



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 16 July 2013, commencing at 6.00 p.m. at the Euroa Community Conference Centre

Councillors: Debra Swan (Chair)
Colleen Furlanetto
Malcolm Little
Alister Purbrick
Patrick Storer
Robin Weatherald
Graeme (Mick) Williams

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

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
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 18 June 2013 and Special Meetings of Council held on Thursday 20 June 2013 and Wednesday 26 June 2013
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

EXCERPT FROM MEETING PROCEDURE LOCAL LAW NO. 1

CONDUCT OF PUBLIC

52. VISITORS

- (1) Visitors must not interject or take part in debate.
- (2) Silence shall be preserved in the gallery at all times.
- (3) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to be removed from the gallery.

53. CALL TO ORDER

Any person who has been called to order, including any Councillor who fails to comply with the Chairperson's direction, will be guilty of an offence.

Penalty: \$500

54. REMOVAL FOR DISRUPTION

The Chairperson has discretion to cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction under the provisions of this Local Law.

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. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) of the Local Government Act 1989

12. Urgent Business

Steve Crawcour
CHIEF EXECUTIVE OFFICER

9 July. 2013

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 20 August 2013, 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	
9.6.1	Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 13th June 2013	1
9.7	Organisation	
9.7.1	General Revaluation 2014	6
9.7.2	Council Policy - Acceptance of Gifts and Hospitality Policy	8
9.7.3	Council Policy - Procurement Policy	13
9.7.4	Council Policy - Bank Guarantee for Community Groups Policy	18
9.7.5	Council Policy - Competition Code and Trade Practices Act Compliance Policy	22
9.7.6	Influenza Pandemic Plan 2013	27
9.7.7	Instrument of Delegation to Chief Executive Officer (S5) - Review	30
9.7.8	Review of Instrument of Delegation – Council to Members of Council Staff (S6)	37
9.7.9	2009-2013 Shire of Strathbogie Council Plan - Final Quarter Report - 1 April to 30 June 2013	40
9.7.10	Business Management System	54
10.	NOTICES OF MOTION	
11.	CLOSURE OF MEETING TO THE PUBLIC	
12.	URGENT BUSINESS	

9.6	Tourism	
9.6.1	Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 13th June 2013	1

9. REPORTS

9.6 TOURISM

9.6.1 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 13th June 2013

Author & Department

Economic Growth Officer / Sustainable Development Directorate

File Reference

W20/0120/01 (09)

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 the draft meeting minutes of the Nagambie Waterways and Commercial Stakeholders Advisory Committee held on 13th June 2013 for Council's endorsement.

RECOMMENDATION

That the draft Minutes of the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee meeting held on 13th June 2013 be endorsed.

Background

The Strathbogie Shire Council appointed a Special Committee to set policy and direction for the Nagambie Waterways Recreational and Commercial Users to ensure that the activities on the Nagambie Waterways meet the objectives and the vision of Council as set out in the Council Plan.

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's 6.4 Strategy:

Provide passive and active recreational facilities and paths / tracks to *'Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the Actions in the On Land and On Water Strategy.'*

9.6.1 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 13th June 2013 (cont.)

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications
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 environmental or amenity implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author 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 consulted with all the user groups of the waterways and the community at the recent meeting – see attached copy of minutes.

Attachments

Draft Minutes of the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee held on 13th June 2013.

**MINUTES OF THE NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL
STAKEHOLDERS ADVISORY COMMITTEE MEETING
REGATTA CENTRE, LODDINGS LANE, NAGAMBIE
ON THURSDAY 13th June 2013 AT 6PM**

Present:	Cr. Debra Swan	Mayor - Strathbogie Shire Council (Acting Chair)
	Cr. Alister Purbrick	Ward Councillor - Strathbogie Shire Council
	Steve Crawcour	Chief Executive Officer
	Libby Webster	Strathbogie Shire Council (Secretary)
	Wally Cubbin	Nagambie Angling Club
	Lynne Charge	Rowing Victoria
	Henry Moss	Nagambie Rowing Club
	Pat McNamara	Nagambie Rowing Club
	Beth Walter	Nagambie Rowing Club
	Kimm Kennedy	Nagambie Action Group
	Ian Matheson	Goulburn Valley Water
	Craig Stewart	Commercial Operators
	Robert Kean	Nagambie Riparians Group
	Brett Tanian	Victorian Water Police
	Dave Jackson	Goulburn-Murray Water
Guests:	Lisa Faldon	Deputy Director, Maritime Safety, TSV
	Geoffrey Swanton	Waterways Manager, Marine Safety TSV Waterway Safety
	Steven Hicks	Manager Statutory Services, Strathbogie Shire Council
Apologies:	Tony Spiteri	Nagambie Waterski Club
	Graeme Callaghan	Nagambie Police
	Tony Hammond	Nagambie Riparians Groups
	Mick Mitchell	Nagambie Sailing Club
	Ron Loccisano	Developer Group

Appointment of Acting Chair

Alister Purbrick nominated Deb Swan as Acting Chair for the meeting, seconded by Robert Kean, all agreed.

1. Minutes of previous meeting

Minutes of the previous meeting were tabled, Wally Cubbin noted that the process for the AGM was confused and requested that next time the process be handled correctly. Alister Purbrick noted that it would not have changed the outcome. The AGM minutes were moved by Beth Walter and seconded by Henry Moss; all agreed they were an accurate reflection of the meeting.

**2. NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL
STRATEGY**

Report by Alister Purbrick

Alister Purbrick tabled the paper which outlined a summary of issues as a basis for discussion and decisions/actions to be taken.

Boating Patrols

- Boating Safety Officers are unable to issue fines, due to the delay in Transport Safety Vic signing off on their licence application. The Shire believes this will happen by the 2013/2014 boating season or earlier if signed off by TSV. The application was lodged January 2013.
- The committee is to encourage the community to inform the Council/ Waterways committee of issues, so the Council can structure effective patrols. The Committee agreed to send a letter, prepared by the Shire, to community groups about this.
- a number of issues on the Waterways were discussed such as speed limits, erosion control, designating areas for wake enhanced boats and jet skis.

Erosion

- The Committee highlighted their concern on the proposal to reduce the speed limit on certain sections of the river to 10km/hr. This will cause more erosion and is difficult to police.
- The Committee agreed to send a letter Transport Safety Victoria seeking guidance on the issues and the possibility of designating areas for wake enhanced boats (and/or banning enhancements) and jetskis, outlining Committee's concerns and invite them to send a representative to the next meeting. The committee would also be interested in hearing first hand about the changes in Transport Safety Victoria's organisation.
- The Committee discussed how congestion could be relieved along the river and agreed to add this issue to the TSV letter
- The Committee also discussed the licence rules which allowed teenagers as young as 12 years of age to operate a jetski and the "hoon" element which resulted in jetskis being operated at dangerously high speed. It was agreed to add this issue to the TSV letter.

Boat Ramps

- DPI will be installing a boat ramp at Majors Creek and the Shire is investigating installing a ramp at Goulburn Weir.
- Other sites have significant traffic management (carparking) and rubbish removal issues, which would be costly to overcome.
- It was noted that both the Shire's Waterways Strategy and GMW's recent On Land and On Water study highlighted the need to develop more boat ramps.

Walkways around the Lake

- The committee agreed that there is a great need for connectivity between the Leisure Park/Regatta Centre and the town centre.
- The issue is the mix of private properties on the waters edge that may have no easements. It has since been confirmed that all the properties in question do have easements.
- The Committee recommended that the Shire seek funding to develop a detailed design and options for the connection.

Buoys

- The Committee discussed the possibility of removing the buoys over the summer, when there are no Regattas scheduled. Removal and reinstatement of the buoys has been done successfully a number of times at a cost of \$700/removal or reinstatement.

- Cr Swan proposed that an independent survey be undertaken to establish the economic benefit of water activities on the Lake and confirm how often the rowing community requires the buoys in place for training.

3. Other Business

- Alister Purbrick tabled a letter from the NOW committee requesting that the first weekend in March be set aside for the NOW Festival and that no other events be scheduled on the lake for that day. The committee agreed, save for limiting it to a 5 year period. This will now be taken to a Council meeting for consideration.
- Lynne Charge requested that the Shire investigate installation of platforms for television cameras along the course
- The Shire's Waterways Strategy is due for review at June 30th this year. It will be brought to the Committee for comment and recommendation of changes, prior to consideration by the Shire Council.
- Jeff Harrison advised that GMW received 13 applications by community members to be part of the implementation group of the Nagambie Waterways Land and On-Water Management Plan. The candidates have met with agency representatives who have selected 5 community representatives to be recommended to the April 24th GMW Board Meeting. Successful candidates should be able to be announced by the end of April.

Meeting closed 7.24 pm

Next meeting 13th June 2013

9.7	Organisation Reports Index	
9.7.1	General Revaluation 2014	6
9.7.2	Council Policy - Acceptance of Gifts and Hospitality Policy	8
9.7.3	Council Policy - Procurement Policy	13
9.7.4	Council Policy - Bank Guarantee for Community Groups Policy	18
9.7.5	Council Policy - Competition Code and Trade Practices Act Compliance Policy	22
9.7.6	Influenza Pandemic Plan 2013	27
9.7.7	Instrument of Delegation to Chief Executive Officer (S5) - Review	30
9.7.8	Review of Instrument of Delegation – Council to Members of Council Staff (S6)	37
9.7.9	2009-2013 Shire of Strathbogie Council Plan - Final Quarter Report - 1 April to 30 June 2013	40
9.7.10	Business Management System	54

9.7.1 General Revaluation 2014

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

L10/0220/00

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 Valuation of Land Act 1960 S6 (Act) provides that a valuation authority proposing to make a general valuation must give not less than one month's notice of the decision. The purpose of the report is for Council to give notice under the Act that it intends to cause a general valuation to occur effective as of 1 January 2014.

RECOMMENDATION

That, in accordance with the provisions of the Valuation of Land Act 1960, Council give notice of its intention to cause a general valuation to be made with an effective date of 1 January 2014.

Background

The Valuation of Land Act 1960 provides that a Council must cause a valuation of all rateable land within its district to be made as at 1 January in every even calendar year (S11(a)) and before 30 June that year, cause the general valuation to be returned (S11(b)).

