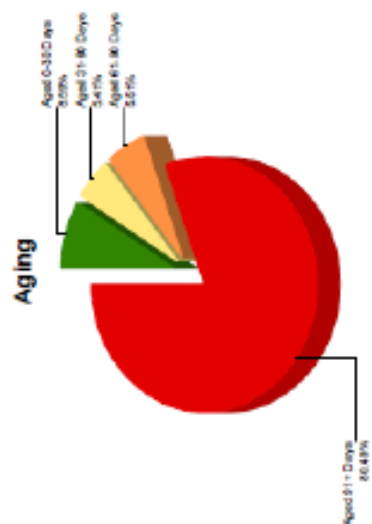
REVIEW

Section 186A (7) of the Act requires that at least once in each financial year, Council must review the current procurement policy and may amend the procurement policy.

Customer Enquiry Flow
November 2014
STRATHBOGIE

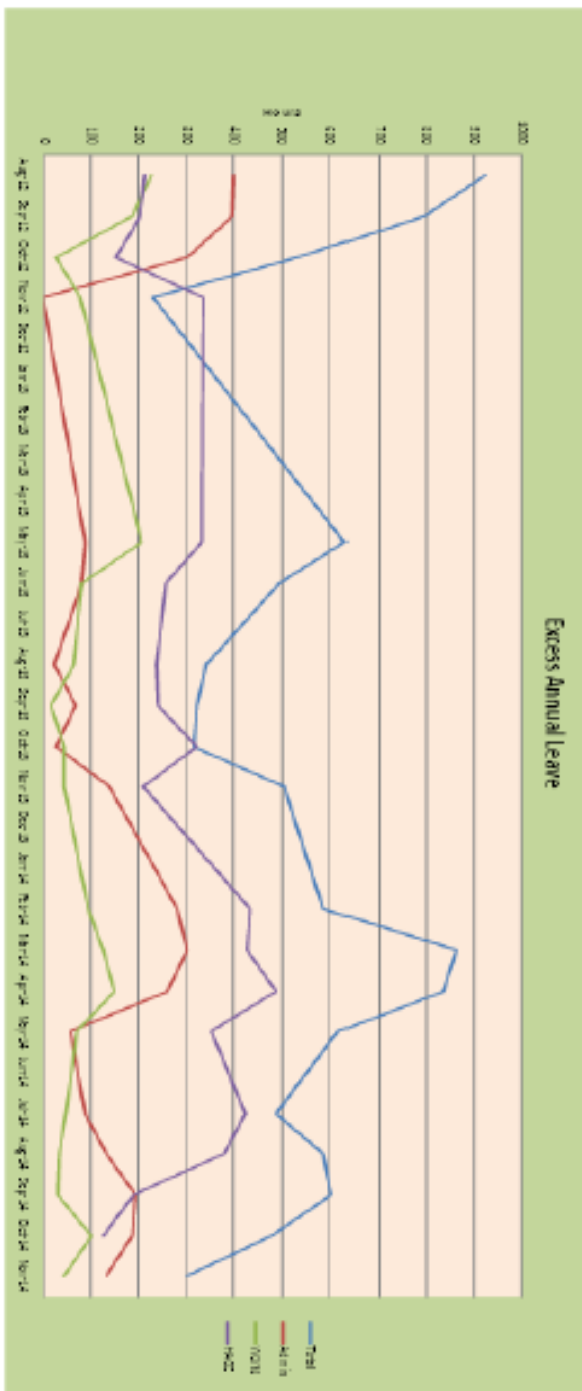
Service Type	Logged		Open		November		2014-2015		2014-2015		Open		Aged		Aged		Open Outside		
	Total	22,088	Total	28	Logged	1,929	Open	4	Logged	9,498	Open	11	0-30	31-60	61-90	91+	Intervention	14	
Corporate & Community	22,088	28	1,929	4	9,498	11	4	2	1	21	14								
Council Property	720	49	15	7	76	21	7	4	5	33	39								
Economic Growth	2,524	268	1	1	47	7	1	0	3	262	216								
Engineering	186	10	0	0	11	0	0	0	0	10	4								
Footpaths	93	17	2	1	11	5	1	1	1	14	12								
Parks	145	15	7	3	22	8	3	3	0	9	11								
Roads	2,580	209	85	29	416	85	29	14	19	147	119								
Statutory Services	3,147	216	57	16	368	68	16	17	15	168	155								
Trees	633	117	29	20	83	50	20	10	8	79	70								
Waste Management	575	16	0	0	29	1	0	0	0	16	9								
	32,691	943	2,125	81	10,561	257	81	51	52	759	649								

Corporate & Community	Council Property	Economic Growth	Engineering	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Activated General Home Modifications	Council Property Council Property Plant Control Public Art Public Lighting Subsidiary Sign	Economic Growth Events Planning Sub Divisions	Engineering Engineering Furniture Road/Street Footpaths	Footpaths Footpaths Furniture Road/Street Footpaths	Parks Park/Reserve Playground State Recreational Park	Buildings Bridges Drainage Emergency Call Out Networking Roads Traffic Lights	Building Animals - Domestic Animals - Other Environmental Protection Environmental Health Fire Grants Incentive Infringement/Review Local Laws	Tree Waste Mgmt & Recycling	Tree Waste Mgmt & Recycling



Excess Annual Leave - Total Over EMA

	Apr-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14		
Total	934.09	796.7	594.95	229.98	623.34	442.7	342.97	330.77	314.13	316.06	303.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	305.33	
Admin	423.23	326.71	323.24	0	888.66	82.56	22.05	67.7	26.16	159.65	281.26	302.34	292.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	302.94	
Waste	227.21	187.06	28.16	78.04	207.97	70.72	65.08	16.88	45.5	43.17	95.42	133.94	148.31	72.35	42.12	38.75	29.32	101.31	45.14											
MALC	284.65	212.93	243.55	152.92	663.71	344.09	296.24	296.99	210.17	323.13	209.51	155.66	127.43	107.26	152.26	124.04	300.14	189.21	124.54											



9.7.6 Council Policy - Creditor Payment Terms Policy

Author & Department

Manager, Finance / Corporate and Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

No officer or contractor providing advice in relation to this report has a direct or indirect interest as provided for in accordance with the Local Government Act 1989 ("the Act").

Summary

Policy aims:

To standardise the terms which apply to the payment of all Tax invoices issued to Strathbogie Shire Council.

RECOMMENDATION

That Strathbogie Shire Council Creditor Payment Terms Policy be adopted.

Background

The Strathbogie Shire Council VAGO Closing Report for Audit 2013-14 (September 2014) included a sector-wide focus on management of creditors.

As a result, Strathbogie Shire Council audit item 7.2 recommended that Council consider formulating a formal creditors management policy. Accordingly a draft policy has been prepared and reviewed and approved by the Audit Committee at its meeting held on 19 December 2014.

Policy Objectives:

- Conformity with legislation
- Conformity with internal controls
- Preservation of capital
- Liquidity
- Meeting cash flow requirements

Policy aims:

- To standardise the terms which apply to the payment of all Tax invoices issued to Strathbogie Shire Council.

Alternative options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

9.7.6 Council Policy
– Creditor Payment Terms Policy (cont.)

Risk management

The author of this report considers there are no significant risk management issues arising from the report or the recommendation.

Strategic links

The author of this report considers that the report is consistent with the Council policies, key strategic documents and the Council Plan 2013-2017.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or adverse recurrent budget considerations.

Economic Implications

The proposed policy makes provision for review of terms for local small business issues and review when necessary for hardship.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers there are no adverse implications for the community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights Act 2006.

Legal / Statutory Implications

Reviewing the policy and adopting an updated Strathbogie Shire Council Creditor Payment Terms Policy is a statutory requirement.

Consultation

There was no statutory requirement for community consultation.

Attachments

Strathbogie Shire Council Creditor Payment Terms Policy



CREDITOR PAYMENT TERMS POLICY

(Draft)

COUNCIL POLICY	
Effective Date:	xx/xx/2015
Last Review:	
Current Review:	February 2015
Adopted by Council:	x / xxx/ 2015
Next Review Date:	Biannually
Responsible Officer/s:	Director, Corporate and Community

1. POLICY STATEMENT

Suppliers engaged by Strathbogie Shire Council will issue a Tax invoice for goods, works and services they provide.

2. POLICY AIM AND OBJECTIVE

This policy aims to standardise the terms which apply to the payment of all Tax invoices issued to Strathbogie Shire Council.

Objectives:

- Conformity with legislation
- Conformity with internal controls
- Preservation of capital
- Liquidity
- Meeting cash flow requirements

3. DEFINITIONS

3.1 Accounts Payable Chart

The master listing of all suppliers who provide goods, works or services to Shire of Strathbogie Council. This listing includes details relating to that supplier such as address, ABN, bank details and payment terms.

3.2 Payment Terms

The time in which a supplier will be paid for the goods, works or services they have provided.

3.3 Supplier

An organisation, individual or company that provides goods, works or services to Shire of Strathbogie Council.

3.4. Creditor

A supplier that has issued a Tax Invoice for the goods, works or services they have provided.

3.5 Authorising Officer

Staff member with delegation to authorise payment of invoices.

3.6 Creditor Payment Cycle

The weekly processing of creditor invoices which are due for payment.

4. POLICY

When a supplier issues a Tax Invoice for goods, works or services provided, and the invoice has been authorised by the authorised officer via Council's finance system, the default and standard payment terms are 30 days after the date of invoice.

4.1 This standard “30 days from the date of invoice” will vary when:

- Council’s Contracts and Procurement Team assesses the criteria and makes a recommendation to change the terms to 14 days based on the size of the organisation.
- Any written contract with the suppliers who have different terms;
- Any legislative requirement that determine different terms e.g. ATO;
- Invoices that charge penalty interest if not paid by the due date. e.g. Telstra
- Urgent payments, approved by the Senior Financial Officer, as required. This is subject to funds being available to cover the payment.

4.2 Sundry payments such as donations, staff reimbursements, refunds and petty

5. RESPONSIBILITIES

5.1 Authorised Officers

To ensure that suppliers are aware of Council’s payment terms and conditions.

5.2 Senior Finance Officer and Accounts Payable Officer

To ensure that creditor invoices are processed within the agreed payment terms and to review any request for an urgent payment.

5.3 Manager – Finance

Approval of request for urgent payment.

6. SUPPORT AND ADVICE

The administration of Supplier payment terms will be administered by the Accounts Section within Finance.

7. RELATED DOCUMENTS

Purchase Orders Terms and Conditions, Procurement Policies and Procedures, Finance work instructions for using Open Office.

8. POLICY REVIEW

This Policy is to be reviewed for the following circumstances:

- Bi-annually from the date of Council adoption
- Legislative changes (i.e. to the Local Government Act)

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan

Author & Department

Manager, Governance and Statutory Services / Corporate and Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Strathbogie Shire Domestic Wastewater Management Plan project has now commenced. The purpose of this report is to outline its objectives, the project plan and timelines for its completion.

RECOMMENDATION

That the report be noted.

Background

In November 2012 the former Minister for Water, the Hon Peter Walsh, released new *Guidelines for Planning Permit Applications in Open, Potable Water Catchment Areas*. Their release was prompted by lobbying from a number of local councils from the Hume Region, including Strathbogie Shire, given the potential significant impact of the application of the 1 dwelling per 40 hectare density in unsewered areas.

The new Guidelines include a provision that water corporations can relax the dwelling density provision subject to a series of criteria, including if the local council is implementing a domestic wastewater management plan (DWMP). Guideline 4 states that the 1:40 dwelling density can be relaxed if:

- *“the water corporation is satisfied that the relevant Council has prepared, adopted and is implementing a Domestic Wastewater Management Plan (DWMP) in accordance with the DWMP Requirements”;* and
- if a land capability assessment for the proposal concludes that there is not an unacceptable risk to the catchment.

In June 2013 the former Minister provided Mansfield Shire Council with a grant to contribute to the preparation of a template for a DWMP that could be used by other councils, if they so wished. The key objective was to develop a risk analysis tool and a stakeholder engagement model that minimised project costs and maximised certainty that water corporations would relax the 1:40ha dwelling density provision.

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan (cont.)

This model DWMP was adopted by Mansfield Shire Council in August 2014 following public exhibition and endorsed by Goulburn Valley Water (GVW), Goulburn Murray Water (GMW) and the Environment Protection Authority (EPA). VicWater, the peak body representing water corporations, provided Mansfield with a letter of support for their risk analysis model and supported its roll out across the State.

Why do we Need a DWMP?

Last year the former Minister for Water, the Hon Peter Walsh, wrote to all councils to request that priority be given to the preparation and implementation of a DWMP (in partnership with local water corporations) following the acceptance of the Mansfield Shire DWMP Pilot Project methodology.

Our local water corporations, GMW and GVW are also very keen for Strathbogie to prepare a DWMP given the acceptance of the Mansfield model plan, particularly for land within Strathbogie's Declared Water Supply Catchments.

Furthermore, the expectation that Strathbogie Shire Council will prepare a DWMP is reflected in the Memorandum of Understanding entered into by Strathbogie Shire Council in June 2013. Clause 7 states:

"That Council and the Corporation (GMW) agree to work in partnership, with other relevant authorities, to develop a draft Domestic Wastewater Management Plan (DWMP) for Council and to focus on high risk areas...."

Funding for the preparation of the DWMP was set aside in the 2014/15 budget. Part of this funding has been used to secure the services of Dawn Bray, from Brayd Consulting, to prepare a draft DWMP in partnership with Council and local water corporations. Ms Bray prepared the Mansfield Shire DWMP.

Attachment 1 outlines the list of requirements the Ministerial Guidelines state must be met in order for water corporations to consider a relaxation of the 1:40 dwelling density provision.

Key Objectives of the DWMP

The objectives of the Strathbogie DWMP are to:

- ensure Council meets its legislative obligations regarding domestic wastewater management across the Shire in an effective and affordable way;
- provide certainty to the community and investors about future development parameters in sewerred and unsewerred areas;
- enable appropriate residential development in water supply catchments by meeting all requirements of the Ministerial Guidelines for the relaxation of the 1 dwelling per 40 hectares Guideline by water corporations;
- work collaboratively with water corporations and government agencies to establish a long term, multi agency approach to domestic wastewater management and infrastructure investment within Strathbogie Shire;

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan (cont.)

- ensure existing reticulated sewerage infrastructure expands in response to residential growth in key townships such as Euroa to minimise reliance on individual wastewater treatment systems;
- explore opportunities to install cost effective community treatment plants in key townships such as Strathbogie and Longwood;
- introduce the concept of 'whole of water cycle management' and how it can assist in wastewater management and the attainment of environmental and public health benefits;
- identify strategic and statutory planning tools to guide appropriate future development and effectively manage domestic wastewater within DWSCs and in areas around potable water offtake points, Lake Nagambie, Goulburn Weir and along the Goulburn River;
- specify clear standards and requirements for land capability assessments, permits to install an onsite wastewater management system and certificates for their use; and
- develop an appropriate monitoring program for the maintenance of approved onsite wastewater management systems.

