



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 21 May 2013, commencing at 6.00 p.m. at the Euroa Community Conference Centre

Councillors: Debra Swan (Chair)
Colleen Furlanetto
Malcolm Little
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

Councillor Alister Purbrick
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 16 April 2013 and Special Meetings of Council held on Tuesday 30 April 2013 and Tuesday 7 May 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) (h) of the Local Government Act 1989

- Any other matter which the Council or Special Committee considers would prejudice the Council or any person

12. Urgent Business

Steve Crawcour
CHIEF EXECUTIVE OFFICER

14 May 2013

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 18 June 2013, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

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9. REPORTS

9.2 INFRASTRUCTURE

9.2.1 Seven Creeks Park, Euroa – Avenue Tree Replacement

Author & Department

Manager Projects and Works / Asset Services Directorate

File Reference

L10/E180/11

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

The author of this report and 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.

Executive Summary

Council has carried out an Arborist inspection of the trees in the Sevens Creek Park to determine the health of the trees and the risk that they pose to the public. The Arborist recommended that among other things, Council should consider replacing the *Populous Canadensis* (Poplar) trees within the Seven Creek Park Avenue with appropriate 'avenue' trees.

To implement the Arborist's recommendation, Council has carried out investigation into the possibility of incorporating landscape improvement in the park works. Council has received an expert opinion from a Landscape Architect that we can get a desirable community outcome by replacing the trees on the Seven Creeks Park Avenue with *Liquidambar styraciflua* (Liquidambar) trees.

Liquidambar is a deciduous tree with deeply lobed dark green leaves that turn into various shades of yellow/orange/red/purple for an extended period in autumn. It has a 20year lifespan and can grow as high as 20m.

In accordance with discussions at the Assembly of Council held 7th May 2013, representatives of the Friends of the Sevens Group were invited to meet to discuss the replacement project. The group declined to attend a meeting, however, indicated their support for the removal of the Poplars.

Arrangements have been made for removal of all of the poplars and replacement with liquidambar in the first week of June 2013

RECOMMENDATION

That the report be noted.

9.2.1 Seven Creeks Park, Euroa – Avenue Tree Replacement (cont.)

Background

Following the Victorian floods in 2010, Council carried out an extensive inspection of trees in the Seven Creeks Park to ascertain the condition of the trees and also to determine the safety of the trees.

The inspection identified a number of improvements required for public safety on the park. The improvement needed to minimize the risk to the public on the park includes -

- removal of some branches and limbs of trees
- removal of some trees, and
- provision of other tree treatments

The trees recommended for removal include the avenue trees.

Council has now obtained the needed permits to remove the aged, diseased and dangerous trees from the park. With the risk of injury to park users increasing by the day, both with increasing seasonal patronage and the unusually dry and windy weather, the removal of these trees has become urgent.

Avenue Landscape Tree Replacement

To implement the Arborist's recommendation, Council has carried out investigation into the possibility of incorporating landscape improvement in the park works. It is now considered that Council can get a desirable community outcome by replacing the trees on the Seven Creeks Park Avenue with *Liquidambar styraciflua* (Liquidambar) trees.

Liquidambar is a deciduous tree with deeply lobed dark green leaves that turn into various shades of yellow/orange/red/purple for an extended period in autumn. It has a 20year lifespan and can grow as high as 20m.

Methods of Tree Replacement

Some methods for replacing the trees on the 'avenue' are discussed as follows:-

Method 1 – Remove all the affected trees and replant all at the same time

In this method, all the affected trees in the avenue are removed at the same time and replanted with the new trees. The benefit of this method is that all the trees grow together in a uniform way and enjoy the available soil nutrients and moisture at similar rates. The trees would not compete for sunshine because they are growing about the same height. The outcome is a pleasant-looking avenue with trees at approximately the same height. The downside of removing all the trees at the same time is that for a short time, the 'avenue' will look different because of the lack of the large trees. This is however not a significant issue because there are many large trees on the park anyway.

The Specialist Landscape Architect recommends this method because you get the best outcome for the tree.

9.2.1 Seven Creeks Park, Euroa – Avenue Tree Replacement (cont.)

Method 2 – Replant between existing trees and remove older trees later

In this second method of replacing the trees, new trees are planted within the existing trees. The new trees are allowed to grow to a reasonable age before the older trees are removed. The benefit of this method is that there are always matured trees in the avenue. The disadvantage associated with this method is that the young trees compete for nutrients and sunshine with the older trees, leading to stunted growth. The end product is the having of trees of different sizes and shapes in the 'avenue'.

Method 3 – Removal and replanting of trees on one side of the avenue and doing the same on the other side later

In this third method, all the trees on one side of the avenue are removed and replanted. The trees are then allowed to grow and establish themselves. Thereafter, the opposite side of the avenue undergoes a similar operation. This method provides ongoing existence of large trees on the avenue but it has similar problems as method 2 above. The younger trees do not develop well because they compete for water, soil nutrients and sunshine with the existing trees which leads to stunted growth.

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 2010 requirements.

Financial / Budgetary Implications

There is a budget of \$30,000 for Sevens Creek Park Replanting in the 2012/13 capital budget to cover this cost.

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.

9.2.1 Seven Creeks Park, Euroa – Avenue Tree Replacement (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

Extensive consultation on tree management in the Sevens Creek Park has occurred.

The author of this report considers that the matter under consideration does not warrant additional community consultation.

Council will, as a matter of course, inform the community of its decision through the local press.

Attachments

Drawings of Proposed Seven Creeks Park Avenue Trees





Liquidambar styraciflua
Liquidambar

Form: Deciduous tree, conical when young, becoming oval with age.

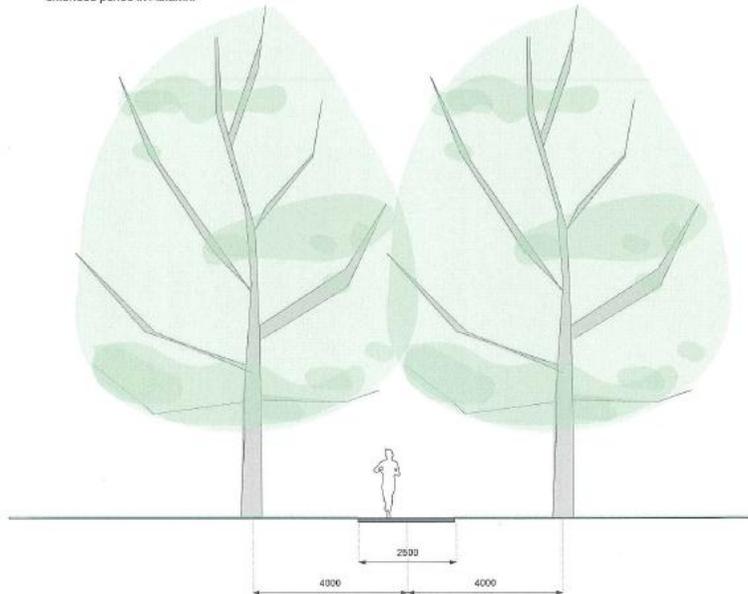
Size: 13m high x 9m wide at 20 years

Growth rate: Moderate

Features: Deeply lobed dark green leaves turn to various shades of yellow/orangere/purple for an extended period in Autumn.

Cultivation: Very adaptable, tolerates wet sites. May develop leaf chlorosis in soils with high pH.

Recommendation: A suitable tree that is known to perform well in the area. Seasonal interest would contrast well with the surrounding native vegetation and provide a shaded avenue in summer with more light in winter.



Melia azedarach 'Elite'
White Cedar (low fruiting variety)

Form: Deciduous rounded tree with umbrella like crown.

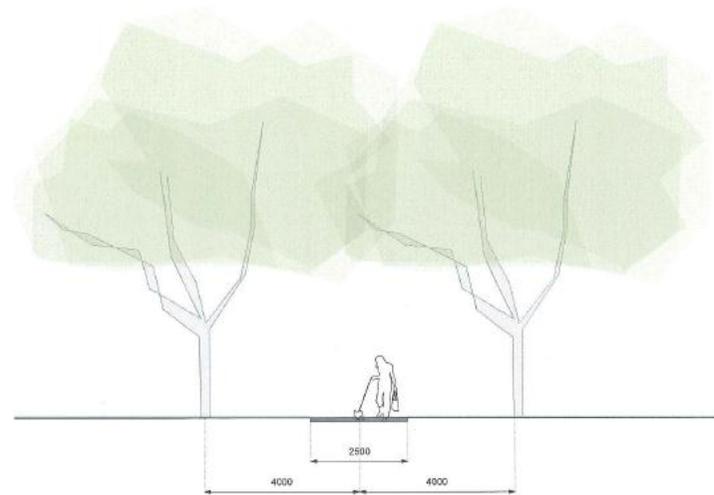
Size: 10m high x 10m wide at 20 years

Growth rate: Moderate

Features: Lush green leaves turn from green to yellow in late Autumn.

Cultivation: Adaptable to a wide range of soil types. Heat and drought tolerant.

Recommendation: A suitable tree that is known to perform well in the area. Seasonal interest would contrast well with the surrounding native vegetation and provide a shaded avenue in summer with more light in winter.





Agathis robusta
Queensland Kauri

Form: Upright evergreen coniferous tree.

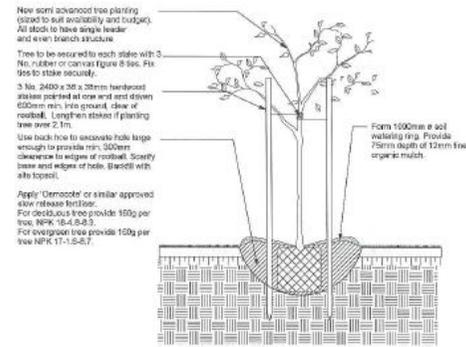
Size: 20+ x 7m

Growth rate: Moderate

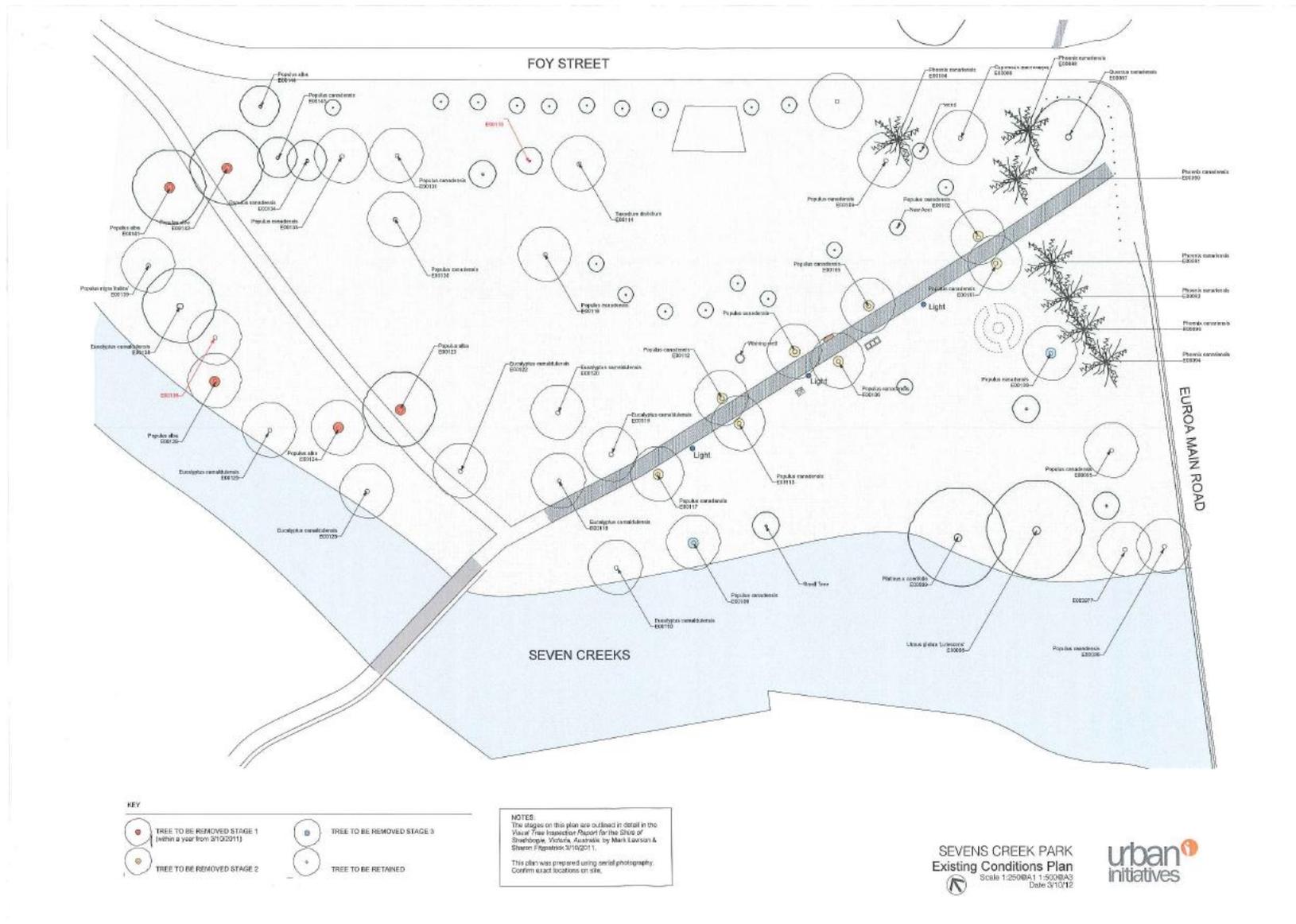
Features: Striking upright form. Smooth, scaly bark and tough leathery leaves. Has male and female cones.