Further, S6.1 of the Act requires that a rating authority proposing to make a general valuation of rateable land must give to the Valuer-General and to every other rating authority interested in the valuation of land in the relevant municipal district, not less than one month's notice of the decision to cause the valuation to be made.

Consequently, a resolution of Council is required to cause the general valuation to be made.

Alternative Options

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

Risk Management

Council has no option under the Act, but to cause a general valuation to be made. The Act does not provide any indication of what the consequences would be if Council did not cause a general valuation to be made in accordance with the Act.

9.7.1 General Revaluation 2014 (cont.)

Strategic Links – policy implications and relevance to Council Plan

This 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 report is consistent with Best Value, National Competition Policy and Trade Practices Act requirements.

Financial / Budgetary Implications

In order for Council to continue to raise rates in accordance with key strategic documents and the Council Plan, it is necessary to cause general valuations in accordance with the Act.

Economic Implications

The recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

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

Community Implications

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 recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

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

Nil.

9.7.2 Council Policy
- Acceptance of Gifts and Hospitality Policy

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

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 (LG Act).

Summary

The Acceptance of Gifts & Hospitality Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The documents replaces the Acceptance of Gifts & Hospitality Policy that was last formally reviewed in December 2008.

RECOMMENDATION

1. **That Policy C & E 22 Acceptance of Gifts and Hospitality Policy, be revoked.**
2. **That Council endorse the Gifts and Hospitality Policy, as presented.**

Background

The review of this policy is part of the update of policies as per the Local Government Act 1989 requirements that all policies be reviewed within 12 months of an election. Council's Acceptance of Gifts & Hospitality Policy was last formally reviewed in December 2008. Another review was undertaken in June 2012 but no changes were made.

The Policy has since been reviewed and represents Council's position at present.

Alternative Options

Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989 and is consistent with contemporary practices in local government.

Risk Management

There are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

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

9.7.2 Council Policy
- Acceptance of Gifts and Hospitality Policy (cont.)

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

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

Financial / Budgetary Implications

There are no financial implications associated with this recommendation.

Economic Implications

The recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

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 recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The recommendation has no further 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

Acceptance of Gifts and Hospitality Policy.



ACCEPTANCE OF GIFTS AND HOSPITALITY POLICY

COUNCIL POLICY	
Effective Date:	15/12/2008
Last Review:
Current Review::	June 2013.
Adopted by Council:
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:

1. POLICY STATEMENT

Strathbogie Shire Council's operations are founded on the virtues of transparency, impartiality, accessibility and equality.

Accordingly the Council is committed to ensuring the actions of staff are undertaken with the highest ethical standards and probity at all times.

2. POLICY AIM AND OBJECTIVES

The aims of the policy are to:

- Provide Councillors and Staff with guidelines on the acceptance of gifts and acts of hospitality
- Ensure Council follows sound and transparent business practices that can withstand any public scrutiny

3. DEFINITIONS

The following may constitute a **gift**:

- Goods and services given of a commercial value;
- Property – (real or otherwise);
- Transfers of money;
- Loans of money or property;
- Free services – (accommodation, travel, entertainment, sporting events etc);
- Goods and services made available at heavily discounted prices;
- Hospitality – such as a luncheon, invitation to an event or other similar corporate hospitality (such hospitality may be unplanned).

4. POLICY PRINCIPLES

As a guiding principle, Councillors or Staff should not accept a gift if it *could* be perceived as intended to, or likely to, influence him or her in the fair, impartial and efficient discharge of their duties as a Councillor or staff member.

The following general principles apply:

- 4.1 Under **NO** circumstances is cash money to be accepted as a gift.
- 4.2 Councillors or Staff should not accept any gift where there is or may be, the perception of a conflict of interest with past, present or future duties or where the object of the gift is to maintain or return a favour.
- 4.3 The performance of Council functions will be not be influenced by the inducement of a gift.
- 4.4 A simple test of whether a gift should be accepted is whether its acceptance could stand the test of openness: whether full disclosure of the gift would be embarrassing or damaging to Council.

- 4.5 Gifts given to recognise outcomes collectively achieved by the council and/or group of staff and which otherwise satisfy the requirements of this policy shall, as far as is reasonable and practical, be shared among the Council staff and/or work group.
- 4.6 Where a tender is in process, any officer involved in the evaluation of that tender should not accept directly or through third parties any gifts from any individual/group that may be involved in the tender. It is not appropriate in any circumstances that staff accept gifts from persons or bodies engaged in competitive tendering process.
- 4.7 Where a planning or building permit application, or other regulatory process is underway, any officer involved in the process must not accept any gifts from any individual or group involved with the permit application or regulatory activity.
- 4.8 Any staff member who has been made a beneficiary of a will or has received a gift valued at more than \$50 from a Council client who is not a relative, must immediately inform their Director, prior to the acceptance of the gift or benefit.
- 4.9 All gifts must be declared and details included on Council's Gift Register.
- 4.10 This policy is unlikely to cover all circumstances of gift offering. If Councillors or staff are unsure about a gift they should raise the matter with the Chief Executive Officer of their Director.

5. SPECIFIC REQUIREMENTS

All gifts and acts of hospitality (regardless of their value) must be declared. A Gifts Register is held at the Euroa Office by the Chief Executive Officer.

6. DELEGATION

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Directors are responsible for ensuring that their staff comply with the principles and practices of this policy.

9.7.3 Council Policy - Procurement Policy

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

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 (LG Act).

Summary

The Procurement Policy June 2013 and Procurement Procedures June 2013 have been reviewed in accordance with the Local Government Act 1979 (The Act). These documents replace the Procurement Policy that was last reviewed in June 2012.

RECOMMENDATION

That Council endorse the Procurement Policy, as presented.

Background

Under Section 186A (7) of The Act, "At least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy." Council's Procurement Policy was last formally reviewed in August 2011. Another review was undertaken in June 2012 but no changes were made.

The Policy has since been reviewed and represents Council's position at present. The associated procedures have been reviewed and refined extensively.

The Procedures have had a complete review due to (a) changes to Victorian Government Procurement Guidelines, and (b) a review by staff based on contemporary practice. There are a number of changes, with the three most important being (a) staff shall not raise and authorize an order, (b) quotation levels have been reduced, and (c) delegation levels have been included, based on Council's Instrument of Delegations.

The revised Procurement Policy and Procedures were presented to and discussed by Council's Audit Committee at the December 2012 meeting. The Audit Committee requested minor changes to the Procedures; these changes have been undertaken. The Policy was presented to Council at the February 2013 meeting, but was deferred to allow more assessment of the Policy and Procedures which have been reflected in the Policy now presented.

The Audit Committee recommended that Council adopts the revised Procurement Policy.

9.7.3 Council Policy
- Procurement Policy (cont.)

Alternative Options

Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989 and is consistent with contemporary procurement practices in local government.

Risk Management

The Policy has been reviewed and presented to Council's Audit Committee to ensure that any risk associated with Council's procurement process is reduced.

Strategic Links – Policy Implications and Relevance to Council Plan

The report is consistent with Council Policies and the Council Plan.

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 implications.

The Policy and Procedures have been updated based on industry standards and Local Government Victoria guidelines.

Financial / Budgetary Implications

The Policy and Procedures provide clear directions to staff on the requirements expected when purchasing on behalf of Council. This will, in course, provide best value for Council.

Economic Implications

The report considered all economic implications for Council.

Environmental / Amenity Implications

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

Community Implications

This report has no significant community or social implications for 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

The statutory requirements of the Local Government Act 1989 have been addressed in this report and Policy.

Consultation

The review of the Procurement Policy and Procedures has been undertaken after consultation with staff and Council's Audit Committee. Reference has also been made to Local Government Victoria guidelines.

Attachments

Procurement Policy.



PROCUREMENT POLICY

COUNCIL POLICY	
Effective Date:	30/08/2011
Last Review:	30/06/2012
Current Review::	30/06/2013
Adopted by Council:
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:	Manager, Strategic & Financial Accounting

1. Policy Statement

- This procurement policy and associated procurement procedures have been developed to facilitate the achievement of:
 - sustainable and socially responsible procurement
 - cost savings
 - support for local economies
 - innovative approaches to service delivery
 - more efficient use of resources
 - better services for communities
 - fair and honest dealing
 - accountability and transparency
- The policy and associated procedures incorporate the key elements of best practice applicable to local government procurement, including:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process);
 - procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement; and
 - a professional approach to all major procurements.
- The policy and associated procedures require that Council's contracting and purchasing activities must:
 - support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
 - where relevant, span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
 - achieve value for money and quality in the acquisition of goods, services and works by the Council;
 - demonstrate that public money has been well spent;
 - be conducted, and be seen to be conducted, in an impartial, fair and ethical manner;
 - seek continual improvement including the embrace of innovative and technological initiatives and
 - generate and support business in the local community.

2. Scope

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*.

This section of the Act requires that Council prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council Officers and temporary employees, contractors and consultants while engaged by the Council.

3. Purpose

The purpose of this Policy is to:

- provide policy and guidance to the Council to enable consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

4. Expenditure Thresholds

The Council will from time to time determine and publish in the Procurement Procedures; procurement thresholds. Variations to these thresholds may only be made by resolution of Council.

9.7.4 Council Policy - Bank Guarantee for Community Groups Policy

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

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 (LG Act).

Summary

The Bank Guarantee for Community Groups Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document replaces the Bank Guarantee for Community Groups Policy that was last formally reviewed in November 2005.

RECOMMENDATION

- 1. That Policy CCS 12 Bank Guarantee for Community Groups Policy, be revoked.**
- 2. That Council does not endorse the reviewed Bank Guarantee for Community Groups Policy, as presented.**

Background

Council currently has a Bank Guarantee for Community Groups Policy (CCS 12). There is one guarantee that is currently active that dates to 2004.

It is rare for any Council to provide a bank guarantee for community groups under any circumstances. This is primarily due to (a) that if elected community group members change and so do their responsibilities (b) there is no guarantee of fixed ongoing income to support loan repayment and (c) there is usually no asset owned by the group to link the guarantee to.

Alternative Options

Council has the option to revoke the Policy.

