



STRATHBOGIE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL  
HELD ON TUESDAY 19 JULY 2016 AT THE EUROA COMMUNITY CONFERENCE  
CENTRE, COMMENCING AT 6.00 P.M.**

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

<b>Officers:</b>	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  
*'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the more recent custodians of the land'*
  3. Apologies  

Nil.
  4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 21 June 2016
- 94/16 **CRS WILLIAMS/SWAN** : *That the Minutes of the Ordinary Meeting of Council held on Tuesday 21 June 2016 be confirmed.*

**CARRIED**

**Councillor Weatherald voted against the Confirmation of the Minutes**

A handwritten signature in black ink, appearing to be a stylized 'd' or 'v' followed by a checkmark.

5. Disclosure of Interests

Nil.

6. Petitions

Nil.

7. Reports of Mayor and Councillors and Delegates

The Mayor and Councillors provided verbal reports on meetings / events attended over the past month.

8. Public Question Time

9. Reports of Council Officers

- 9.1 Climate Change
- 9.2 Infrastructure
- 9.3 Private Enterprise
- 9.4 Public Institutions
- 9.5 Housing and Recreation
- 9.6 Tourism
- 9.7 Organisation

10. Notices of Motion

11. Urgent Business

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

13. Confirmation of 'Closed Portion' Decision/s

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting, as per Local Law No. 1 - Meeting Procedure (2014) or as updated from time to time through Council Resolution

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## 9. REPORTS

### 9.6 TOURISM

#### 9.6.1 Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on 9<sup>th</sup> June 2016

##### **Author & Department**

Manager Governance & Statutory Services / Corporate and Community Directorate

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

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

##### **Summary**

Attached are the draft meeting minutes of the Nagambie Waterways Advisory Committee held on 9<sup>th</sup> June 2016 for Council's endorsement.

#### **RECOMMENDATION**

**That the draft Minutes of the Nagambie Waterways Advisory Committee meeting held on 9<sup>th</sup> June 2016 be endorsed.**

95/16 **CRS PURBRICK/SWAN** : *That the Recommendation be adopted.*

**CARRIED**

##### **Background**

The Strathbogie Shire Council has resolved to appoint a Special Committee to advise policy and direction for the Nagambie Waterway, to ensure that the activities on the Nagambie Waterways meet the objectives and the vision of Council as set out in the Council Plan.

In 2015 the Council approved a new Terms of Reference for the committee and a new committee was appointed, to provide strategic direction for the waterways to the Council.

##### **Alternative options**

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

##### **Risk Management**

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

9.6.1 Nagambie Waterways Advisory Committee  
- Draft Minutes of the Meeting held on 9<sup>th</sup> June 2016 (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's 6.4 Strategy: Provide passive and active recreational facilities and paths / tracks to *'Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the Actions in the On Land and On Water Strategy.'*

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

The author of this report considers that the report is consistent with Best Value, National Competition Policy and competition and consumer Act requirements have been considered and applied in development of the report and recommendation.

**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, relevant agencies, and the community at the recent meeting – see attached copy of minutes.

**Attachments**

Draft Minutes of the Nagambie Waterways Advisory Committee held on 9<sup>th</sup> June 2016.

**NAGAMBIE WATERWAYS ADVISORY COMMITTEE**  
**AT THE REGATTA CENTRE, LODDINGS LANE, NAGAMBIE**  
**ON THURSDAY 9<sup>th</sup> June 2016- meeting commenced at 5.33 pm**  
**MINUTES OF MEETING**

**Present:** Cr. Alister Purbrick (AP)                      Ward Councillor SSC (Chair)  
              Steven Hicks (SH)                                 Manager Statutory Services SSC  
              John Beresford (JB)                              Developer Group  
              Wally Cubbin (WC)                              Nagambie Angling Club  
              Scott Wikman (SW)                              Goulburn Murray Water

**Guest:**

**Apologies:** Cr Deb Swan, Henry Moss, Craig Stewart, Tony Hammond, Jeff Harrison, Pat McNamara, David Jackson, Steve Crawcour and Libby Webster.

**1. Minutes of meeting**

The minutes were unanimously accepted as a true and correct record of the meeting.

**2. Matters arising from the minutes not listed on the agenda**

- *Action 2 – Police invited to 14<sup>th</sup> April meeting but were yet to confirm attendance.*

It was noted that the 14<sup>th</sup> April meeting had been cancelled and this needed to be actioned by LW for the next meeting.

<b>Action 1</b>	LW to invite to the 11 <sup>th</sup> August 2016 meeting.
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- *Action 4 – JB tabled a survey developed by JB & SH which was provided to Annuals and Casuals at the Nagambie Lakes Leisure Park. Results will be collated and available after Easter and will be tabled at the 14th April meeting (Survey attached).*

JB confirmed that the survey was completed (on-line monkey) and was live for the period Boxing Day 2015 to the end of April 2016. JB confirmed that LW had the results.

<b>Action 2</b>	LW to collate the survey results and present at the 11 <sup>th</sup> August 2016 meeting.
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- *Title searches regarding the ownership of Chinamans Bridge showed that VicRoads are in fact the owner of the bridge. The Shire is seeking legal advice to ensure the onus for maintaining the structure remains with VicRoads. The Shire will outline the maintenance issues of the bridge with VicRoads once legal advice is obtained. It is a VicRoads responsibility. Remedial action needs to be taken ASAP.*

This matter needs to be reported on at the next meeting.

<b>Action 3</b>	Roy Hetherington or Steve Crawcour to provide an update at the 11 <sup>th</sup> August 2016 meeting.
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- *Dredging – SC and LW are meeting with Rowing Vic on Monday 15<sup>th</sup> February to discuss the dredging options for the rowing course to allow the Masters Championship to be held in May 2017 including confirming the depth that needs to be achieved. Pat McNamara has been invited to the meeting. Costings obtained by the Shire to increase the current depth from 2.1m to 3m range from \$1.72million to \$8 million. These costs don't include an elevated walkway commentary box extension to the Peninsular. SC reported that Government funding isn't available for dredging. It is an environmentally sensitive issue, especially as the town water source is the Lake. A Weir wall and Silt curtain at the end of Peninsular would need to be installed to stop pollution while the dredging is taking place. The actual project will take 3 weeks to complete.*

It was agreed that his matter needs to be updated at the next meeting.

Action 4	Steve Crawcour to update this matter at the 11 <sup>th</sup> August 2016 meeting.
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- *SC reported that there is a meeting scheduled with Regional Development Victoria to seek funding for:*
  - *a new amenities block at the Regatta Centre;*
  - *a walkway around the southern edge of the Lake connecting the Regatta Centre & Leisure Park to the town; and*
  - *sealing of Mullers Road.*

AP reported that he had attended two meetings recently:

- Hume RDA Committee
- RDV's Goulburn and Ovens Murray Regional Partnerships

The above infrastructure projects were discussed along with discussion on the lack of targeted job training in the region, particularly in the hospitality sector, the need for the ultimate development of a 360 degree track around the Lake and completion of the Nagambie town centre street scape re-development.