Cultivation: Adaptable but prefers well drained soils. Protect from frost when young.

Recommendation: While this tree may create a striking avenue, its performance in this part of Victoria has not been proven. It's evergreen foliage would create a darker space without the seasonal interest of the deciduous options. Recommend planting a single specimen tree in park to test performance. May require protection from frost during establishment.



1 Semi-advanced Tree Planting Detail - Typical
Scale: 1:20



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9.6 TOURISM

9.6.2 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee - Draft Minutes of the Meeting held on 11 April 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 11th April 2013 for Council's endorsement.

RECOMMENDATION

- 1. That the draft Minutes of the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee AGM held on 11 April 2013 be endorsed.**
- 2. The NOW Festival be granted for a period of 5 years from March 2014 the exclusive use of Lake Nagambie on the first Saturday in March**

Background

The Strathbogie Shire Council has resolved to appoint 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 as per 6.1.1.1. of the 2011 Council Plan.

9.6.2 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee

– Draft Minutes of the Meeting held on 11 April 2013 (cont.)

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

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act 2010 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 11 April 2013
- Nagambie Waterways Recreational and Commercial Strategy report by Alister Purbrick
- Letter from Nagambie on Water Committee

**MINUTES OF THE NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL
STAKEHOLDERS ADVISORY COMMITTEE MEETING
REGATTA CENTRE, LODDINGS LANE, NAGAMBIE
ON THURSDAY 1 April 2013 AT 6PM**

Present:	Ron Loccisano	Developer Group
	Cr. Debra Swan	Mayor - Strathbogie Shire Council
	Cr. Alister Purbrick	Ward Councillor - Strathbogie Shire
	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
	Beth Walter	Nagambie Action Group

Apologies

Tony Spiteri	Nagambie Waterski Club
Graeme Callaghan	Nagambie Police
Pat McNamara	Nagambie Rowing Club
Nick Gall	Rowing Victoria
Ian Matheson	Goulburn Valley Water
Craig Stewart	Commercial Operators
Robert Kean	Nagambie Riparians Group
Tony Hammond	Nagambie Riparians Groups
Brett Tanian	Victorian Water Police
Jeff Harrison	Goulburn Murray Water
Mick Mitchell	Nagambie Sailing Club

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 to community groups about this.

Erosion

- The committee highlighted their concern on the proposal to reduce the speed limit on certain sections of the river to 10kn. 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 jetskis, outlining Committee's concerns and invite them to send a representative to the next meeting.

Boat Ramps

- DPI has installed a boat ramp at Majors Creek and the Shire is investigating installing a ramp at Goulburn Weir.
- Other sites have significant traffic management issues, which would be costly to alter.
- It was noted that both the Shire's Waterways Strategy and GMW's recent On Land and On Water study highlighted '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 have no easements.
- The Committee recommended that the Shire seek funding to develop a detailed design and options for the connection.

Buoys

- The Shire is to consider 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.
- Cr Swan proposed that an independent survey be undertaken to establish the economic benefit of water activities on the Lake.

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, 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. 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

NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL STRATEGY

SHIRE ROLE

Strathbogie Shire's role as waterway manager is to educate users of our waterways of appropriate practices and to facilitate sustainable waterway management.

The Strathbogie Shire Council is not the Victoria Police, and any dangerous or criminal behaviour should be reported straight to the authorities.

Prior to the season commencing, conversations with Victoria Police provided that the water police division has experienced significant budget cuts and that attendance at Nagambie was not guaranteed.

A shortfall in TSV resourcing after the introduction of new arrangements under the *Marine Safety Act 2010* has meant that Shire appointed officers, along with other waterway managers, have not had the ability to enforce waterway and general boating rules. Past officers have lost this ability as well. This situation will be rectified by March 2013 when all officers will be reindorsed and qualified as coxswains.

The Shire will endeavour to educate water users and issue warnings where appropriate. Council's events officer (Libby Webster) has taken on the role of assessing waterway event applications in consultation with Council's risk officer. This was also a part of audit recommendations after the Shire's internal review of events.

SHIRE ACTIONS IN 2013

Will review service levels and effective resourcing at peak periods.

Will review the role of boating safety officers at waterway events. (Emma and Steve working closely on this issue)

Will seek cooperation with compliance/enforcement agencies to effectively coordinate available resources and activity.

Will review waterway rules to seek clarity and equity for all waterway users.

Will seek and promote a broader discussion on the subject of PWC's (Jet Ski's) and universal issues of operator non-compliance with boating rules.

Will review the implementation of signage stating the following;

“All emergency situations should be reported to police, fire and ambulance by calling 000. General feedback relating to the condition of this waterway can be handled through the Strathbogie Shire Customer Service Team on 1800 065 993”

NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL STAKEHOLDERS ADVISORY COMMITTEE

ISSUES TO BE ADDRESSED

Review the Nagambie Waterways Recreational and Commercial Strategy and compile change recommendations to be forwarded to the Strathbogie Shire.

Consider the GMW created "Nagambie Waterways Land and On-Water Management Plan"- note this document is purely aspirational and has no authority.

The following issues are to be addressed and agreed by the Committee:

1. Discuss Police and Shire resources required (number of boats, number of officers) for the effective patrolling of the waterways, effective enforcement of the rules/regulations including detail of peak traffic times.
2. Erosion of river and lake banks:
 - Recommend appropriate speed limits on the Goulburn River and various lakes with particular emphasis on environmental issues/erosion caused by boat wakes.
 - Discuss whether to recommend to ban wake boats or ban wake enhancements on wake boats.
 - Discuss how to spread the river users out along the river to ease congestion, consider ease of access to the river and consider infrastructure required such as boat ramps.
3. Discuss Jetskis, the hoon element, speed, danger and control or banning.
4. Discuss community education- what, how and when.
5. Discuss waterway signage.
6. Discuss waterway/lakeside paths along Lake Nagambie
7. Discuss rowing buoys- removable/retractable or not.

The Committee also requires clarification around the "Expression of Interest" which was lodged with the Department of Transport Safety (Vic) which recommended that the speed limit between Chinamans Bridge and Mitchelton on the Goulburn River be 10 knots.

Prepared by Alister Purbrick
23rd February 2013



PO Box
Nagambie 3208

Water Advisory Committee

8 April 2013

To the Secretary,

On behalf of the Nagambie On Water (NOW) Festival Committee, I would like to request your support in securing the exclusive use of Lake Nagambie on the first Saturday in March for the following 10 years.

The festival has been running for 6 years and is established in the event calendars of swim clubs, water related websites, media and with repeat competitors. A number of years ago the committee requested to Council, and received a "gentleman's handshake", that Lake Nagambie was secured for the NOW Festival. However, this year it was made clear that the festival had to limit activities to allow Rowing Victoria to run their event on the same day. The NOW committee spent much time and effort to work with Rowing Victoria representatives to develop a program that would meet the needs of both parties but this was to no avail.

At the NOW Committee 2013 final debrief meeting it was unanimously voted that we request the support of the Water Advisory Board to act as a voice and help secure the first Saturday in March for the NOW Festival. This would allow for proper strategic planning which we have been unable to complete in the past, due to an unsecured facility.

The NOW festival has the potential to develop to participatory levels equivalent to the Rutherglen Walkabout, or the Echuca Riverboat Festival. We have a unique environ that provides the stage for many on water activities. The Park to Pub Swim has been running as a main event in the festival for a number of years and has the potential to grow to the stature of the Pier to Pub. The Walk on Water is unique in the southern hemisphere and has the possibility to match that of the Bird Man Rally at Moomba.

Local businesses recognise the potential of the festival and continue to support and provide resources. To continue to grow this festival to the next level, the security of the date and the waterways need to be confirmed.

We hope that you will support the NOW festival in our endeavour to secure and develop the festival to its full potential and look forward to your earliest reply.

Yours sincerely,

Di Proud
NOW Festival Committee



* IGA NAGAMBIE * LAKE SHORE GRAPHICS * PET HORSE & FARM * OY TECH * EUROA GAZETTE *
* SKYDIVE NAGAMBIE * NAGAMBIE RAY WRITE * KELVIN GROVE ESTATES * WARRING ROADHOUSE *
* NAGAMBIE AUSTRALIA DAY COMMITTEE * COMFORT INN NAGAMBIE * PROUD'S TROPHIES * ADVERTURES *
* NAGAMBIE LAKES ELECTRICAL * NAGAMBIE SELF STORAGE * NAB BANK NAGAMBIE *
* HAIR ON HIGH * NAGAMBIE WELLBEING * NAGAMBIE LAKESIDE COTTAGE ACCOMMODATION *

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9.7 ORGANISATION

9.7.1 Open Potable (Special) Water Supply Catchment Areas

Author & Department

Director, Sustainable Development / Sustainable Development Directorate

File Reference

T65/0160/00

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

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

Summary

On 2 March 2012, Council received correspondence from Goulburn-Murray Water (GMW) that due to VCAT Order P2179/2011 *Simpson v Ballarat CC*; Responsible Authorities must ensure that planning permit applications and planning scheme amendments in Special Water Supply Catchment Areas (SWSCA) comply with the following guidelines:

- *Planning Permit Applications in Open Potable Water Supply Catchment Areas – Department of Planning and Community Development Guidelines, May 2009*

The SWSCA within Strathbogie Shire Council are shown shaded on the attached map. The most affected areas for development are in and around the Strathbogie Township.

The following is now enforced:

New Applications

- A catchment density calculation must accompany any application which requires a permit for the Use of the land for a dwelling and must demonstrate the density to be no less than 1 in 40 hectares.
- Subdivisions within the SWSCA must have a minimum lot size of 40 hectares regardless of Zone.
- Existing lots which have an “as of right” for the Use of land for a dwelling must comply with Guideline 2, 3, 4 and 5.
- Planning scheme amendments for lower density residential zones, e.g. Rural Living Zone, must meet the criteria required by the Guidelines.

Notwithstanding the above, the Minister for Water (Peter Walsh MLA) issued revised guidelines in November 2012 (attached to this report) for planning permit applications in declared SWSCA due to concerns of effected Councils and communities in relation to the restrictive nature of the old guidelines. Under the revised guidelines, GMW and Council will now have more flexibility in considering planning permit applications, if the local council can demonstrate they are prepared to implement a Domestic Waste Water Management Plan (DWMP).

9.7.1 Open Potable (Special) Water Supply Catchment Areas (cont.)

Further to this, GMW is developing a Memorandum of Understanding (MOU) for Councils as an interim measure until Council has prepared and adopted a Domestic Wastewater Management Plan, in accordance with the Ministerial Guidelines.

It is anticipated that the DWMP process for Strathbogie Shire Council will commence after a pilot project with Mansfield Shire has been completed (which has started). This project has been funded by the State Government to develop a new model wastewater management plan. This funding will be used to enable independent experts on domestic wastewater management to provide input into the Mansfield plan and thus provide a report on lessons learned, that Strathbogie Shire Council and GMW can use to guide the development of a domestic wastewater management plan for our Council.

RECOMMENDATION

That Council:

- 1. Note the new/revised guidelines for Planning Permit Applications in Open, Potable Water Supply Catchment Areas (attached).**
- 2. Directs the Chief Executive Officer and Director, Sustainable Development to prepare a Memorandum of Understanding with Goulburn-Murray Water (GMW) for Planning Permit Applications in Open, Potable Water Supply Catchments for endorsement by Council at a Planning Committee in June 2013.**
- 3. Directs the Chief Executive Officer and Director, Sustainable Development to commence investigations and an implementation process for a Domestic Wastewater Management Plan (DWMP) as soon as practicable upon completion of the Mansfield Shire pilot program.**

Background

Purpose of the Guidelines

The purpose of the Guidelines is to protect the quality of potable water supplies, using a risk based approach, whilst facilitating appropriate development within these catchments.

Where do these guidelines apply?

These guidelines apply to all open potable water supply catchments declared to be special water supply catchment areas under Division 2 of Part 4 of the *Catchment and Land Protection Act 1994*. Schedule 5 of the Act lists the special water supply catchment areas declared as at 1994.

9.7.1 Open Potable (Special) Water Supply Catchment Areas (cont.)

What is an open, potable water supply catchment?

A potable water supply catchment provides water resources to a reservoir (or water storage) used for domestic water supply purposes. There are two types of potable water supply catchments. An 'open' catchment is where part or all of the catchment area is in private ownership and access to the catchment is unrestricted. A 'closed' catchment means that the whole of the catchment area is publicly owned and public access is prohibited.

Water corporations may influence development and land use through the strategic and statutory planning process, as they do not have direct control over land in open, potable water supply catchments. However, because of the risks to public health, all use and development should be sited and managed to protect the quality of water collected from the catchment. Most water supply catchment areas have a long history of regulation aimed to protect public health by maintaining acceptable levels of water quality flowing into, and stored in, the water storage. This has protected communities from waterborne diseases and the need for excessive chemical treatment.

All land users within catchments need to be aware of the potential effect of their activities on water quality. Residential development and agriculture particularly have the potential to impact adversely on water quality through the discharge of contaminated run-off and wastes, nutrient contributions or sediment to waterways. These key sources of pollutants present different levels of risk to catchments and are the focus of these guidelines.

Memorandum of Understanding

The Memorandum of Understanding (MOU) is an interim measure about how the new Guidelines will be applied across the Shire until a wastewater management plan is in place. The MOU takes a risk based approach on applying the Guidelines – that is the higher the risk any proposed subdivision or development would have on water quality, the more strict the application of the Guidelines.