Risk Management

There are significant Risk Management factors relating to the report and recommendation. If Council was to provide a bank guarantee to a community group that defaulted on its loan, it may be difficult to call in the loan if (a) elected office bearers had changed and (b) foreclosing on a community group would create significant bad publicity.

9.7.4 Council Policy
- Bank Guarantee for Community Groups Policy (cont.)

Strategic Links – policy implications and relevance to Council Plan

This 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 report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

Under the policy, Council would only have a liability for repayment of the loan if the community group could not meet the loan repayments. Council does not have available funds for this purpose.

Economic Implications

The recommendation could have significant economic implications for Council or the broader community if a community group could not meet its loan repayments.

Environmental / Amenity Implications

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 could have significant community or social implications for Council or the broader community. This would be dependent upon Council being a guarantee for a community group and that group failing to meet its repayments obligations.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The recommendation has no further 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

Bank Guarantee for Community Groups Policy.



Bank Guarantee for Community Groups Policy

COUNCIL POLICY	
Effective Date:	15/06/2004
Last Review:	November 2005
Current Review::	June 2013
Adopted by Council:
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:

1. POLICY STATEMENT

The purpose of this policy is to provide a basis for dealing with requests for Council to act as Guarantor for Community Group borrowings.

2. POLICY APPLICATION

2.1 General application of the policy

Given the extensive number, diversity, varying and often difficult to substantiate financial positions of Community Groups, Council will not generally accede to requests by Community Groups for it to act as a Guarantor for borrowings.

2.2 Council Discretion Under Certain Circumstances

Where broad community benefit can be clearly established and the applicant can satisfy Council requirements for the security and repayment of the debt to which the guarantee attaches, Council may at its discretion agree to provide a Guarantee.

2.3 Limits of Guarantee

Individual guarantees will be limited to amounts not exceeding \$50,000 and the total value of guarantees will not at any time exceed \$200,000.

2.4 Reporting Requirements

Organisations favoured by a Council Guarantee are required to submit to Council copies of all Minutes of General, Special and Annual meetings and annual financial statements for review by Council during the period of the guarantee. Annual financial statements must be lodged by not later than 30 September each year.

9.7.5 Council Policy
- Competition Code and Trade Practices Act Compliance Policy

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

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 (LG Act).

Summary

The Competition Code and Trade Practices Act Compliance Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document replaces the Competition Code and Trade Practices Act Compliance Policy that was last formally reviewed and updated in revised in 2006.

RECOMMENDATION

- 1. That Policy C & E 6 Competition Code and Trade Practices Act Compliance Policy, be revoked.**
- 2. That Council endorse the Competition Code and Trade Practices Act Compliance Policy, as presented.**

Background

The review of this policy is part of the update of policies as per the Local Government Act 1989 requirements that all policies be reviewed within 12 months of an election. Council's Competition Code and Trade Practices Act Compliance Policy was last formally reviewed in 2006. Another review was undertaken in October 2012 but no changes were made.

The Policy has since been reviewed and represents Council's position at present.

Alternative Options

Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989.

Risk Management

There are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

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

9.7.5 Council Policy
- Competition Code and Trade Practices Act Compliance Policy (cont.)

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

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

Financial / Budgetary Implications

There are no financial implications associated with this recommendation.

Economic Implications

The recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

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 recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The recommendation has no further 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

Competition Code and Trade Practices Act Compliance Policy.



Competition Code and Trade Practices Act Compliance Policy

COUNCIL POLICY	
Effective Date:	17 July 2001
Last Review:	October 2012
Current Review::	30 June 2013
Adopted by Council:
Next Review Date:	Annually / As required
Responsible Officer/s:	Director Corporate & Community

1. INTRODUCTION

One of the agreements signed by the Commonwealth and all States and Territories, which form the basis of the National Competition Policy (NCP), is the Conduct Code Agreement. Under the Conduct Code Agreement, all States and Territories agreed to extend the application of Part IV of the Trade Practices Act 1974 (TPA) to all persons and State entities within their jurisdiction. In Victoria, this process was implemented when the Competition Policy Reform (Victoria) Act 1995 was enacted in November 1995, and a version of Part IV was adopted as law in this State.

All Councils, individuals employed by Councils and Councillors are governed by a version of Part IV. The version of Part IV adopted in Victoria is called the Competition Code.

The Competition Code aims to regulate the market by eliminating conduct which is seen to be anti-competitive and which prejudices free and fair competition in the market place.

In addition to the provisions of the Trade Practices Act, Victoria has its own consumer protection provisions in the Fair Trading Act which govern similar conduct and which cover areas where the Trade Practices Act provisions may not apply.

In April 2007, the Council of Australian Governments reaffirmed its commitment to the NCP and updated the [Competition Principles Agreement](#). These agreements commit Australian governments to implement the reforms agreed by the Council of Australian Governments.

2. POLICY STATEMENT

The purpose of this Policy is to define Strathbogie Shire Council's compliance obligations in relation to the Competition Policy Reform (Victoria) Act 1995 and the Trade Practices Act 1974.

3. POLICY APPLICATION

3.1 Compliance Officer

Council must appoint a Compliance Officer to oversee and co-ordinate the Trade Practices Act Compliance Program. The position of Compliance Officer for the Strathbogie Shire Council will be held by Director, Corporate and Community.

3.2 Compliance Program

In accordance with the legislative requirements, Council will maintain a Trade Practices Compliance Program for Councillors and staff.

3.3 Awareness Program

A Trade Practices Awareness Program will be conducted annually with Councillors and staff. A copy of the Trade Practices Compliance Program will be included in the Induction Manuals provided to all new Councillors and staff.

3.4 Audit

An Audit of Council Policies, Local Laws, Contracts, Service Reviews and other relevant procedural documents will be conducted annually to ensure compliance with the relevant Acts and this Policy

3.5 Breach of TPA Provisions

A Councillor or individual employee of Council must immediately notify the Compliance Officer of any breach or potential breach of the relevant Acts and this Policy. Failure to notify the Compliance Officer of such breach may result in fines being imposed on Council and the individual employee.

3.6 Complaints Handling

In the event of the Compliance Officer being notified of a breach or potential breach of the relevant Acts, either by an internal or external party, the complaint shall be dealt with quickly and a remedy implemented. The Complainant will be notified within three business days from the date of the notification of the breach, of the target time limits for action, and will be kept informed of the progress. The Chief Executive Officer must be notified immediately of any breach or potential breach of the relevant Acts and the matter must be reported to Council at the earliest practicable time.

9.7.6 Influenza Pandemic Plan 2013

Author & Department

Manager, Community Development / Community Development Directorate

File Reference

S20/0050/02(01)

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 Influenza Pandemic Plan 2009 has been reviewed and updated. It forms part of the Strathbogie Shire Council Municipal Emergency Management Plan. The plan requires formal adoption by Council.

A copy of the Plan is tabled for identification purposes.

RECOMMENDATION

That the Influenza Pandemic Plan presented is adopted by Council to form part of Council's Municipal Emergency Management Plan.

Background

The Influenza Pandemic Plan 2009 (the Plan) is required to be regularly reviewed and updated. Department of Health templates have been used as the basic framework of the Plan. The Plan is to be implemented when an influenza pandemic is declared by the Department of Health Victoria.

The Plan forms part of Council's emergency management response and sits as a sub-plan of the Municipal Emergency Management Plan. It has been endorsed by the Strathbogie Shire Municipal Emergency Management Planning Committee. Stakeholders consulted in the formation of this plan included internal Council staff with areas of responsibility pertaining to this plan, the Strathbogie Shire Health and Community Services Consortium and the Department of Health Victoria.

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

Significant risk management factors arising from the report and recommendation will only arise if the Plan is not adopted.

9.7.6 Influenza Pandemic Plan 2013

Strategic Links – policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents and the Council Plan. The Plan is a sub-plan of the Municipal Emergency Management Plan.

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

Best Value, National Competition Policy and Competition and Consumer Act 2010 requirements have been considered and applied in development of the report and recommendation. This report is consistent with Best Value, National Competition Policy and Trade Practices Act requirements.

Financial / Budgetary Implications

The recommendation has no capital or recurrent budget considerations.

Economic Implications

The recommendation has no significant economic implications for Council or the broader community. Failure to adopt the Plan may have significant economic implications for Council due to a lack of coordinated response and business continuity planning.

Environmental / Amenity Implications

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

Community Implications

The community/social implications of the report and recommendation are significant. In the event of an Influenza Pandemic, it is widely accepted that there will be a significant number of people who become seriously ill or who will die from the disease. Critical business functions for Council may be impacted if a large number of staff members are affected by the disease. Infection control measures for council staff and the community at large will be required. Details of these impacts are outlined in detail within the Plan.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

Relevant legal/statutory issues are satisfied with the adoption of the Plan and its inclusion in the Municipal Emergency Management Plan and its implementation at the time of a declared Influenza Pandemic. Adverse legal implications would result if the Plan is not adopted, as Council would have failed in its responsibility to adequately plan for this event.

9.7.6 Influenza Pandemic Plan 2013

Consultation

The consultation process has included the draft Plan being circulated to:

- the members of the Municipal Emergency Management Planning Committee
- the Strathbogie Shire Health and Community Services Consortium
- internally to the senior and executive management teams and their delegates
- the Department of Health representative for endorsement

Each stakeholder has been given the opportunity to have input into the Plan. Stakeholder feedback has been incorporated into the Plan.

Attachments

Nil.

9.7.7 Instrument of Delegation to Chief Executive Officer (S5) - Review

Author & Department

Governance Officer / Corporate and Community Directorate

File Reference

C70/0040/02

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

The current Instrument of Delegation to the Chief Executive Officer was signed and sealed by Council on the 17 April 2012. It is recommended that Council updates its Instrument of Delegation to the Chief Executive Officer, so as to ensure the certainty of the delegations in place and reduce the risk of a successful challenge being made to anything done by the Chief Executive Officer under delegation.