DWMP Methodology

Risk Analysis Mapping

Officers commenced working on the preparation of risk analysis maps to identify areas of high, medium and low level risk of adverse impacts from domestic wastewater in late 2014. These maps are based on the Mansfield risk analysis tool, however refinements have been made to reflect local conditions particular to Strathbogie.

The risk factors being used to prepare these maps include soil type, slope of land, location of declared special water supply catchments, potable water supply offtake points/reservoirs and the location of reticulated sewerage infrastructure.

The maps will enable Officers and local water corporations to identify appropriate development parameters and other initiatives to better manage the adverse impacts of domestic wastewater.

The Background Report

The DWMP will be comprised of two documents; a Background Report outlining development and population trends, location of declared special water supply catchments, location of potable water and reticulated sewerage infrastructure and the potential threats posed by domestic wastewater to public health, the environment and potable water quality.

This Report is currently being drafted in consultation with Council officers and local water corporations.

Its preparation will involve consultation with local land capability assessment consultants, local plumbers/wastewater system service technicians and local residents/ratepayers through participation in online surveys. The information collected via these surveys will help shape and inform the DWMP's Action Plan.

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan (cont.)

The DWMP

The Domestic Wastewater Management Plan will have a five-year life. In accordance with the Ministerial Guidelines it will be reviewed in three year's time in partnership with local water corporations.

The Plan will summarise the risk analysis maps for the shire and key townships, with a focus on settlements within declared special water supply catchment areas and highlighting high and medium risk areas.

It will then outline the various strategies, actions and initiatives that will be implemented over the next five years not only by Council but by all other stakeholders including local water corporations and land owners/residents.

Timelines

It is anticipated that the draft DWMP will be finalised by July 2015 at the very latest (allowing time for review and comment by Council and local water corporations).

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified. Various acts and guidelines require councils to have an adopted DWMP in place to effectively manage the potential adverse impacts of domestic wastewater on public health, water quality and the environment.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

The DWMP will be based on a thorough analysis of risk factors arising from domestic wastewater and its potential to adversely impact on public health, water quality and the environment.

Strategic Links

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, including the Municipal Strategic Statement.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

Funds to undertake this project were allocated in the 2014/15 budget.

An Action Plan will comprise part of the DWMP as a means of outlining how Council will meet its legislative obligations around the effective management of domestic wastewater. It will identify the estimated costs for various initiatives to be undertaken by Council in partnership with GMW and GVW.

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan (cont.)

It is expected that the Action Plan will be funded by a mixture of recurrent funding and short term/one off funding. Capital works initiatives to improve stormwater management systems may form part of the Action Plan.

All avenues to secure appropriate government grants will be explored. It is difficult at this stage to ascertain if previous funding opportunities will be available or whether new grants around water quality management or whole of water cycle management initiatives will be created.

Economic Implications

It is considered that the preparation, adoption and implementation of a DWMP will provide economic benefits to the Shire and its community given greater certainty about future residential growth capacity, particularly in declared catchments.

A DWMP and its Action Plan provide opportunities to ensure that council and water corporations adequately plan for the infrastructure required to facilitate future growth in sewerred and unsewerred areas. The Plan will, therefore, be a key means of meeting the needs of the projected population increase of 1,253 people between 2011 and 2031 (sourced from Victoria In Future 2014).

Environmental / Amenity Implications

The adoption and implementation of a DWMP will result in a coordinated range of initiatives designed to manage the potential adverse impacts of the pathogens and nutrients contained in domestic wastewater.

Improved wastewater management will lead to a reduction in public health risks from pathogens and environmental improvements in our waterways through reduced levels of nutrients and pathogens (which can cause blue green algal blooms and adverse impacts on potable/irrigation water).

Community Implications

The preparation of a DWMP will provide the community with greater clarity around future growth potential and a more pleasant environment within which to live and conduct business.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The preparation of a DWMP will ensure that Council complies with the legal obligations to actively manage domestic wastewater outlined by the Environment Protection Act 1970, the State Environment Protection Policy Waters of Victoria (SEPP WoV) and the Strathbogie Planning Scheme.

9.7.7 Strathbogie Shire Domestic Wastewater Management Plan (cont.)

Consultation

It is important that various stakeholders actively participate in the preparation of the DWMP. Engagement is proposed through the following means:

- Involvement of GMW, GVW and the Goulburn Broken Catchment Management Authority in the development of the draft plan;
- Briefings for Council and relevant Council staff;
- Online questionnaires for land capability assessment experts, local plumbers and service technicians; and
- Online questionnaire for local residents and land owners to measure their level of understanding of maintaining their on-site wastewater systems and how to best support them in this task;
- Involvement of other relevant authorities including the Environment Protection Authority and the Department of Primary Industries and Environment as required.

The implementation of the DWMP's Action Plan will require the ongoing engagement, education and involvement of all stakeholders including water corporations, council, land owners, residents, consultants, developers, plumbers/service technicians and land capability experts.

Attachments

Extract from the Ministerial Guidelines for Planning Permit Applications in Open, Potable Water Supply Catchment Areas, November 2012 relating to the requirements of a domestic wastewater management plan

ATTACHMENT 1

Extract from the Ministerial Guidelines for Planning Permit Applications in Open, Potable Water Supply Catchment Areas, November 2012 relating to the requirements of a domestic wastewater management plan

“The DWMP must be prepared or reviewed in consultation with all relevant stakeholders including:

- other local governments with which catchment/s are shared;
- EPA; and
- local water corporation/s.

The DWMP must comprise a strategy, including timelines and priorities, to:

- prevent discharge of wastewater beyond property boundaries; and
- prevent individual and cumulative impacts on groundwater and surface water beneficial uses.

The DWMP must provide for:

- the effective monitoring of the condition and management of onsite treatment systems, including but not limited to compliance by permit holders with permit conditions and the Code;
- the results of monitoring being provided to stakeholders as agreed by the relevant stakeholders;
- enforcement action where non-compliance is identified;
- a process of review and updating (if necessary) of the DWMP every 5 years;
- independent audit by an accredited auditor (water corporation approved) of implementation of the DWMP, including of monitoring and enforcement, every 3 years;
- the results of audit being provided to stakeholders as soon as possible after the relevant assessment; and
- councils are required to demonstrate that suitable resourcing for implementation, including monitoring, enforcement, review and audit, is in place.”

9.7.8 Financial Report – December 2014

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

Appended to the Agenda is a copy of Council's Financial Report for the period ending 31 December 2014.

The report contains the Standard Income Statement, Balance Sheet, Cash Flow Statement, Statement of Capital Works, and Schedule of Investments.

The operating surplus for the six months period ending 31 December 2014 is \$11,019,581. The variance to budget (\$) is detailed in the Financial Overview.

As at 31 December 2014, total capital works was \$ \$1,894,613. This is greater than YTD budget by \$263,813.

RECOMMENDATION

That the Financial Report for the six months ended 31 December 2014 be noted.

Background

Council considers and notes quarterly Financial Reports in accordance with the Local Government Act 1989 (Act). Under Section 137 and 138 of the Act, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. This report satisfies those requirements.

Alternative Options

Officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified as the report is consistent with the Local Government Act 1989 obligations.

Risk Management

Regular Financial Reporting in accordance with the Local Government Act 1989 support Council's focus on Risk Management.

Strategic Links – Policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.8 Financial Report – December 2014 (cont.)

Best Value / National Competition Policy (NCP) / Competition and Consumers Act 2010 (CCA) implications

The report is consistent with Best Value, National Competition Policy and Competition and Consumers Act 2010 requirements.

Financial / Budgetary Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2015.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2015.

Environmental / Amenity Implications

The recommendation in this report has no significant environmental or amenity implications for Council or the broader community.

Community Implications

This report has no significant community or social implications for the Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 1006

This report does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 1006.

Legal / Statutory Implications

Consideration and adoption of quarterly Financial reports as per the Local Government Act 1989 ensures Council complies with its Legal and Statutory obligations.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

December Financial Report

FINANCIAL OVERVIEW - SIX MONTHS ENDED 31 DECEMBER 2014

The Financial Overview to 31 December 2014 identifies total revenue \$23,177,907 with expenditure \$12,158,326, Capital works expenditure \$1,894,613 resulting in a surplus to date of \$11,019,581. The YTD December variation of budget to actual is favorable \$513,647. This is discussed in the Mid-Year Budget review report.

In 2014/15 some major projects are being delivered through operating expenditure the details for each will be included for information:

<u>Project</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>
Nagambie Main Street	\$170,000	\$171,323	\$1,323
Euroa Conference & Function Centre	\$269,106	\$269,694	\$588

Capital works budgeted to 31 December \$1,630,800 achieved expenditure \$1,894,613 resulting in expenditure higher than budget of \$263,813. Additional items included to date in 2015 capital work program total YTD \$183,585. The balance of \$80,228 over budget is identified as timing variances on specifics projects.

Additional items included in capital work program:

Euroa Memorial Park Redevelopment Project- Honouring our Heroes was not budgeted for in 2014/15 YTD actual \$168,556.

Various small projects - \$15,028 detailed in Capital Management Report attached.

Other Comments on significant projects in budget:

Violet Town Landfill Cap and Closure YTD \$10,490 (this will be funded from provision in Balance Sheet at year end).

It is now expected that Violet Town Flood Mitigation Works Stage 2 Budgeted \$504,000 will not proceed in 2014/15 due to current legal matters being address at VCAT. These works are fully funded by grants and therefor both revenue and expenditure will be forecast not to occur in 2014/15.

Rescheduling of delivery of actual construction works for Nagambie Main Street may require part of the budget to be carried forward to the 2015/16 Capital Works.

Income Statement (Fav) / Unfav. Variance for 31 December 2014

Income

<u>Rates</u>	<u>(7,426)</u>	Some supplementary valuations have been finalised however valuation objections are still pending. Rates Arrears December 2014 1,161K (13/14 1,041K) Fire services Property levy raised \$1.4 million as part of rate 2014/15 (13/14 \$1.6million) The FSPL cents in the dollar reduced in 14/15 (funds required to be held in Trust in Balance Sheet - 13/14 uncollected \$80k)
<u>Statutory Fees & Fines</u>	<u>(10,449)</u>	Timing variance for statutory fees
<u>User Fees</u>	<u>3,525</u>	Timing variances in delivery of HACC programs and increased road opening permits.

<u>Contributions</u>	<u>(25,704)</u>	Favourably payments towards new infrastructure assets – community contributions and caravan park lease
Tobacco Education	<u>(2,020)</u>	Grant funds received
Fire services Property levy subsidy	<u>(22,857)</u>	Permanent variation received. Higher funding \$22,857 budgeted \$15,000
<u>Grants – Operating Non Recurrent</u>		
Destination Plan - Goulburn Valley River Tourism	(9,000)	Timing variance grant
<u>Grants - Capital Recurrent</u>		
Local Government Infrastructure Program	<u>(101,000)</u>	Budgeted \$359,000 favorable variance (Actual \$460,000) 2014/15
<u>Grants – Capital Non-Recurrent</u>		
Memorial Park Redevelopment Project Nagambie Tennis Courts& Lights	<u>(119,000)</u>	Favourably Memorial Park Redevelopment Project: \$75,000 and Nagambie Tennis Courts 44,811 not included in budget
HACC grants		
<u>Other Revenue</u>		
Interest on Investments	<u>(38,838)</u>	Permanent variation expected.
Insurance Recovery	<u>(19,423)</u>	Permanent variation – offset to expenditure.
<u>Expense</u>		
<u>Employee</u>	<u>(210,430)</u>	Timing variance and reduced Salaries on HACC programs offset by reduced income.
<u>Contracts and Materials</u>		
HR Professional Services	<u>19,500</u>	Increased expenditure
Strategic Planning	<u>(17,000)</u>	Timing variance
Compliance Contract	<u>(47,750)</u>	Timing of payment.
Ruffy Fire December 2014	<u>3,000</u>	Estimated cost 870,000 in year.
Garbage Collection	<u>(62,497)</u>	Timing variance in contract payments and billing
Recycling Collection		
HACC Program costs	<u>(46,030)</u>	Timing variation - expenditure YTD down on service budget.
Other Community Care	<u>(9,876)</u>	Timing variation - expenditure YTD down on service budget
Roads and Bridges Maintenance	<u>70,036</u>	Timing variance
Parks and Reserves Operations	<u>(45,008)</u>	Works yet to occur
Works Unit Depot Maintenance	<u>(31,384)</u>	Timing variance
Euroa Conference & Function Centre	<u>(77,960)</u>	Timing variance
Saleyards	<u>6,235</u>	
Income Protection Insurance & Workcover	<u>154,500</u>	Timing variance paid insurance for discount

STRATHBOGIE SHIRE COUNCIL

Profit and Loss Statement 2014/2015

for 6 months ending 31 December 2014

	Adopted Budget 14/15	YTD Budget Dec 2014	YTD Actual Dec 2014	Variance to YTD Budget Dec 2014
REVENUE				
Rates and Charges	16,171,000	16,171,000	16,178,426	7,426
Statutory Fees & Fines	270,100	120,500	130,949	10,449
User Fees	1,099,100	580,916	577,391	(3,525)
Contributions	-	-	25,704	25,704
Grants - Operating Recurrent	6,360,164	3,236,096	3,268,235	32,139
Grants - Operating Non-recurrent	769,000	350,000	359,000	9,000
Grants - Capital Recurrent	2,333,700	1,359,000	1,460,000	101,000
Grants - Capital Non-recurrent	1,256,500	613,300	718,111	104,811
Other Revenue	419,300	398,704	460,091	61,387
Net Gain/Loss on Disposal Assets	(521,100)	-	-	-
Proceeds from sale of assets				
Operating Revenue Total	28,157,764	22,829,516	23,177,907	348,391
EXPENDITURE				
Employee	9,427,600	4,669,360	4,458,930	210,430
Contracts, Materials & Services	11,221,300	5,104,277	5,211,055	(106,778)
Bad and doubtful debts	5,000	-	-	-
Depreciation	4,735,700	2,367,846	2,320,823	47,023
Finance	160,500	80,250	77,983	2,267
Other Expenses	193,300	101,850	89,535	12,315
WDV Infrastructure Renewed	547,000	-	-	-
	26,290,400	12,323,583	12,158,326	165,257
Surplus/Deficit	1,867,364	10,505,933	11,019,581	(513,648)