- *Buckley Park road access – the redevelopment of the entry to Buckley Park has a steep turn as you exit the boat ramp. SH reported that the tight turning circle was commented on in the Infrastructure Study.*

<i>Action 1: SC to follow up with the Shire's Asset Department regarding the exit of Buckley Park Boat Ramp.</i>
--

It was noted that some work had been done and a rock had been put in place to stop people cutting this corner.

- *CS reported he had made contact with the Senior Boating Safety Officer at TSV. They would be attending Nagambie on March 13<sup>th</sup>. CS raised compliance concerns with TSV and they advised, if the public could provide evidence of noncompliance direct to TSV, that a prosecution could be based on this evidence provided it had all the appropriate elements to comply with prosecution requirements. SH to contact TSV to seek clarification of evidence required and confirm TSV's capacity to prosecute.*



*Action 2: SH to follow up with TSV re evidence required for prosecution and TSV's capacity to prosecute.*

SH reported that he had a list of points on how to collect evidence and what evidence was required by the Shire Patrol / TSV to achieve a conviction. He confirmed that the evidence required was quite onerous and, as an example, about 70% of video evidence failed to result in a conviction.

SH also reported that he would be attending a 2 day Waterway Management seminar soon.

- *SH reported that the draft boating rules, with no significant changes, had been sitting at TSV waiting for approval since August 2015. GMW has had applications in waiting for approval since 2010.*

SH reported that he had made contact with TSV 2 weeks ago but had not had a response.

- *JB suggested that a 'Dob in a Hoon' campaign be marketed to locals, to assist with noncompliance on the waterways. SC to seek clarification from TSV on requirements for infringements. Once this information has been received, the Shire will run a media campaign.*

*Action 3: SC/SH/LW to investigate the creation and implementation of a "Dob in a Hoon" media campaign.*

SH reported that a press release had been sent to the media with a focus on public awareness of poor behaviour.

AP suggested that a deterrent to poor boating / jetski behaviour would be to place some surveillance cameras along the waterways and place signs at boat launch sites saying that video surveillance was in place on the waterways.

**Action 5** | Press release to be sent to the media prior to and during the next season.

It was noted by SH that Gannawarra Shire had successfully applied to have wake boats banned from some of their waterways on the basis of swamping other boats such as dinghies and canoes not on the basis of erosion or other environmental damage.

- *SH noted that the Shire has only received one complaint over the season and no complaint calls had been made to the 1800 number.*

*Action 4: SH/LW to invite a Senior Compliance Officer from TSV to the 14th April meeting*

**Action 6** | SH/LW to invite a Senior Compliance Officer from TSV to the 11<sup>th</sup> August 2016 meeting.

- *JH relayed an offer from Scott Wikman for the Committee to attend a future GMW meeting to discuss how the Weir operates now and will in the future. Potential dates to be circulated. GMW to provide the catering.*

*Action 6: JH to liaise with SW and arrange the meeting.*

**Action 7** | SW confirmed that the Waterways Committee meeting scheduled for the 13<sup>th</sup> October 2016 will be held at the GMW offices at the Goulburn Weir.

### 3. Matters arising from this meeting

- **Review of strategic documents**

SH tabled the following documents:

- Draft Nagambie Waterways Strategy May 2016
- Draft Nagambie Waterways Strategy March 2016- Schedule 1 "User Analysis"
- Draft Nagambie Waterways Strategy March 2016- Schedule 2 "Infrastructure Analysis"
- Draft Nagambie Waterways Strategy May 2016- Implementation Plan

The documents were discussed at length and a number of changes were recommended and agreed.

It was noted that the documents had already been presented to and accepted by all other relevant parties such as GMW, GBCMA and GVW.

It was unanimously agreed, subject to the agreed changes being incorporated into the documents, that the draft Strategy be presented to the Strathbogrie Shire Council for ratification and adoption.

<b>Action 8</b>	SH to make changes to the documents and then arrange to have presented to Council for approval and adoption.
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It was also noted that RDV had yet to commit to their \$50,000 share to the Waterway Viability and Capacity Study (\$100,000 budget) to which the Shire and GMW had each committed \$25,000.

<b>Action 9</b>	Roy Hetherington or Steve Crawcour to take this matter up with RDV ASAP.
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### 4. General business

There was no general business.

### 5. Confirm meeting dates

- Thursday 11<sup>th</sup> August 2016 at the Regatta Centre beginning at 5.30pm.
- Thursday 13<sup>th</sup> October 2016 at GMW's Goulburn Weir office beginning at 5.30pm.
- Thursday 8<sup>th</sup> December 2016 at the Regatta Centre beginning at 5.30pm.

Meeting closed 7.20pm.

Signed as a true and correct record of the meeting.

Alister Purbrick  
Chairman

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## **9.7 ORGANISATION**

### **9.7.1 Targa High Country 2016 – Short Term Local Road Closures**

#### **Authors & Departments**

Technical Officer Engineering / Asset Services Directorate

Economic Development Officer / Sustainable Development Directorate

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

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

#### **Summary**

Targa Australia is seeking council approval for three short term road closures to conduct two sections of the Targa High Country 2016 competitive tarmac rally motor sport event and a lunch stop / public car display.

#### **RECOMMENDATION**

1. **That Council approve the short term road closures of the following roads on Friday 4<sup>th</sup> November 2016:**
  - **Galls Gap Road between Euroa-Mansfield Road and Kippings Road (9.00am – 3.00pm)**
  - **Harrys Creek Road between Creek Junction Road and Hays Road (9.35am – 3.00pm)**
  - **Binney Street, Euroa between Railway Street and Brock Street (10.08am – 2.38pm)****under Section 207 and Schedule 11, Clause 10 (1) (b) of the *Local Government Act 1989* “Power to place obstruction or barriers on a road temporarily”**
  
2. **That Council recommend that the community is informed of the proposed date for Targa 2016 as soon as possible to minimize any potential impacts to residents:**
  - **in the Council newsletter;**
  - **by individual letters (to Council satisfaction) to residents directly impacted by road closures.**

96/16 **CRS WEATHERALD/STORER** : *That the Recommendation be adopted.*

**CARRIED**

#### **Background**

- Council has received a letter from Targa Australia seeking council approval for the short term closure and use of three local shire roads to conduct two competitive vehicle rally race stages and a lunch stop / public car display for the Targa High Country 2016 tarmac rally on Friday 4 November 2016.
  
- The event is scheduled to cover a route through Victoria’s High Country from Friday 4 November to Sunday 6 November 2016, with activities occurring within Strathbogie Shire taking place on Friday 4 November 2016.