The following aspects of the MOU will apply until a DWMP has been adopted by Council:

- In **High Risk** Areas the Guidelines will be applied, including the 1:40 ha restriction on subdivision and where a planning permit is required to use the land for a dwelling
- In **Medium Risk** Areas the Guidelines will be applied, including the 1:40ha restriction on subdivision. Planning permit applications relating to the use and/or construction of a dwelling in a township will be considered where the land capability assessment satisfies the requirements of the Environmental Protection Authority's Publication 746.1 "Land Capability Assessment of Onsite Domestic Wastewater Management, March 2003" and is determined to be a low to medium risk by GMW.
- In **Low Risk** Areas the 1:40ha Guideline will be considered; however where an application for a dwelling or subdivision is supported by a land capability assessment that is acceptable to GMW it will generally not be applied.

9.7.1 Open Potable (Special) Water Supply Catchment Areas (cont.)

What is a High, Medium or Low Risk Area?

A **High Risk** Area is land within 100 metres of a river, creek or stream in a declared special water supply catchment area, or land within 100 metres of water storage facilities that supply potable water to townships.

A **Medium Risk** Area is land within 100 metres of an intermittent watercourse or natural channel in which water regularly flows, a swamp or lagoon, or land between 101 and 300 metres of water storage facilities that supply potable water to townships.

A **Low Risk** Area is land greater than 100 metres from a river, creek or stream in a declared special water supply catchment area, or land greater than 300 metres from other water storage facilities that supply potable water to townships or land not in a special water supply catchment area, all subject to the preparation of a land capability assessment to GMW's satisfaction.

Other key aspects of the MOU

There are several other issues that are addressed by the MOU as a means of demonstrating both organisations' commitment to achieving an appropriate balance between protecting water quality and allowing development to occur. The other commitments in the MOU are:

- Supports the new "Guidance Note for Determining Dwelling Density".
- It will exempt certain types of planning permit applications from formal referral to GMW subject to the inclusion of planning permit conditions on any planning permit issued by Council, and the wording of those conditions.
- Council and GMW will work in partnership, with other relevant authorities, to prepare a domestic wastewater management plan.

Domestic Wastewater Management Plan

A DWMP will be considered an acceptable basis for a relaxation of Guideline 1 (more flexible approach) where the following requirements in relation to the DWMP are satisfied. These requirements incorporate and build upon (but do not displace) Council responsibilities for developing DWMPs as set out in clause 32(2) (e) of the State Environment Protection Policy (Waters of Victoria).

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

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

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

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

The DWMP must provide for:

- the effective monitoring of the condition and management of onsite treatment systems, including but not limited to compliance by permit holders with permit conditions and the Code;
- the results of monitoring being provided to stakeholders as agreed by the relevant stakeholders;
- enforcement action where non-compliance is identified;

9.7.1 Open Potable (Special) Water Supply Catchment Areas (cont.)

- a process of review and updating (if necessary) of the DWMP every 5 years;
- independent audit by an accredited auditor (water corporation approved) of implementation of the DWMP, including of monitoring and enforcement, every 3 years;
- the results of audit being provided to stakeholders as soon as possible after the relevant assessment; and
- Councils are required to demonstrate that suitable resourcing for implementation, including monitoring, enforcement, review and audit, is in place.

Alternative options

There are no alternative options as it is governed by the State Government.

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)/Trade Practices Act (TPA) Implications

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

Financial/Budgetary implications

The implementation of the MOU and DWMP will be included as a priority in the Strategic Planning operational budget, e.g. covered by current allocations. The latter will be subject to the success of the pilot program by Mansfield Shire and support given to Strathbogie Shire Council by the State Government, GMW and Mansfield Shire.

Economic implications

The MOU and DWMP will support economic initiatives in open potable water supply catchment areas for the Shire, especially for rural dwelling land use.

Environmental/Amenity implications

The Guidelines, MOU and DWMP are to enable development whilst protecting the quality of water supplies.

Community implications

The Guidelines, MOU and DWMP are about appropriate planned growth and approval processes to ensure the community is not put at risk by contaminated water supplies.

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*.

9.7.1 Open Potable (Special) Water Supply Catchment Areas (cont.)

Legal/Statutory implications

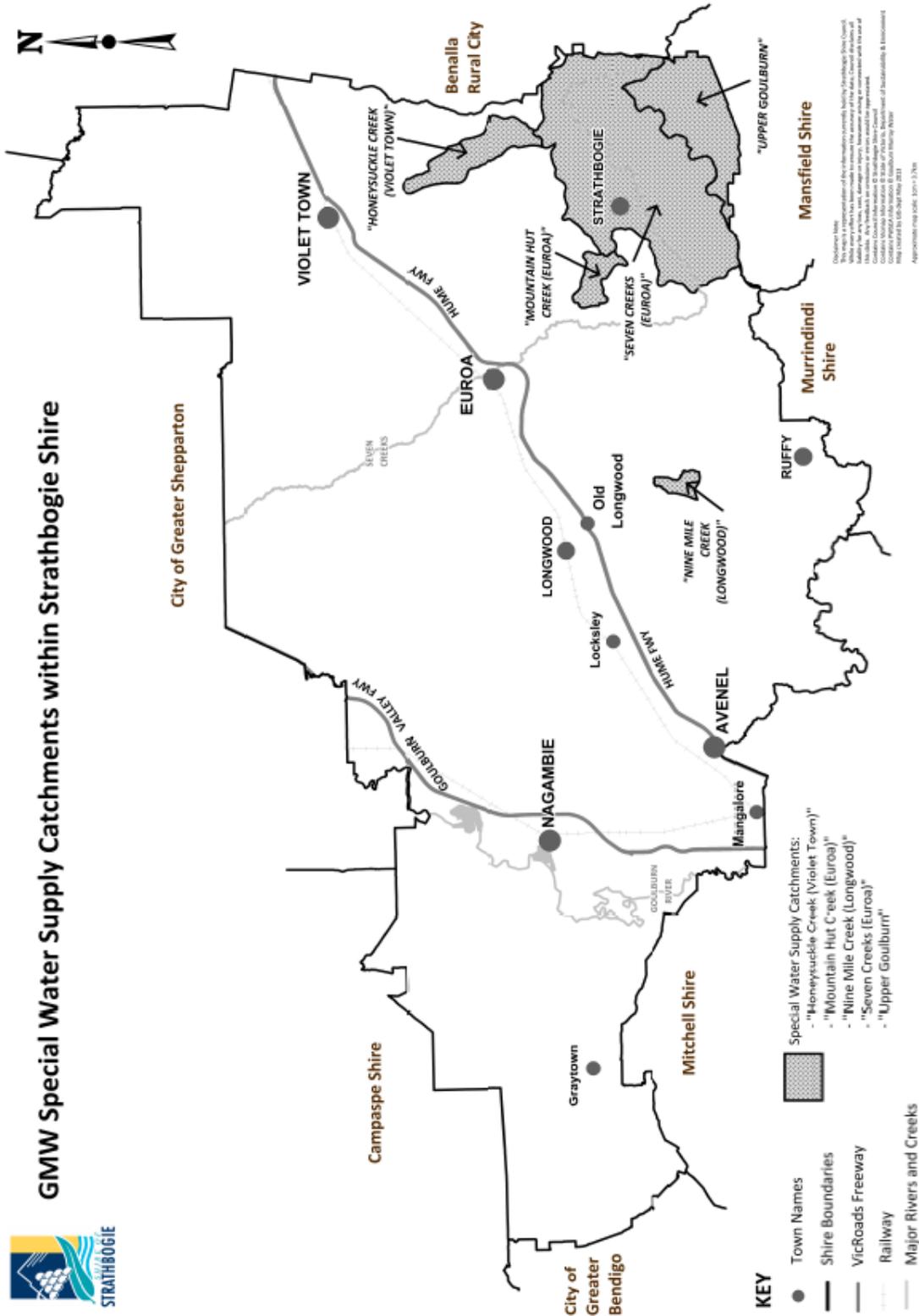
The author of this report considers that the recommendations are compliant with legislation and State policy.

Consultation

Consultation with municipalities and the general public has been undertaken by the State Government.

Attachments

1. Strathbogie Water Supply Catchments Area map
2. Revised Guidelines



Planning permit applications in open, potable water supply catchment areas

November 2012

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Department of Sustainability and Environment Melbourne
November 2012

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Planning permit applications in open, potable water supply catchment areas

As Minister administering the *Water Act 1989*, I issue the following Guidelines to assist water corporations and other referral and responsible authorities in their assessment of planning permit applications for use and development of land within all open, potable water supply catchments in Victoria. These Guidelines have been adopted for the purposes of s.60(1A)(g) of the *Planning and Environment Act 1987*.



Peter Walsh MLA
Minister for Water

Purpose of the Guidelines

The purpose of the Guidelines is to protect the quality of potable water supplies, using a risk based approach, whilst facilitating appropriate development within these catchments.

Where do these guidelines apply?

These guidelines apply to all open potable water supply catchments declared to be special water supply catchment areas under Division 2 of Part 4 of the *Catchment and Land Protection Act 1994*. Schedule 5 of the Act lists the special water supply catchment areas declared as at 1994. To find out all current declarations and which special water supply catchment areas are open potable water supply catchments and their location, contact the relevant local water corporation.

What is an open, potable water supply catchment?

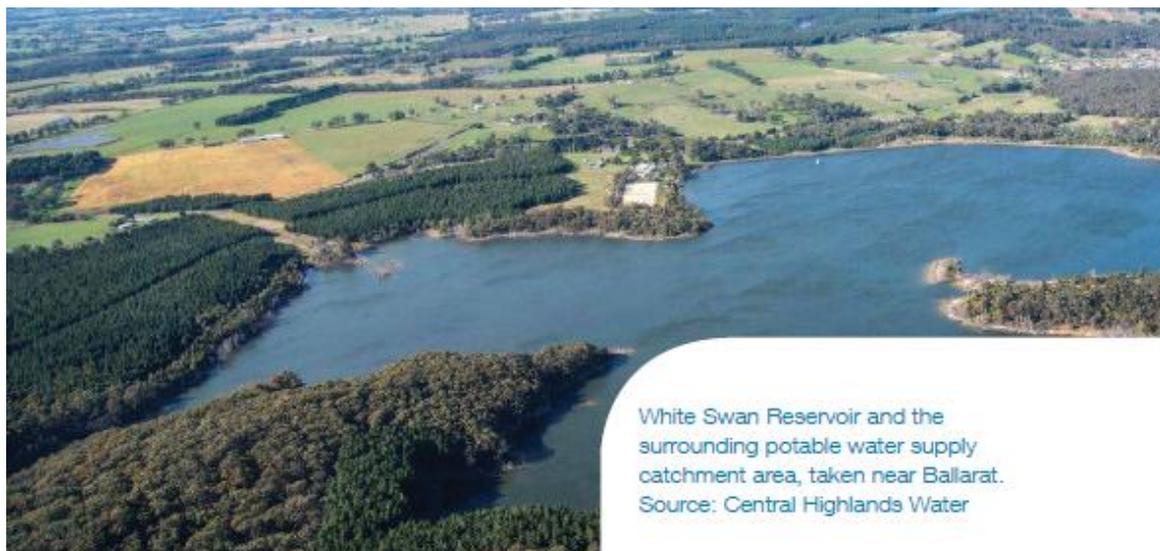
A potable water supply catchment provides water resources to a reservoir (or water storage) used for domestic water supply purposes¹. There are two types of potable water supply catchments. An 'open' catchment is where part or all of the catchment area is in private ownership and access to the catchment is unrestricted. A 'closed' catchment means that the whole of the catchment area is publicly owned and public access is prohibited.

Water corporations may influence development and land use through the strategic and statutory planning process, as they do not have direct control over land in open, potable water supply catchments. However, because of the risks to public health, all use and development should be sited and managed to protect the quality of water collected from the catchment.

Most water supply catchment areas have a long history of regulation aimed to protect public health by maintaining acceptable levels of water quality flowing into, and stored in, the water storage. This has protected communities from waterborne diseases and the need for excessive chemical treatment.

All land users within catchments need to be aware of the potential effect of their activities on water quality. Residential development and agriculture particularly have the potential to impact adversely on water quality through the discharge of contaminated run-off and wastes, nutrient contributions or sediment to waterways. These key sources of pollutants present different levels of risk to catchments and are the focus of these guidelines.

¹ The catchment and/or reservoir or water storage may also be used for irrigation purposes.



White Swan Reservoir and the surrounding potable water supply catchment area, taken near Ballarat.
Source: Central Highlands Water

What State planning and environmental policy applies to open, potable water supply catchment areas?

The importance of water quality and water catchments is specifically addressed in Clause 14.02 in the State Planning Policy Framework in all planning schemes. In this clause it is State planning policy to:

- Protect reservoirs, water mains and local storage facilities from potential contamination.
- Ensure that land use activities potentially discharging contaminated runoff or wastes to waterways are sited and managed to minimise such discharges and to protect the quality of surface water and groundwater resources, rivers, streams, wetlands, estuaries and marine environments.
- Discourage incompatible land use activities in areas subject to flooding, severe soil degradation, groundwater salinity or geotechnical hazards where the land cannot be sustainably managed to ensure minimum impact on downstream water quality or flow volumes.

Clause 19.03 of the State Planning Policy Framework adopts the strategy:

- Ensure water quality in water supply catchments is protected from possible contamination by urban, industrial and agricultural land uses.