RECOMMENDATION

That, in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989*, and other legislation referred to in the Instrument of Delegation (S5), Strathbogie Shire Council resolves that: -

- 1. There be delegated to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, 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 coming into force of the Instrument, all previous delegations to the Chief Executive Officer are revoked.**
- 4. The duties and functions set out in the Instrument of Delegation must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may have 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 the Instrument of Delegation to the Chief Executive Officer (S5) and affix the Common Seal to the Instrument.**

9.7.7 Instrument of Delegation to Chief Executive Officer (S5) - Review (cont.)

Background

The Commonwealth Parliament has amended the *Acts Interpretation Act 1901* (Cth) to include an express acknowledgement that a delegation of powers, functions or duties under an Act extends to a power, function or duty included in the Act that has *come into existence after* the delegation is made. This is to counter any suggestion that a delegation does not extend to a power, function or duty that comes into existence after the delegation is made, and so provide greater certainty for delegated powers, functions and duties.

The Victorian *Interpretation of Legislation Act 1984* does not currently contain this express acknowledgement. This leaves room to argue that powers, functions or duties delegated under Victorian Acts do not extend to powers, functions or duties that are not in existence at the time the delegation is made. That is, it is necessary to delegate those 'new' powers, functions or duties at a subsequent time. If this has not been done, there could be an issue as to the validity of acts done pursuant to the delegation.

As a result, it is prudent for Council to update their instruments of delegation on a regular basis, so as to ensure they incorporate all recent legislative developments. This includes the instrument of delegation to council's Chief Executive Officer, even though it is expressed in general terms.

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.

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.

9.7.7 Instrument of Delegation to Chief Executive Officer (S5) – Review (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

Instrument of Delegation to the Chief Executive Officer (S5)



Maddocks

Maddocks Delegations and Authorisations

S5. Instrument of Delegation to Chief Executive Officer

Strathbogie Shire Council

Instrument of Delegation

to

The Chief Executive Officer



SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$150,000 for goods and services or \$200,000 for carrying out works;
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
6. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 6.1 policy; or
 - 6.2 strategyadopted by Council; or

|||||
Maddocks

7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
8. ~~the~~ determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

9.7.8 Instrument of Delegation – Council to Members of Council Staff (S6) ~ Review

Author & Department

Governance Officer / Corporate and Community Directorate

File Reference

C70/0040/02

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

The current Instrument of Delegation from Council to Council Staff (S6) was signed and sealed by Council on the 19 February 2013. Since that time a number of pieces of legislation have been amended necessitating this review of the current Delegations. A new Instrument of Delegation (S6) has been prepared for adoption, signing and sealing by Council incorporating all changes.

Requirement for a Delegation from Council to Members of Council Staff

There are currently a number of provisions within current legislation (Acts and Regulations) which cannot be sub-delegated by the CEO 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.

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 of 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.

Council must review its Delegations at least once each year. This enables the incorporation of new legislation and 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.

This amended delegation once approved by Council will remain in force until further reviews are conducted.

A copy of the Instrument of Delegation to Members of Council Staff (S6) is tabled for identification and signing purposes.

9.7.8 Instrument of Delegation – Council to Members of Council Staff (S6) ~ Review (cont.)

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:-

- **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.**
- **The instrument comes into force immediately the Common Seal of Council is affixed to the instrument.**
- **On the coming into force of the instrument, all previous delegations from Council to Members of Council Staff (S6) are revoked.**
- **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.**
- **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.**
- **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

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 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.

In the most recent advice amendments to legislation have occurred and the Council to Council Staff Delegation now must be amended.

Councillors have been briefed on the changes at a recent Assembly of Councillors.

9.7.8 Instrument of Delegation – Council to Members of Council Staff (S6) ~ Review (cont.)

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

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

Nil.

**9.7.9 2009-2013 Shire of Strathbogie Council Plan
- Final Quarter Report - 1 April to 30 June 2013**

Author & Department

Governance Officer / Corporate and Community Directorate

File Reference

C70/0180/03

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 2009-2013 Shire of Strathbogie Council Plan was reviewed and new actions set for its final year. Progress of these actions have been updated for this the final quarterly report for the 2012 / 2013 Financial Year.

The 2009-2013 Shire of Strathbogie Council Plan (revised 2012) has in summary:

- (39) Thirty-nine *Actions* listed in it.
- (31) Fourteen *Actions* have been completed in this revised plan during the first three quarters
- (5) Twenty-one *Actions* are in progress and are spread out over the life of the Council Plan eg. 30 June 2013.
- (3) Four *Actions* are currently under review.

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 final quarter (April – June 2013) of the final year of the 2009-2013 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.

9.7.9 2009-2013 Shire of Strathbogie Council Plan
- Final Quarter Report - 1 April to 30 June 2013 (cont.)

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.

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


Council Plan progress report for the April to June 2013 quarter.




COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

 In Progress

 Not Started

 Completed

 Under Review

Created: 1 July 2013



GOAL: 1 - A sustainable community that responds effectively to the challenges of climate change (Climate Change)

OBJECTIVE: 1.1 - To protect and enhance the natural and built environment for current and future generations

STRATEGY: 1.1.1 - Provide environmental leadership, education and support

ACTION: 1.1.1.1 - Implement priority projects from Strengthening Strathbogie in a Changing Climate and Environmental Strategy

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	100%	✓	Community information brochures distributed September 2012, and media campaign delivered.

STRATEGY: 1.1.2 - Develop a Council environmental sustainability strategy

ACTION: 1.1.2.1 - Develop a Shire wide Parks Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-May-2013	100%	✓	Shire wide Parks Management Plan has been completed, and all elements of the detailed review were communicated to council at an Assembly of Councillors on 28 May 2013.

STRATEGY: 1.1.3 - Develop and promote appropriate environmental sustainability standards

ACTION: 1.1.3.1 - Complete stage 1 of the survey and design for the Violet Town flood mitigation works

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Mar-2013	90%	+	Estimated completion is December 2013. Work was delayed by re-tendering due to shortage of funds.

STRATEGY: 1.1.4 - Reduce Council's carbon footprint

ACTION: 1.1.4.1 - Participate in the streetlight energy saving bulb replacement program

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	100%	✓	Initial application between Greenhouse Alliance and Strathbogie Shire Council was unsuccessful. The Council in conjunction with the Municipal Association of Victoria advocated to State and Federal Government to re-introduce the funding program. Project has been deferred to 2013/14 because funding program only became available in May 2013, causing a delay in the delivery of the project.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 1.1.4.2 - Complete the Euroa office energy retro-fit

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	30-Jun-2013	50%	?	Project deferred to the 2013/14 financial year, due to unsuccessful external funding application. An audit of office energy has been undertaken and a report with the recommendations for implementation completed.

GOAL: 2 - A safe, connected infrastructure network that responds effectively to community needs (Infrastructure)

OBJECTIVE: 2.1 - Plan and deliver improved infrastructure services

STRATEGY: 2.1.1 - Advocate to other levels of Government for additional infrastructure resources

ACTION: 2.1.1.1 - Review Council's Asset Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-Dec-2012	100%	✓	Strathbogie Shire Council was one of 14 councils throughout Victoria to achieve core competency by end of December 2012.

ACTION: 2.1.1.2 - Continue to present to Federal Government a case for additional infrastructure funding

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	100%	✓	An assessment of freight route upgrade proposals in conjunction with the Hume Strategy Transport sub-group was prepared. The assessment identified the Avenel freeway overpass and rail crossing, Locksley-Nagambie Road and the Quarry Lane alternative route as high priorities.

ACTION: 2.1.1.3 - Council to include drainage study reports for Euroa, Avenel, Nagambie and Violet Town into the Municipal Strategic Statement as a reference document.



Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	100%	✓	The Municipal Strategic Statement has been on exhibition and submissions have been received. The Council Planning Committee Meeting on the 11 September requested a panel hearing. Panel Hearing completed and reported to Council.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 2.1.1.4 - Complete landfill capping works at the Violet Town Landfill and redevelop waste transfer facilities on site.

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2013	80%	+	The Violet Town waste transfer station construction is completed and the site commissioned. Landfill capping design is about 80% completed pending final review by EPA Auditors in accordance with guidelines released in February 2013. Construction works will proceed when agreement is reached with EPA. There is still no approval from EPA to construct the capping with the current design. The landfill capping is deferred to 2013/14.

STRATEGY: 2.1.2 - Take a planned approach to pathway/mobility provision

ACTION: 2.1.2.1 - Continue to implement as funding permits elements as prioritised in the Walking and Cycling Paths Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	100%	✓	Council has constructed a footpath between Euroa and the Freeway Service Station. Council continues to monitor opportunities for funding for projects in the Walking and Cycling Paths Strategy.

ACTION: 2.1.2.2 - Design and construct The Rockies pedestrian bridge

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	100%	✓	Project has been indefinitely abandoned due to inability to reach an agreement with the community.

STRATEGY: 2.1.3 - Advocate to Government for improved public transport

ACTION: 2.1.3.1 - Continue to support the Goulburn Valley Regional Public Transport Plan implementation

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	100%	✓	The transport connections program ended 30 June 2013. The fund-holder, Greater Shepparton City Council, has transferred the remaining funds to Strathbogie Shire Council in order to complete the Wayfinding signage component of the project implementation by the end of September 2013.

ACTION: 2.1.3.2 - Participate in the Hume Regional Freight Strategy Project Development

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	100%	✓	Strategy complete.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



STRATEGY: 2.1.4 - Advocate Government and utilities for adequate and secure provision of water

ACTION: 2.1.4.1 - Support Goulburn Valley Water's Strategic Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	100%	✓	Provided input to development of plan. Council participated in the Murray Darling Basin Plan Advocacy Group with Shepparton Council and the Murray group of Councils to advocate for secure water supply.

GOAL: 3 - An environment which provides opportunity and support for sustainable investment (Private Enterprise)

OBJECTIVE: 3.1 - Develop systems and procedures to be investment ready

STRATEGY: 3.1.1 - Identify land for future investment

ACTION: 3.1.1.1 - Commence and Complete Stage 2 of Shire Wide Heritage Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2013	90%	+	The actions required for completion of project were: - To arrange briefing to Council updating and informing on heritage strategy. - To arrange general media update on heritage strategy process - To send draft citations for properties to affected owners for comment and input. After input from Councillors and Property Owners, drafting of final citations to be completed and inputted onto Heritage Victoria database. Due to allowing longer period for landowner input regards citations, this is now due for completion end August 2013.