9.7.1 Targa High Country 2016 – Short Term Local Road Closures (cont.)

- The locations and times of the requested road closures are as follows:

Road	Between	Purpose	Closure Times
Galls Gap Road	Euroa-Mansfield Road and Kippings Road	Competitive Rally Race Stages	9.00am – 3.00pm
Harrys Creek Road	Creek Junction Road and Hays Road	Competitive Rally Race Stages	9.35am – 3.00pm
Binney Street	Railway Street and Brock Street	Lunch Stop and Public Car Display	10.08am – 2.38pm

- TARGA have requested full road closure of sections of Galls Gap Road and Harrys Creek Road to conduct rally race stages in both the morning approach of the competition vehicles to the Euroa lunch stop / public car display, and also in the afternoon following the departure of the vehicles from the lunch stop / public car display.
- TARGA have also requested full road closure of a section of Binney Street, Euroa for the purpose of conducting a lunch stop and public car display.
- Prior to the event Targa Australia will contact all landowners/occupants along the subject roads (or sections of road) via a letter advising details of the proposed road closures. This information would be distributed by Australia Post. As per the officer's recommendation contained in this report, due to three formal complaints in 2014 and one formal complaint in 2015, it is recommended that notification of an intention to hold an event be sent out to affected parties and advertised in the Council Newsletter as soon as possible.
- Prior to the event Targa Australia will implement advisory road side signage and variable message signs, approved by Vic Roads to inform road users of the proposed road closures.
- Prior to the event, Targa Australia will place local newspaper advertisements to inform the public of the proposed road closures.
- Prior to the event, Targa Australia will also contact schools, contractors, transport companies, tourism authorities and tourism operators advising details of the route and road closures.
- Targa Australia are also seeking VicRoads approval for the closure of Euroa-Mansfield Road (between Knights Road and Galls Gap Road) between 9.00am and 3.00pm for "Merton and Galls Gap" racing stage. VicRoads have already indicated that they are in support of this arterial road closure.
- Targa Australia are also seeking Victoria Police approval for the proposed road closures for this event. Victoria Police have already indicated that they are in support of this event and proposed road closures.

#### 9.7.1 Targa High Country 2016 – Short Term Local Road Closures (cont.

- Targa Australia will also inform the CFA of the proposed road closures.
- Residents along the sections of closed roads will not be able to leave their homes or access their properties (if elsewhere) until the roads are re-opened.
- In the case of any medical emergencies occurring for affected residents for the duration of the road closures, the race will be stopped to allow access of emergency vehicles. Targa will have an intensive care paramedic on site which will enable faster than normal access to medical treatment.
- Targa will have marshals stationed at all road closure points and for the duration of the road closures, will provide advice to drivers of approaching vehicles whether or not an alternative detour route will be possible to the specific destination they are seeking.

#### **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**

Targa Australia competitive tarmac vehicle rally events operate under strict comprehensive regulations set by the Confederation of Australian Motor Sport (CAMS) national regulatory body. These comprehensive regulations ensure that adequate protection control is provided to ensure the safety of all participants and general public, and that emergency services are stationed on site during the event to attend to any emergency events, whether these relate to either a member of the general public or an event related incident.

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

#### **Strategic Links – policy implications and relevance to Council Plan**

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

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

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

#### **Financial / Budgetary Implications**

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

#### **Economic Implications**

Using the Tourism Impact Summary Report through REMPLAN it is expected that for every direct one dollar in output (\$37,000) there is an extra \$0.28 of activity generated within the region due to the industrial effects.

9.7.1 Targa High Country 2016 – Short Term Local Road Closures (cont.)

**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**

Residents along the sections of closed roads will not be able to leave their homes or access their properties (if elsewhere) for the entire duration of the road closures until the roads are re-opened. Farms and other business operators located along the sections of closed roads will not be able to conduct any vehicle based business operations for the entire duration of the road closures until the roads are re-opened.

**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**

These formal road closures will require Council consideration and public notice of the decision to close these roads, as they will have an impact on a number of shire residents. This event has been approved by Council and conducted on these roads previously in November 2014 and November 2015. Formal notification letters will be required to be sent out prior to the event to affected land owners and residents of properties.

**9.7.2 Strathbogie Shire Council Audit Committee**  
**- Draft Minutes of the Meeting held on Friday 24 June 2016**

**Author / Department**

Director, Corporate and Community / Corporate and Community Directorate

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

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

**Summary**

Attached are draft unconfirmed Minutes of the Audit Committee meeting held on Friday 24 June 2016.

**RECOMMENDATION**

- 1. That the draft Minutes of the Audit Committee meeting held on Friday 24 June 2016 be received.**
- 2. That Recommendations from the Audit Committee be approved.**

97/16 **CRS WILLIAMS/LITTLE** : *That the Recommendation be adopted.*

**CARRIED**

**Background**

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

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

**Alternative Options**

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

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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



9.7.2 Strathbogie Shire Council Audit Committee  
- Draft Minutes of the Meeting held on Friday 24 June 2016 (cont.)

**Financial / Budgetary Implications**

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

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

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

**Victorian Charter of Human Rights and Responsibilities Act 2006**

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

**Legal / Statutory Implications**

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

**Consultation**

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

**Attachments**

Draft Minutes of the Strathbogie Shire Council Audit Committee meeting held on Friday 24 June 2016.



Strathbogie Shire Council  
Audit Committee Meeting

24 June 2016



## STRATHBOGIE SHIRE COUNCIL

**Minutes of a meeting of the Strathbogie Shire Council Audit Committee held on Friday 24 June 2016 at the Euroa Community Conference Centre, commencing at 9.30 a.m.**

<b>Committee Members:</b>	<b>Mr John McInnes</b>	-	Chair
	<b>Ms Claire Taranto</b>	-	Community Representative
	<b>Mr Robert Gardner</b>	-	Community Representative
	<b>Cr Graeme Williams</b>	-	Council Representative
<b>Officers:</b>	<b>Mr Phil Howard</b>	-	Director, Sustainable Development
	<b>Mr David Woodhams</b>	-	Director, Corporate and Community
<b>Internal Auditors:</b>	<b>Mr Brad Ead</b>	-	AFS & Associates
<b>External Auditors:</b>	<b>Ivy Ly*</b>	-	Audit Manager, Financial Audit Victorian Auditor-General's Office
	<b>Udai Sidhu*</b>	-	Financial Auditor Victorian Auditor-General's Office

*\* Participated in the meeting via telephone, as required*

1. Welcome
2. Acknowledgement of Traditional Land Owners

*'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the more recent custodians of the land'*

3. Apologies

	<b>Tim Loughnan</b>	-	Director, Financial Audit – Local Government Victorian Auditor-General's Office
	<b>Mr Steve Crawcour</b>	-	Chief Executive Officer
	<b>Mr Roy Hetherington</b>	-	Director, Asset Services

4. Disclosure of Interests

Nil

Strathbogie Shire Council  
Audit Committee Meeting

24 June 2016

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5. Confirmation of Minutes

Confirmation of the Minutes of the Audit Committee meeting held on Friday 11 March 2016

21/16 *CLAIRE TARANTO/GRAEME WILLIAMS : That the Minutes of the Audit Committee meeting held on Friday 11 March 2016 be confirmed*

**CARRIED**

6. Business

7. Items raised by Committee Members

8. Next Meeting



Strathbogie Shire Council  
Audit Committee Meeting

24 June 2016

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6. **BUSINESS**

6.1 **Internal Audit Reports**  
**- 2016-02: Procurement**  
**- 2016-03: Long Term Financial Plan**

For the information of Audit Committee members, copies of the two reports prepared by Council's Internal Auditors, AFS & Associates, were distributed.