Section 53M of the *Environment Protection Act 1970* provides that a municipal council must refuse a permit if a proposed onsite waste water/septic tank system is contrary to any State environment protection policy or waste management policy. The State Environment Protection Policy (Waters of Victoria) (**SEPP**) adopts the precautionary principle as a principle that should guide decisions about the protection and management of Victoria's surface waters when considering a permit for a septic tank system. Clause 32 of the SEPP specifies EPA's expectations in relation to on-site domestic wastewater management, and the EPA provides further guidance in relation to onsite treatment systems (EPA Publication 891, Code of Practice – Onsite Waste Water Management, as updated or replaced).

The proper application of the precautionary principle requires consideration of the cumulative risk of the adverse impact of onsite waste water/ septic tank systems on water quality, in open potable water supply catchments, resulting from increased dwelling density.

The importance of water catchments is also reflected in the special area plans prepared by Catchment Management Authorities, under Division 2 of Part 4 of the *Catchment and Land Protection Act 1994*. These plans assess the land and water resources of catchments in a region and identify objectives and strategies for improving the quality of those resources; they are also able to direct land use activities in a catchment. It is State Planning Policy (Clause 14.02-1) that planning authorities must have regard to relevant aspects of:

- any regional catchment strategies approved under the *Catchment and Land Protection Act 1994* and any associated implementation plan or strategy, including any regional river health and wetland strategies;
- any special area plans prepared under the *Heritage Rivers Act 1992* and approved under the *Catchment and Land Protection Act 1994*; and
- these Guidelines.

For information about any special area or catchment management plans that have been prepared for catchments in your region, contact the regional office of the relevant catchment management authority.

Water corporations, in consultation with other stakeholders, may also prepare a water Catchment Policy, water catchment risk assessment or similar project to address land use planning issues and the cumulative impact of onsite waste water/septic tank systems in a catchment area (Catchment Policy).

These policies can assist in:

- guiding appropriate land use and development within a catchment area, including the location of and conditions on particular land use and development; and
- Determining the areas where Domestic Wastewater Management of existing systems requires additional focus due to the existence of onsite wastewater systems.

Through strategic land use planning and with reference to special area plans and Catchment Policies, areas and causes of greatest risk can be identified and risk based management responses determined.

The guidelines

Each of these guidelines must be addressed where a planning permit is required to use land for a dwelling or to subdivide land.

Guideline 1: Density of dwellings

Where a planning permit is required to use land for a dwelling or to subdivide land or where a planning permit to develop land is required pursuant to a schedule to the Environmental Significance Overlay that has catchment or water quality protection as an objective:

- the density of dwellings should be no greater than one dwelling per 40 hectares (1:40 ha); and
- each lot created in the subdivision should be at least 40 hectares in area.

This does not apply where:

Category 1

A planning permit is not required to use land for a dwelling, to subdivide land or to develop land pursuant to a schedule to the Environmental Significance Overlay that has catchment or water quality protection as an objective.

Category 2

A permit is required to use land for a dwelling, to subdivide land or to develop land pursuant to a schedule to the Environmental Significance Overlay that has catchment and water quality protection as an objective but the proposed development will be connected to reticulated sewerage.

Category 3

A Catchment Policy has been prepared for the catchment and endorsed by the relevant water corporation following consultation with relevant local governments, government agencies and affected persons. The proposed development must be consistent with the Catchment Policy. Or,

The water corporation will consider allowing a higher density of development than would otherwise be permitted by Guideline 1 where:

Category 4

All of the following conditions are met:

- the minimum lot size area specified in the zone for subdivision is met in respect of each lot;
- the water corporation is satisfied that the relevant Council has prepared, adopted and is implementing a Domestic Wastewater Management Plan (DWMP) in accordance with the DWMP Requirements; and
- the proposal does not present an unacceptable risk to the catchment having regard to:
 - » the proximity and connectivity of the proposal site to a waterway or a potable water supply source (including reservoir);
 - » the existing condition of the catchment and evidence of unacceptable water quality impacts
 - » the quality of the soil;
 - » the slope of the land;
 - » the link between the proposal and the use of the land for a productive agricultural purpose;
 - » the existing lot and dwelling pattern in the vicinity of site;
 - » any site remediation and/or improvement works that form part of the application; and
 - » the intensity or size of the development or use proposed and the amount of run-off that is likely to be generated.

Note: this requires analysis in addition to a land capability assessment required pursuant to Guideline 2.

Domestic Wastewater Management Plan Requirements

A DWMP will be considered an acceptable basis for a relaxation of Guideline 1 (as set out above) where the following requirements in relation to the DWMP are satisfied.

These requirements incorporate and build upon (but do not displace) Council responsibilities for developing DWMPs as set out in clause 32(2)(e) of the SEPP.

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

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

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

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

The DWMP must provide for:

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

Guideline 2: Effluent disposal and septic tank system maintenance

The *Environment Protection Act 1970*, the SEPP, EPA Publication 891, *Code of Practice – Onsite Waste Water Management* (as updated or replaced), and other EPA publications and Australian standards regulate and guide the accreditation, installation and management of onsite treatment systems for the collection, treatment and disposal or reuse of wastewater.

Any application for a planning permit must demonstrate that a proposed use, development or subdivision of land to which these Guidelines apply will comply with all applicable laws and guidelines, including the need to obtain a Council permit under the *Environment Protection Act 1970* for the installation of an onsite wastewater management system and associated systems.

Guideline 3: Vegetated corridors and buffer zones along waterways

Planning and responsible authorities should encourage the retention of natural drainage corridors with vegetated buffer zones at least 30 metres wide along waterways. This will maintain the natural drainage function, minimise erosion of stream banks and verges and reduce polluted surface run-off from adjacent land uses.

Guideline 4: Buildings and works

Buildings and works (including such things as land forming and levee bank construction) should not be permitted to be located on effluent disposal areas, to retain full soil absorption and evaporation capabilities, and should be setback at least 30 metres from waterways to minimise erosion and sediment, nutrient and salinity-related impacts.

Appropriate measures should be used to restrict sediment discharges from construction sites in accordance with *Construction Techniques for Sediment Pollution Control*, *Environment Protection Authority, 1991* and *Environmental Guidelines for Major Construction Sites*, *Environment Protection Authority, 1995*.

Guideline 5: Agricultural activities

To prevent the pollution of waterways and damage to streamside vegetation (which contributes to bed and bank stability and filters overland flows entering the stream), stock access to waterways should be minimised.

Stocking rates should take into account the capabilities of the land to sustain grazing and the potential impact of overstocking on the catchment.

Reductions in agricultural and veterinary chemicals run-off should be encouraged by improved management of rates and frequencies of application.

The inappropriate disposal of fuel and fuel containers, the disposal of dead animals, the treatment and disposal of effluent from intensive agricultural industries, and the delivery and storage of chemicals are some of the other agricultural activities which can pose a risk to water quality. Intensive animal industry is a scheduled (regulated) activity under the *Environment Protection (Scheduled Premises and Exemptions) Regulations 2007*.

If a property owner proposes to build a farm dam for commercial or irrigation purposes in an open, potable water catchment, an application for a licence must be made under Section 51 of the *Water Act 1989*. The application for a licence must be made to the relevant Rural Water Corporation.

Kind of application	Referral authority
<p>To use or develop land for a cattle feedlot.</p>	<p>Minister for Agriculture.</p> <p>If the site is located within a special water supply catchment area under the <i>Catchment and Land Protection Act 1994</i>, the relevant water corporation under the <i>Water Act 1989</i> and the Secretary to the Department administering the <i>Catchment and Land Protection Act 1994</i>.</p> <p>If the number of cattle is 5,000 or more, the Environment Protection Authority.</p>
<p>To use, subdivide or consolidate land, to construct a building or to construct or carry out works, or to demolish a buildings or works that are within a Special Water Supply Catchment Area listed in Schedule 5 of the <i>Catchment and Land Protection Act 1994</i> and which provides water to a domestic water supply.</p> <p>This does not apply to an application for a sign, fence, roadworks or unenclosed building or works ancillary to a dwelling.</p>	<p>The relevant water board or water supply Authority (referred to as "water corporation" throughout these Guidelines).</p>
<p>To use or develop land for extractive industry in Special Areas declared under s.27 of the <i>Catchment and Land Protection Act 1994</i>.</p>	<p>Secretary to the Department administering the <i>Catchment and Land Protection Act 1994</i>.</p>

Other provisions of the planning scheme may also require referrals for other reasons.

9.7.2 Documents for Signing and Sealing

Documents are submitted for Council signing and sealing.

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

FILE NO.	DOCUMENT DESCRIPTION	NO. OF COPIES
Contract No. 12/13-18	Deed of Agreement between Strathbogie Shire Council and Focus Engineering & Construction Pty Ltd for Design & Construction of Bridge No. 34 on Walkers Road, Moglonemby	2
Contract No. 12/13-20	Deed of Agreement between Strathbogie Shire Council and Focus Engineering & Construction Pty Ltd for Repair of Bridge No. 25 on Nelsons Road, over Creightons Creek near Euroa	2
Contract No. 12/13-21	Deed of Agreement between Strathbogie Shire Council and Hird Constructions Pty Ltd for Rehabilitation of Bridge No. 85 over Branjee Creek on Longwood Pranjip Road, at Pranjip	2
Contract No. 12/12-22	Deed of Agreement between Strathbogie Shire Council and Hird Constructions Pty Ltd of Rehabilitation of Bridge No. 146 over Branch Creek on Heals Road, Moglonemby	2

RECOMMENDATION

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

9.7.3 Business Management System

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

- Building Department – May 2013 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report - March 2013
- Confirm Customer Enquiry Flow – Report for April 2013
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 April 2013
- Review of Council Policies – April/May 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

- 1. That the report be noted.**
- 2. That the associated Business Management System Confidential Record of Assemblies of Councillors provided to Councillors for their information be noted.**

BUILDING APPROVALS

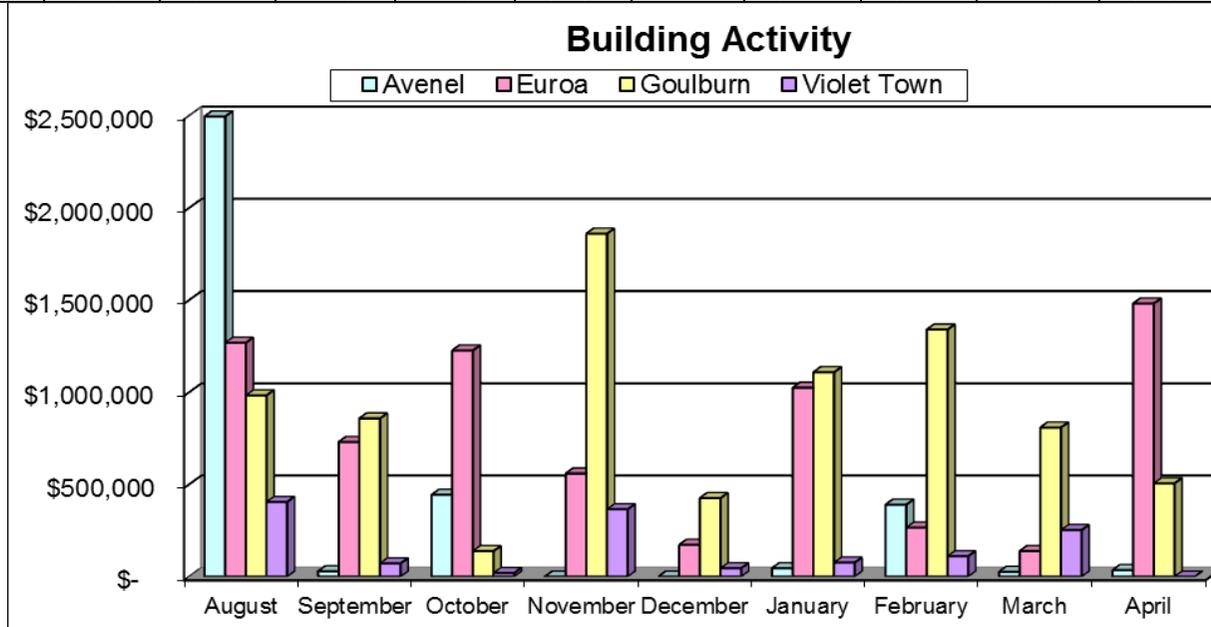
April 2013

The value of Building approvals within the Shire of Strathbogie for the month of April totaled **\$2,021,541**.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 24 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.