ACTION: 3.1.1.2 - Seek Authorisation by Minister to commence Rural Living rezoning process as detailed in the Nagambie Growth Management Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	100%	✓	Council has now incorporated the Nagambie Growth Management Strategy, within our Planning Scheme Review, as a reference document, and updated the Nagambie Structure Plan which identifies areas north of Nagambie for further investigation for Rural Living.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 3.1.1.3 - Implement Council's adopted Municipal Strategic Statement

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	100%	✓	Council's Municipal Strategic Statement has been reviewed, exhibited and submissions received. Planning Panels Victoria have heard the unresolved submissions and a report has been sent to Council. The Planning Department made changes as per the recommendations of the Panel Report and presented a report to Council for adoption, prior to sending it to the Minister for implementation in the Planning Scheme. Awaiting on Planning Minister to place in Planning Scheme.

STRATEGY: 3.1.2 - Identify and support opportunities for improved educational and training links

ACTION: 3.1.2.1 - Work with the Euroa Community Education Centre in investigating joint training opportunities

Position(s)	Target Date	% Complete	Status	Comments
Manager Organisation Development	30-Jun-2013	100%	✓	Council continues to work with Euroa Community Education Centre to initiate joint training and funding opportunities.

STRATEGY: 3.1.3 - Promote and support business and industry development

ACTION: 3.1.3.1 - Conduct business forums in Nagambie, Violet Town and Avenel

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	100%	✓	Avenel business forum has been completed and a Business Network Group has been formed. Relationships are building with Nagambie through the Nagambie Post By-pass Strategy. Members of Strathbogie Shire Council attend business meetings as required with each town.

ACTION: 3.1.3.2 - Complete a shire wide Economic Development Masterplan

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	31-Mar-2013	100%	✓	Draft plan was out for public consultation until 31 March. Submissions received on Draft Plan. Final plan now on exhibition to be adopted by Council August 2013.

ACTION: 3.1.3.3 - Complete the Nagambie main street strategy and design post by-pass

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Apr-2013	100%	✓	Submissions received during public exhibition process have been reviewed by the committee and a report tabled before Council.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 3.1.3.4 - Join the 'Food Bowl' group of North East Councils to advocate to state government for funding and industry expansion

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	100%	✓	Council has joined the group in conjunction with Regional Development Victoria.

GOAL: 4 - A community that has access to a comprehensive range of services which respond to its diverse needs (Public Institutions)

OBJECTIVE: 4.1 - To promote the availability of a broad range of responsive and accessible services to our diverse community

STRATEGY: 4.1.1 - Support relevant service providers to secure integrated health services

ACTION: 4.1.1.1 - Conduct four meetings of the Strathbogie Health Consortium

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	100%	✓	Four meetings have been conducted by the Strathbogie Health Consortium this year including a review of operations by the Health Department.

STRATEGY: 4.1.2 - Investigate community emergency response services

ACTION: 4.1.2.1 - Investigate the establishment of the Nagambie Emergency Response Facility

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Nov-2012	100%	✓	Meetings conducted with Emergency Services and landowners for potential site. Further discussions with landowners and funding bodies will occur in 2013/2014.

STRATEGY: 4.1.3 - Investigate the current and future requirements for aged care and services

ACTION: 4.1.3.1 - Investigate Funding Opportunities to further develop the "Hub – Community Connecting" concept detailed in the Nagambie Community Infrastructure Strategy – such as a Youth Café, VIC and / or Customer Service Centre



Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	100%	✓	The VIC is operating from High Street Nagambie, and this now incorporates the mobile customer service centre.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



GOAL: 5 - A progressive and diverse destination offering a committed, participative community that has access to a broad range of recreational and cultural activities in a liveable, safe and nurturing environment (Housing & Recreation)

OBJECTIVE: 5.1 - To enhance our lifestyle through community participation in cultural and recreational activities

STRATEGY: 5.1.1 - Encourage and support development of recreational and cultural facilities and services

ACTION: 5.1.1.1 - Design, build and complete stage 1 of the Avenel Recreation Reserve and Euroa Memorial Oval Reserve multi-use facilities

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2013	75%	?	Stage 1 Avenel was completed in March 2013. Council is unable to proceed with the Euroa Memorial Oval due to detailed design and costings not available until 2013/2014 financial year. Once finalised funding applications will be submitted.

STRATEGY: 5.1.2 - Promote and support participation in community activities

ACTION: 5.1.2.1 - Appoint a shire wide Economic Growth Coordinator dealing with tourism, marketing and events

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Dec-2012	90%	?	Economic Development Masterplan completed and funding options will be sought to employ a position. In the draft 2013/2014 budget there is an allocation of \$50,000 to (part) fund alternative position.

GOAL: 6 - A desirable destination which attracts visitors to enhance the economic and recreational opportunities for our community (Tourism)

OBJECTIVE: 6.1 - To provide a broad community and economic benefit through an integrated tourism model

STRATEGY: 6.1.1 - Increase visitation to and within the Shire

ACTION: 6.1.1.1 - Conduct an Economic Benefit Analysis of past and future use of the waterways around Lake Nagambie and the Goulburn River / Weir

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	100%	✓	This action has now been included in the Council endorsed Economic Development Strategy.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 6.1.1.2 - Support Goulburn Murray Water's On Land and On Water Strategy actions

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	31-Oct-2012	100%	✓	Council has endorsed the Strategy.

ACTION: 6.1.1.3 - Design and construct Seven Creeks Park multi-use facility which includes a visitor information centre, amenities and café

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	100%	✓	The project has now been redesigned as an upgraded amenities building only as the funding through Regional Development Australia was not successful.

ACTION: 6.1.1.4 - Provide support and sponsorship to equine events within the shire

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	31-Dec-2012	100%	✓	The following events have been sponsored by the Shire - North East Thoroughbred Young Achiever Award, Euroa Jumping Classic and Euroa Cup.

GOAL: 7 - An organisation that meets the community's needs and expectations with responsive, innovative customer service and management (Organisation)

OBJECTIVE: 7.1 - An organisation that strives for excellence in the delivery of its services

STRATEGY: 7.1.1 - Promote Shire wide information and access

ACTION: 7.1.1.1 - Participate in the 'Preventing Violence Against Women' Program

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	100%	✓	Council participated in the White Ribbon Day event in 2012. Council has representation on the Hume Region Justice Reference Group Steering Committee which identifies family violence as a key priority area. Council also has representation on steering group for Women's Health North East project to address family violence in the region.

ACTION: 7.1.1.2 - Implement "Confirm" Management System for Assets, Waste and Customer Services

Position(s)	Target Date	% Complete	Status	Comments
Manager Customer Relations	31-Oct-2012	96%	+	Remaining to be completed is the upload of all assets to component level, which will provide full lifecycle maintenance and cost reporting and will provide full reporting for intervention level analysis.



COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION: 7.1.1.3 - Implement Information & Communication Technology Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Customer Relations	30-Jun-2013	90%	+	ICT Strategy presented to EMT and awaiting an opportunity to be presented and approved by Councillors.

ACTION: 7.1.1.4 - Develop and implement a new website including workshops to develop Council's brand

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	31-Dec-2012	100%	✓	New website is under constant review and updating to ensure it stays fresh and informative.

STRATEGY: 7.1.2 - Foster a can do culture - Councillors - organisation - community

ACTION: 7.1.2.1 - Training for Council staff to align organisational culture with strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Organisation Development	30-Jun-2013	100%	✓	Following the October employee performance reviews, an analysis and training plan has been developed for the organisation.

ACTION: 7.1.2.2 - Conduct an induction program for newly elected Councillors

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	31-Dec-2012	100%	✓	Induction Program developed and conducted for all Councillors.

STRATEGY: 7.1.3 - Greater capacity for emergency planning & response

ACTION: 7.1.3.1 - Implement statewide MECC (Municipal Emergency Coordination Centre) Central software program

Position(s)	Target Date	% Complete	Status	Comments
Governance & Risk Officer	30-Sep-2012	100%	✓	Online webinar training completed for all Municipal Emergency Resource Officers, Municipal Recovery Managers, administration and IT staff. Resource database and shire contacts loaded ready for use.

ACTION: 7.1.3.2 - Address the Bushfire Royal Commission outstanding items via the appointment of a joint fire officer with Mansfield Shire Council

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	100%	✓	Emergency Management Fire Coordinator appointed Sept 2012, action plan developed and being implemented.

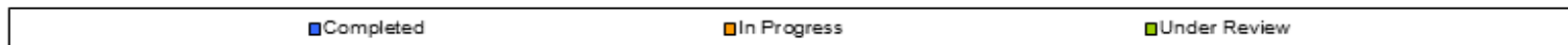
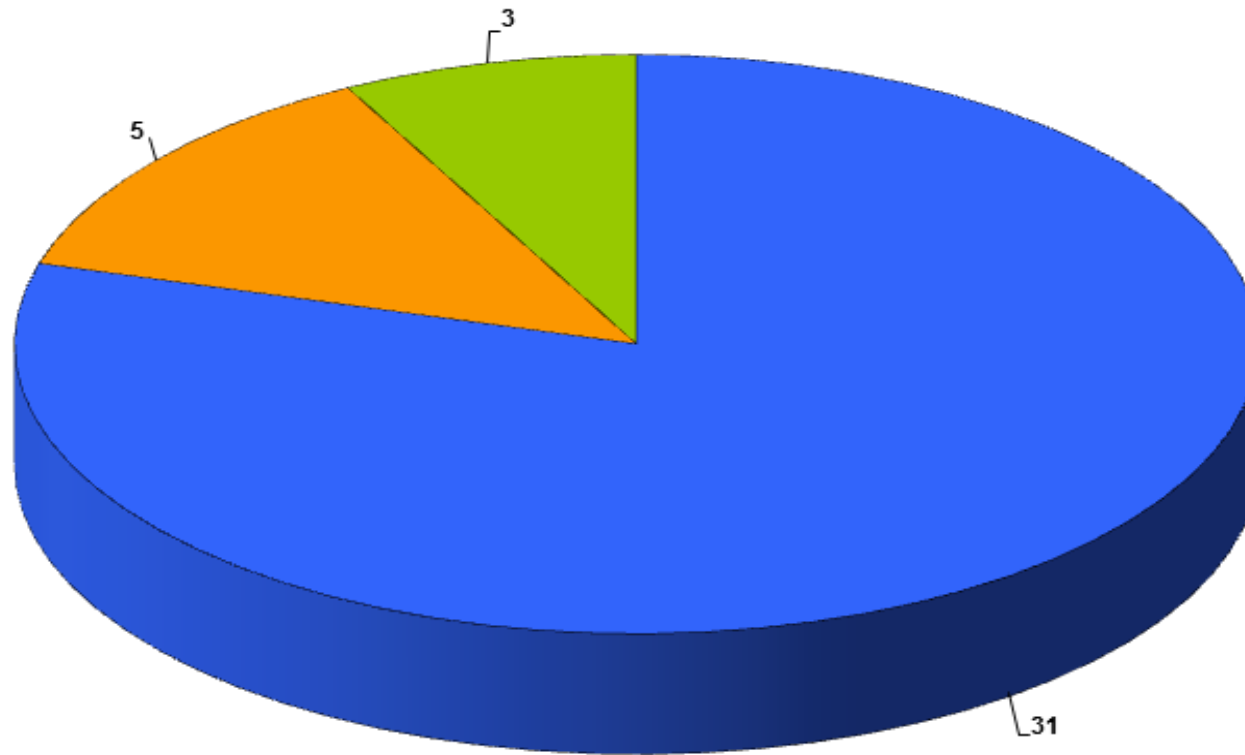


COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION STATUS CHART

Chart Area

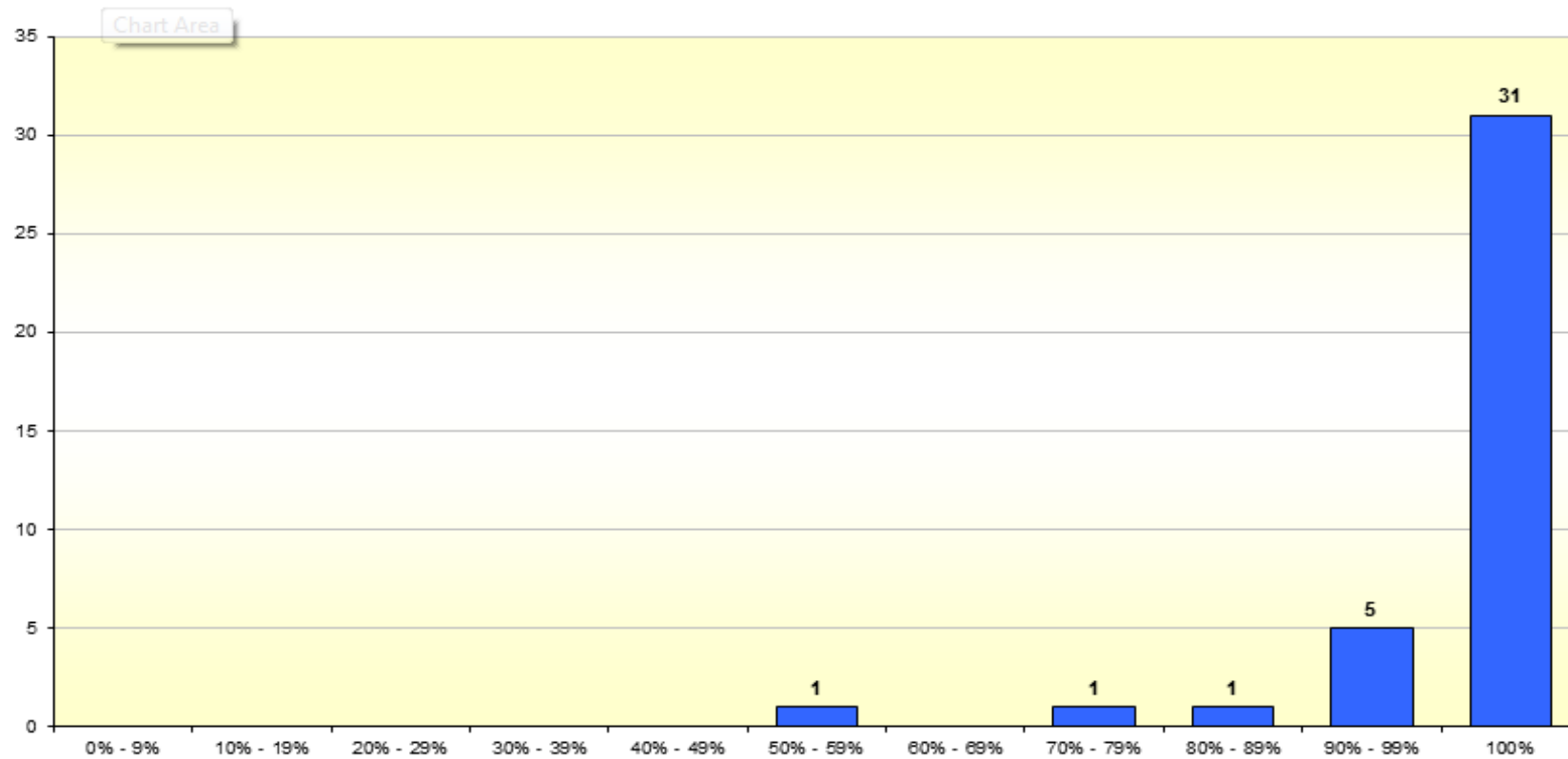




COUNCIL PLAN PROGRESS REPORT – APRIL TO JUNE 2013 – FINAL QUARTER



ACTION % COMPLETE CHART



9.7.10 Business Management System

The July 2013 Business Management System Report includes reports as follows:-

- Building Department – June 2013 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report – May 2013
- Confirm Customer Enquiry Flow – Report for June 2013
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 June 2013
- Review of Council Policies – June / July 2013
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past 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

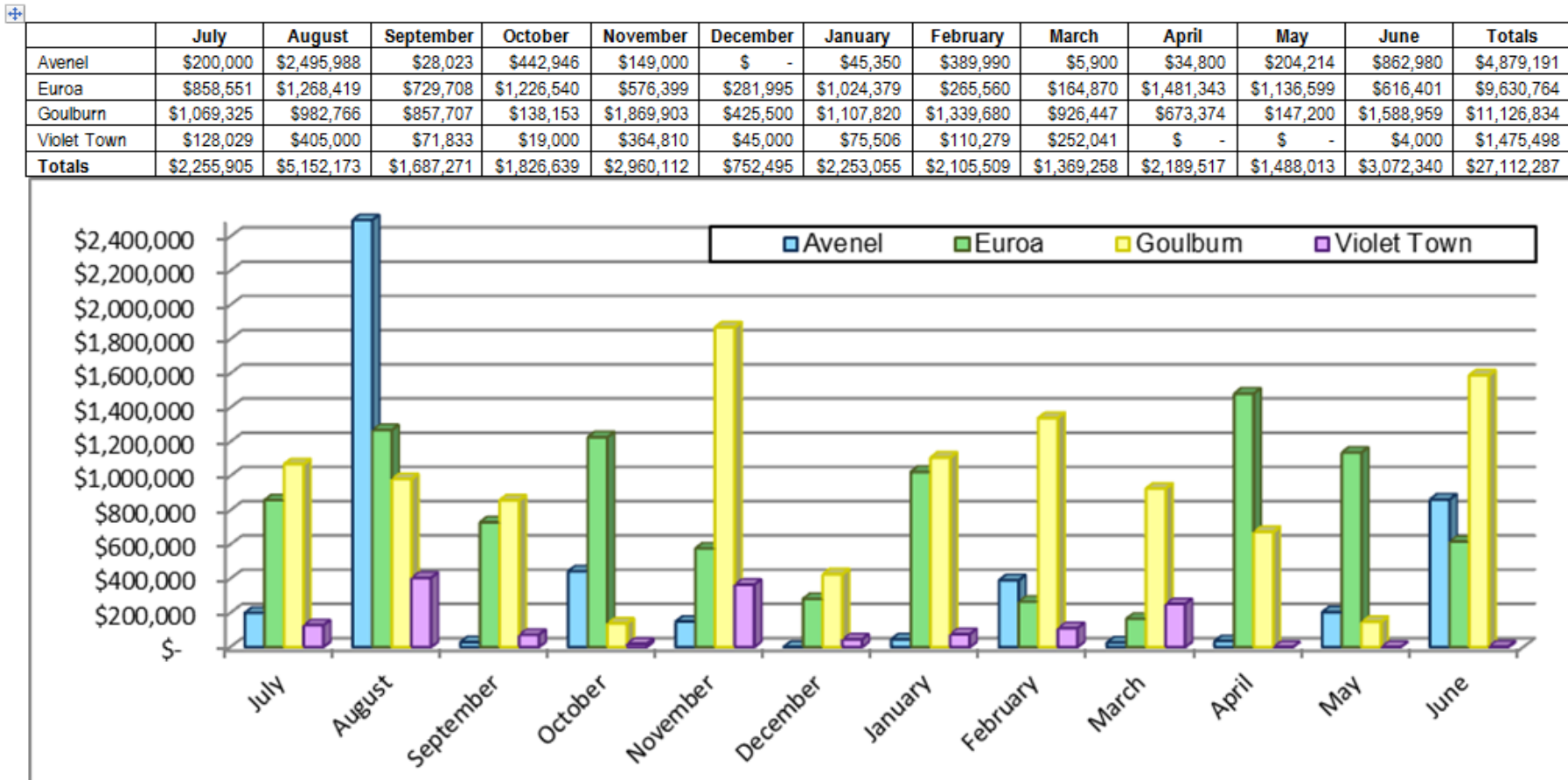
That the report be noted.

**BUILDING APPROVALS
June 2013**

The value of Building approvals within the Shire of Strathbogie for the month of Jun totaled \$ 3,072,340.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 21 permits have been issued for the month.

Charts illustrating the distribution of building permit expenditure for 2012-2013 over the four localities within the Shire are below.



PLANNING PERMIT ACTIVITY REPORTING SYSTEM
MONTHLY RESPONSIBLE AUTHORITY REPORT – MAY 2013

PPARS: R01 - Strathbogie Shire Council - May 2013

Page 1 of 4

Planning Permit Activity Reporting

Report Name: PPARS Monthly Responsible Authority Report

Audience: Responsible Authority, DPCD

Period: May 2013

Generated: 2013-06-21 09:27:13.73

Strathbogie Shire Council

Information about the data is available as part of the [PPARS Online Help](#).