**RECOMMENDATION**

That the Internal Audit Reports –

- 2016-02: Procurement
- 2016-03: Long Term Financial Plan

be noted.

*22/16 ROBERT GARDNER/CLAIRE TARANTO : That the Recommendation be endorsed, and that outstanding items be followed up.*

**CARRIED**

6.2 **Procurement Policy Updates**

Council's Procurement Policy and Guidelines have been reviewed, as is required on an annual basis. The review has also considered the AFS & Associates report listed in Item 6.1.

**RECOMMENDATION**

That the Procurement Policy and Guidelines be endorsed by the Audit Committee.

*23/16 CLAIRE TARANTO/ROBERT GARDNER : That the Recommendation be endorsed.*

**CARRIED**

### 6.3 Policy Updates

The following Policies have either been reviewed or created to reflect industry best practice.

- Purchasing Card Policy
- Discretionary Expenditure Policy

#### RECOMMENDATION

That the Credit Card Policy and Discretionary Expenditure Policy be endorsed by the Audit Committee.

24/16 *CLAIRE TARANTO/ROBERT GARDNER* : That the Credit Card Policy be endorsed by the Audit Committee, subject to the inclusion of an additional criterion.

**CARRIED**

25/16 *GRAEME WILLIAMS/CLAIRE TARANTO* : That the Discretionary Policy be endorsed by the Audit Committee.

**CARRIED**

### 6.4 Victorian Audit-General's Office (VAGO) – "Managing and Reporting on the Performance and Cost of Capital Project" Interim Management Letter

VAGO tabled this report to the Victorian State Parliament on 4 May 2016. Council's Audit Committee Chair requested the report be included in this Agenda to see if we can improve our performance in this area. The overview presentation was distributed to Committee members as the main report contained 146 pages.

#### RECOMMENDATION

That the report be noted.

*CLAIRE TARANTO/GRAEME WILLIAMS* -

1. That the Recommendation be noted, and that outstanding items be followed up.
2. That Council's Investment Policy be presented to the next Audit Committee meeting for review.
3. That the Performance Report be deferred to the next Audit Committee meeting.

26/16

**ON BEING PUT, THE MOTIONS WERE CARRIED**

6.5 2016/201717 Draft Council Budget

A copy of the draft Budget for 2016/2017 was distributed for the information of Audit Committee members. An overview of the draft Council Plan / Strategic Resource Plan / Budget documents, and draft Budget Frequently Asked Questions were also attached for Committee members' information.

Submissions to the Budget were heard on 7 June 2016, and a summary was provided for the information of Committee members.

**RECOMMENDATION**

**That the report be noted.**

*27/16 CLAIRE TARANTO/ROBERT GARDNER : That the Recommendation be noted..*

**CARRIED**

6.6 Future Internal Audits

The following Audits will be undertaken in 2016 –

- Past Issues Review
- Asset Management
- Business Continuity and Disaster Recovery

**RECOMMENDATION**

**For Information.**

*28/16 GRAEME WILLIAMS/CLAIRE TARANTO : That the Recommendation be noted.*

**CARRIED**

6.7 Status of Internal Audit Program

## 6.8 My Data Reporting Portal

MyData is a tool that uses the Intranet to present statistical reports to demonstrate individual and group usage of phones (desk and mobile), internet data usage (mobile devices) and printers (number of pages), as well as operational data from Council's various digital systems, including Confirm (Asset Management), IPFX (Telephony) and InfoWISE (Document Management).

Background to the reporting Portal and Guidelines were provided for Committee members' information.

### **RECOMMENDATION**

**That these items be noted.**

*29/16 CLAIRES TARANTO/ROBERT GARDNER : That the Recommendation be noted.*

**CARRIED**

## 6.9 Key Strategic Indicators

Provided for Audit Committee members' information were details of April 2016 outstanding Confirm Enquiries and Job Intervention Analysis and Excess Annual Leave reports.

### **RECOMMENDATION**

**That these items be noted.**

*30/16 CLAIRES TARANTO/GRAEME WILLIAMS : That the Recommendation be noted, only in so far as it relates to Outstanding Confirm Enquiries and Job Intervention Analysis.*

**CARRIED**

**Note:** Excess Annual Leave reports to be circulated to members before next meeting.



**6.10 Shared Services Update**

Council's Chief Executive Officer, Mr Steve Crawcour, will provide Audit Committee members with an update on the Shared Services project.

*Due to Council's Chief Executive Officer, Mr Steve Crawcour, being an apology for the meeting, the Deputy Chief Executive Officer, Phil Howard, provided an update to the Committee.*

**RECOMMENDATION**

**That the verbal report from the Deputy Chief Executive Officer be noted.**

*31/16 ROBERT GARDNER/CLAIRE TARANTO : That the Recommendation be noted.*

**CARRIED**

**6.11 Investigations / Chief Executive Officer Reports**

Council's Chief Executive Officer, Mr Steve Crawcour, will provide a verbal briefing of any investigations currently being undertaken by Council.

*Due to Council's Chief Executive Officer, Mr Steve Crawcour, being an apology for the meeting, the briefing was deferred until the next Audit Committee meeting.*

**RECOMMENDATION**

**That the verbal report from the Chief Executive Officer be deferred until the next meeting.**

**GRAEME WILLIAMS/CLAIRE TARANTO –**

*32/16*

**ON BEING PUT, THE MOTION WAS CARRIED**

**7. ITEMS RAISED BY COMMITTEE MEMBERS**

**ROBERT GARDNER –**

- **Strathbogie Voices meeting ~ create risk for Council, e.g. one issue based.**
- **Presentation of draft Review of Action Groups to next meeting.**

8. FUTURE MEETINGS - 2016

Dates for the remainder of the year have been scheduled for –

- Friday 9 September 2016 (*was initially scheduled for Friday 16 September 2016*)
- Friday 16 December 2016

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.49 A.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date

**9.7.3 Council Policy**  
**- Councillor / Staff Interaction Policy**

**Author & Department**

Executive Manager, Corporate and Community / Corporate and Community Directorate

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

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

**Summary**

Section 94A subsection 3A, states:

*"The Chief Executive Officer is responsible for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors."*

The newly adopted Councillor Code of Conduct (Code) for Strathbogie Shire Council also states in **Section 7. Relationships with Staff**.

*"We will comply with the Councillor/Council staff interaction policy or protocol required to be implemented by the CEO under section 94A (3A) of the Act."*

This Councillor / Staff Interaction Policy (Policy) has been developed to ensure both the Local Government Act 1989 (Act) and the Code are complied with. The Policy is presented to Council for adoption.

**RECOMMENDATION**

**That Council adopt the Councillor / Staff Interaction Policy.**

*98/16 CRS SWAN/LITTLE : That the Recommendation be adopted.*

**CARRIED**

**Cr Weatherald called for a division**

For the Recommendation

Cr Swan  
Cr Little  
Cr Williams  
Cr Purbrick  
Cr Storer  
Cr Furlanetto

Against the Recommendation

Cr Weatherald

**Background**

In the past, councillor/staff interactions have been managed informally by way of advice and monitoring by the Chief Executive Officer (CEO). No formal arrangements other than the councillor and staff codes of conduct have been in place to specify the way in which councillors council staff should interact.