STRATHBOGIE SHIRE COUNCIL

Balance Sheet 2014/2015

	Adopted Budget 2014/2015 \$	Actual 'December 2014 \$
<u>Current Assets</u>		
Cash and cash equivalents	4,964,000	11,443,586
Trade and other receivables	1,245,000	9,190,056
Other Assets	184,000	-
Inventories	7,000	6,466
Non- current assets for resale	-	-
Total Current Assets	6,400,000	20,640,108
<u>Non-Current Assets</u>		
Financial assets	2,000	2,032
Investments in associates	156,000	223,649
Property, plant and equipment,infrastructure	232,662,000	232,968,849
Total Non-Current Assets	232,820,000	233,194,530
Total Assets	239,220,000	253,834,638
<u>Current Liabilities</u>		
Trade and other payables	468,000	590,851
Trust funds and deposits	503,000	528,766
Fire Services Property Levy	-	752,070
Provisions	2,559,000	3,116,869
Interest bearing loans and borrowings	636,000	313,159
Total Current Liabilities	4,166,000	5,301,715
<u>Non-Current Liabilities</u>		
Trust funds and deposits	68,000	67,980
Provisions	581,000	393,471
Interest bearing loans and borrowings	1,017,000	2,119,739
Total Non-Current Liabilities	1,666,000	2,581,190
Total Liabilities	5,832,000	7,882,905
Net Assets	233,388,000	245,951,733
<u>Equity</u>		
Accumulated Surplus	75,748,000	85,764,178
Reserves	157,640,000	160,187,556
Total Equity	233,388,000	245,951,734

STRATHBOGIE SHIRE COUNCIL

**Cash Flow Statement
for 6 Months ended December 2014**

	Adopted Budget Inflows (Outflows)	Dec-14 Inflows (Outflows)
Cash flows from operating activities		
Rates and charges	16,171,000	8,935,265
Statutory fees and fines	271,000	130,949
User fees	1,098,000	773,769
Contributions	0	25,704
Grants	10,720,000	5,805,346
Interest	150,000	131,547
Other receipts	269,000	179,269
Net GST refund/overpayment	0	845,735
Payments to suppliers	(11,221,000)	(8,401,992)
Payments to employees (including redundancies)	(9,428,000)	(4,458,930)
Other payments	(193,000)	(89,535)
Total cash outflows from operating activities	7,837,000	3,877,127
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(9,561,000)	(1,459,782)
Payments for landfill rehabilitation	(525,000)	
Proceeds sales of property, plant and equip, infrastructure	2,040,000	149,275
Net cash used in investing activities	(8,046,000)	(1,310,507)
Cash flows from financing activities		
Finance costs	(160,000)	(77,983)
Trust funds and deposits	-	115,076
Proceeds from interest bearing loans and borrowings		
Repayment of interest bearing loans and borrowings	(626,000)	(314,558)
Net cash provided by (used in) financing activities	(786,000)	(277,465)
Net cash provided by (used in) financing activities		
Net increase (decrease) in cash and cash equivalents	(995,000)	2,289,155
Cash and cash equivalents brought forward	5,959,000	9,154,431
Cash and cash equivalents at end of year/month	4,964,000	11,443,586

Strathbogie Shire Council 2014/2015

Account Details - Investments

End of Month December 2014 Balance Sheet Reports

Investments	%	YTD
Split by Bank	Held	Actual
ANZ	19%	1,743,012
CBA	26%	2,400,000
GMCU	21%	2,000,000
NAB	34%	3,206,904
	100%	9,349,916

Strathbogie Shire Council
Capital Account Type
Directorate Details
For Period December 2014

Directorate	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	YTD Budget Variance %
Land	1,158,000	350,000	532,568	(182,568)	69.20%
Buildings - Municipal Properties	2,180,000	731,300	721,915	9,385	-3.56%
Furniture and Equipment (Inc. Info. Servic	190,000	87,000	74,975	12,025	-4.56%
Plant & Machinery	970,000	218,000	217,431	569	-0.22%
Bridge Construction	717,000	148,000	144,432	3,568	-1.35%
Underground Drainage	374,000	13,000	12,151	849	-0.32%
Waste Management	0	0	10,490	(10,490)	3.98%
Footpaths	105,000	2,500	2,296	204	-0.08%
Roads	3,787,000	81,000	160,177	(79,177)	30.01%
CAPEXP adjustments since adoption	0		15,028	(15,028)	5.70%
Kerb & Channel	80,000		3,150	(3,150)	1.19%
Grand Total	\$ 9,561,000	\$ 1,630,800	\$ 1,894,613	-\$ 263,813	100.00%
Asset Renewal	7,937,000	1,049,800	1,203,265	-153,465	
Asset Upgrade	1,101,000	581,000	505,736	75,264	
Asset New	523,000	0	185,612	-185,612	
Report Total :	\$ 9,561,000	\$ 1,630,800	\$ 1,894,613	-\$ 263,813	

Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	Rev. Bud. %
Capital									
Land									
22001	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0	\$19,000	0%
22006	\$504,000	\$504,000	\$0	\$0	\$0	\$0	\$0	\$504,000	0%
22013	\$100,000	\$100,000	\$80,000	\$0	\$780	\$780	\$79,220	\$99,220	1%
22015	\$10,000	\$10,000	\$10,000	\$11,621	\$0	\$11,621	-\$1,621	-\$1,621	116%
22016	\$0	\$0	\$0	\$168,556	\$282	\$168,838	-\$168,838	-\$168,838	0%
22017	\$200,000	\$200,000	\$200,000	\$276,471	\$655	\$277,126	-\$77,126	-\$77,126	139%
22018	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$0	\$0	100%
22019	\$180,000	\$180,000	\$0	\$0	\$153,859	\$153,859	-\$153,859	\$26,141	95%
22020	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	0%
22021	\$40,000	\$40,000	\$40,000	\$55,920	\$0	\$55,920	-\$15,920	-\$15,920	140%
22022	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
	\$1,158,000	\$1,158,000	\$350,000	\$532,568	\$155,576	\$688,144	-\$338,144	\$625,432	59%
Buildings - Municipal Properties									
20036	\$0	\$0	\$0	\$9,761	\$4,188	\$13,949	-\$13,949	-\$13,949	0%
20038	\$455,000	\$455,000	\$425,000	\$425,052	\$1,600	\$426,852	-\$1,852	\$28,148	94%
20047	\$0	\$0	\$375	\$375	\$0	\$375	-\$375	-\$375	0%
20053	\$0	\$0	\$0	\$488	\$0	\$488	-\$488	-\$488	0%
20056	\$10,000	\$10,000	\$8,000	\$4,868	\$0	\$4,868	\$3,132	\$5,132	49%
20082	\$39,000	\$39,000	\$0	\$1,050	\$0	\$1,050	-\$1,050	\$37,950	3%
20083	\$20,000	\$20,000	\$2,300	\$2,273	\$0	\$2,273	\$27	\$17,727	11%
20084	\$16,000	\$16,000	\$16,000	\$11,551	\$0	\$11,551	\$4,439	\$4,439	72%
20085	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20086	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000	0%
20087	\$30,000	\$30,000	\$30,000	\$24,509	\$0	\$24,509	\$5,491	\$5,491	82%
20088	\$20,000	\$20,000	\$20,000	\$16,188	\$0	\$16,188	\$3,812	\$3,812	81%
20089	\$40,000	\$40,000	\$40,000	\$46,730	\$0	\$46,730	-\$6,730	-\$6,730	117%
20090	\$25,000	\$25,000	\$0	\$21,910	\$0	\$21,910	\$3,090	\$3,090	88%
20091	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
20093	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20094	\$275,000	\$275,000	\$130,000	\$135,473	\$136	\$135,609	-\$5,609	\$264,391	34%
20095	\$400,000	\$400,000	\$10,000	\$8,915	\$545	\$9,461	-\$539	\$450,539	2%
20096	\$460,000	\$460,000	\$0	\$0	\$0	\$0	\$0	\$460,000	0%
20097	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
20098	\$10,000	\$10,000	\$10,000	\$1,860	\$0	\$1,860	\$8,140	\$8,140	19%
20099	\$60,000	\$60,000	\$15,000	\$10,903	\$0	\$10,903	\$4,097	\$49,097	18%
	\$2,180,000	\$2,180,000	\$731,300	\$721,915	\$6,670	\$728,585	\$2,715	\$1,458,085	33%
	\$2,180,000	\$2,180,000	\$731,300	\$721,915	\$6,670	\$728,585	\$2,715	\$1,458,085	33%
Furniture and Equipment (Inc. Info. Services)									
Other Furniture and Equipment									
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Information Technology									
26012 Hardware Replacement Program	\$150,000	\$150,000	\$47,000	\$66,310	\$4,545	\$70,855	-\$23,855	\$79,145	47%
26033 HAACC Minor Grant (grant funded)	\$40,000	\$40,000	\$40,000	\$8,665	\$0	\$8,665	\$31,335	\$31,335	22%
Total Information Technology	\$190,000	\$190,000	\$87,000	\$74,975	\$4,545	\$79,520	\$7,480	\$115,025	42%
Total Furniture and Equipment (Inc. Info. Services)									
	\$190,000	\$190,000	\$87,000	\$74,975	\$4,545	\$79,520	\$7,480	\$115,025	42%
Plant & Machinery									
26006 Plant Replacement (Strathcon)	\$620,000	\$620,000	\$125,000	\$124,613	\$0	\$124,613	\$388	\$495,388	20%
26007 Motor Vehicle Fleet Replacement	\$350,000	\$350,000	\$93,000	\$92,818	\$0	\$92,818	\$182	\$257,182	27%
Total Plant & Machinery	\$970,000	\$970,000	\$218,000	\$217,431	\$0	\$217,431	\$609	\$752,609	22%
Bridge Construction									
23005 Mitchellstown Road Bridge	\$0	\$0	\$0	\$1,125	\$0	\$1,125	-\$1,125	-\$1,125	0%
23007 Horse Gully Road Bridge Replacement	\$88,000	\$88,000	\$0	\$0	\$0	\$0	\$0	\$88,000	0%
23022 Pranjip Road Bridge	\$247,000	\$247,000	\$0	\$0	\$6,982	\$6,982	-\$6,982	\$240,018	3%
23023 Cusack Road Major Culverts	\$21,000	\$21,000	\$21,000	\$21,000	\$0	\$21,000	\$0	\$0	100%
23024 Kelly's Bridge Creightons Creek Rd	\$119,000	\$119,000	\$0	\$0	\$0	\$0	\$0	\$119,000	0%
23025 Leckies Rd Concrete Bridge	\$122,000	\$122,000	\$122,000	\$122,186	\$0	\$122,186	-\$186	-\$186	100%
23026 Longwood-Pranjip Road Bridge	\$103,000	\$103,000	\$0	\$121	\$99,085	\$99,206	-\$99,206	\$3,794	96%
23027 Spalling Erosion Protection to Bridges	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000	0%
23028 Kerb Guide & Running Deck to Bridges	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$5,000	\$5,000	0%
Total Bridge Construction	\$717,000	\$717,000	\$148,000	\$144,432	\$106,067	\$250,499	-\$102,499	\$572,668	36%
Underground Drainage									
23055 Euroa Atkins Street Drainage	\$80,000	\$80,000	\$2,000	\$1,585	\$0	\$1,585	\$415	\$78,415	2%
24007 Nagambie Industrial Area - Scoping	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24008 Nagambie Industrial Area- Drainage	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24014 Zocks Road Drainage Improvement	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
24015 Euroa Atkins St Drainage - Stage 2	\$36,000	\$36,000	\$0	\$0	\$0	\$0	\$0	\$36,000	0%
24016 OHS Requirements - Replace Large Pit Lids	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000	0%
24017 Violet Town Outfall for Main Drain - Flood Flap & Discharge	\$56,000	\$56,000	\$0	\$0	\$0	\$0	\$0	\$56,000	0%
24018 Mangalore Grant Street - Drainage Improvement	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
24019 Open Drain Line Street	\$25,000	\$25,000	\$11,000	\$10,566	\$1,950	\$12,516	-\$1,516	\$12,464	50%
24020 Hughes Creek Outfall Drop Structure Improvements	\$30,000	\$30,000	\$0	\$0	\$2,760	\$2,760	-\$2,760	\$27,240	9%
24021 Zocks Road Drainage Improvement (Upgrade)	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
24022 Euroa Atkins Street Drainage - Stage 2 (Upgrade)	\$31,000	\$31,000	\$0	\$0	\$0	\$0	\$0	\$31,000	0%
Total Underground Drainage	\$454,000	\$454,000	\$13,000	\$12,151	\$4,710	\$16,861	-\$3,861	\$441,849	4%
Waste Management									
27800 Violet Town Landfill Cap and Closure	\$0	\$0	\$0	\$10,490	\$0	\$10,490	-\$10,490	-\$10,490	0%
Total Waste Management	\$0	\$0	\$0	\$10,490	\$0	\$10,490	-\$10,490	-\$10,490	0%
Footpaths									

Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Asphalt Footpath Renewal Program									
27011 Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
Total Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
Sealed Footpath Renewal Program									
27031 Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Total Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Isolated Failures Concrete (Various)									
27051 Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Total Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Minor Missing Link Sections Footpath									
27071 Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$2,296	\$2,296	\$0	\$2,296	\$204	\$7,704	23%
Total Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$2,296	\$2,296	\$0	\$2,296	\$204	\$7,704	23%
Total Footpaths	\$105,000	\$105,000	\$2,500	\$2,296	\$0	\$2,296	\$204	\$102,704	2%
Roads									
Roads and Street Resealing									
Reseals - Urban									
Local Government Infrastructure Program									
25031.0142 Blyney Lane Ch 532-795	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
25031.0143 Bryde Street Ch 0-128	\$0	\$0	\$0	\$190	\$0	\$190	-\$190	-\$190	0%
25031.0144 Cemetery Lane Ch 0-485	\$0	\$0	\$0	\$1,812	\$0	\$1,812	-\$1,812	-\$1,812	0%
25031.0152 High Street S/R S:East Ch 708-998	\$0	\$0	\$0	\$1,571	\$0	\$1,571	-\$1,571	-\$1,571	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$3,888	\$0	\$3,888	-\$3,888	-\$3,888	0%
Country Roads & Bridges									
25060 Anderson Street Ch 1120 - 1310	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
25051 Connolly Street Ch 42 - 201	\$0	\$0	\$0	\$147	\$0	\$147	-\$147	-\$147	0%
25052 Ewings Road Ch 268 - 382	\$0	\$0	\$0	\$381	\$0	\$381	-\$381	-\$381	0%
25054 Foy Street Ch 228 - 335	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25055 Garrett Street Ch 473 - 595	\$0	\$0	\$0	\$108	\$0	\$108	-\$108	-\$108	0%
25057 Gabur Street Ch 0 - 180	\$0	\$0	\$0	\$296	\$0	\$296	-\$296	-\$296	0%
25058 Henry Street S/R Ch 0 - 198	\$0	\$0	\$0	\$157	\$0	\$157	-\$157	-\$157	0%
25062 Hinton Street Ch 0 - 132	\$0	\$0	\$0	\$372	\$0	\$372	-\$372	-\$372	0%
25064 Industrial Crescent Ch 0 - 254	\$0	\$0	\$0	\$5,661	\$0	\$5,661	-\$5,661	-\$5,661	0%
25065 Industrial Crescent Ch 254 - 416	\$0	\$0	\$0	\$8,087	\$0	\$8,087	-\$8,087	-\$8,087	0%
25066 Kennedy Street Ch 573 - 770	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25067 Kennedy Street Ch 414 - 473	\$0	\$0	\$0	\$36	\$0	\$36	-\$36	-\$36	0%
25068 Kennedy Street Ch 473 - 515	\$0	\$0	\$0	\$238	\$0	\$238	-\$238	-\$238	0%
25069 Kennedy Street Ch 515 - 573	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25070 Kennedy Street Ch 1147 - 1345	\$0	\$0	\$0	\$205	\$0	\$205	-\$205	-\$205	0%
25071 Kennedy Street Ch 1345 - 1367	\$0	\$0	\$0	\$179	\$0	\$179	-\$179	-\$179	0%
25072 Kennedy Street Ch 1367 - 1590	\$0	\$0	\$0	\$165	\$0	\$165	-\$165	-\$165	0%
25073 Kennedy Street Ch 383 - 414	\$0	\$0	\$0	\$175	\$0	\$175	-\$175	-\$175	0%

**Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Rev Variance Bud	%
Reseals - Rural									
24999 Resealing Budget	\$1,301,000	\$1,301,000	\$0	\$0	\$0	\$0	\$0	\$0	0%
25103 Creightons Creek Road Ch 23795 - 24395	\$0	\$0	\$0	\$1,781	\$0	\$1,781	-\$1,781	\$1,301,000	0%
25104 Creightons Creek Road Ch 14230 - 14520	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$1,781	0%
25124 Pine Lodge Road Ch 2420 - 3220	\$0	\$0	\$0	\$54	\$0	\$54	-\$54	-\$88	0%
25712 Euroa Strathbogie Road Ch 17503 - 19928	\$0	\$0	\$0	\$2,035	\$0	\$2,035	-\$2,035	-\$54	0%
25714 Locksley Nagambie Road Ch 4645 - 7043	\$0	\$0	\$0	\$11,502	\$0	\$11,502	-\$11,502	-\$2,035	0%
25715 Locksley Nagambie Road Ch 7369 - 8050	\$0	\$0	\$0	\$523	\$0	\$523	-\$523	-\$11,502	0%
Local Government Infrastructure Program									
25102 Cemetary Road Ch 0 - 1340	\$0	\$0	\$0	\$1,549	\$0	\$1,549	-\$1,549	-\$523	0%
25109 Halsalls Lane Ch 0 - 1621	\$0	\$0	\$0	\$457	\$0	\$457	-\$457	-\$1,549	0%
25110 Hiarys Creek Road Ch 19845 - 21800	\$0	\$0	\$0	\$1,299	\$0	\$1,299	-\$1,299	-\$457	0%
25112 Longwood-Ruffly Road Ch 960 - 990	\$0	\$0	\$0	\$6,358	\$0	\$6,358	-\$6,358	-\$1,299	0%
25115 Longwood-Shepparton Road Ch 10645 - 11910	\$0	\$0	\$0	\$11,116	\$0	\$11,116	-\$11,116	-\$6,358	0%
25119 Longwood-Shepparton Road Ch 11910 - 11930	\$0	\$0	\$0	\$680	\$0	\$680	-\$680	-\$11,116	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$21,458	\$0	\$21,458	-\$21,458	-\$680	0%
Country Roads & Bridges									
25084 Arcadia Two Chain Road Ch 5375 - 6625	\$0	\$0	\$0	\$1,162	\$0	\$1,162	-\$1,162	-\$21,458	0%
25089 Ballantynes Road Ch 0 - 114	\$0	\$0	\$0	\$504	\$0	\$504	-\$504	-\$1,162	0%
25090 Ballantynes Road Ch 114 - 134	\$0	\$0	\$0	\$2,561	\$0	\$2,561	-\$2,561	-\$504	0%
25094 Barn Lane Ch 0 - 1215	\$0	\$0	\$0	\$394	\$0	\$394	-\$394	-\$2,561	0%
25095 Boho Church Road Ch 7425 - 7650	\$0	\$0	\$0	\$620	\$0	\$620	-\$620	-\$394	0%
25096 Boho Church Road Ch 7650 - 7675	\$0	\$0	\$0	\$176	\$0	\$176	-\$176	-\$620	0%
25097 Boho Church Road Ch 7675 - 8015	\$0	\$0	\$0	\$942	\$0	\$942	-\$942	-\$176	0%
25098 Boho Road Ch 3150 - 4610	\$0	\$0	\$0	\$964	\$0	\$964	-\$964	-\$942	0%
25099 Boundary Hill Road Ch 1380 - 2365	\$0	\$0	\$0	\$1,455	\$0	\$1,455	-\$1,455	-\$964	0%
25100 Boundary Hill Road Ch 2385 - 3050	\$0	\$0	\$0	\$919	\$0	\$919	-\$919	-\$1,455	0%
25101 Boundary Hill Road Ch 2385 - 2385	\$0	\$0	\$0	\$209	\$0	\$209	-\$209	-\$919	0%
25129 Upton Road Ch 11235 - 11440	\$0	\$0	\$0	\$600	\$0	\$600	-\$600	-\$209	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$10,507	\$0	\$10,507	-\$10,507	-\$600	0%
Total Reseals - Rural	\$1,301,000	\$1,301,000	\$0	\$47,947	\$0	\$47,947	-\$47,947	-\$10,507	4%
Pavement Rehabilitation Program									
25920 Pavement Rehabilitation Program	\$1,434,000	\$1,434,000	\$0	\$536	\$0	\$536	-\$536	\$1,263,053	0%

**Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
25957 Elizabeth St Euroa Tree Replacement	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
25958 Birckett St Railway Pedestrian Crossing	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
25959 Mernda Ave prepare Pavement & Bitumen Seal	\$60,000	\$50,000	\$1,000	\$330	\$0	\$330	\$670	\$49,670	1%
Total Pavement Rehabilitation Program	\$1,514,000	\$1,514,000	\$1,000	\$886	\$0	\$886	\$134	\$1,513,134	0%
Final Seals									
25925 Railway Street Ch 109-215	\$0	\$0	\$0	\$121	\$0	\$121	-\$121	-\$121	0%
25928 Carrers Road Ch 5760 - 6570	\$0	\$0	\$0	\$81	\$0	\$81	-\$81	-\$81	0%
25929 Leckies Road Ch 6535-7105	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25930 Leckies Road Ch 4900-6535	\$0	\$0	\$0	\$151	\$0	\$151	-\$151	-\$151	0%
25931 Leckies Road Ch 4880-4900	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25932 Leckies Road Ch 3165-4880	\$0	\$0	\$0	\$27	\$0	\$27	-\$27	-\$27	0%
25933 Leckies Road Ch 1530-2475	\$0	\$0	\$0	\$71	\$0	\$71	-\$71	-\$71	0%
25934 High Street S/R N East Ch 2170 - 2395	\$0	\$0	\$0	\$243	\$0	\$243	-\$243	-\$243	0%
25935 Harrys Creek Road Ch 16795-17260	\$0	\$0	\$0	\$131	\$0	\$131	-\$131	-\$131	0%
25936 Harrys Creek Road Ch 15450-16300	\$0	\$0	\$0	\$375	\$0	\$375	-\$375	-\$375	0%
25937 Galls Gap Road Ch 4820-4840	\$0	\$0	\$0	\$131	\$0	\$131	-\$131	-\$131	0%
25938 Galls Gap Road Ch 4540-4820	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
25939 Euroa Strathbogie Road Ch 7260-8095	\$0	\$0	\$0	\$1,231	\$0	\$1,231	-\$1,231	-\$1,231	0%
25940 Cullens Road Ch 1415-3040	\$0	\$0	\$0	\$195	\$0	\$195	-\$195	-\$195	0%
25941 Burns Avenue Ch D-184	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25942 Pine Lodge Rd - Chainage 0.0km - 0.912km	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
Total Final Seals	\$2,615,000	\$2,815,000	\$1,000	\$3,334	\$0	\$3,334	-\$3,334	-\$3,334	0%
Total Roads and Street Resealing									
Road General									
23050 Minor Drainage Works	\$24,900	\$24,900	\$0	\$0	\$0	\$0	\$0	\$24,900	0%
23051 Euroa Gamet Rd Drainage Extension	\$80,000	\$80,000	\$80,000	\$75,300	\$962	\$76,252	\$3,748	\$3,748	96%
23053 Violet Town Daisy St Railway Culvert	\$25,000	\$25,000	\$0	\$1,000	\$0	\$1,000	-\$1,000	\$24,000	4%
23068 Avenel Drainage (contribution to Developers)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
25908 Avenel Jones Street Paving	\$0	\$0	\$0	\$50	\$0	\$50	-\$50	-\$50	0%
25916 Wayfinding Transport Connect grant funded	\$56,100	\$56,100	\$0	\$0	\$0	\$0	\$0	\$56,100	0%
25918 Locksley/Mag Rd Shoulder Pavement widening	\$0	\$0	\$0	\$51	\$0	\$51	-\$51	-\$51	0%
Total Road General	\$201,000	\$201,000	\$80,000	\$76,401	\$962	\$77,362	\$2,648	\$124,899	38%
Gravel Resheeting									
25202 Resheeting Program	\$691,000	\$691,000	\$0	\$0	\$0	\$0	\$0	\$691,000	0%
Country Roads & Bridges									
25806 Wood Rd Ch 3630-4680	\$0	\$0	\$0	\$50	\$0	\$50	-\$50	-\$50	0%
25807 Weir Rd Ch 1680-2845	\$0	\$0	\$0	\$50	\$0	\$50	-\$50	-\$50	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$100	\$0	\$100	-\$100	-\$100	0%
Total Gravel Resheeting	\$691,000	\$691,000	\$0	\$100	\$0	\$100	-\$100	\$690,900	0%
Total Roads	\$3,707,000	\$3,707,000	\$81,000	\$160,177	\$962	\$161,129	-\$80,129	\$3,646,823	4%
Kerb & Channel									

**Strathbogie Shire Council
Account Management Report
for year to December 2014 (actuals as at 09 February 15 - 50% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
21000 Kerb & Channel	\$80,000	\$80,000	\$0	\$3,150	\$0	\$3,150	-\$3,150	\$76,850	4%
Total Kerb & Channel	\$80,000	\$80,000	\$0	\$3,150	\$0	\$3,150	-\$3,150	\$76,850	4%
CAPEXP adjustments since adoption									
21101 Plant Replacement Nagambie Depot break-in	\$0	\$0	\$0	\$8,109	\$0	\$8,109	-\$8,109	-\$8,109	0%
201000 Drainage Rowe St Euroa: Design & Scheme Preparation	\$0	\$0	\$0	\$6,920	\$0	\$6,920	-\$6,920	-\$6,920	0%
Buildings - Municipal Properties									
Total Buildings - Municipal Properties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Open Space									
Total Open Space	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Footpaths									
Total Footpaths	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total CAPEXP adjustments since adoption	\$0	\$0	\$0	\$15,029	\$0	\$15,029	-\$15,029	-\$15,029	0%
Total Capital	\$9,561,000	\$9,561,000	\$1,630,800	\$1,894,613	\$278,520	\$2,173,133	-\$542,333	\$7,666,387	23%
Grand Total	\$9,561,000	\$9,561,000	\$1,630,800	\$1,894,613	\$636,935	\$2,173,133	-\$542,333	\$7,666,387	23%

9.7.9 Mid-Year Budget Review 2014/2015

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The 2014/2015 Mid-Year Budget review provides an opportunity to undertake a detailed review of the Council's Operating and Capital Budgets, which also involves estimating the end of the financial year position on all programs within Council's strategic objectives.

The report contains the Income Statement, Balance Sheet, Cash Flow Statement and Statement of Capital Works.

There are changes due to grant applications as well as expected carryover of works that contribute to an expected decrease in cash at 30 June 2015. This decrease in cash will reduce cash reserves and in the most part is associated with delayed asset sales and the finalization of the Home and Community Care (HACC) program.

RECOMMENDATION

That:

- 1. Council receive the 2014/2015 Mid-Year Budget Review Report.**
- 2. Approve the changes to the Operating and Capital Budgets, as identified in the attachments.**

Background

The 2014/2015 Budget was prepared in accordance with the Local Government Act 1989, and was formally adopted at a Special Meeting of Council held on Tuesday 8 July 2014. A full mid-year review has now been carried out.

Overall, there have been a number of line item changes incorporated into both the Operating and Capital budgets through the review process. The attached reports show that Council now records a decreased surplus of \$1,545,430. This reduced surplus results from exiting the delivery of HACC Program in the 2014/2015 financial year, and the rescheduling of the sale of some Council assets which will now be undertaken in the 2015/2016 financial year.

The Budget has been updated to include the Balance Sheet at 30 June 2014. This is the base used to predict forecast balances at 30 June 2015.

9.7.9 Mid-Year Budget Review 2014/2015 (cont.)

Alternative Options

The Officer providing advice in relation to this report has considered all alternative courses of action. The option presented represents the forecast position of Council at 30 June 2015.

Risk Management

Monitoring of the 2014/2015 adopted Budget provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks. This review has made adjustments for known variances and, therefore, reduces the risk that the actual results will significantly differ from the budget.

Strategic Links – policy implications and relevance to Council Plan

This report is consistent with Council Policies, the Long Term Financial Plan and the Council Plan. The report also addresses Council's desire to review all aspects of Council's operations.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

Close monitoring of budgets is in line with Best Value principles.

Financial / Budgetary Implications

The financial implications are clearly detailed in the attached 2014/2015 Mid-Year Budget Review report.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all economic implications for the financial year ending 30 June 2015.

Environmental / Amenity Implications

The recommendation in this report has no significant environmental or amenity implications for Council or the broader community.

Community Implications

This report has no significant community or social implications for the Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The recommendation contained in this report does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

There are no statutory or legal implications. The Local Government Act 1989 allows for budget reallocations.

Consultation

The 2014/2015 Mid-Year Budget Review has been prepared through consultation with the Executive Management Team and Senior Managers across the organisation. Council has also been briefed on the review.

Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

9.7.9 Mid-Year Budget Review 2014/2015 (cont.)

Attachments

- 2014/2015 Mid-Year Budget Review report containing:-
 - Financial Overview
 - Income Statement
 - Balance Sheet
 - Cash Flow Statement
 - Capital Works Statement and detailed Capital Budget

STRATHBOGIE SHIRE COUNCIL **FINANCIAL OVERVIEW FOR 2014/2015 MID-YEAR BUDGET REVIEW**

Summary Overview

The Mid-Year Review process is undertaken at the midway point of the financial year and provides an opportunity to review the actual progress against the adopted Budget. Council has been clear in regard to reviewing all services to identify the savings to achieve sustainability in the long term.

Incorporated into the review are the actual costs associated with the operation of shared services, the cost associated with exiting the provision of HACC program services and the associated redundancy costs in 2014/2015.

There have been a number of individual changes; most too small to warrant recognition, but there are significant variations to both the Operating and Capital Budget that are detailed below.

Income Statement

The Mid-Year Review reflects a surplus of \$1,545,430 and decreases the original budget surplus by \$321,934.

Revenue

User Fees Increase

- reflects small variance in various accounts overall \$4,000

Contributions Increase

- Community Projects - Nagambie Tennis Club and Euroa Health (income offset by increased expenditure - \$56,000)

Grants Operating Non Recurrent Increase

- Destination Plan Goulburn River Valley Project \$9,000
- Emergency Grant Fire – December 2014 increased \$870,400 offset to expenditure and extra 35,000 to be Council's cost

Grants Capital Recurrent Increase

- Local Government Infrastructure Program - \$101,000 increase in annual allocation offset to capital expenditure.
- Roads to Recovery Grant - \$52,515 increase in annual allocation, offset to capital expenditure

Grants Capital Non recurrent Decrease

- Violet Town Flood Mitigation - \$504,000 delayed waiting legal decision from VCAT

Other Revenue Increase

- Green organics - \$47,700 (offset to expenditure)
- Investment Income - \$50,000 increased returns on funds
- Reimbursements – government family leave and workcover (offset to expenditure) \$20,000
- Private Works income - \$9,000 (offset by expenditure)

Net Gain/Loss on Disposal of Asset

Sale of Disposal and WDV of Assets Disposed Decreased

- Decrease loss on disposal of Council Assets - now expected to sell in 2015/16

Expenses

Employee Benefits

- Redundancy Costs HACC - \$660,000

Materials - Increased Cost

- HR Professional Services – EB agreement costs - \$34,600
- HR replacement – maternity leave \$46,000
- Share Services - Service Planning Project - \$100,000
- Council cost meetings and subscriptions – Rural Council Victoria - \$11,000
- Emergency – December 2014 Fire restoration works \$905,000

Materials – Reduced Cost

- Nagambie Main Street deferred to 15/16 \$430,000

The Nagambie Main Street Project requires a cash carryovers to be held in reserve for works in 2015/2016. The balance of Council's contribution of \$130,000 is funded from the 2014/15 current year.

CAPITAL WORKS

There have some variations to the Capital Works Program due to grants funds and some works being rescheduled to 2015/2016.

Council is maintaining the asset renewal spend as identified in both the adopted Budget and the Long Term Financial Plan. All other scheduled asset renewal works are expected to be completed as per the Budget.

Increase in Works

- Euroa Caravan Park lease requirements \$53,000
- Euroa Memorial Park - Honouring our Heroes - \$171,500
- Nagambie Tennis Court grant project \$100,000
- Drainage Rowe St \$7,640

Decrease in Works

- Violet Town Flood Mitigation - \$504,000 included in 2014/2015 Budget
- Plant - Replacement - \$155,000
- Waste Transfer Station deferred to 2015/16 grant funded \$75,000

Balance Sheet Provision - Significant Other works

Violet Town Tip capping deferred until EPA issues resolved - \$524,700

STRATHBOGIE SHIRE COUNCIL			
Mid Year Review Profit & Loss Statement 2014/2015			
	Adopted Budget 14/15	Forecast Total 14/15	Forecast Variance (Fav)/Unfav
REVENUE			
Rates and Charges	16,171,000	16,171,000	0
Statutory Fees & Fines	270,100	270,100	0
User Fees	1,099,100	1,103,100	(4,000)
Contributions	0	58,500	(58,500)
Grants - Operating Recurrent	6,360,164	6,366,958	(6,794)
Grants - Operating Non-recurrent	769,000	1,629,350	(860,350)
Grants - Capital Recurrent	2,333,700	2,487,215	(153,515)
Grants - Capital Non-recurrent	1,256,500	806,090	450,410
Other Revenue	419,300	596,000	(176,700)
Net Gain/Loss on Disposal Assets	(521,100)	(283,000)	(238,100)
Proceeds from sale of assets			
Operating Revenue Total	28,157,764	29,205,313	(1,047,549)
EXPENDITURE			
Employee	9,427,600	10,073,983	(646,383)
Contracts, Materials & Services	11,221,300	11,944,400	(723,100)
Bad and doubtful debts	5,000	5,000	0
Depreciation	4,735,700	4,735,700	0
Finance	160,500	160,500	0
Other Expenses	193,300	193,300	0
WDV Infrastructure Renewed	547,000	547,000	0
	26,290,400	27,659,883	(1,369,483)
Surplus/Deficit	1,867,364	1,545,430	321,934
Other Comprehensive Income			
Revaluation	3,240,000	3,240,000	0
	5,107,364	4,785,430	321,934

STRATHBOGRIE SHIRE COUNCIL		
Mid Year Review Balance Sheet 2014/2015		
	Actual 13/14	Forecast Total 14/15
Current Assets	\$	\$
Cash and cash equivalents	9,154,431	7,686,122
Trade and other receivables	1,457,817	1,457,817
Other Assets	123,985	123,985
Inventories	9,907	9,907
Non- current assets for resale	0	0
Total Current Assets	10,746,140	9,277,831
Non-Current Assets		
Financial assets	2,032	2,032
Investments in associates	223,650	223,650
Property, plant and equipment,infrastructure	233,428,511	234,768,626
Total Non-Current Assets	233,654,193	234,994,308
Total Assets	244,400,333	244,272,139
Current Liabilities		
Trade and other payables	2,662,191	3,288,027
Trust funds and deposits	480,214	480,214
Fire Services Property Levy	0	0
Provisions	2,913,043	3,106,783
Interest bearing loans and borrowings	627,718	158,000
Total Current Liabilities	6,683,166	7,033,024
Non-Current Liabilities		
Trust funds and deposits	67,980	67,980
Provisions	597,297	597,297
Interest bearing loans and borrowings	2,119,739	1,963,621
Total Non-Current Liabilities	2,785,016	2,628,898
Total Liabilities	9,468,182	9,661,922
Net Assets	234,932,151	234,610,217
Equity		
Accumulated Surplus	74,744,596	74,422,662
Reserves	160,187,555	160,187,555
Total Equity	234,932,151	234,610,217

STRATHBOGIE SHIRE COUNCIL			
Mid Year Review Cash Flow Statement 2014/2015			
	Adopted Budget Inflows (Outflows)	Forecast Total 14/15	Forecast Variance Fav/(Unfav)
Cash flows from operating activities			
Rates and charges	16,171,000	16,171,000	0
Statutory fees and fines	270,100	270,100	0
User fees	1,099,100	1,103,100	(4,000)
Contributions	0	58,500	(58,500)
Grants	10,719,364	11,289,613	(570,249)
Interest	150,000	200,000	(50,000)
Other receipts	269,300	396,000	(126,700)
Net GST refund/overpayment	0	0	0
Payments to suppliers	(11,221,300)	(11,944,400)	723,100
Payments to employees (including redundancies)	(9,427,600)	(10,404,943)	977,343
Other payments	(193,300)	(193,300)	0
Total cash outflows from operating activities	7,836,664	6,945,670	890,994
Cash flows from investing activities			
Payments for property, plant and equipment, infrastructure	(9,561,000)	(9,190,015)	(370,985)
Payments for landfill rehabilitation	(524,700)	0	(524,700)
Proceeds sales of property, plant and equip, infrastructure	2,040,000	567,000	1,473,000
Net cash used in investing activities	(8,045,700)	(8,623,015)	577,315
Cash flows from financing activities			
Finance costs	(160,500)	(160,500)	0
Trust funds and deposits	0	0	0
Proceeds from interest bearing loans and borrowings	0	0	0
Repayment of interest bearing loans and borrowings	(625,836)	(625,836)	0
Net cash provided by (used in) financing activities	(786,336)	(786,336)	0
Net increase (decrease) in cash and cash equivalents	(995,372)	(2,463,681)	1,468,309
Cash and cash equivalents brought forward	10,149,803	10,149,803	0
Cash and cash equivalents at end of year	9,154,431	7,686,122	1,468,309

STRATHBOGIE SHIRE COUNCIL			
Mid Year Review Capital Works Statement 2014/2015			
Capital works areas	Adopted Budget	Forecast Total 14/15	Forecast Variance Fav/(Unfav)
Land	1,158,000	810,500	347,500
Buildings - Municipal Properties	2,180,000	2,158,000	22,000
Furniture & Equipment	190,000	190,000	0
Plant & Machinery	970,000	815,000	155,000
Bridge Construction	717,000	717,000	0
Underground Drainage	374,000	483,000	(109,000)
Footpaths	105,000	105,000	0
Roads	3,787,000	3,831,515	(44,515)
Kerb & Channel	80,000	80,000	0
CAPEXP adjustments since adoption	0	0	0
Total Capital Works	9,561,000	9,190,015	370,985
Represented by:			
Asset Renewal	7,937,000	7,945,515	(8,515)
Asset Upgrade	1,101,000	1,001,000	100,000
Asset New	523,000	243,500	279,500
Total Capital Works	9,561,000	9,190,015	370,985
Reconciliation of net movement in property, plant and equipment			
Total Capital Works	9,561,000	9,190,015	370,985
Asset revaluation movement	0	0	0
Depreciation & Amortisation	(4,735,700)	(4,735,700)	0
Written down value or assets sold	(2,561,100)	(850,000)	(1,711,100)
Written down value of infrastructure renewed	(547,000)	(547,000)	0
Net Movement in Property, Plant & Equipment	1,717,200	3,057,315	(1,340,115)

9.7.10 Documents for Signing and Sealing

Documents are submitted for Council signing and sealing.

The details are as follows and are also included in Council's Seal Register:-

DOCUMENT DESCRIPTION	DOC. ID	NO. OF COPIES
Instrument of Delegation between Strathbogie Shire Council and Euroa Friendlies Reserve Committee to undertake activities designed to protect, promote, utilize and develop the Facility and surrounds for the use and enjoyment of hirers and the local community as endorsed by Council.		1
Licence Agreement between Strathbogie Shire Council and Roman Catholic Trusts Corporation for Diocese of Sandhurst trading at St Johns School Euroa for the 'Use, Operation and Management of the Euroa Saleyards Canteen Facilities (in conjunction with livestock sales)'.		2
Licence Agreement between Strathbogie Shire Council and Nagambie Lakes Mens Shed Incorporated for 'The Protection, Promotion and Development and Management of the Nagambie Lakes Mens Shed Facilities'.		2

RECOMMENDATION

That the Documents be signed and affixed with the Common Seal of Strathbogie Shire Council.

9.7.11 Business Management System

The February 2015 Business Management System Report includes reports as follows:-

- Building Department – December 2014 & January 2015 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Reports – November & December 2014
- Confirm Customer Enquiry Flow – Reports for December 2014 & January 2015
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 January 2015
- Review of Council Policies – December 2014 to February 2015 Period
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past two month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

RECOMMENDATION

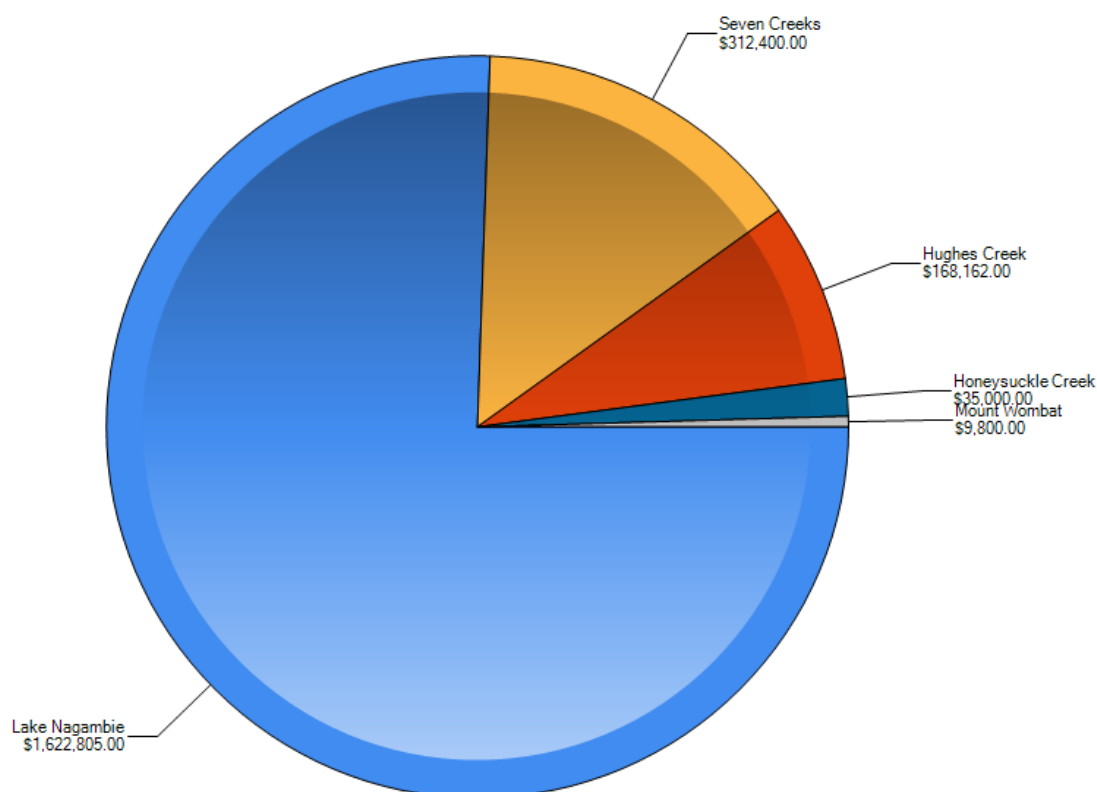
That the report be noted.

BUILDING APPROVALS

DECEMBER 2014

The value of Building approvals within the Shire of Strathbogie for the month of December totalled **\$2,148,167**.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 20 permits have been issued for the December.