	July	August	September	October	November	December	January	February	March	April	Totals
Avenel	\$200,000	\$2,495,988	\$28,023	\$442,946	\$ -	\$ -	\$45,350	\$389,990	\$25,900	\$34,800	\$3,662,997
Euroa	\$858,551	\$1,268,419	\$729,708	\$1,226,540	\$558,799	\$172,284	\$1,024,379	\$265,560	\$138,143	\$1,481,343	\$7,723,726
Goulburn	\$1,069,325	\$982,766	\$857,707	\$138,153	\$1,859,903	\$425,500	\$1,107,820	\$1,339,680	\$808,597	\$505,398	\$9,094,849
Violet Town	\$128,029	\$405,000	\$71,833	\$19,000	\$364,810	\$45,000	\$75,506	\$110,279	\$252,041	\$ -	\$1,471,498
Totals	\$2,255,905	\$5,152,173	\$1,687,271	\$1,826,639	\$2,783,512	\$642,784	\$2,253,055	\$2,105,509	\$1,224,681	\$2,021,541	\$21,953,070



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

PPARS: R01 - Strathbogie Shire Council - Mar 2013

Planning Permit Activity Reporting

Report Name: PPARS Monthly Responsible Authority Report

Audience: Responsible Authority, DPCD

Period: Mar 2013

Generated: 2013-04-16 15:53:23.00

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 (Mar 2013)	Previous Month (Feb 2013)	Change	Financial Year to Date (2012/2013)	Same Time Last Financial Year	Regional Average (rural - Mar 2013)
Applications received during the period	10	15	-6	150	107	27
New Application	9 90%	13 87%	-4	135 90%	97 91%	23 85%
Amended Permit Application	1 10%	2 13%	-1	15 10%	10 9%	4 15%
Combined Application	0 0%	0 0%	0	0 0%	0 0%	0 0%
Decisions made during the period	13	17	-4	131	95	24
Permit / Notice of Decision	12 92%	17 100%	-8%	127 97%	93 97%	23 96%
Refusal	1 8%	0 0%	8%	4 3%	3 3%	1 4%
Amended Permits Issued	0 0%	1 6%	-1	9 7%	4 4%	3 13%
% decisions within statutory time frame	69%	53%	16%	67%	63%	71%
% decisions made under delegation	62%	94%	-32%	84%	70%	92%
Withdrawn, Not Required and Lapsed	0 0%	3 18%	-3	12 9%	21 22%	2 8%
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	1

[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 (Mar 2013)	Previous Month (Feb 2013)	Financial Year to Date (2012/2013)	Same Time Last Financial Year
Change or extension of use	0	1	10	9
Alterations to a building structure or dwelling	0	1	3	2
Extension to an existing dwelling or structure associated with a dwelling	0	1	14	13
Extension to existing building or structure (other than dwelling)	0	0	2	1
One or more new buildings	2	2	16	8
One new dwelling	5	5	42	29
More than one new dwelling (2-10)	0	0	4	4
More than 10 new dwellings	0	0	0	0
Other buildings and works (including septic tanks, dams, earthworks)	1	1	16	7
Demolition	0	0	0	1
Native vegetation removal	1	0	2	0
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision land (1 to 9 lots)	1	3	28	17
Subdivision land (10 or more lots)	0	0	1	0
Subdivision buildings	0	0	0	0
Subdivision - Change to easement and/or rest.	1	0	2	0

PPARS: R01 - Strathbogie Shire Council - Mar 2013

	This Month (Mar 2013)	Previous Month (Feb 2013)	Financial Year to Date (2012/2013)	Same Time Last Financial Year
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Realignment of boundary	0	0	0	3
Liquor License	0	1	2	2
Waiving of parking requirement	1	1	4	1
Signage	0	1	1	4
Telecommunications Facility	0	0	3	1
Other	0	0	6	6

[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 (Mar 2013)		Previous Month (Feb 2013)		Financial Year to Date (2012/2013)		Same Time Last Financial Year	
Agriculture	2	22%	2	18%	31	23%	18	18%
Food and drink premises	0	0%	1	9%	2	1%	3	3%
Industry and warehouse	1	11%	0	0%	3	2%	2	2%
Leisure & recreation	0	0%	0	0%	1	1%	2	2%
Office	0	0%	0	0%	1	1%	2	2%
Place of assembly	0	0%	0	0%	0	0%	4	4%
Residential/Accommodation	8	67%	8	73%	82	60%	58	57%
Retail Premises	0	0%	0	0%	3	2%	2	2%
Vacant	0	0%	0	0%	1	1%	3	3%
Other land use	0	0%	0	0%	8	7%	8	6%
Child Care	0	0%	0	0%	0	0%	0	0%
Education Centre	0	0%	0	0%	0	0%	0	0%
Mineral Extraction	0	0%	0	0%	0	0%	1	1%
Pleasure Boat Facility	0	0%	0	0%	0	0%	0	0%
Transport Terminal	0	0%	0	0%	0	0%	0	0%
Utility Installation	0	0%	0	0%	3	2%	1	1%
Mixed Use	0	0%	0	0%	0	0%	0	0%
	9	100%	11	100%	136	100%	102	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 (Mar 2013)	\$987,200	\$459,700	\$504,500	\$23,000
Previous Month (Feb 2013)	\$1,123,285	\$394,180	\$729,105	\$0
Financial Year to Date (2012/2013)	\$17,148,804	\$5,188,499	\$10,697,305	\$1,263,000
Regional Average (rural - Mar 2013)	\$294,394,794	\$83,882,788	\$120,322,497	\$90,079,509

Total value of fees

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	\$4,994	\$1,577	\$2,927	\$490
Previous Month (Feb 2013)	\$4,993	\$931	\$4,062	\$0
Financial Year to Date (2012/2013)	\$46,793	\$12,070	\$32,374	\$2,349
Regional Average (rural - Mar 2013)	\$481,000	\$122,805	\$302,059	\$56,138

[CSV](#)

Gross time to decision

	Overall	Simple	Normal	Complex
Less than 30 days	0	0 (0%)	0 (0%)	0 (0%)
30 to 60 Days	1	1 (100%)	0 (0%)	0 (0%)
60 to 90 days	2	2 (100%)	0 (0%)	0 (0%)
More than 90 days	10	2 (20%)	7 (70%)	1 (10%)

PPARS: R01 - Strathbogie Shire Council - Mar 2013

Average processing days

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	131	85	131	357
Previous Month (Feb 2013)	88	51	113	0
Financial Year to Date (2012/2013)	103	73	118	281
Regional Average (rural - Mar 2013)	113	70	127	209

Percentage completed within the statutory time frame

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	89%	80%	71%	0%
Previous Month (Feb 2013)	53%	71%	40%	0%
Financial Year to Date (2012/2013)	87%	73%	65%	0%
Regional Average (rural - Mar 2013)	70%	81%	67%	38%

Percentage that required further information

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	38%	60%	29%	0%
Previous Month (Feb 2013)	34%	0%	60%	0%
Financial Year to Date (2012/2013)	35%	24%	42%	50%
Regional Average (rural - Mar 2013)	35%	24%	38%	55%

Percentage where public notice was given

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	69%	60%	71%	100%
Previous Month (Feb 2013)	53%	29%	70%	0%
Financial Year to Date (2012/2013)	58%	43%	68%	50%
Regional Average (rural - Mar 2013)	42%	21%	50%	74%

Percentage with referrals

	Overall	Simple	Normal	Complex
This Month (Mar 2013)	77%	80%	86%	100%
Previous Month (Feb 2013)	76%	57%	90%	0%
Financial Year to Date (2012/2013)	80%	80%	96%	100%
Regional Average (rural - Mar 2013)	51%	38%	56%	71%

Percentage with objections

	Overall	1-5 obj.	6-20 obj.	21+ obj.
This Month (Mar 2013)	23%	15%	8%	0%
Previous Month (Feb 2013)	0%	0%	0%	0%
Financial Year to Date (2012/2013)	9%	8%	1%	1%
Regional Average (rural - Mar 2013)	11%	9%	2%	0%

[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.

Annotations

No annotations for this data.

CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR APRIL 2013

Customer Enquiry Flow

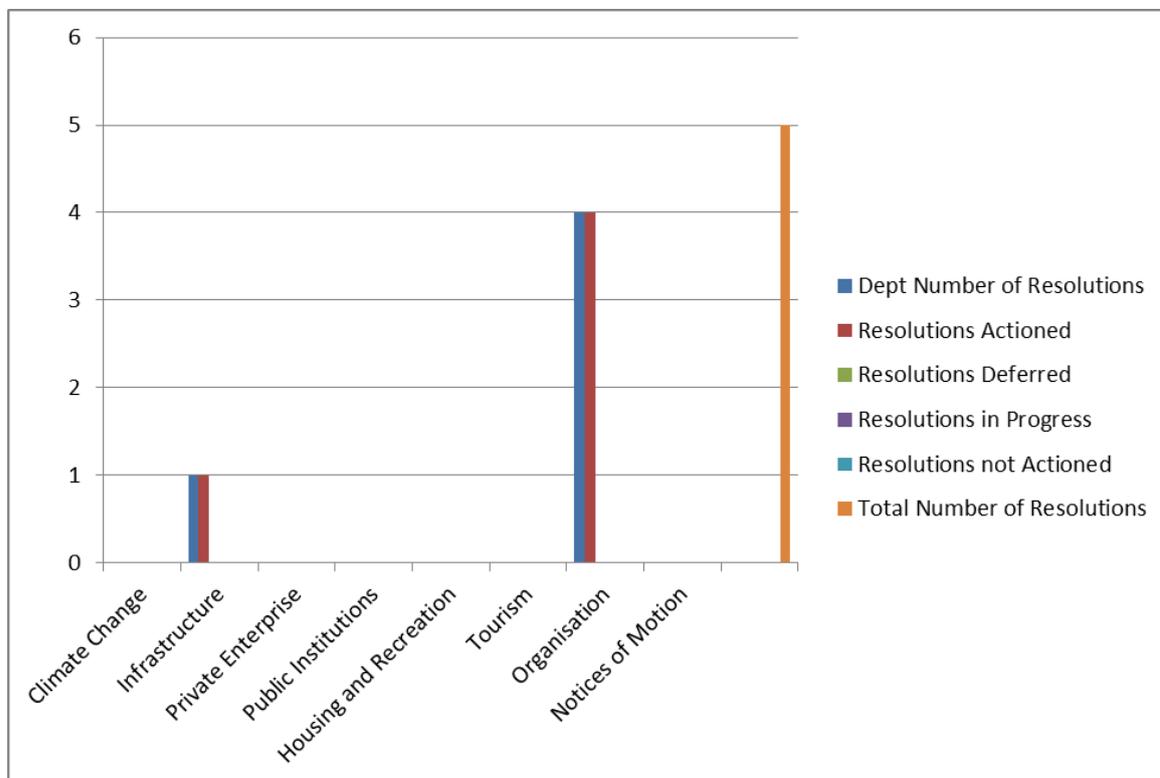
April 2013



Service Type	Total		Logged April	Unresolved April	Logged 2012 - 2013	Unresolved 2012 - 2013	Aged 0-30	Aged 31-60	Aged 61-90	Aged 91+
	Logged	Unresolved								
<i>Council Property</i>	199	38	30	12	199	38	23	4	2	9
<i>Engineering</i>	56	12	10	5	56	12	6	1	0	5
<i>Footpaths</i>	29	5	5	3	29	5	2	1	0	2
<i>Parks</i>	51	11	3	2	51	11	0	3	4	4
<i>Roads</i>	745	140	149	28	745	140	56	12	26	46
<i>Trees</i>	183	54	23	10	183	54	19	12	6	17
<i>Waste Management</i>	229	29	20	2	229	29	22	2	1	4
	1,492	289	240	62	1,492	289	128	35	39	87

Council Property Council Property Pest Control Public Art Public Lighting Safeyards Sign	Engineering Engineering	Footpaths Footpaths Furniture Road/Street/Footpaths	Parks Park/Reserve Playground State Forest/National Park	Roads Bridges Drainage Emergency Call Out Naturstrip Roads Traffic Lights	Trees Tree	Waste Management Waste Management & Recycling
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ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – APRIL 2013



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 APRIL 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	Policy Number	Outcome
Mar / April	Purchasing Card Policy	C & E 9	Item 9.7.4
Mar / April	Fraud and Corruption Prevention Policy	C & E 13	Item 9.7.5

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 6th April to 10th May 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: 9 April 2013

Time: 9.00 a.m. – 5.00 p.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Corporate and Community
Director, Asset Services
Waste Engineer (Item 3)

Apologies

Director, Sustainable Development (on leave)
Acting Director, Sustainable Development (Manager, Organisational Development)

Matters discussed:

Declarations of Interests

1. Council Plan and Budget Discussions
2. Proposed Sound Shell at Euroa Band Hall
3. Kerbside Organic Waste Collection
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 Violet Town Anzac Day Ceremony
 - 4.5 Euroa Anzac Day Ceremony
 - 4.6 Other Anzac Day Ceremonies / Councillor attendance in Shire
 - 4.7 Strathbogie Golf Club – request for fundraising donation
 - 4.8 Euroa Community Action Group – Rockies Bridge funds
 - 4.9 Opening Times for Violet Town Waste Transfer Station and Recycling Centre
 - 4.10 Cr Furlanetto (carried over from 26/03/13)
HACC Services / Funding

- 4.11 Cr Weatherald
Neelands Road – Maintenance Grading / Cost to be added to fire compensation claim - relates to damage from heavy use by vehicles refuelling helicopter during recent fire at Boho
- 4.12 Cr Weatherald
Rockies Bridge Signage
- 4.13 Cr Weatherald
CEO comments in recent Herald Sun

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: 16 April 2013
Time: 10.00 a.m. – 7.00 p.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Corporate and Community
Director, Asset Services
Acting Director, Sustainable Development (Manager, Organisational Development)
Manager, Economic Development & Economic Development Officer (Item 3)

Apologies

Director, Sustainable Development (on leave)

Matters discussed:

Councillors Discussions

Declarations of Interests

1. Council Plan and Budget Discussions
2. Agenda Review
3. Honouring our Heroes – update on project
4. 2013 Regional Living
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Matters raised by Councillors
 - 5.4 Euroa Agricultural Society
 - 5.5 Fairley Leadership
 - 5.6 Community Grants 2013 Information Kit
 - 5.7 Strathbogie Golf Club request for Funding – Councillor Protocols
 - 5.8 Nagambie Bypass Opening
 - 5.9 Aboriginal Flag at Council Office / Council report
 - 5.10 Compliance – dog issue in Euroa
6. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 5.7	Cr Weatherald	No

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: 23 April 2013
Time: 10.00 a.m. – 5.00 p.m.