9.7.3 Council Policy  
- Councillor / Staff Interaction Policy (cont.)

The Act specifies that the CEO should ensure that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between council staff and councillors. The Code specifies that councillors must comply with the Councillor/Council staff interaction policy.

This new policy formalises the current protocols for councillor/staff interaction. Contravention of this policy will constitute a contravention of the Code and will be dealt with accordingly.

The Policy applies to all councillors and council employees. There is capacity to develop specific policies to address specific circumstances for individual councillors in the future, if required. The Policy will be reviewed within 12 months of the 2016 election, and then reviewed every two years.

**Alternative Options**

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

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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

**Financial / Budgetary Implications**

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

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

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

9.7.3 Council Policy  
- Councillor Staff Interaction Policy (cont.)

**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**

Adequate policies, protocols, practices governing the way in which councillors interact with council staff is a requirement of the function of the CEO and is a requirement under the Code.

**Consultation**

This Policy is required for internal governance and therefore the author of this report considers that the matter under consideration did not warrant a community consultation process.

**Attachments**

Councillor / Staff Interaction Policy





# COUNCILLOR / STAFF INTERACTION POLICY

COUNCIL POLICY	
Effective Date:	.....2016
Last Review:	
Current Review:	
Adopted by Council:	..... July 2016
Next Review Date:	Biennially
Responsible Officer/s:	Executive Manager Corporate & Community

## 1. Purpose

The purpose of this policy is to provide guidance and support for councillors and council staff in the performance of their duties and to ensure that the Strathbogie Shire Council is efficient and effective, with high standards of governance and transparency.

This policy complements the councillor and staff codes of conduct and supports compliance with Division 1A—Conduct and interests of the Local Government Act 1989 (Act).

## 2. Objectives

The objectives of this policy are to:

- recognise the respective roles and responsibilities of councillors and council staff, in particular the chief executive officer (CEO), in accordance with the Strathbogie Shire Council Councillor Code of Conduct;
- assist councillors and council staff in respecting the roles and responsibilities of others in the organisation;
- maintain transparent decision making and governance arrangements
- support compliance with the provisions of the *Local Government Act 1989* in particular Part 4 Division 1A – Conduct and Interests; and
- recognise the responsibilities of the council in ensuring that it meets the responsibilities of the *Occupational Health and Safety Act 2004* and the *Equal Opportunity Act 2010* to protect people from risks to their health and safety including harassment, bullying, violence and discrimination.

## 3. Scope

This policy applies to all councillors and all council employees. It applies to all forms of interaction between councillors and staff members at all times.

## 4. Definitions

Council staff and employees - A staff member is defined under the Act as:  
*a natural person who is employed by the Chief Executive Officer (other than an independent contractor under a contract for services or a volunteer) to enable—*

- (a) *the functions of the Council under this Act or any other Act to be carried out;*
- (b) *the Chief Executive Officer to carry out his or her functions;*

*Note The Chief Executive Officer is also a member of Council staff—see section 94(2).*

## 5. Policy Principles

The council employs the CEO and the CEO is responsible for the organisation. Therefore councillors' primary point of communication is via the office of the CEO.



Contact with other council staff will be in accordance with the procedures supporting this policy.

Councillors are prohibited under Section 76E of the Act from improperly directing or seeking to influence Council staff.

Councillors may receive community requests for support regarding a range of issues. Councillors and council officers will honour their respective obligations to maintain probity, including adherence to privacy principles, in responding to such requests.

Where any councillor or staff member has concerns in regard to communications between councillors and council staff, the matter will be referred to the CEO who is responsible for the management of such interactions.

To achieve good governance, clear and effective communication procedures for councillors and council staff are essential. In Strathbogie Shire Council, the procedures which apply to councillors and council staff communication are:

- 5.1 All communication between councillors and council staff will be courteous and respectful.
- 5.2 The Mayor is able to go directly to the manager responsible for media and communications or their delegate in respect to media statements, requests and responses. All decisions arising from this interaction will be communicated to the CEO or relevant director prior to any actions being taken.
- 5.3 Unless otherwise specified in the table shown in the appendix, councillors seeking information or wishing to make comment on a specific organisational matter should do so either via the CEO or, if the matter specifically relates to a particular department, the councillor may contact the relevant director.
- 5.4 Contact between councillors and council staff responsible for supporting particular council portfolios is to be established via the relevant director and executive manager.
- 5.5 Contact between councillors and council staff should be consistent with the objectives and principles of this policy.
- 5.6 Council staff members are to inform their executive manager, director or the CEO of any contact made directly to them by councillors.
- 5.7 The CEO and relevant director are to be copied in or otherwise formally advised of all communication between staff and councillors.

In the event that this policy contradicts the councillor or staff codes of conduct, then the codes of conduct will prevail.

## **6. Related Documents**

### **Council Policy**

- Councillor Code of Conduct
- Staff Code of Conduct CEO Directive

### **Legislation**

- *The Local Government Act 1989*



## **7. Human Rights**

The Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.



## Appendix

Approved communication channels for councillors						
	CEO	Executive Assistant	Director	Executive Manager C&C	Manager Communications	Admin Staff
Council Plan, strategies And policy	✓		✓			
Civic and ceremonial	✓	✓	✓			
Operational matters	✓		✓			
Media and communications	✓		✓		✓	
ICT support			✓			
Planning matters	✓		✓			
General requests	✓	✓	✓			✓
Regulatory matters	✓		✓			
Code of Conduct	✓			✓		
Works requests			✓			

**9.7.4 Council Policy**  
**- Procurement Policy and Chief Executive Officer Directive**

**Author & Department**

Manager, Governance and Statutory Services / Corporate and Community Directorate

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

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

**Summary**

A revised Procurement Policy is presented to Council for adoption and the supporting Procurement Guidelines CEO Directive is tabled for information.

**RECOMMENDATION**

**That Council adopts the Procurement Policy.**

*99/16 **CRS PURBRICK/SWAN** : That the Recommendation be adopted, subject to amendments to the 'Procurement Thresholds' component of the Policy, as shown by strikethroughs / hatching / bolding / underlining.*

**CARRIED**

**Background**

**Procurement Policy**

Summary of change;

Based on the Executive and internal audit recommendations, the procedural detail and repetitive content contained within the policy has been moved to the guidelines.

The purpose of the policy has been expanded to all procurement, not just the tender process. Each principle remains within the policy statement, although the detail behind the principle has been moved to the guidelines.

The principle of Best Value has been added, along with an acknowledgement as to the legal responsibility to comply with the Charter of Human Rights. The policy now reflects a statement of intent, in demonstrating best practice, value and in looking to partnership opportunities, including initiatives through the Goulburn Valley Regional Collaborative Alliance (GVRCA).

The current policy sets a \$500.00 minimum quotation threshold value. In the interests of administrative efficiencies and with regard to risk to Council, it was considered by the Contracts and Procurement Team (CPT) that raising the threshold value to \$3000.00 would be a reasonable compromise and the policy is proposed to be amended accordingly.