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2014323/0	6/12/2014	Construction of	Farm Shed	Marraweeneey	\$30,000.00	Honeysuckle Creek
2014327/0	8/12/2014	Re-erection of	Workshop	Violet Town	\$5,000.00	Honeysuckle Creek
2014326/0	8/12/2014	Construction of	Dwelling	Locksley	\$95,000.00	Hughes Creek
2014328/0	9/12/2014	Demolition of	Dwelling & Outbuilding	Avenel	\$15,262.00	Hughes Creek
2014329/0	9/12/2014	Demolition of	Dwelling	Avenel	\$15,262.00	Hughes Creek
2014330/0	9/12/2014	Demolition of	Dwelling, Outbuildings	Avenel	\$15,262.00	Hughes Creek
2014331/0	9/12/2014	Demolition of	Shed x3	Avenel	\$15,262.00	Hughes Creek
2014339/0	17/12/2014	Construction of	Shed	Avenel	\$12,114.00	Hughes Creek
2014321/0	6/12/2014	Additions to	Dwelling	Nagambie	\$50,000.00	Lake Nagambie
2014325/0	9/12/2014	Construction of	Dwelling & Garage	Nagambie	\$311,452.00	Lake Nagambie
2014334/0	10/12/2014	Construction of	Garage	Nagambie	\$52,281.00	Lake Nagambie

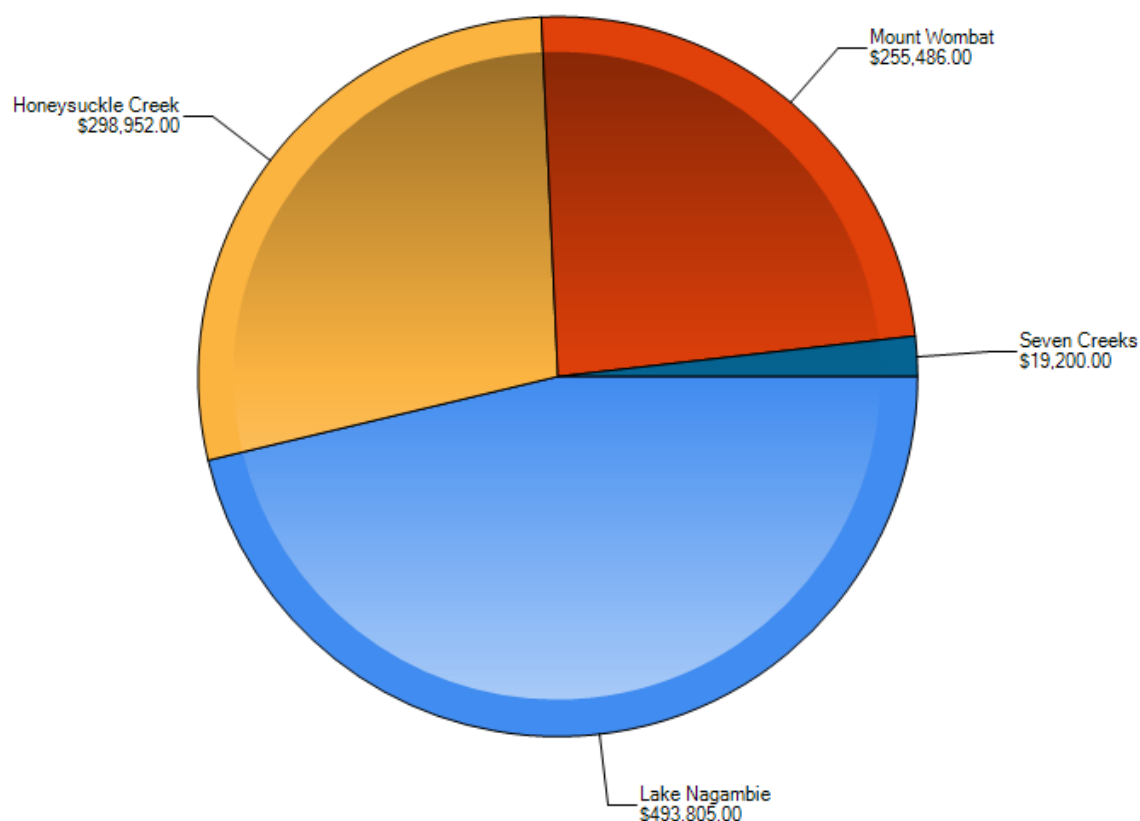
2014335/0	11/12/2014	Construction of	Dwelling & Garage	Nagambie	\$311,452.00	Lake Nagambie
2014336/0	4/12/2014	Construction of	Swimming Pool	Nagambie	\$64,130.00	Lake Nagambie
2014337/0	22/12/2014	Construction of	Dwelling & Garage	Nagambie	\$485,000.00	Lake Nagambie
2014338/0	15/12/2014	Construction of	Farm Shed	Bailleston	\$45,000.00	Lake Nagambie
2014340/0	10/12/2014	Construction of	Dwelling & Garage	Nagambie	\$303,490.00	Lake Nagambie
2014319/0	1/12/2014	Construction of	Above ground swimming pool	Ruffy	\$9,800.00	Mount Wombat
2014332/0	16/12/2014	Construction of	Carport	Euroa	\$4,800.00	Seven Creeks
2014333/0	16/12/2014	Restump of	Dwelling	Euroa	\$7,600.00	Seven Creeks
2014341/0	24/12/2014	Construction of	Dwelling	Euroa	\$300,000.00	Seven Creeks

BUILDING APPROVALS

JANUARY 2015

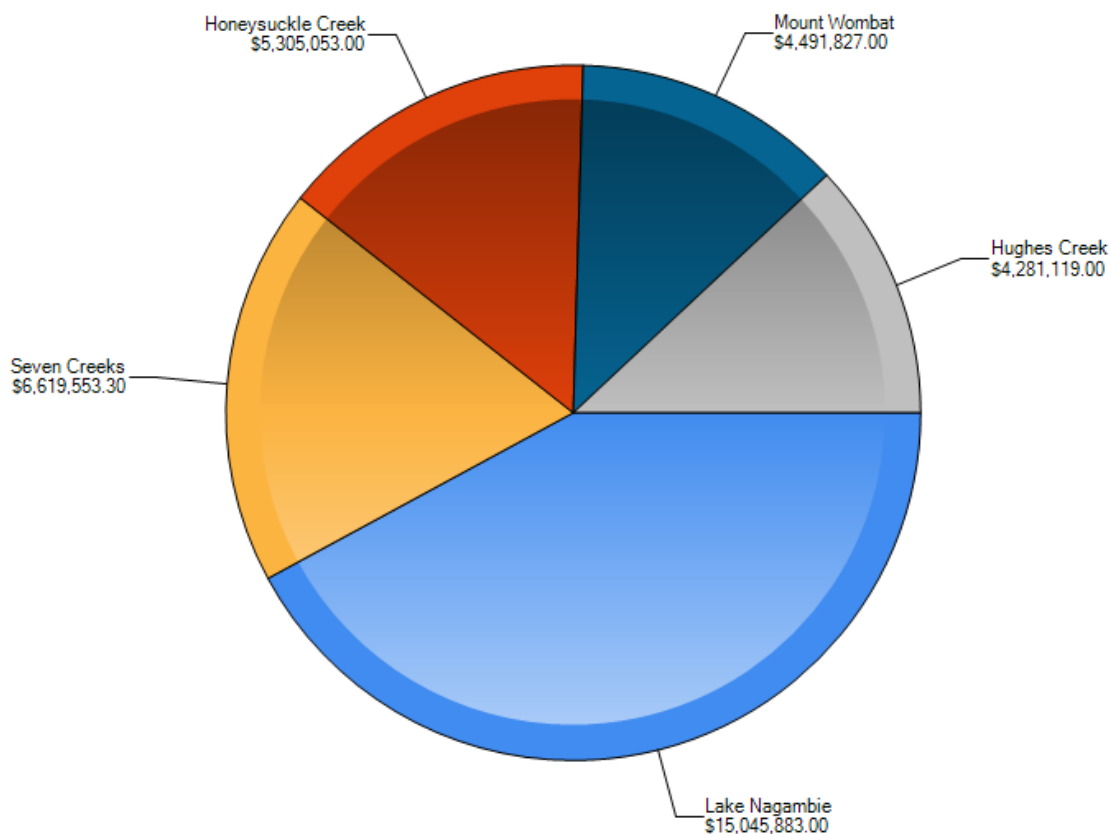
The value of Building approvals within the Shire of Strathbogie for the month of January totalled \$1,067,443.00.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 10 permits have been issued for the January.



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2015347/0	19/01/2015	Construction of	Dwelling & Shed	Tamleugh	\$250,000.00	Honeysuckle Creek
2015348/0	19/01/2015	Construction of	Shed	Boho	\$48,952.00	Honeysuckle Creek
2015001/0	7/01/2015	Construction of	Verandah	Nagambie	\$7,000.00	Lake Nagambie
2015343/0	14/01/2015	Alterations & Additions to	Dwelling	Nagambie	\$11,900.00	Lake Nagambie
2015344/0	7/01/2015	Construction of	2x Farm Sheds	Mangalore	\$30,000.00	Lake Nagambie
2015349/0	23/01/2015	Construction of	Farm Shed	Whroo	\$40,000.00	Lake Nagambie
2015350/0	20/01/2015	Construction of	Dwelling and Garage	Nagambie	\$206,905.00	Lake Nagambie
2015351/0	20/01/2015	Construction of	Dwelling & Garage	Nagambie	\$198,000.00	Lake Nagambie
2015346/0	16/01/2015	Additions to	Dwelling	Euroa	\$255,486.00	Mount Wombat
2015345/0	12/01/2015	Construction of	Enclosed Verandah	Euroa	\$19,200.00	Seven Creeks

Building Activity 1st Jan to 31st Dec 2014



Total building activity 2014 = \$35,743,435.00

PLANNING PERMIT ACTIVITY REPORTING SYSTEM MONTHLY RESPONSIBLE AUTHORITY REPORT – NOVEMBER & DECEMBER 2014

Planning Permit Activity in Victoria Online

Page 1 of 3

Planning Permit Activity Monthly Report

Select Year/Month:

To print this page, click [here](#)

Strathbogie Shire Council - November 2014

The following is a summary of the planning permit activity for which the [Strathbogie Shire Council](#) was the Responsible Authority.

The figures shown below are correct as at the generated date of this Report. The hyperlinked figures will search for the relevant current data in the Planning Permit Activity Reporting System (PPARS) and can only be accessed by registered Council users.

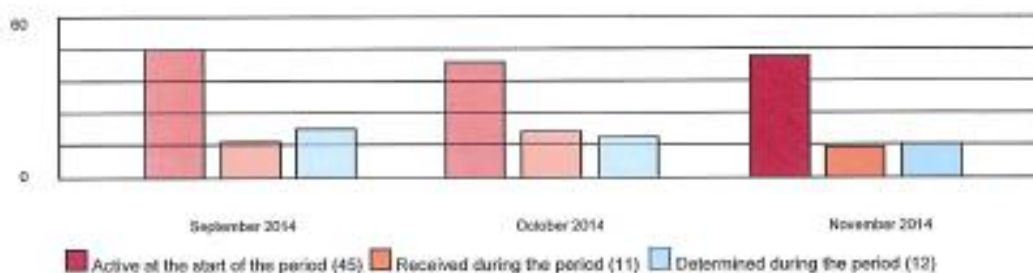
Click on the  icon for further information about how these figures are calculated.

For further information about any of these figures, please contact the relevant [Responsible Authority](#).

Application activity

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
Total applications received	11	17	-35%	70	65	27
New permit applications	11 [100%]	12 [71%]	-8%	59 [84%]	65 [100%]	23
Amended permit applications	0	5 [29%]	NA	11 [16%]	0	4
Combined applications	0	0	NA	0	0	0
Total responsible authority outcomes	12	15	-20%	73	87	27
Notices of Decision to issue permit (includes amended permits)	11 [92%]	13 [87%]	-15%	67 [92%]	64 [74%]	24
Refusal	0	1 [7%]	NA	1 [1%]	3 [3%]	1
Withdrawn, not required, lapsed	1 [9%]	1 [7%]	0%	5 [7%]	20 [23%]	2

Applications received and decided



Planning Permit Activity in Victoria Online

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
Applications with:					
Public notice	0	7	35	19	6
Further information	0	5	30	18	6
Referrals	0	7	35	21	7
Submissions	0	1	5	27	1
Financial					
Total value of fees for applications received	\$2,465	\$4,528	\$31,529	\$11,036	\$4,908
Average fee per application received	\$224	\$266	\$450	\$415	\$352
Total estimated cost of works for permits issued	\$459,061	\$13,786,502	\$18,132,485	\$8,059,043	\$4,685,277
Average cost of works per permit issued	\$41,733	\$1,000,500	\$270,634	\$340,823	\$363,159
Processing times					
Average gross days to Responsible Authority determination	139	64	91	95	102
Median processing days to Responsible Authority determination	86	62	63	58	63
Completed within sixty days	58%	73%	73%	76%	71%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 0

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year
Total determinations	0	0	NA	0	0
Processing times					
Average gross days to determination	0	0	NA	0	0
Median processing days to determination	0	0	NA	0	0

Planning Permit Activity in Victoria Online

Page 3 of 3

Outcomes for Permits Issued

Application categories for permits issued

Note that permits may have more than one category.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Change or extension of use	0	2	8	4
Alterations to a building, structure or dwelling	1	0	2	4
Extension to an existing dwelling or structure associated with a dwelling	2	2	7	0
Extension to an existing building or structure (other than a dwelling)	1	0	2	3
One or more new buildings	1	3	19	11
Single dwelling	1	2	8	19
Multi-dwelling	0	0	1	2
Other buildings and works (including septic tanks, dams, earthworks)	0	0	4	4
Demolition	0	0	0	0
Native vegetation removal	0	2	2	2
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision of land	4	0	12	14
Subdivision of buildings	1	0	1	0
Subdivision - Change to easement and/or restrictions	0	0	0	3
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Realignment of boundary	0	1	4	1
Liquor license	1	1	2	0
Signage	0	0	0	0
Telecommunications facility	0	0	0	1
Other	1	0	4	0

Dwellings

The net number of additional dwellings approved is 1.

Change of Land Use

The following table displays the proposed land uses or issued permits (new and combined) where there was a change in land use.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Agriculture	0	0	0	0
Food and drink premises	0	0	0	0
Industry and warehouse	0	0	0	3
Leisure and recreation	0	0	0	0
Office	0	1	1	0
Place of assembly	0	0	0	0
Residential / Accommodation	0	1	6	17
Retail premises	0	0	0	0
Vacant	0	0	0	0
Child care	0	0	0	0
Education centre	0	0	0	0
Mineral extraction	0	0	0	0
Pleasure boat facility	0	0	0	0
Transport terminal	0	0	0	0
Utility installation	0	0	0	1
Mixed use	0	0	0	0
Other	0	0	1	2

Planning Permit Activity Monthly Report

Select Year/Month: 2014 December

To print this page, click [here](#).