Attendees:

Councillors

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

Officer/s

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

Apologies

Director, Sustainable Development (on leave)

Matters discussed:

Councillors Discussions

Declarations of Interests

1. Budget Discussions
2. Planning Agenda Review
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 Confidential Matter
 - 3.5 Visit by Damian Drum – Parliamentary Secretary for Regional Development (Mayor & CEO) ~ items for discussion / inspection
 - 3.6 Binney Street Christmas Decorations / Butt Out Bins
 - 3.7 Euroa Friendlies Oval Committee of Management – request for funding allocation to be redirected to another oval project
 - 3.8 ALGWA Victoria Conference – 24-26 May 2013 ~ Euroa Butter Factory
 - 3.9 Green Organics Collection Service
 - 3.10 Country Football Netball Application – Longwood Football Netball Club
 - 3.11 Confidential Matter

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 3.3	Cr Furlanetto	Yes

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: 30 April 2013

Time: 11.30 a.m. – 5.30 p.m.

Attendees:

Councillors

Debra Swan
Colleen Furlanetto
Malcolm Little
Patrick Storer
Robin Weatherald

Officer/s

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

Apologies

Councillor Alister Purbrick (on leave)
Councillor Graeme Williams (on leave)
Councillor Robin Weatherald (sick leave)

Matters discussed:

Nagambie Bypass Official Opening

Declarations of Interests

1. Budget Discussions
2. Assembly of Councillors
 - 2.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 2.2 Councillors Meetings Attendances
 - 2.3 Matters raised by Councillors
 - 2.4 Nagambie Football Netball Club – request for letter of support for funding application
 - 2.5 Euroa Football Netball Club – draft letter of support from Council for funding application
 - 2.6 Confidential Matter
 - 2.7 Cr Weatherald
Recognition of contribution to Creightons Creek Country Fire Authority
 - 2.8 Cr Weatherald
Maintenance of gardens surrounding Council building - Euroa
 - 2.9 Cr Weatherald
Notifications to applicants / objectors – re: Planning Committee meetings / Agendas
(Items 2.7-2.9 held over due to absence of Cr Weatherald)
 - 2.10 Goulburn Regional Pre-School Association Board Membership
3. Hume Regional Growth Plan Briefing
4. Economic Development Masterplan Workshop
5. Special 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: 7 May 2013

Time: 1.00 p.m. – 5.30 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto

Malcolm Little

Patrick Storer

Robin Weatherald

Councillor Graeme Williams (on leave)

Officer/s

Chief Executive Officer

Director, Corporate and Community

Director, Asset Services

Director, Sustainable Development

Manager, Organisational Development

Manager, Economic Growth (Item 1)

Infrastructure Development Engineer (Item 1)

Apologies

Councillor Alister Purbrick (on leave)

Councillor Robin Weatherald (sick leave)

Matters discussed:

Declarations of Interests

1. Mernda Avenue Subdivision
2. Assembly of Councillors
 - 2.1 Mayor & Chief Executive Officer Meeting Update / Other
 - 2.2 Councillors Meetings Attendances
 - 2.3 Matters raised by Councillors
 - 2.4 Euroa Cup Committee – request for Council sponsorship of \$3,000 for Euroa Cup
 - 2.5 Rockies Bridge Working Group - Proposed Outline of Stages for Working Group to achieve a new bridge crossing at the Rockies, Seven Creeks, Euroa
 - 2.6 Replacement of avenue of Poplars – Seven Creeks Park
 - 2.7 Cr Weatherald
Recognition of contribution to Creightons Creek Country Fire Authority
 - 2.8 Cr Weatherald
Maintenance of gardens surrounding Council building - Euroa
 - 2.9 Cr Weatherald
Notifications to applicants / objectors – re: Planning Committee meetings / Agendas
(Items 2.7-2.9 will be postponed to a date on Cr Weatherald's return)
 - 2.10 MAV – Voluntary Levy – Constitutional Recognition 'Yes' Campaign

- 2.11 Albury City Council – gifting of clone of Hovell Tree
- 2.12 Council Plan Roadshow – Councillors attendance
- 3. Strategic Resource Plan / Budget / Rating Options
- 4. Agenda Review
- 5. Special Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 1	Councillor Furlanetto	No

Record of Meetings of Section 86 Committees of Council
Minutes of Meetings received in the April / May 2013 Period

Name of Committee	Date of Meeting
Ruffy Community Action Group	06/03/13
Strathbogie Tableland Action Group	11/03/13
Tablelands Community Centre	18/03/13
Longwood Action Group	20/03/13
Euroa Community Action Group	25/03/13
Boho South Hall	01/05/13

9.7.4 Council Policy - Purchasing Card 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

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

Summary

Council is required under the Local Government Act 1989, to review all policies within 12 months of an election and then every two years. This is the purpose of the report.

RECOMMENDATION

That Council endorse the Purchasing Card Policy, as presented.

Background

Council's Purchasing Card Policy was last reviewed in October 2011, and is currently due for review.

The Policy has been reviewed and represents Council's position at present. There have been minor amendments made.

The revised Purchasing Card Policy was presented to, and discussed by, Council's Audit Committee at its March 2013 meeting. The Audit Committee members requested changes at 2.4 that "Every effort to obtain a tax invoice should be made; where no documentation is supplied the cardholder is to certify the expenditure, provide details and sign a statutory declaration". The Policy has been amended to reflect these improvements. The Audit Committee has recommended that Council adopts the revised Purchasing Card Policy.

Further discussions have revealed a need for the Chief Executive Officer to be authorized to issue cards to other staff where there is an operational need. The Policy has been amended to include this together with a requirement to report this to the Audit Committee.

Alternative Options

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

9.7.4 Council Policy
- Purchasing Card Policy (cont.)

Risk Management

The policy has been reviewed and presented to Council's Audit Committee to ensure that any risk associated with Council's use of purchasing cards, is minimized.

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

Financial / Budgetary Implications

The Policy provides certainty in use of purchasing cards that are not considered to have any impact on the budget.

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 or the broader community.

Community Implications

The community/social implications of the report and recommendation

The 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 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 revised Policy has been considered by Council's Audit Committee.

Attachments

Purchasing Card Policy

POLICY MANUAL

Subject:	Policy No:	C. & E. 9
	Responsible Officer/s:	CEO/DC&C
	Effective Date:	16/10/01
	Revision Date/s:	18/02/03
		17/08/04
	Reviewed/Amended:	21/09/04
	Reviewed:	21/02/06
	Reviewed/Amended:	17/11/09
	Reviewed/Amended:	18/10/11
	Reviewed/Amended:

PURCHASING CARD POLICY

1. POLICY STATEMENT

The purpose of this policy is to ensure appropriate use of Council Purchasing Cards.

Purchasing cards are a valuable tool through which Council achieves significant savings in the cost of processing small value purchases. Compliance with authorised uses of the purchasing cards is crucial.

2. POLICY APPLICATION

2.1 Who is affected by this Policy?

Staff issued with purchasing cards and staff who request card holders to use the purchasing card on their behalf must understand and comply with this policy.

2.2 Issuing of Cards

Purchasing cards inherently present a number of potential risks to Council. These risks include deliberate and accidental misuse of the card and potential damage to Council's reputation arising from inappropriate use. All transactions may be subject to freedom of information requests.

Purchasing card usage is to be for official Council business only. Issue is limited to Chief Executive Officer, Directors and third line managers.

Prior to the issue of purchasing cards, the attached undertaking (Appendix 1) must be signed by the card holder, accepting the conditions. Limited to Chief Executive Officer, Directors and third line managers.

The Chief Executive Officer be authorised to issue cards to other staff where there is an operational need. The Policy has been amended to include this together with a requirement to report this to the Audit Committee.

2.3 Limits

Purchasing cards will have a maximum credit limit as defined in the current Instrument of Delegations For Certain Financial Transactions, with no cash advance facility.

2.4 Responsibilities

Responsibility for appropriate use of Purchasing Cards rests with the individual cardholder.

Purchasing card bank statements and supporting documentation must be reviewed and approved by the cardholder's supervisor on a monthly basis. Every effort to obtain a tax invoice should be made, where no documentation is supplied the cardholder is to certify the expenditure, provide details and sign a statutory declaration.

The Chief Executive Officer's purchasing card bank statements and supporting documentation must be reviewed and approved by the Mayor on a monthly basis.

Inappropriate card uses

The card must not be used for the following types of purchases:

- Cash Advances
 - Automatic Teller Machines
 - Bank Cheques
 - Over the Counter Withdrawals
 - Travellers Cheques
 - Wire/Money Transfers
 - Any other type of cash transaction
- Any form of gambling
- Goods intended for private use
- Liquor purchases, other than in connection with official Council business
- Medical and hospital accounts
- Personal transactions whether they be goods or services

Purchasing cards must not be used for purchases covered by alternative card purchase arrangements, eg. Fuel cards.

A cardholder must not make any payments directly to the card provider for expenses incurred using the purchasing card.

On-Line Procurement System

Council's on-line procurement system generally provides the most appropriate method for the purchase of goods and services at the most competitive prices and under the most effective internal controls.

Purchasing cards are provided for the following circumstances:

- Emergencies where the on-line procurement system will not meet the exceptional need
- Purchase of goods or services where only payment by card is accepted
- Purchases where the on-line procurement system may be impractical

When making a purchase, the following decision hierarchy should be applied:

1. Council's on-line procurement system should be used wherever possible and practical
2. Purchasing cards may be used if the on-line procurement system is unavailable or impractical
3. Petty cash may be used in accordance with the Procurement Procedures (maximum \$100.00)

Using a purchasing card to avoid the on-line procurement system is unacceptable. Regular monitoring of purchasing card usage will be undertaken and misuse may result in revocation of the card and disciplinary action.

Cancellation of Purchase Cards

Purchasing cards must be withdrawn and immediately cancelled:

- On the cardholder's termination of employment or resignation
- Where the card has been lost, stolen or misused;
- Where the card is no longer relevant to the performance of the cardholder's functions and duties; or
- If the cardholder's account is inactive.

Cardholder Responsibilities

Cardholders must not request or accept cash refunds where purchases were made with the Purchasing Card. All credits must be made back to the Purchasing Card.

Cash must not be paid into a purchasing card under any circumstances.

The cardholder must seek clarification from their supervisor if there is any uncertainty regarding the appropriateness of a transaction.

Responsibility for payment of any purchase rests with the individual cardholder until satisfactory documentation is produced to enable Supervisors to authorise the transaction for payment by Council.

Responsibility for the delivery of all goods or services purchased by card rests solely with the cardholder.

It is the cardholder's responsibility to keep the purchasing card safe at all times. This includes, but is not limited to, storing the card in a secure manner, not divulging card details inappropriately, not divulging the security number on the reverse of the card under any circumstances, being aware of the potential for card fraud, etc.

Should the card be lost, stolen, misused or misplaced, the cardholder is required to place a stop on the card as soon as is practicable. A list of important phone numbers is included in Appendix 2 to this policy.

The cardholder is required to advise the Finance Unit (see Appendix 2) should a stop be placed on the card. Individual cardholders are not permitted to arrange for replacement cards. This task will be undertaken by the Finance Unit.

Many suppliers will accept Purchasing Card details by mail, telephone and fax. Responsibility lies with the card holder to ensure the bona fides of the supplier and the provision of adequate documentation.

Cardholders are required to obtain adequate documentation of all purchases and to collate and reconcile documentation with the card statement on a monthly basis

A cardholder must immediately report the loss or theft of a purchasing card to the Manager Strategic & Financial Accounting and the card provider. Notification must be made using the card provider's 24 hour emergency number. A cardholder must retain any notification number or other acknowledgement provided by the card provider as evidence of the date and time of the notification.

Where the cardholder changes position within Council, it is the responsibility of the relevant Director to assess the requirement for ongoing issue of the card to the current cardholder, as well as the limits and types of expenses for which the card can continue to be used by the cardholder.

Reviews of purchasing card usage may be conducted by the Audit Committee or the Internal Auditor at their discretion.

2.5 Costing

The person responsible for authorising purchasing card transactions will ensure that individual purchases made on the purchasing card are allocated to the appropriate account code prior to submitting the statement for approval. Approved statements and supporting documentation (which should include information suitable for GST purposes), with the appropriate costing details, will be submitted to the Finance Department for accounting purposes.

APPENDIX 1

Undertaking by the cardholder

STRATHBOGRIE SHIRE COUNCIL PURCHASING CARD
AGREEMENT AND ACKNOWLEDGMENT BY CARDHOLDER

Cardholder name:

Position:

Accountable Officer:

Authorised signatory:

I understand and agree that the Strathbogrie Shire Council Purchasing Card (SSCPC) is issued to me on the express understanding that I have read, understood and accept my responsibilities as outlined in the Purchasing Card Policy. I further undertake to review the contents of that policy from time to time to ensure on-going compliance

USE

1. The purchasing card is the property of (Strathbogrie Shire Council) and is in my possession and under my strict control.
2. I will not permit the Strathbogrie Shire Council Purchasing Card to be used by any person other than myself.
3. I will only use the Strathbogrie Shire Council Purchasing Card for official purposes
4. I will immediately report any suspected or known unauthorised use of the Strathbogrie Shire Council Purchasing Card to the Bank and the Manager Strategic & Financial Accounting.
5. I will not use the Strathbogrie Shire Council Purchasing Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.
6. I can use the Strathbogrie Shire Council Purchasing Card to a maximum monthly credit limit of \$5,000 with no cash advances to be made.
7. I understand that Council's procurement system should be used where possible in preference to the credit card.