9.7.4 Council Policy  
- Procurement Policy and Chief Executive Officer Directive (cont.)

In setting the value, a benchmarking exercise of state and regional policy has been conducted to ensure best practice with the following summary table;

Source	Minimum Quote Threshold	Conditional requirement
Benalla RC	Up to \$3,000.00	One verbal quote
Bendigo GCC	Up to \$5,000.00	One written quote
Local Government Victoria Best Practice	Up to \$3,000.00	One verbal or written quote
Mansfield SC	Up to \$10,000.00	One verbal or written quote
MAV Model Procurement Policy	Up to \$5,000.00	One email quote
Mitchell SC	Up to \$5,000.00	One verbal or written quote
Moira SC	Up to \$5,500.00	Seek value for money
Murrindindi SC	Up to \$5,000.00	One verbal quote
Shepparton GCC	Up to \$500.00	Best value

A Procurement Threshold table will be included in the policy and is set out as per below.

Procurement Thresholds Inclusive of GST				
Up to \$3,000	\$3,001 to \$5,000	\$5,001 to \$25,000	<ul style="list-style-type: none"> <li>▪ \$25,001 to \$150,000 (goods and services)</li> <li>▪ \$25,001 to &lt; \$200,000 (construction works)</li> </ul>	Greater than: <ul style="list-style-type: none"> <li>▪ \$150,000 (goods and services); or</li> <li>▪ \$200,000 (construction works)</li> </ul>
One (1) written or verbal quotation	minimum two (2) written or verbal quotations	minimum two (2) written quotations	minimum three (3) written quotations	See Public Tender Process

**Procurement Guidelines CEO Directive**

Summary of Change;

The draft version Procurement Guidelines CEO Directive is provided for reference in support of the Procurement Policy.

9.7.4 Council Policy  
- Procurement Policy and Chief Executive Officer Directive (cont.)

The version as presented for reference has been assessed against regional examples of policy and procedure, and has regard for;

- Local Government Procurement Best Practice Guidelines (April 2013)
- Municipal Association of Victoria – Model Procurement Policy (2011)

Based on the EMT and internal audit recommendations, much of the procedural detail and repetitive content contained in the policy has been moved to the guidelines.

It is not considered that there have been any material changes to the tendering processes within the draft guidelines that would affect procurement initiatives through the Alliance (GVRCA).

In assessment against the 2013 procedures, and in reference to the best practice guidelines, additional components have been added including;

- Purchasing methods
- Purchase orders (including documenting quotations)
- Purchase order exemptions
- Petty cash
- Purchasing cards
- GST and Local Community/Sporting Groups
- Grants expenditure
- Hazardous goods
- Quality Assurance
- Terms of payment
- Disposal of goods, plant and equipment

Further changes were added after external audit comments around strengthening the variations clauses.

The Variations table, Section 4.7, sets the limit of variations approvals based on financial delegations. The intent of the table is to limit the need for referral to Council within delegated limits.

Contract Variations				
Value of Original Contract (GST incl.)	Total of Variations – Level of Authority			
	Manager	Director	CEO	Council
Up to \$50,000	10%	25%	100%	N/A
\$50,000 - \$150,000	10%	20%	30%	+30%
\$150,000+	Up to \$15,000	Up to \$30,000	30% or up to \$100,000	+\$100,000

On the formal adoption of the Policy by Council and the Executive approval of the Guidelines, an organisational awareness and user program will be rolled out.

9.7.4 Council Policy  
- Procurement Policy and Chief Executive Officer Directive (cont.)

General guidance on procedural processes can be provided by members of the Contracts and Procurement Team (CPT).

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. This alternative has been identified as the preferred option.

**Risk Management**

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

Organisation compliance with the Policy and supporting guidelines ensures that all procurement activity demonstrates best practice and best value for Council.

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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

**Financial / Budgetary Implications**

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

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

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

**Victorian Charter of Human Rights and Responsibilities Act 2006**

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

**Legal / Statutory Implications**

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

9.7.4 Council Policy  
- Procurement Policy and Chief Executive Officer Directive (cont.)

**Consultation**

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

**Attachments**

Procurement Policy

*Draft Procurement Guidelines CEO Directive tabled for information*





# PROCUREMENT POLICY

COUNCIL POLICY	
Effective Date:	18 November 2014
Last Review:	17 November 2015
Current Review:	June / July 2016
Adopted by Council:	..... 2016
Next Review Date:	Annually
Responsible Officer/s:	Director, Corporate and Community



## **Purpose**

The purpose of this Policy is to ensure that Council's procurement processes achieve best practice in the following:

- value for money, innovation and continuous improvement in the provision of services for the community;
- a strategic approach to procurement planning, implementation and evaluation;
- enabling sustainable outcomes including economic, environmental and social sustainability;
- efficient and effective use of Council resources;
- utilising collaboration and partnership opportunities, including initiatives through the Goulburn Valley Regional Collaborative Alliance (GVRCA);
- high standards of probity, transparency, accountability and risk management; and
- compliance with legislation, the current *Council Plan* objectives, Council policies and industry standards.

## **Objective**

Section 186a of the *Local Government Act 1989* (the Act) requires the Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

## **Scope**

The Policy covers all Council procurement activity and is binding upon Council Staff, contractors and consultants while engaged by the Council.

## **Standards**

The Council's procurement activities will be carried out to the professional standards required by best practice and in compliance with the;

- *Local Government Act 1989*
- Council policies
- Councillor Code of Conduct
- CEO Directive - Procurement Guidelines
- Victorian Local Government Best Practice Procurement Guidelines 2013
- Other relevant legislative requirements

## **Policy Statement**

The Council recognises that a procurement policy and guidelines will support the achievement of the Council's strategic objectives.

The Council is committed to ensuring its purchasing practices are sustainable, efficient and deliver value for money, while encouraging a competitive environment for suppliers and seek to support local enterprise.

## **Principles**

The Council's purchasing practices are based on the following principles:

- **Best Value**

Section 208A & section 208B of The Act requires that Council must adopt and comply with Best Value Principles.

- **Purchasing methods**

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

- a) petty cash, or corporate credit or debit card or purchase order for low value simple purchases;
- b) a quotation process for purchases;
- c) contract following a tender process;
- d) purchasing schemes or approved suppliers including collaborative purchasing arrangements with other councils, agency arrangements (section 186(5) (b)) and Ministerial approved schemes (section 186(5) (b)) such as the Municipal Association of Victoria and Procurement Australia;
- e) the Council or the CEO may approve other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority; and
- f) Ministerial exemptions from tendering requirements in exceptional circumstances such as natural disaster recovery or interruption to a delivery of key services.

- **Delegations Reserved for the Council**

Only the Council can award contracts that are greater than:

- \$150,000 Incl. GST for goods and services
- \$200,000 Incl. GST for works

- **Delegation of Procurement Authority**

Council procurement activities are undertaken using Financial Delegations, allowing Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council.