Strathbogie Shire Council - December 2014

The following is a summary of the planning permit activity for which the [Strathbogie Shire Council](#) was the Responsible Authority.

The figures shown below are correct as at the generated date of this Report. The hyperlinked figures will search for the relevant current data in the Planning Permit Activity Reporting System (PPARS) and can only be accessed by registered Council users.

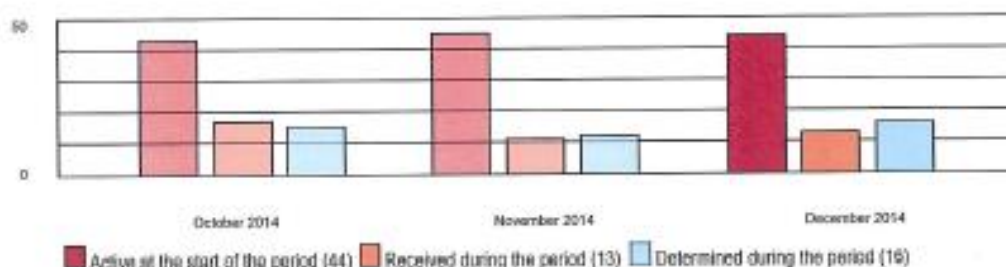
Click on the ⓘ icon for further information about how these figures are calculated.

For further information about any of these figures, please contact the relevant [Responsible Authority](#).

Application activity

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
Total applications received	13	11	18%	83	75	26
New permit applications	11 (85%)	11 (100%)	0%	70 (84%)	75 (100%)	22
Amended permit applications	2 (15%)	0	NA	13 (16%)	0	4
Combined applications	0	0	NA	0	0	0
Total responsible authority outcomes	15	12	33%	89	105	30
Notices of Decision to issue permit (includes amended permits)	15 (94%)	11 (92%)	36%	82 (92%)	85 (79%)	28
Refusal	0	0	NA	1 (1%)	3 (3%)	1
Withdrawn, not required, lapsed	0 (0%)	1 (8%)	0%	6 (7%)	20 (19%)	2

Applications received and decided



Planning Permit Activity in Victoria Online

Page 2 of 3

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
Applications with:					
Public notice	0	0	41	21	6
Further information	0	0	39	19	6
Referrals	0	0	41	23	8
Submissions	1	0	8	30	1
Financial					
Total value of fees for applications received	\$3,816	\$2,465	\$35,345	\$11,757	\$5,637
Average fee per application received	\$294	\$224	\$426	\$451	\$404
Total estimated cost of works for permits issued	\$1,652,802	\$459,061	\$19,785,287	\$6,069,463	\$2,060,293
Average cost of works per permit issued	\$110,167	\$41,733	\$241,284	\$220,374	\$123,003
Processing times					
Average gross days to Responsible Authority determination	66	139	88	95	77
Median processing days to Responsible Authority determination	64	88	63	58	53
Completed within sixty days	61%	58%	74%	73%	73%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 0

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year
Total determinations	0	0	NA	0	0
Processing times					
Average gross days to determination	0	0	NA	0	0
Median processing days to determination	0	0	NA	0	0

Planning Permit Activity in Victoria Online

Page 3 of 3

Outcomes for Permits Issued

Application categories for permits issued

Note that permits may have more than one category.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Change or extension of use	2	0	10	5
Alterations to a building, structure or dwelling	1	1	2	4
Extension to an existing dwelling or structure associated with a dwelling	2	2	10	7
Extension to an existing building or structure (other than a dwelling)	2	1	4	0
One or more new buildings	2	1	21	14
Single dwelling	0	1	0	24
Multi-dwelling	1	0	2	4
Other buildings and works (including septic tanks, dams, earthworks)	0	0	4	6
Demolition	0	0	0	0
Native vegetation removal	0	0	2	2
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision of land	4	4	16	12
Subdivision of buildings	0	1	1	0
Subdivision - Change to easement and/or restrictions	0	0	0	4
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Reassignment of boundary	0	0	4	1
Liquor license	0	1	2	0
Signage	0	0	0	0
Telecommunications facility	0	0	0	1
Other	4	1	8	0

Dwellings

The net number of additional dwellings approved is 2.

Change of Land Use

The following table displays the proposed land uses for issued permits (new and combined) where there was a change in land use.

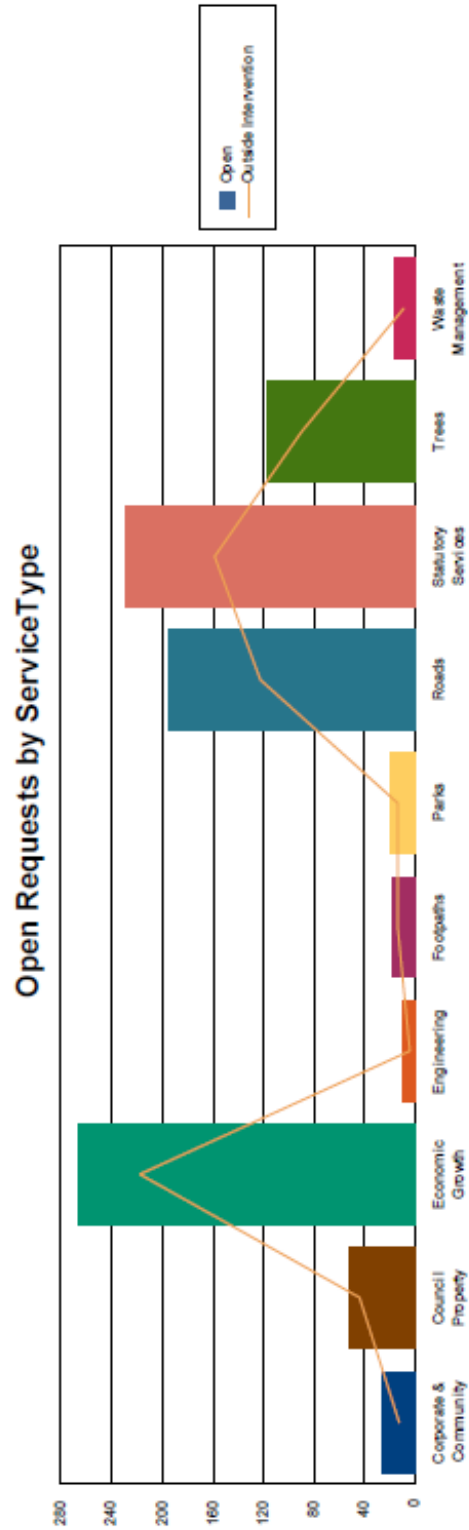
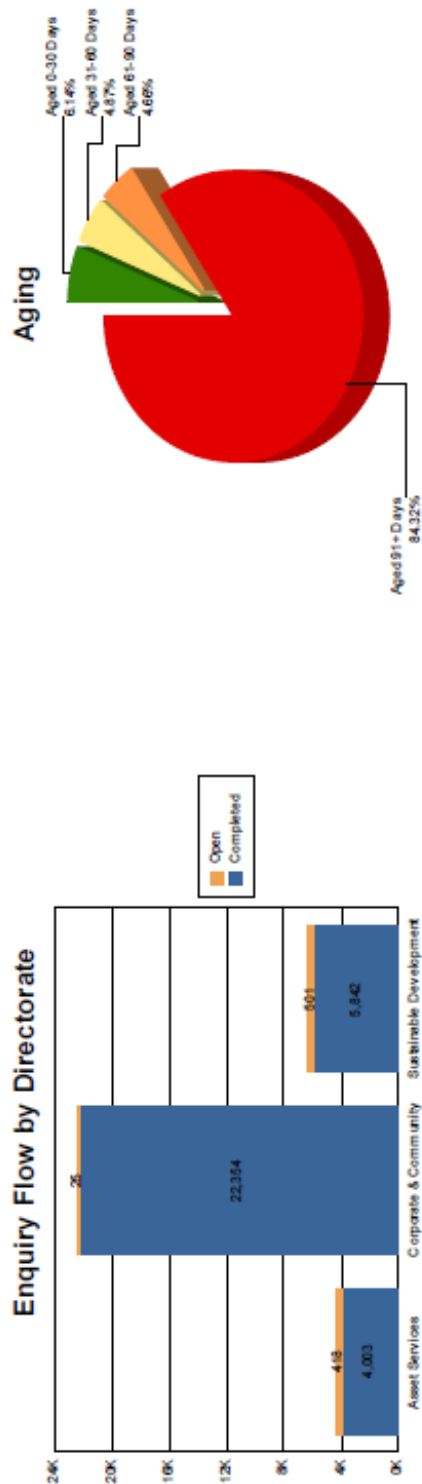
	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Agriculture	0	0	0	0
Food and drink premises	0	0	0	0
Industry and warehouse	0	0	0	0
Leisure and recreation	0	0	0	0
Office	0	0	1	0
Place of assembly	0	0	0	0
Residential / Accommodation	2	0	8	23
Retail premises	0	0	0	0
Vacant	0	0	0	0
Child care	0	0	0	0
Education centre	0	0	0	0
Mineral extraction	0	0	0	0
Pleasure boat facility	0	0	0	0
Transport terminal	0	0	0	0
Utility installation	0	0	0	1
Mixed use	0	0	0	0
Other	0	0	1	2

**CONFIRM CUSTOMER ENQUIRY FLOW
- REPORTS FOR DECEMBER 2014 & JANUARY 2015**



Service Type	Logged		Open		Logged		Open		Aged		Open Outside	
	Total	December	Total	December	2014-2015	2014-2015	2014-2015	December	0-30	31-60	61-90	91+
Corporate & Community	22,379	1,762	25	13	3	7	8	3	3	0	1	12
Council Property	733	13	51	7	7	89	24	7	5	3	36	43
Economic Growth	2,524	0	266	0	0	47	7	0	1	0	265	217
Engineering	187	1	10	1	0	12	0	0	0	0	10	4
Footpaths	96	3	17	3	1	14	5	1	1	1	14	13
Parks	151	6	19	6	6	28	12	6	2	3	8	13
Roads	2,636	56	195	16	16	472	77	14	15	11	155	122
Statutory Services	3,214	60	228	19	19	435	81	18	9	15	186	158
Trees	647	14	117	14	9	97	51	9	13	10	85	89
Waste Management	576	1	16	1	0	30	1	0	0	0	16	9
	33,143	1,916	944	1,916	61	12,485	266	58	46	44	796	680

Corporate & Community	Council Property	Economic Growth	Engineering	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Answered	Council Property	Events	Engineering	Footpaths	Park/Reserve	Roads	Building	Tree	Waste Mngmt & Recycling
General	Rest Control	Planning	Furniture Road/Street/Footpaths	Furniture Road/Street/Footpaths	Playground	Bridges	Animals - Domestic		
Home Modifications	Public Art	Sub Divisions		State Forrest/National Park	State Forrest/National Park	Drainage	Animals - Other		
	Public Lighting					Emergency Call Out	Environment Protection		
	Saleyards					Naturestip	Environmental Health		
	Sign					Roads	File		
						Traffic Lights	Grants		
							Incident		
							Infringement Review		
							Local Laws		



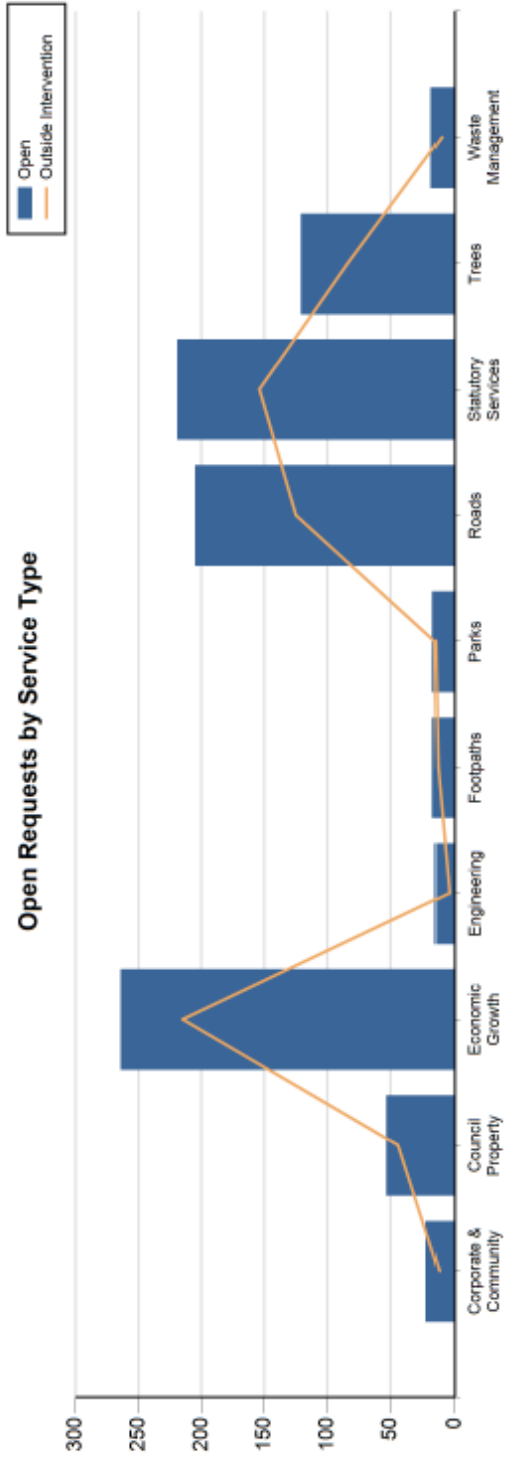
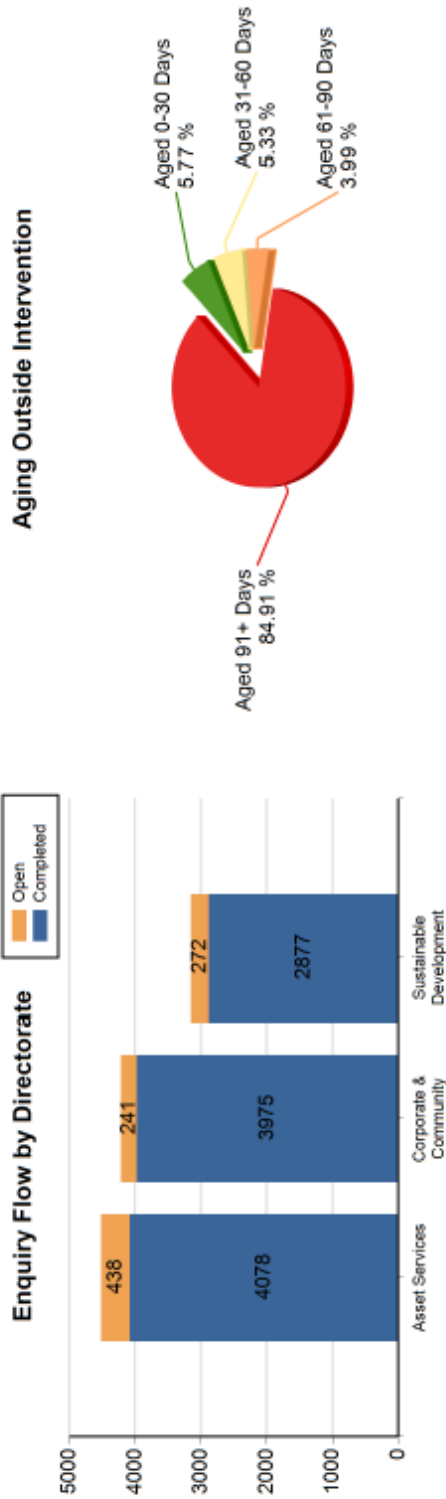
Confirm Customer Enquiry Flow