MONTHLY RECONCILIATION

- 8. I will be issued with a monthly statement by the bank. I will ensure that all transactions that appear on the monthly statement are verified by me and that sufficient supporting documentation is attached to the monthly statement when it is submitted for approval. I will ensure that goods or services paid for using the Strathbogie Shire Council Purchasing Card are actually delivered or provided. I will ensure that each transaction appearing on the bank statement is appropriately coded for accounting purposes.
- 9. I will sign the monthly statement provided by the bank to indicate that the transactions appearing on the statement have been made only for official purposes.
- 10. I will ensure that credits are requested in relation to transactions made using the Strathbogie Shire Council Purchasing Card as soon as I become aware of the need for a credit, for example, where a good or service is not delivered or not provided in accordance with original expectations.

CHANGE IN CARDHOLDER DETAILS

- 11. I will immediately advise the Manager Strategic & Financial Accounting of any change in my name or contact details.

UPON RESIGNATION OR TRANSFER

- 12. I will immediately return my Strathbogie Shire Council Purchasing Card to the Manager if I resign or retire, or if my services as an employee of the Strathbogie Shire Council are otherwise terminated.

LOST OR STOLEN CARDS

- 13. I will immediately report the loss or theft of my Strathbogie Shire Council Purchasing Card to the Bank (24 hour service) and the Manager Strategic & Financial Accounting.

DECLARATION

- 14. I confirm that I have access to only one Strathbogie Shire Council Purchasing Card.
- 15. I acknowledge receipt of the policy entitled "Purchasing Card Policy."
- 16. I have been briefed on all aspects of the operation and use of the Strathbogie Shire Council Purchasing Card.

Date: / /

.....
Signature of *cardholder*

.....
Name of Cardholder

APPENDIX 2

Important Phone Numbers

Council:

Manager Strategic & Financial Accounting 5795 0033 or 0400188147

Senior Finance Officer 5795 0164

National Australia Bank:

General Enquiries 13 22 65

- Balances
- Transactions

Lost Cards 1800 033 103

- 24 hours/7 days

9.7.5 Council Policy
- Fraud and Corruption Prevention 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

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

Summary

Council is required under the Local Government Act 1989, to review all policies within 12 months of an election and then every two years. This is the purpose of the report. The Fraud and Corruption Policy is attached, and the Fraud and Corruption Strategy and Fraud and Corruption Procedures are tabled for identification purposes.

RECOMMENDATION

That Council endorse the Fraud and Corruption Prevention Policy, as presented.

Background

Council's Fraud and Corruption Prevention Policy was last reviewed in August 2006, and is currently due for review.

The Policy has been reviewed and represents Council's position at present. There have been amendments made.

The revised Fraud and Corruption Prevention Policy, Strategy and Procedures were presented to, and discussed by, Council's Audit Committee at its March 2013 meeting. The Audit Committee members requested changes so that the Procedures reflect the recent adoption of the Protected Disclosures Act 2012 (This replaced the Whistleblowers Act). The Procedures have been amended to reflect these improvements. The Audit Committee has recommended that Council adopts the revised Fraud and Corruption Prevention Policy, Strategy and Procedures.

Alternative Options

Officers providing advice in relation to this report have considered potential alternative courses of action. This is the best available alternative.

Risk Management

The policy has been reviewed and presented to Council's Audit Committee to ensure that any risk in relation to potential fraud and corruption, is minimized.

9.7.5 Council Policy
– Fraud and Corruption Prevention Policy (cont.)

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

The Policy, Strategy and Procedures provide clear directions to staff on the requirements expected in relation to fraud and corruption. 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 or the broader community.

Community Implications

The 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 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 revised Policy has been considered by Council's Audit Committee.

Attachments

Fraud and Corruption Prevention Policy.

POLICY MANUAL

Subject:	Policy No:	C. & E. 13
	Responsible Officer:	DCCS
	Effective Date:	17/12/02
	Revised/Amended:	15/08/06
		February 2013

FRAUD AND CORRUPTION PREVENTION POLICY

1. PURPOSE

To minimise the occurrence of fraud and corruption against the Council and, in the event of its occurrence, to ensure its timely detection, effective investigation, appropriate prosecution and loss minimisation.

2. SCOPE

This policy applies to the Council, Councillors, all Council employees, volunteers and those outsourced functions performed by external service providers.

3. DEFINITIONS

Fraud is generally defined as dishonestly obtaining a benefit by deception or other means. It covers a wide range of activities from such minor transgressions as the misappropriation of office stationery to more serious crimes such as misrepresentations, and misuse of confidential information.

There are three main types of fraud. Those which benefit:

- the organisation, perpetrated by management;
- the individual, perpetrated by the employee; or
- the vendor, supplier or client.

Typical fraud techniques include: theft of inventory, false invoicing, credit card abuse, payroll fraud, theft of equipment, theft of cash, assets purchased for personal use, improper use of position or information, and forgery of documents and cheques.

Corruption is dishonest activity in which a councillor, executive, manager, employee or contactor of a Council acts contrary to the interests of the Council and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

4. PRINCIPLES

Fraud and corruption prevention is based on the following principles:

- Strong, well articulated prevention policy, procedures and management.
- Detection and investigation of all occurrences of fraud and corruption

- Prosecution, or if more appropriate, the implementation of disciplinary action in relation to ALL detected offences, including minor instances of fraud or corruption.
- Application of appropriate disciplinary penalties.
- Recovery of proceeds of fraudulent activity.
- Training of all employees in ethics, privacy and fraud and corruption awareness activities.
- Specialised training of employees involved in fraud and corruption control activities.
- External scrutiny of fraud and corruption control activities.
- In accordance with the Fraud and Corruption Prevention Procedures, fraud and corruption investigations must be reported to, the Audit Committee and Council. Matters may subsequently be referred to Victoria Police. All proven instances of fraud and corruption must be reported to the relevant Minister and the Victorian Auditor General.

5. POLICY

The Council will promote and enforce an ethical environment in which the occurrence of fraud and corruption is actively discouraged and minimised.

Fraud and corruption control management must be integrated into the Council's philosophy, practices and plans rather than be seen or practiced as a separate program.

6. RESPONSIBILITIES

Council

- Promote an ethical environment that encourages staff, volunteers and external service providers at all levels to actively participate in protecting the public and private funds and property.
- Through the Council Audit Committee, review at least annually the Council's Fraud and Corruption Prevention Strategy to ensure that management has undertaken adequate preventative actions.

Chief Executive Officer

- Overall responsibility of ensuring that the Fraud and Corruption Prevention Procedures and Fraud and Corruption Prevention Strategy are enacted.

7. DOCUMENTATION

- Fraud and Corruption Prevention Procedures.
- Fraud and Corruption Prevention Strategy.

9.7.6 Financial Report – April 2013

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

F30/0020/10

Disclosure of Interest

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

Summary

Appended to the Agenda is a copy of Council's Financial Report for the period ending 30 April 2013.

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

The operating surplus for the ten month period ending 30 April 2013 was \$ 43,198. The variance to budget is detailed in the Financial Overview.

As at 30 April 2013, total capital works was \$ 5,150,113. This is significantly under budget. Identified works to be carried over to 13/14 total \$ 469,300 including Mitchellstown Road Bridge \$ 230,000 and \$ 60,000 for Euroa Water Scheme.

RECOMMENDATION

That the Financial Report for the ten months ended 30 April 2013 be noted.

Background

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

Alternative Options

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

Risk Management

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

9.7.6 Financial Report – April 2013 (cont.)

Strategic Links – Policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents 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 requirements.

Financial / Budgetary Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2013.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2013.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 1006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

April Financial Report

FINANCIAL OVERVIEW FOR TEN MONTHS ENDED 30 APRIL 2013

The Financial Overview to 30 April 2013 identifies total revenue \$ 21,869,342 with expenditure \$18,563,183 resulting in a surplus to date of \$3,306,159. The YTD April variation of budget to actual is \$1,460,864. This is made up of a number of variances that are outlined below.

Capital works component budgeted to 30 April \$ 6,671,368 achieved expenditure \$5,150,113 with a variance to budget of \$1,460,864. There is a variation in the capital budget of \$1,521,255 at 30 April 2013. Most of the variations are timing and as part of the 30 June 2013 forecast review it is expected that \$469,300 will be carried forward to 2013/14.

All reports this month include figures on the Forecast for 30 June 2013.

Income Statement (Fav) / Unfav. Variance for 30 April 2013

<u>Rates</u>	<u>39,796</u>	Due to valuation objections. Permanent variation.
<u>User Fees</u>	<u>175,648</u>	CFA reimbursement of Boho Fire Costs and a refund of overpaid FBT. Permanent variation.
<u>Recurrent Grants</u>		
• 2010 Flood Grants	<u>(151,400)</u>	Favourable permanent variation.
• Our Places Our Lives	<u>(17,500)</u>	Favourable permanent variation.
• Grants Commission	<u>62,762</u>	Permanent variation – reduction in grant.
• Local Roads Grants	<u>46,170</u>	Permanent variation – reduction in grant.
• National Disaster 2012 Flood Damage		Claim timing variations- final amounts to be claimed
<u>Non-Recurrent Grants</u>		
• Roads to Recovery	<u>(383,690)</u>	Timing variation – in advance.
• Local Government Infrastructure Program	<u>109,960</u>	Timing variation – grant not received.
<u>Other Revenue</u>		
• Interest on Investments	<u>(87,294)</u>	Permanent variation expected.
• Insurance Recovery	<u>(29,900)</u>	Permanent variation – offset to expenditure.
 <u>Expenses</u>		
<u>Employee</u>	<u>(537,911)</u>	Timing variation in fortnightly pay update.
 <u>Contracts and Materials</u>		
Income Protection	<u>58,000</u>	Offset to income.
Software Maintenance	<u>(70,000)</u>	Contract payments due.
Building Surveyor Contract	<u>(36,000)</u>	Timing of payment.
Levee Bank Maintenance	<u>(44,000)</u>	Timing of works variation.
Garbage Collection	<u>(34,200)</u>	} Timing variance in contract payments.
Recycling Collection	<u>(27,400)</u>	
Tipping Fees – Mitchell Shire Council	<u>(51,300)</u>	Timing variation.
Pool Operations Contract	<u>(72,300)</u>	Timing variation.
Parks and Reserves	<u>(81,600)</u>	Timing variation.
Road Spraying and Canopy Clearing	<u>(67,500)</u>	Timing variation.
Written Down Value of Assets Sold	185,000	Timing variation

STRATHBOGIE SHIRE COUNCIL						
Profit and Loss Statement for 10 Months Ending 30 April 2013						
	Mid Year Review 2012/2013	Forecast 30 June 2013	Variance	YTD Budget 30 April 2013	YTD Actual30 April 2013	Variance 30 April 2013
REVENUE						
Rates and Charges	14,075,300	14,075,300	-	14,064,000	14,103,796	(39,796)
Statutory Fees & Fines	291,000	291,500	(500)	231,660	240,208	(8,548)
User Fees	1,135,400	1,354,998	(219,598)	949,100	1,124,748	(175,648)
Contributions	100,000	100,000	-	60,000	56,609	3,391
Grants - Recurrent	3,963,926	4,119,104	(155,178)	3,245,820	3,378,692	(132,872)
Grants - Non-recurrent	3,765,440	3,904,240	(138,800)	2,781,740	2,567,274	214,466
Other Revenue	476,900	653,767	(176,867)	262,420	398,015	(135,595)
	(23,807,966)	(24,498,909)	(690,943)	(21,594,740)	(21,869,342)	(274,602)
EXPENDITURE						
Employee	9,607,088	9,597,963	(9,125)	9,919,162	9,381,251	(537,911)
Contracts, Materials & Services	9,183,977	9,273,248	89,271	5,856,854	5,466,676	(390,178)
Depreciation	4,425,800	4,410,200	(15,600)	3,630,259	3,629,098	(1,161)
Finance	226,900	226,900	-	189,080	146,941	(42,139)
Other Expenses	947,400	947,400	-	154,090	(60,783)	(214,873)
	24,391,165	24,455,711	64,546	19,749,445	18,563,183	(1,186,262)
Surplus/Deficit	583,199	(43,198)	(626,397)	(1,845,295)	(3,306,159)	(1,460,864)

STRATHBOGIE SHIRE COUNCIL		
Balance Sheet at 30 April 2013		
	Mid Year Review 2012/2013	April 2013
<u>Current Assets</u>		
Cash and cash equivalents	4,965,265	5,439,855
Trade and other receivables	1,249,737	4,304,548
Other Assets	117,499	-
Inventories	351,195	72,919
Non-current assets for resale	-	-
Total Current Assets	6,683,696	9,817,322
<u>Non-Current Assets</u>		
Financial assets	2,032	2,032
Investments in associates	156,226	156,226
Property, plant and equipment, infrastructure	223,191,462	222,851,892
Total Non-Current Assets	223,349,720	223,010,150
Total Assets	230,033,416	232,827,472
<u>Current Liabilities</u>		
Trade and other payables	1,696,627	452,294
Trust funds and deposits	419,939	502,221
Provisions	2,127,798	3,318,587
Interest bearing loans and borrowings	504,752	98,039
Total Current Liabilities	4,749,116	4,371,141
<u>Non-Current Liabilities</u>		
Trust funds and deposits	68,282	67,980
Provisions	671,358	-
Interest bearing loans and borrowings	2,462,912	2,417,255
Total Non-Current Liabilities	3,202,552	2,485,235
Total Liabilities	7,951,668	6,856,376
Net Assets	222,081,748	225,971,096
<u>Equity</u>		
Accumulated Surplus	71,382,787	72,046,287
Reserves	150,698,961	150,618,662
Total Equity	222,081,748	222,664,949