Summary

The figures shown below are correct as at the **Generated Date** of this Report. The hyperlinked searches for each are conducted against **Current Data**, and as such, may differ from the figure shown. If you would like a current version of this report to be generated, please contact PPARS Administration.

	This Month (May 2013)	Previous Month (Apr 2013)	Change	Financial Year to Date (2012/2013)	Same Time Last Financial Year	Regional Average (rural - May 2013)
Applications received during the period	15	13	2	178	130	31
New Application	12 80%	12 92%	0	159 89%	117 90%	27 87%
Amended Permit Application	3 20%	1 8%	2	19 11%	13 10%	4 13%
Combined Application	0 0%	0 0%	0	0 0%	0 0%	0 0%
Decisions made during the period	13	7	6	151	123	31
Permit / Notice of Decision	12 92%	7 100%	-8%	146 97%	119 97%	31 100%
Refusal	1 8%	0 0%	8%	5 3%	4 3%	1 3%
Amended Permits Issued	0 0%	0 0%	0	9 6%	5 4%	5 16%
% decisions within statutory time frame	46%	57%	-11%	65%	64%	74%
% decisions made under delegation	62%	86%	-24%	82%	67%	84%
Withdrawn, Not Required and Lapsed	0 0%	0 0%	0	12 8%	21 17%	4 13%
Review of VCAT during the period						
Apps Outstanding at VCAT	1	1	0	1	1	4
Apps completed by VCAT	0	0	0	0	0	0

[CSV](#)

Application categories for applications received during the period

New, amended permit and combined. Category field not mandatory until application is completed. More than one category can exist for a single application.

	This Month (May 2013)	Previous Month (Apr 2013)	Financial Year to Date (2012/2013)	Same Time Last Financial Year
Change or extension of use	0	3	13	6
Alterations to a building structure or dwelling	2	0	5	2
Extension to an existing dwelling or structure associated with a dwelling	1	2	17	15
Extension to existing building or structure (other than dwelling)	1	1	4	1
One or more new buildings	0	2	18	10
One new dwelling	4	2	48	34
More than one new dwelling (2-10)	0	1	5	4
More than 10 new dwellings	0	0	0	0
Other buildings and works (including septic tanks, dams, earthworks)	1	1	18	10
Demolition	0	0	0	1
Native vegetation removal	0	0	2	1
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision land (1 to 9 lots)	2	3	33	22
Subdivision land (10 or more lots)	0	1	2	0
Subdivision buildings	0	0	0	0

	This Month (May 2013)	Previous Month (Apr 2013)	Financial Year to Date (2012/2013)	Same Time Last Financial Year
Subdivision - Change to easement and/or rest.	<u>0</u>	<u>1</u>	<u>3</u>	<u>1</u>
Subdivision - Removal of covenant	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subdivision - Realignment of boundary	<u>0</u>	<u>1</u>	<u>1</u>	<u>4</u>
Liquor License	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>
Waiving of parking requirement	<u>0</u>	<u>0</u>	<u>4</u>	<u>1</u>
Signage	<u>0</u>	<u>0</u>	<u>1</u>	<u>4</u>
Telecommunications Facility	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
Other	<u>1</u>	<u>0</u>	<u>7</u>	<u>6</u>

[CSV](#)

Proposed Land Use for applications received during the period

New, amended permit and combined. Proposed Land Use not mandatory until application is decided.

	This Month (May 2013)	Previous Month (Apr 2013)	Financial Year to Date (2012/2013)	Same Time Last Financial Year
Agriculture	<u>3</u> 25%	<u>2</u> 15%	<u>36</u> 22%	<u>24</u> 20%
Food and drink premises	<u>1</u> 8%	<u>0</u> 0%	<u>3</u> 2%	<u>3</u> 2%
Industry and warehouse	<u>0</u> 0%	<u>2</u> 15%	<u>5</u> 3%	<u>3</u> 2%
Leisure & recreation	<u>0</u> 0%	<u>1</u> 8%	<u>2</u> 1%	<u>3</u> 2%
Office	<u>0</u> 0%	<u>0</u> 0%	<u>1</u> 1%	<u>2</u> 2%
Place of assembly	<u>0</u> 0%	<u>1</u> 8%	<u>1</u> 1%	<u>5</u> 4%
Residential/Accommodation	<u>8</u> 67%	<u>6</u> 46%	<u>97</u> 60%	<u>68</u> 56%
Retail Premises	<u>0</u> 0%	<u>1</u> 8%	<u>4</u> 2%	<u>3</u> 2%
Vacant	<u>0</u> 0%	<u>0</u> 0%	<u>1</u> 1%	<u>3</u> 2%
Other land use	<u>0</u> 0%	<u>0</u> 0%	<u>9</u> 6%	<u>6</u> 5%
Child Care	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%
Education Centre	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%
Mineral Extraction	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>1</u> 1%
Pleasure Boat Facility	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%
Transport Terminal	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%
Utility Installation	<u>0</u> 0%	<u>0</u> 0%	<u>3</u> 2%	<u>1</u> 1%
Mixed Use	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%	<u>0</u> 0%
	<u>12</u> 100%	<u>13</u> 100%	<u>162</u> 100%	<u>122</u> 100%

[CSV](#)

Statistics for applications completed during the period

New, amended permit and combined. Estimated assessment effort not mandatory until application is completed.

Total value of works

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>\$2,022,000</u>	<u>\$40,000</u>	<u>\$1,952,000</u>	<u>\$30,000</u>
Previous Month (Apr 2013)	<u>\$413,892</u>	<u>\$105,700</u>	<u>\$308,192</u>	<u>\$0</u>
Financial Year to Date (2012/2013)	<u>\$19,584,696</u>	<u>\$5,334,199</u>	<u>\$12,957,497</u>	<u>\$1,293,000</u>
Regional Average (rural - May 2013)	<u>\$761,421,034</u>	<u>\$87,025,732</u>	<u>\$603,030,809</u>	<u>\$71,364,493</u>

Total value of fees

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>\$5,072</u>	<u>\$102</u>	<u>\$4,417</u>	<u>\$553</u>
Previous Month (Apr 2013)	<u>\$2,228</u>	<u>\$341</u>	<u>\$1,887</u>	<u>\$0</u>
Financial Year to Date (2012/2013)	<u>\$54,093</u>	<u>\$12,513</u>	<u>\$38,678</u>	<u>\$2,902</u>
Regional Average (rural - May 2013)	<u>\$682,988</u>	<u>\$169,547</u>	<u>\$421,316</u>	<u>\$92,125</u>

[CSV](#)

Gross time to decision

	Overall	Simple	Normal	Complex
Less than 30 days	<u>0</u>	<u>0</u> (0%)	<u>0</u> (0%)	<u>0</u> (0%)
30 to 60 Days	<u>1</u>	<u>0</u> (0%)	<u>1</u> (100%)	<u>0</u> (0%)

PPARS: R01 - Strathbogie Shire Council - May 2013

Page 3 of 4

	Overall	Simple	Normal	Complex
60 to 90 days	<u>3</u>	<u>0</u> (0%)	<u>3</u> (100%)	<u>0</u> (0%)
More than 90 days	<u>9</u>	<u>1</u> (11%)	<u>6</u> (67%)	<u>2</u> (22%)

Average processing days

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>143</u>	<u>201</u>	<u>120</u>	<u>227</u>
Previous Month (Apr 2013)	<u>90</u>	<u>40</u>	<u>110</u>	<u>0</u>
Financial Year to Date (2012/2013)	<u>106</u>	<u>74</u>	<u>118</u>	<u>254</u>
Regional Average (rural - May 2013)	<u>112</u>	<u>83</u>	<u>109</u>	<u>259</u>

Percentage completed within the statutory time frame

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>46%</u>	<u>100%</u>	<u>50%</u>	<u>0%</u>
Previous Month (Apr 2013)	<u>57%</u>	<u>100%</u>	<u>40%</u>	<u>0%</u>
Financial Year to Date (2012/2013)	<u>65%</u>	<u>74%</u>	<u>62%</u>	<u>0%</u>
Regional Average (rural - May 2013)	<u>73%</u>	<u>82%</u>	<u>72%</u>	<u>37%</u>

Percentage that required further information

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>46%</u>	<u>100%</u>	<u>40%</u>	<u>50%</u>
Previous Month (Apr 2013)	<u>43%</u>	<u>50%</u>	<u>40%</u>	<u>0%</u>
Financial Year to Date (2012/2013)	<u>36%</u>	<u>26%</u>	<u>42%</u>	<u>50%</u>
Regional Average (rural - May 2013)	<u>34%</u>	<u>29%</u>	<u>35%</u>	<u>46%</u>

Percentage where public notice was given

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>85%</u>	<u>0%</u>	<u>90%</u>	<u>100%</u>
Previous Month (Apr 2013)	<u>43%</u>	<u>0%</u>	<u>60%</u>	<u>0%</u>
Financial Year to Date (2012/2013)	<u>60%</u>	<u>41%</u>	<u>70%</u>	<u>75%</u>
Regional Average (rural - May 2013)	<u>41%</u>	<u>21%</u>	<u>50%</u>	<u>71%</u>

Percentage with referrals

	Overall	Simple	Normal	Complex
This Month (May 2013)	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>
Previous Month (Apr 2013)	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>0%</u>
Financial Year to Date (2012/2013)	<u>91%</u>	<u>81%</u>	<u>97%</u>	<u>100%</u>
Regional Average (rural - May 2013)	<u>49%</u>	<u>38%</u>	<u>52%</u>	<u>71%</u>

Percentage with objections

	Overall	1-5 obj.	6-20 obj.	21+ obj.
This Month (May 2013)	<u>31%</u>	<u>31%</u>	<u>0%</u>	<u>0%</u>
Previous Month (Apr 2013)	<u>14%</u>	<u>14%</u>	<u>0%</u>	<u>0%</u>
Financial Year to Date (2012/2013)	<u>11%</u>	<u>10%</u>	<u>1%</u>	<u>1%</u>
Regional Average (rural - May 2013)	<u>11%</u>	<u>10%</u>	<u>1%</u>	<u>0%</u>

[CSV](#)

Notes

Information about the data in this report is available as part of the [PPARS Online Help](#).