January 2015

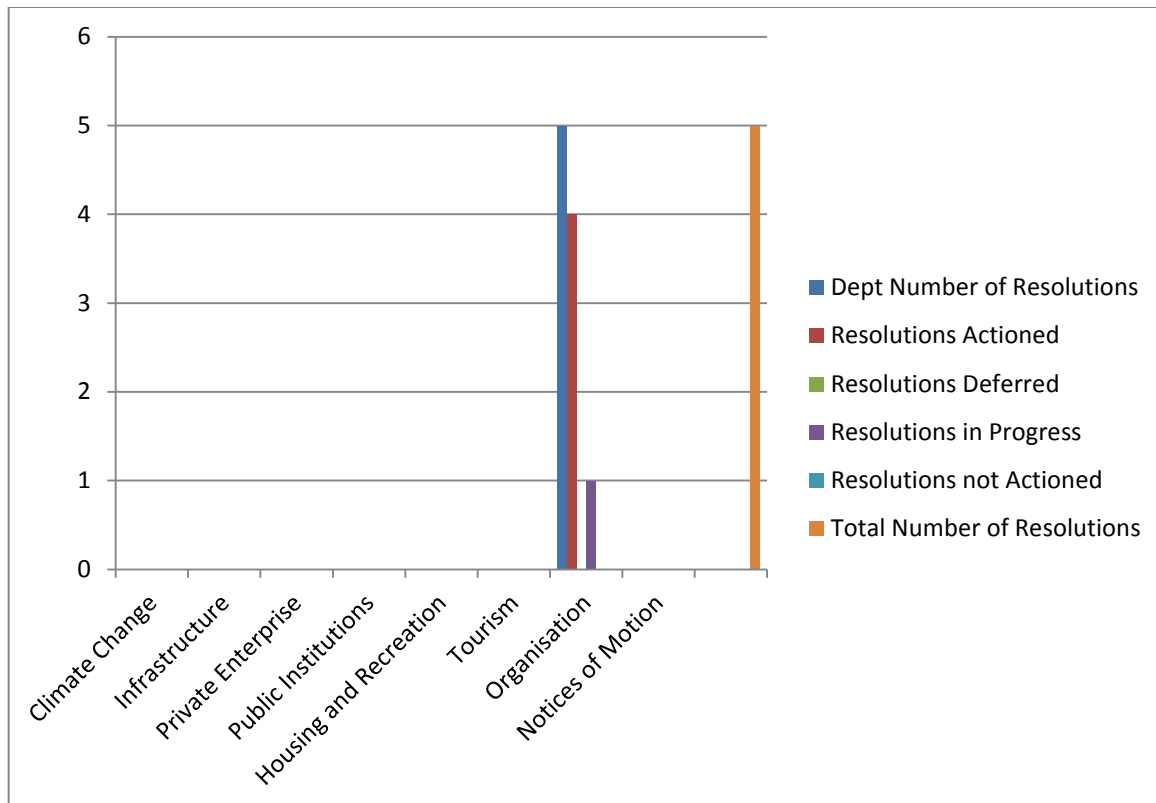


Service Type	Total			January 2015			2014-2015			Aging Outside Intervention				
	Logged	Open	Closed	Logged	Open	Closed	Logged	Open	Closed	0-30	31-60	61-90	91+	Total
Corporate & Community	927	22	97.63%	9	4	55.56%	160	9	94.38%	3	0	0	9	12
Council Property	744	53	92.88%	12	6	50.00%	101	26	74.26%	4	6	3	31	44
Economic Growth	2,520	264	89.52%	0	0	NA	47	5	89.36%	0	1	0	214	215
Engineering	202	15	92.57%	1	1	0.00%	17	3	82.35%	0	0	0	4	4
Footpaths	99	17	82.83%	3	1	66.67%	17	5	70.59%	1	0	1	11	13
Parks	154	17	88.96%	3	1	66.67%	31	10	67.74%	3	2	4	6	15
Roads	2,687	205	92.37%	55	23	58.18%	527	91	82.73%	11	10	5	99	125
Statutory Services	3,279	219	93.32%	57	18	68.42%	505	78	84.55%	8	3	7	136	154
Trees	666	121	81.83%	22	16	27.27%	119	61	48.74%	8	14	7	55	84
Waste Management	580	18	96.90%	4	2	50.00%	34	3	91.18%	1	0	0	9	10
	11,858	951	92.17%	166	72	56.63%	1,558	291	81.32%	39	36	27	574	676

Corporate & Community	<ul style="list-style-type: none"> General Home Modifications 	<ul style="list-style-type: none"> Council Property Control Public Art Public Lighting Saleyards Signs 	<ul style="list-style-type: none"> Economic Growth Events Planning Sub Divisions 	<ul style="list-style-type: none"> Footpaths Footpaths Furniture Road/Street/Footpaths 	<ul style="list-style-type: none"> Parks Park/Reserve Playground State Forest/National Park 	<ul style="list-style-type: none"> Roads Bridges Drainage Emergency Call Out Naturestrip Roads Traffic Lights 	<ul style="list-style-type: none"> Statutory Services Building Animals - Domestic Animals - Other Environment Protection Environmental Health Fire Grants Incident Infringement Review Local Laws Marine Safety Private Prop & Rural Roadside 	<ul style="list-style-type: none"> Trees Tree 	<ul style="list-style-type: none"> Waste Management Waste Mgmt & Recycling
-----------------------	---	--	--	--	---	--	--	---	--



ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – DECEMBER 2014



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 JANUARY 2014**

This Report is to advise the Senior Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No. Description & Recommendation	Action to Date
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES
AND ADOPTION OF NEW POLICIES
- DECEMBER 2014 TO FEBRUARY 2015 PERIOD**

Period of Review	Policy Name	Outcome
December 2014	Creditor Payment Terms Policy (New Policy)	Refer Item 9.7.7

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 5 December 2014 to 5 February 2015

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 9 December 2014

Time: 10.00 a.m. – 5.10 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto

Malcolm Little

Alister Purbrick

Patrick Storer

Robin Weatherald

Officer/s

Chief Executive Officer

Director, Asset Services

Director, Corporate and Community

Director, Sustainable Development

Manager, Community Development (Item 1)

Children and Families Co-Ordinator (Item 2)

Community Development Officer – Access and Inclusion (Item 4)

Apologies

Councillor Graeme Williams

Matters discussed:

Declarations of Interest

1. Home and Community Care Update – Manager, Community Development
2. Youth Program – briefing by Children and Families Co-Ordinator
3. Budget Workshop No. 4
4. International Day of Persons with a Disability – Presentation / Demonstration
5. Planning Agenda Review
6. Assembly of Councillors
 - 6.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 6.2 Councillors Meetings Attendances
 - 6.3 Items requested by Councillors for the following months' workshop
 - 6.4 Strathbogie Voices – Suggested Dates for Forum and Forum Format
 - 6.5 Euroa Library – request for new tables for meeting room
 - 6.6 Truck Traffic Safety in Avenel
 - 6.7 Australian Services Union – Family Violence Clause in Agreements
 - 6.8 Nagambie Lakes Community House and Nagambie Lakes Tennis Club – Proposed Dual Purpose Shed
 - 6.9 Rowe Street Drainage – Design Options Report

- 6.10 Honouring Our Heroes Committee - Letter of thanks and appreciation
- 6.11 Cr Furlanetto
Growth Areas Social Planning Toolkit
- 6.12 Cr Furlanetto
Gas works – impacts on roads ~ Woods Road, Cowells Lane, Shepparton Road, e.g. dust issues, amenity and safety of residents
- 6.13 Cr Furlanetto
Creightons Creek Road – request for line marking
- 7. Planning Committee Meeting
- 8. Special Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
------------	--	---

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 16 December 2014

Time: 1.00 p.m. – 5.30 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto (left meetings at 4.30 p.m.)

Malcolm Little

Alister Purbrick

Patrick Storer

Robin Weatherald

Graeme Williams

Officer/s

Chief Executive Officer

Director, Asset Services

Director, Corporate and Community

Director, Sustainable Development

Manager, Community Development (Item 1)

Children and Families Co-Ordinator (Item 2)

Community Development Officer – Access and Inclusion (Item 4)

Apologies

Nil

Matters discussed:

Declarations of Interest

1. Goulburn Broken Catchment Management Authority – briefing / site visit with Chris Norman (CEO) and Guy Tierney (Floodplain Manager)
2. Agenda Review
3. Assembly of Councillors
 - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 3.2 Councillors Meetings Attendances
 - 3.3 Items requested by Councillors for the following months' workshop
 - 3.4 Nagambie Action Group – Doggy Poop Poles
 - 3.5 Lions Club Toilet Block, Euroa – request for Council to pay electricity charges
 - 3.6 Rockies Bridge Working Party
 - 3.7 Nagambie Lakes Men's Shed Facility
 - 3.8 Nagambie Tennis Club Courts and Lighting Upgrade Project
 - 3.9 North East Store Sale Centre Canteen Licence Agreement with St John's School
 - 3.10 Elloura Master Plan Update
 - 3.11 Fairley Leadership Program Nomination

- 3.12 Sustainable Development Reference Group Nominees
4. Corporate Style Proposal – Manager, Community Relations
5. Budget Workshop No. 5
6. Continuation of Budget / Assembly of Councillors
7. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
3.10	Cr Debra Swan	Yes

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 3 February

Time: 2.30 p.m. – 5.15 p.m.

Attendees:

Councillors

Debra Swan
Colleen Furlanetto
Malcolm Little
Alister Purbrick
Patrick Storer
Robin Weatherald
Graeme Williams

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Director, Sustainable Development
Waste Engineer (Item 1)

Apologies

Matters discussed:

Declarations of Interest

1. Confidential Councillors Discussions
2. Waste Management Contracts Briefing
3. Special Council Meeting Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 4.2 Councillors Meetings Attendances
 - 4.3 Items requested by Councillors for the following months' workshop
 - 4.4 Strathbogie Voices – Community Forum
 - 4.5 City of Greater Bendigo – Rural and Regional Fuel Prices
 - 4.6 MAV Strategic Planning Meetings
 - 4.7 Debrief 13 January for Creightons Creek Fire (16 December 2014)
 - 4.8 VLGA – Victorian Charter for Child Friendly Cities and Communities
 - 4.9 Participation in Local Government Annual Community Satisfaction Survey
 - 4.10 Strathbogie Golf Club – Request for waiving of food registration fee
 - 4.11 Invitees to APS Luncheon
 - 4.12 Cr Glenda McLean (Ararat Rural City Council) – request for Mayor to be involved in Steering Group for proposed McArthur Scholarship project
 - 4.13 Invitation to Violet Town 1917 Avenue of Remembrance Re-Dedication
 - 4.14 Euroa Bowling Club – seeking permission to install Solar Panels / Council to maintain

- 4.15 Nagambie Foreshore Walk
- 4.16 Cr Weatherald
Planning Permit Decision Delays
- 4.17 Cr Weatherald
Friendlies Oval Facilities
- 4.18 Cr Furlanetto
Emergency Communication to Councillors
- 5. Special Council Meeting
 - Documents for Signing and Sealing
 - Closure of the meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) of the Local Government Act 1989
 - Contract Nos: 14/15-17, 14/15-18, 14/15-19, 14/15-20, 14/15-21 and 14/15-22
 - 14/15-17 Strathbogie Landfill Waste, Recyclables and Organics Collection Contract (Full Organics from the Commencement Date)
 - 14/15-18 Strathbogie Landfill Waste, Recyclables and Organics Collection Contract (Full Organics from the Changeover Date)
 - 14/15-19 Strathbogie Landfill Waste and Recyclables Collection Contract
 - 14/15-20 Strathbogie Organics Acceptance and Processing Contract
 - 14/15-21 Strathbogie Recyclables Acceptance and Sorting Contract
 - 14/15-22 Strathbogie Landfill Waste Acceptance and Disposal Contract
 - Rural Road Tree Clearing Services – Emergency Work

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
------------	--	---

Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the December 2014 to February 2015 Period

Name of Committee	Date of Meeting
Violet Town Hall Committee	21/10/14
Longwood Community Centre Management Committee	25/11/14
Strathbogie Tableland Action Group	10/11/14
Ruffy Action Group	06/08/14

10. NOTICES OF MOTION

11. URGENT BUSINESS

12. CLOSURE OF MEETING TO THE PUBLIC

..... P.M.

CRS -

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- **Ground(s) under section 89(2):**

89(2)(a): Personnel Matters

C.P. 1 Business Management System
- Record of Assemblies of Councillors – Confidential Addendum

C.P. 2 Chief Executive Officer – Contract Extension

89(2)(d): Contractual Matters

C.P. 3 Contract No. 14/15-10 – Evaluation Report
- Atkins Street Drainage ~ Stages 1 and 2

C.P. 4 Contract No. 14/15-26 – Evaluation Report
- New Library in Cowslip Street, Violet Town

C.P. 5 Contract No. 14/15-27 – Evaluation Report
- Tree Pruning Services

..... P.M.

CRS -

That Council open the meeting to members of the public and resume normal business.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Closed Portion Decision/s -

**C.P. 1 Business Management System
- Record of Assemblies of Councillors – Confidential Addendum**

C.P. 2 Chief Executive Officer – Contract Extension

**C.P. 3 Contract No. 14/15-10 – Evaluation Report
- Atkins Street Drainage ~ Stages 1 and 2**

**C.P. 4 Contract No. 14/15-26 – Evaluation Report
- New Library in Cowslip Street, Violet Town**

**C.P. 5 Contract No. 14/15-27 – Evaluation Report
- Tree Pruning Services**

RECOMMENDATION

CRS -

That the decision/s of Council's 'Closed Portion' considerations be confirmed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT P.M.