STRATHBOGRIE SHIRE COUNCIL		
Cash Flow Statement for 10 Months Ended 30 April 2013		
	Mid Year Review 2012/2013	Actual April 2013
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities		
Rates and charges	14,075,300	11,348,985
Statutory fees and fines	291,000	240,208
User fees (inclusive of GST)	1,178,600	1,207,030
Contributions	90,000	56,609
Grants (inclusive of GST)	8,178,966	5,945,966
Interest	220,000	303,320
Other receipts (inclusive of GST)	257,000	94,695
Net GST refund/overpayment	2,367,000	914,039
Payments to suppliers	(11,184,277)	(8,240,139)
Payments to employees (including redundancies)	(9,610,788)	(9,381,251)
Other payments	(418,500)	161,353
Total cash outflows from operating activities	5,444,301	2,650,815
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(7,325,635)	(5,315,053)
Payments for landfill rehabilitation	(519,431)	-
Proceeds sales of property, plant and equip, infrastructure	500,000	346,818
Net cash used in investing activities	(7,345,066)	(4,968,235)
Cash flows from financing activities		
Finance costs	(226,900)	(146,941)
Trust funds and deposits	-	-
Proceeds from interest bearing loans and borrowings	575,000	-
Repayment of interest bearing loans and borrowings	(1,792,998)	(406,712)
Net cash provided by (used in) financing activities	(1,444,898)	(553,653)
Net decrease in cash and cash equivalents	(3,345,663)	(2,871,073)
Cash and cash equivalents at beginning of period	8,310,928	8,310,928
Cash and cash equivalents at end of year	4,965,265	5,439,855

STRATHBOGRIE SHIRE COUNCIL						
Capital Works Statement 30 April 2013						
	Mid Year Review 2012/2013	Forecast 30 June 2013	Variance	YTD 30 April	Actual 30 April	Variance
Capital works areas						
Land	280,180	190,180	(90,000)	230,180	90,733	(139,447)
Buildings	249,315	121,900	(127,415)	219,315	89,968	(129,347)
Furniture & Equipment	309,500	288,800	(20,700)	273,863	189,165	(84,698)
Plant & Machinery	888,000	888,000	-	825,000	646,634	(178,366)
Roads	4,471,834	4,506,108	34,274	4,201,624	3,547,439	(654,185)
Bridges	655,081	275,281	(379,800)	471,081	48,443	(422,638)
Drains	145,600	169,100	23,500	145,600	142,592	(3,008)
Footpaths	1,125	1,125	-	1,125	1,125	-
Kerb & Channel	-	-	-	-	-	-
Waste Management	325,000	394,000	69,000	303,580	394,014	90,434
Total Capital Works	7,325,635	6,834,494	(491,141)	6,671,368	5,150,113	(1,521,255)
Represented by:						
Asset Renewal	5,341,925	5,237,494	(104,431)	5,021,158	4,032,438	(988,720)
Asset Upgrade	584,050	277,900	(306,150)	554,050	383,098	(170,952)
New Assets	1,399,660	1,319,100	(80,560)	1,096,160	734,577	(361,583)
Total Capital Works	7,325,635	6,834,494	(491,141)	6,671,368	5,150,113	(1,521,255)
			-			

Capitla Works 2012 / 2013	MYR 2012/2013	Forecast Total 2012/2013	Forecast Variance at June 2013	YTD Budget 30 April	Actual at 30 April 2013	YTD Variance 30 April
Land						
Lakeside Boardwalk	180	180	-	180	180	-
Violet Town Flood Mitigation Works, Survey & Design Stage 1	150,000	120,000	(30,000)	100,000	72,649	(27,351)
Euroa Water Scheme (carried forward from 2011/12)	100,000	40,000	(60,000)	100,000	13,769	(86,231)
Black Caviar Statue	-	-	-	-	-	-
Euroa Seven Creeks Park Replanting	30,000	30,000	-	30,000	4,135	(25,865)
	280,180	190,180	(90,000)	230,180	90,733	(139,447)
Buildings						
Strathbogie Depot - Shed	2,315	-	(2,315)	2,315	-	(2,315)
Violet Town Reserve - Toilets	1,000	1,000	-	1,000	-	(1,000)
Euroa Croquet Club - Club House	8,000	8,000	-	8,000	-	(8,000)
Nagambie - Glass Square Bowling Club - Clubrooms	15,000	15,000	-	15,000	-	(15,000)
Violet Town - Swimming Pool - Pump Shed	3,000	3,000	-	3,000	1,690	(1,310)
Avenel Memorial Hall - Supper Room	6,000	4,000	(2,000)	6,000	-	(6,000)
Nagambie - Glass Square Tennis Club - Clubrooms	6,000	6,000	-	6,000	-	(6,000)
Nagambie River Street Recreational Reserve - Toilets	2,000	2,000	-	2,000	2,074	74
Euroa Depot - Toilet Block	5,000	-	(5,000)	5,000	-	(5,000)
Violet Town Reserve - Toilets	3,000	1,000	(2,000)	3,000	-	(3,000)
Euroa Friendlies Reserve (Cricket Club)	10,000	10,000	-	10,000	6,593	(3,407)
Euroa Farmers Arms Museum - Eliza Forlonge Cottage	10,000	-	(10,000)	10,000	-	(10,000)
Creighton's Creek Recreation Reserve - Toilets	5,000	3,000	(2,000)	5,000	2,845	(2,155)
Euroa Caravan Park site Development	80,000	-	(80,000)	80,000	-	(80,000)
Nagambie Pre-School footpath Extension	3,000	3,000	-	3,000	3,545	545
Euroa Saleyard Improvements - (Sheep yard and Kiosk)	60,000	35,000	(25,000)	30,000	35,317	5,317
Euroa Band Hall - Power Upgrade	9,000	9,000	-	9,000	7,075	(1,925)
Saleyards Roof	-	-	-	-	-	-
Seven Creeks Park Facilities Development - Euroa	-	19,400	19,400	-	19,395	19,395
Nagambie Depot Site	-	1,000	1,000	-	9,950	9,950
Black Caviar Statue	-	1,500	1,500	-	1,484	1,484
Euroa Office energy retrofit	21,000	-	(21,000)	21,000	-	(21,000)
	249,315	121,900	(127,415)	219,315	89,968	(129,347)
Information Technology						
Software Licencing and annual support cost	24,000	24,000	-	24,000	23,585	(415)
Network Firewall System Update	6,000	6,000	-	6,000	5,644	(356)
Hardware (workstations,laptops,monitor replacement)	78,000	78,000	-	61,863	53,937	(7,926)
Councillor Information Technology Hardware	10,000	10,000	-	10,000	10,921	921
Customer Service Roving Officer Infrastructure	5,000	5,000	-	5,000	220	(4,780)
Security System Upgrade Euroa Office	1,500	1,300	(200)	1,500	1,271	(229)
Regional Shared Services Including Disaster Recovery	115,000	115,000	-	100,000	52,935	(47,065)
Development of new Website	-	900	900	-	840	840

Capitla Works 2012 / 2013	MYR 2012/2013	Forecast Total 2012/2013	Forecast Variance at June 2013	YTD Budget 30 April	Actual at 30 April 2013	YTD Variance 30 April
Furniture & Equipment						
Public Lighting improvements	13,000	-	(13,000)	13,000	-	(13,000)
Streetlight Energy-saving bulb replacement	-	-	-	-	-	-
Facility Signage	1,000	1,000	-	1,000	-	(1,000)
poolside	5,000	4,800	(200)	5,000	4,769	(231)
Water Volleyball net	1,000	1,000	-	1,000	-	(1,000)
Shade areas replaced and new areas added	20,000	18,100	(1,900)	20,000	18,110	(1,890)
New tables and chairs	4,000	2,700	(1,300)	2,000	2,711	711
Pool identification signage	5,000	5,000	-	2,500	-	(2,500)
Shade structure over kiosk window	15,000	10,000	(5,000)	15,000	8,540	(6,460)
Back wash system to deliver to a water tank for lawns	6,000	6,000	-	6,000	5,682	(318)
Roofing over toilets and change areas.	-	-	-	-	-	-
Development of a website	-	-	-	-	-	-
Pool identification signage	-	-	-	-	-	-
Table and chairs	-	-	-	-	-	-
	309,500	288,800	(20,700)	273,863	189,165	(84,698)
Plant & Machinery						
Plant and Machinery (carried forward from 2011/12)	290,000	290,000	-	240,000	228,503	(11,497)
Site Signage - Key Projects	15,000	15,000	-	15,000	-	(15,000)
Works Fleet	243,000	243,000	-	230,000	173,179	(56,821)
Motor Vehicle Fleet	340,000	340,000	-	340,000	244,952	(95,048)
	888,000	888,000	-	825,000	646,634	(178,366)
Roads						
Creightons Creek Road	30,130	79,300	49,170	30,130	79,260	49,130
Longwood Depot Road -widening and sealing of corners	52,000	52,000	-	52,000	2,990	(49,010)
Euroa Strathbogie Road - Widening by 0.5m)	67,900	67,900	-	67,900	57,341	(10,559)
Locksley-Nagambie Rd - prep and seal shoulders	100,000	100,000	-	100,000	41,042	(58,958)
Avenel Queen Street Parking	25,000	25,000	-	25,000	-	(25,000)
Avenel Jones Street Parking	20,000	20,000	-	20,000	-	(20,000)
Avenel School Car parking	15,000	15,000	-	15,000	-	(15,000)
Pleasance Avenue road widening	15,000	10,000	(5,000)	15,000	6,745	(8,255)
Ruffy Road curve - remix widening	20,000	20,000	-	20,000	-	(20,000)
Ruffy School road widening - outside shop	32,000	32,000	-	32,000	25,259	(6,741)
Euroa - Replacement of kerb channel (Euroa - Mansfield Rd)	20,000	-	(20,000)	20,000	-	(20,000)
Resheeting Program	363,398	363,398	-	363,398	144,406	(218,992)
Pavement Rehabilitation Program	900,000	900,000	-	900,000	777,119	(122,881)
Resealing Program	1,373,696	1,383,800	10,104	1,373,696	1,383,816	10,120
Birkett St, Euroa (carried forward from 2011/12)	95,000	95,000	-	95,000	80,434	(14,566)
2010 Flood Restoration works (balance of works at 30/6/12)	187,710	187,710	-	110,000	105,455	(4,545)
Works Flood Funding 2012	1,155,000	1,155,000	-	962,500	843,572	(118,928)
	4,471,834	4,506,108	34,274	4,201,624	3,547,439	(654,185)

	MYR 2012/2013	Forecast Total 2012/2013	Forecast Variance at June 2013		YTD Budget 30 April	Actual at 30 April 2013	YTD Variance 30 April
Capital Works 2012 / 2013							
Bridges							
Meipol School Road Low Level Crossing	-	10,000	10,000		-	10,000	10,000
Euroa Caravan Park Pedestrian Footbridge	1,081	1,081	-		1,081	1,081	-
Mitchellstown Road	240,000	10,000	(230,000)		240,000	8,781	(231,219)
Nelson's Road	60,000	60,000	-		60,000	2,182	(57,818)
Horse Gully Rd Bridge replacement	40,000	40,000	-		40,000	-	(40,000)
Heales Rd - Deck Replacement	35,000	35,000	-		35,000	-	(35,000)
Walkers Rd - Bridge - replacement	70,000	70,000	-		70,000	2,182	(67,818)
Longwood Pranjip Rd -Deck replacement	25,000	25,000	-		25,000	-	(25,000)
Brookleigh Road Bridge	-	24,200	24,200		-	24,217	24,217
The Rockies pedestrian bridge	184,000	-	(184,000)		-	-	-
	655,081	275,281	(379,800)		471,081	48,443	(422,638)
Footpaths							
Euroa Caravan Park - Sealed Pathways	853	853	-		853	853	-
Euroa Caravan Park - Gravel Pathways	272	272	-		272	272	-
	1,125	1,125	-		1,125	1,125	-
Drainage							
Euroa Tarcombe Street Drainage	20,000	20,000	-		20,000	20,000	-
Avenal Drainage	-	51,500	51,500		-	51,525	51,525
Nagambie Industrial Area - Scoping	20,000	25,300	5,300		20,000	25,315	5,315
Nagambie Industrial Area - Scheme Development	20,000	-	(20,000)		20,000	-	(20,000)
Euroa Saxon Street - Construct table drain	20,000	-	(20,000)		20,000	-	(20,000)
Suez Canal Floodgate Survey and agreements	10,000	-	(10,000)		10,000	-	(10,000)
Burns Ave - Drainage Outfall	25,000	25,000	-		25,000	-	(25,000)
White Street Drainage	-	16,700	16,700		-	16,703	16,703
Nagambie Retarding Basins - shape and landscape	30,600	30,600	-		30,600	29,049	(1,551)
	145,600	169,100	23,500		145,600	142,592	(3,008)
Waste Management							
Violet Town Transfer Station (carried forward from 2011/12)	303,580	319,500	15,920		303,580	319,486	15,906
Violet Town Landfill Cap & close	21,420	74,500	53,080		-	74,528	74,528
	325,000	394,000	69,000		303,580	394,014	90,434
	7,325,635	6,834,494	(491,141)		6,671,368	5,150,113	(1,521,255)
Asset Renewal							
	5,341,925	5,237,494	(104,431)		5,021,158	4,032,438	(988,720)
Asset Upgrade							
	584,050	277,900	(306,150)		554,050	383,098	(170,952)
Asset New							
	1,399,660	1,319,100	(80,560)		1,096,160	734,577	(361,583)
	7,325,635	6,834,494	(491,141)		6,671,368	5,150,113	(1,521,255)

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.