• **Procurement Thresholds**

Purchase of goods and services having a total value of \$150,000 inclusive of GST or less, and carrying out works total value of \$200,000 inclusive of GST or less, are subject to the following thresholds in total;

<b>Procurement Thresholds Inclusive of GST</b>				
Up to \$3,000	<del>\$5,001 to \$8,000</del>	\$5,001 to \$25,000	<ul style="list-style-type: none"> <li>▪ \$25,001 to \$150,000 (goods and services)</li> <li>▪ \$25,001 to &lt; \$200,000 (construction works)</li> </ul>	Greater than: <ul style="list-style-type: none"> <li>▪ \$150,000 (goods and services): or</li> <li>▪ \$200,000 (construction works)</li> </ul>
One (1) written or verbal quotation	<del>minimum two (2) written or verbal quotations</del>	minimum two (2) written quotations	minimum three (3) written quotations	See Public Tender Process

• **Fair and Honest Dealing**

Prospective suppliers will be afforded an equal opportunity to tender or quote. Impartiality will be maintained in selecting suppliers.

• **Conduct of Councillors and Council Staff (Ethics and Probity)**

Council's procurement activities will be performed with integrity, and in an ethical and transparent manner.

• **Gifts and Hospitality**

No Councillor or member of Council Staff shall, either directly or indirectly, solicit or accept gifts, and or hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings.

• **Occupational Health and Safety**

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors. Council requires all its contractors and suppliers to share this commitment to providing a safe and healthy environment.

• **Risk Management**

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

- **Accountability and Transparency**

Accountability in procurement means being able to demonstrate and provide evidence to an independent third party that a defined process has been followed and that the process is transparent, fair and reasonable.

- **Sustainable Procurement**

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

- **Economic Sustainability**

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total lifecycle cost consistent with acceptable quality, reliability and delivery considerations. Section 186(4) of the Act provides that the Council is not required to accept the lowest tender or accept any tender.

- **Environmental Sustainability**

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

- **Social Procurement**

Council is committed to enhancing partnerships with community stakeholders, enabling capacity building and providing a range of social benefits.

- **Local Procurement**

Consistent with value for money principles, where equivalent value can be sourced either locally or regionally, preference will be given to those suppliers.

- **Disclosure of information**

Information received by the Council that is Commercial in Confidence must not be disclosed.

- **Process Improvement**

The Council will undertake continual process improvement including innovative and technological initiatives.

- **Human Rights Charter**

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

## **Review**

This policy is required to be reviewed at least once in each financial year as per section 186A (7) of the *Local Government Act 1989*.

### **9.7.5 Tourism, Arts and Culture Advisory Committee**

#### **Author and Department**

Director Sustainable Development/Sustainable Development

#### **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**

At Council's Statutory Meeting last year, Council listed a new advisory committee to be formed. This was the Tourism, Arts and Culture Advisory Committee. Council is committed to public participation and utilising the human capital resource of the general community to assist in the achievement of the Council Plan and the strategies that govern the future of the Shire.

Having regard to the above, it is recommended to resolve to formally appoint a Tourism, Arts and Culture Advisory Committee which will:

- Provide a formal mechanism for Council to consult with key stakeholders,
- Seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit.
- Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.

The role of the Committee is to carry out the following functions:

- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.
- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.

A draft Charter for the committee is attached.

9.7.5 Tourism, Arts and Culture Advisory Committee (cont.)

**RECOMMENDATION**

**That Council resolve to:**

- 1. Appoint a Tourism, Arts and Culture Advisory Group and adopt the attached committee charter.**
- 2. Appoint Council, community and industry representatives as per the draft charter attachment.**

*100/16 CRS SWAN/STORER : That the Recommendation be adopted.*

**CARRIED**

**Background**

The Committee shall be an advisory group of Council and not a decision making body. The Council will review the committee charter within 12 months after the election of Councillors; which is every four years.

The Committee is recommended to consist of the following representatives:

- Councillors (2)
- Council Officers (2, Executive Manager Corporate & Community & Executive Manager Sustainable Development)
- Business Enterprise Euroa (1 Representative)
- Nagambie Lakes Tourism and Commerce (1 Representative)
- Goulburn River Valley Tourism Association (1 Representative)
- Community representatives (4 by expression of interest)

The Council or Committee may second people with technical expertise as required for a temporary period.

**Alternative Options**

The alternative is not to appoint such an advisory group and remain with the status quo.

**Risk Management**

There are no risk management issues associated with the appointment of the advisory group, i.e. they are not a decision making body of Council.

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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

9.7.5 Tourism, Arts and Culture Advisory Committee (cont.)

**Financial / Budgetary Implications**

Financial implications are immaterial and will be contained within current budget allocations.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community. However, the committee will assist Council and the community with economic initiatives.

**Environmental / Amenity**

The author of this report considers that the recommendation will assist in the improvement and promotion of tourism, art and cultural activities.

**Community Implications**

The author of this report considers that the recommendation will allow more community input into the decision making of Council and increase tourism, arts and cultural awareness.

**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**

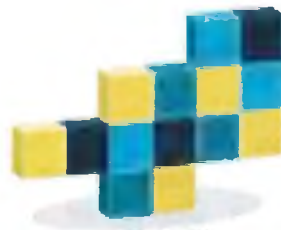
The establishment of the advisory group will be in accordance with the *Local Government Act 1989*.

**Consultation**

Consultation was conducted via the drafting and implementation of the current Council Plan.

**Attachments**

Draft Tourism, Arts and Cultural Advisory Group Charter



**Strathbogie**  
*shire*

**Strathbogie Shire  
Tourism, Arts and Culture  
Advisory group**

**Endorsed by Council .....**



## **STRATHBOGIE SHIRE COUNCIL**

### **CHARTER OF THE TOURISM, ARTS AND CULTURE ADVISORY GROUP**

#### **1. CONSTITUTION**

- 1.1 The Strathbogie Shire Council ("Council") has resolved to appoint a Tourism, Arts and Culture Advisory group ("Committee").
- 1.2 The Committee shall be an advisory group of Council and not a decision making body.
- 1.3 The Council will review the Tourism, Arts and Culture Advisory group within 12 months after the election of Councillors; which is every four years.

#### **2. OBJECTIVES OF THE COMMITTEE**

The objectives of the Committee are:

- To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit.
- Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.

#### **3. TERMS OF REFERENCE**

The role of the Committee is to carry out the following functions:

- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.
- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.



#### **4. COMMITTEE MEMBERSHIP**

4.1 The Council has resolved that the Committee shall consist of the following representatives:

- Councillors (2)
- Council Officers (2, Executive Manager Corporate & Community & Executive Manager Sustainable Development)
- Business Enterprise Euroa (1 Representative)
- Nagambie Lakes Tourism and Commerce (1 Representative)
- Goulburn River Valley Tourism Association (1 Representative)
- Community representatives (4 by expression of interest)

4.2 The Council or Committee may second people with technical expertise as required for a temporary period.

#### **5. TERM OF APPOINTMENT**

5.1 Public members hold their appointment in their own right whilst members nominated by a particular group will represent that group.

5.2 Public members of the Committee appointed for a period of two (2) years shall be eligible for re-appointment to the Committee for a further term of two (2) years each.

5.3 A member of the Committee may resign his/her position at any time.

5.4 The Committee is empowered to declare a Committee member's position vacant if he/she fails to attend 3 consecutive meetings without leave by resolution duly passed.