1. Click on a value to drill down and see the applications that were used to calculate the value. The number of applications might not match exactly as there may have been changes to the database since this report was generated.
2. "Applications received during the period" means that "Date Application Received" occurred during the period of the report.
3. "Regional Average" is total for all metro/rural responsible authorities divided by the number of metro/rural resp auth's who had any applications received during the period.
4. All applicable categories will be counted for each application.

PPARS: R01 - Strathbogie Shire Council - May 2013

Page 4 of 4

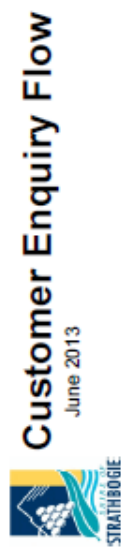
Annotations

No annotations for this data.

History

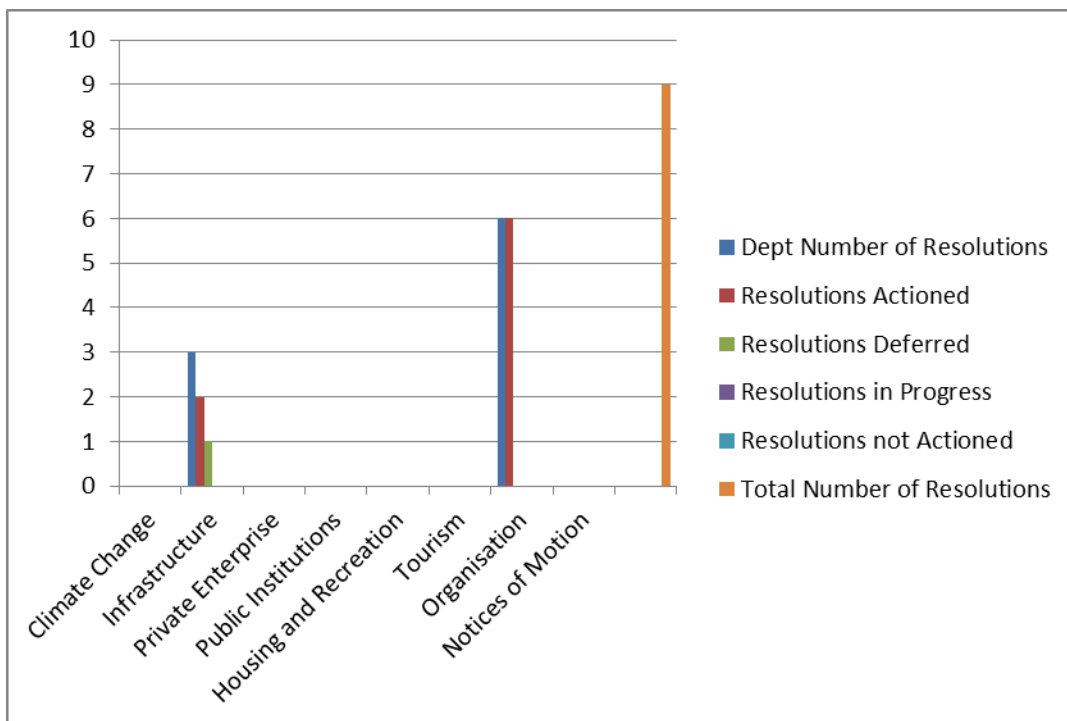
Version	Date	Action	User	Description
11	2013-06-21 09:31:23.28	published	Lukas.Xuereb	

CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR JUNE 2013



Service Type	Total Logged	Total Open	Logged June	Open June	Logged 2012-2013	Open 2012-2013	Aged 0-30	Aged 31-60	Aged 61-90	Aged 91+
Council Property	265	40	40	20	262	37	23	5	7	5
Engineering	71	6	7	3	71	6	3	1	1	1
Footpaths	32	4	1	0	32	4	0	1	1	2
Parks	54	6	2	1	54	6	1	0	1	4
Roads	980	131	105	35	970	128	38	43	7	45
Trees	231	66	23	14	229	64	16	20	6	25
Waste Management	339	1	23	1	339	1	1	0	0	0
	1,972	254	201	74	1,957	246	82	70	23	82
Council Property Council Property Pest Control Public Art Public Lighting Salesyards Sign	Engineering Engineering	Footpaths Footpaths Furniture Road/Street/Footpaths	Parks Park/Reserve Playground State Forest/National Park	Roads Bridges Drainage Emergency Call Out Naturestrip Roads Traffic Lights	Trees Tree	Waste Management Waste Management & Recycling				

ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – 18 JUNE 2013



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 JUNE 2013**

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**

Period of Review	Policy Name	Outcome
June 2013	Council Policy - Acceptance of Gifts and Hospitality Policy	Refer Item 9.7.2
June 2013	Council Policy - Procurement Policy	Refer Item 9.7.3
June 2013	Council Policy - Bank Guarantee for Community Groups Policy	Refer Item 9.7.4
June 2013	Council Policy - Competition Code and Trade Practices Act Compliance Policy	Refer Item 9.7.5

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 8 June to 5 July 2013

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: 11 June 2013

Time: 11.30 a.m. – 5.00 p.m.

Attendees:

Councillors

Debra Swan
Malcolm Little
Alister Purbrick
Patrick Storer
Graeme Williams
Robin Weatherald (attended at 4.00 p.m.)

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Director, Sustainable Development
Manager, Organisational Development

Apologies

Councillor Colleen Furlanetto

Matters discussed:

Declarations of Interest

1. Draft Reserves Management Plan
2. Councillors Code of Conduct (Councillors & CEO only)
3. Planning Agenda Review
4. Rates and Charges Collection Hardship Policy
5. Mobile Device Policy and Procedures
6. Assembly of Councillors
 - 6.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 6.2 Councillors Meetings Attendances
 - 6.3 Matters raised by Councillors
 - 6.4 Duffy Lane Road Naming
 - 6.5 Euroa Cricket Club – request for Council's financial assistance of \$3,000 for construction of a hard wicket at Euroa Showgrounds
 - 6.6 Parkes Shire Council – request for Council support of Melbourne to Brisbane Inland Railway (Freight rail)
 - 6.7 Coalition of Councils for High Speed Rail – draft Memorandum of Understanding (Passenger rail)
 - 6.8 MAV Councillor Development Weekend
 - 6.9 Involvement in Refugee Week
 - 6.10 Road Management Plan

- 6.11 Strathbogie Tableland Action Group – request to reallocate unexpended funds
- 6.12 Seven Creeks Park Avenue of Trees
- 6.13 MAV North East Mayors and CEO's Regional Forum – Meeting Notes
- 6.14 Athletics Euroa – letter of thanks for 2013 event and details for 2014 event
- 6.15 Meeting with Minister for Local Government – Wednesday 19 June 2013 at 5.00 p.m. Request for Agenda items
- 7. Planning Committee
- 8. Youth Presentations to attend National Youth Conference (*Mayor, Cr Williams, CEO, DCC*)

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: 18 June 2013

Time: 3.30 p.m. – 7.00 p.m.

Attendees:

Councillors

Colleen Furlanetto
Malcolm Little
Alister Purbrick
Patrick Storer
Graeme Williams
Robin Weatherald

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Manager, Organisational Development

Apologies

Councillor Debra Swan
Director, Sustainable Development

Matters discussed:

Declarations of Interest

1. Agenda Review
2. Briefing on Financial Report – May 2013
3. Assembly of Councillors
 - 3.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 3.2 Councillors Meetings Attendances
 - 3.3 Matters raised by Councillors
 - 3.4 MAV Media Awareness and Skills Training Workshop
 - 3.5 Filson Street, Nagambie – proposed closure and sale of disused road
 - 3.6 Cr Weatherald
Employment conditions for outdoor works, e.g. weather, equipment
 - 3.7 Septic tank systems in potable water catchments
 - 3.8 Letter from Audit Committee Chair / Audit Committee Charter
4. Council 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: 25 June 2013

Time: 12.00 noon. – 6.00 p.m.

Attendees:

Councillors

Debra Swan
Malcolm Little
Alister Purbrick
Patrick Storer
Graeme Williams
Robin Weatherald

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Acting Director, Sustainable Development

Apologies

Councillor Colleen Furlanetto
Director, Sustainable Development

Matters discussed:

Declarations of Interest

1. Council Plan Discussions
2. Violet Town Flood Mitigation Project Update
3. Planning Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 4.2 Councillors Meetings Attendances
 - 4.3 Matters raised by Councillors
 - 4.4 Council Plan – discussions/update
 - 4.5 Shire of Strathbogie Restructure and Sustainability Workshop – 1st October 2013
 - 4.6 Black Caviar Statue – letters of concern – re: location
 - 4.7 MAV Councillor Development Weekend
 - 4.8 Cr Weatherald
Recognition for contribution to Creightons Creek Country Fire Authority
 - 4.9 Cr Weatherald
Maintenance of gardens surrounding Council building - Euroa
 - 4.10 Cr Weatherald
Notifications to applicants / objectors – re: Planning Committee meetings / Agendas

- 4.11 Cr Weatherald
Formation of Euroa Saleyards Advisory Committee
- 4.12 Cr Weatherald
Banner poles near intersection of Binney and Clifton Streets, Euroa
- 4.13 Cr Weatherald
Urgent meeting in Nagambie – re: Black Caviar statue site
- 4.14 Municipal Emergency Management Enhancement Group (MEMEG)
- 4.15 Kirwans Bridge Road Traffic Counts
- 4.16 Goulburn River Valley Tourism – invitation to launch of Holiday Planner publication
- 5. Planning Committee
- 6. Seven Creeks Reserve Masterplan – briefing by Kate Stothers / Friends of the Sevens
- 7. Discussions with BEE President, John Gilbert

Record of Meetings of Section 86 Committees of Council
Minutes of Meetings received in the June / July 2013 Period

Name of Committee	Date of Meeting
Euroa Third Age Club	28/02/13 28/03/13 24/04/13
Longwood Community Centre	23/04/13
Longwood Action Group	24/04/13
Nagambie Action Group	27/05/13
Euroa Community Action Group	27/05/13

- 10. NOTICES OF MOTION**

- 11. CLOSURE OF MEETING TO THE PUBLIC**

- 12. URGENT BUSINESS**

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