5.5 The Council shall appoint another person to fill any vacancy caused by the resignation of any member of the Committee.

5.6 Any person appointed to fill a vacancy on the Committee shall hold office for the unexpired portion of the previous member's term of office.

#### **6. NOMINATION OF MEMBERSHIP**

6.1 The Council shall invite nominees by expression of interest not less than one (1) month prior to the date of the termination of the term of office of the representatives.

6.2 Council has the right to veto any nomination if the nominee is deemed to be unsuitable for the purpose of the Committee.

#### **7. CHAIRPERSON**

7.1 The Council will appoint a Councillor as Chairperson of the Committee to preside at all meetings at which he/she is present.

7.2 In the absence of the Chairperson, the Committee may elect one of the members to preside as Chairperson at the meeting.

7.3 The role of the Chairperson shall be:  
(a) To chair all meetings of the Committee.  
(b) To act as the liaison person between the Committee and Council.

**8. SECRETARY**

The Committee is to be serviced with the administrative and technical support provided by Council.

8.1 The Chief Executive Officer shall appoint a Council Officer to act as Secretary to the Committee.

8.2 The Secretary shall prepare the agenda and minutes for each meeting of the Committee and shall distribute, or arrange to be distributed, copies of the agenda and minutes to members of the Committee and Council.

**9. REPORTING**

9.1 The Committee shall submit its minutes to Council for inclusion in the next available Council Meeting Agenda.

**10. DELEGATIONS**

10.1 This Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure until resolved explicitly by Council.

**11. FINANCES**

11.1 This Committee has no delegated authority to expend monies.

**12. INSURANCES**

12.1 The Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy of committee members, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

**13. MEETINGS OF THE COMMITTEE**

13.1 All meetings of the Committee shall be conducted in accordance with Council's Local Law No. 1.

13.2 The Committee shall meet at least quarterly at a date and time to be determined at the first meeting. Additional meetings may be convened at the discretion of Council.

**14. QUORUM**

- 14.1 A quorum is formed when a simple majority of members of the Committee is present at a meeting.

**15. REVIEW**

- 15.1 The Council shall carry out regular reviews of the Committee's Charter.
- 15.2 The Council may carry out a special review of the Committee's Charter at the request of the Committee.
- 15.3 The Council shall consult with the Committee prior to the making of amendments or alterations to the Committee's Charter.

**16. PECUNIARY INTERESTS**

- 16.1 Members of this Committee are not obliged to submit returns of pecuniary interest as there is no delegated power to the Committee.

This Strathbogie Shire Council Tourism, Arts and Culture Advisory Group Charter is made on behalf of Strathbogie Shire Council by its Chief Executive Officer under the authority of the Instrument of Delegation.

**SIGNED** by **Steve Crawcour**  
*Chief Executive Officer of the Strathbogie Shire Council*

.....

Dated: .....

**9.7.6 Contract No. 13/14-04  
- Contract Renewal ~ Environmental Health Services**

**Author & Department**

Director, Corporate and Community / Corporate and Community Directorate

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

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**

Kernow Environmental Services P/L have been providing environmental health services to Council under contract since August 2013. This report is to extend the contract for a further three years under the terms of the original contract.

**RECOMMENDATION**

- 1. That Council endorses the extension to Contract No. 13/14-04 for an additional three years under the terms of the contract.**
- 2. That Council endorses the signing and sealing of the contract documents once received.**

*101/16 CRS LITTLE/WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

**Background**

Council originally awarded the contract for Environmental Health Services to Kernow Environmental Services P/L in November 2010. The contract was renewed in 2013 and an option to extend for an additional three years was included.

Kernow have continued to provide high quality contract services on behalf of Council to the Strathbogie Shire community and it is considered to appropriate to maintain the continuity of services, by exercising the 3 year contract extension option. Some key statistics include –

• Food Premises Registered	113
• Food samples analysed 2015/2016	25
• Investigation of food premises complaints 2015/2016	8
• Businesses registered under Public Health and Wellbeing Act	14
• Infectious diseases investigations	3
• Nuisance complaints investigated	29
• Septic Tank applications	53
• Septic Tank approvals	29

9.7.6 Contract No. 13/14-04  
- Contract Renewal ~ Environmental Health Services (cont.)

Key performance indicators to be included in the contract include actions based on the following areas:

- Food safety and compliance management (Food Act 1984)
- Food sampling and analysis
- Investigation of food and premises complaints and reports of food borne illness
- Public Health and Compliance Management (Public Health and Wellbeing Act 2008)
- Infectious Diseases Investigation
- Nuisance Complaints
- Domestic Wastewater Management

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. Council is exercising their right to extend the contract in conjunction with Kernow.

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations other than those provided in the 2016/2017 budget.

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

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

**Victorian Charter of Human Rights and Responsibilities Act 2006**

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

9.7.6 Contract No. 13/14-04  
- Contract Renewal ~ Environmental Health Services (cont.)

**Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council other than to consider approving the extension to the contract.

**Consultation**

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

**Attachments**

Nil



**9.7.7 2013-2017 Shire of Strathbogie Council Plan – 2015/2016 Review  
- Fourth Quarter Report ~ 1 April to 30 June 2016**

**Author & Department**

Chief Executive Officer / Executive Services Directorate

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

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

**Summary**

The 2013-2017 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Wednesday 16 June 2013. The 2016/2017 Review of the Council Plan was adopted by Council at its Ordinary Council meeting held on Tuesday 21 June 2016.

The 2015/2016 Review of the 2013-2017 Shire of Strathbogie Council Plan has, in summary:

A total of 80 Actions –

- > *Goal 1 - Community Wellbeing ~ 15 Actions*
  - > *Goal 2 - Environment ~ 9 Actions*
  - > *Goal 3 - Financial ~ 11 Actions*
  - > *Goal 4 - Governance ~ 5 Actions*
  - > *Goal 5 - Industry, Business and Investment ~ 5 Actions*
  - > *Goal 6 - Infrastructure ~ 26 Actions*
  - > *Goal 7 - Tourism and Hospitality ~ 9 Actions*
- 35 Actions are listed for commencement and completion in the 2015/2016 period.
  - 45 Actions are listed for commencement and completion over the periods 2015/2016 to 2016/2017.

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

**RECOMMENDATION**

**That the report be noted.**

*102/16 CRS WILLIAMS/SWAN : That the Recommendation be adopted.*

**CARRIED**



9.7.7 2013-2017 Shire of Strathbogie Council Plan – 2015/2016 Review  
- Fourth Quarter Report ~ 1 April to 30 June 2016 (cont.)

**Background**

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

This report is for the fourth quarter (April to June 2016) following the 2015/2016 Review of 2013-2017 Council Plan.

**Alternative Options**

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

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

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

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

**Financial / Budgetary Implications**

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

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**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.

9.7.7 2013-2017 Shire of Strathbogie Council Plan – 2015/2016 Review  
- Fourth Quarter Report ~ 1 April to 30 June 2016 (cont.)

**Legal / Statutory Implications**

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

**Consultation**

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

**Attachments**

Strathbogie Shire Council Plan Progress Report for the April to June 2016 quarter.

# COUNCIL PLAN PROGRESS REPORT

**Status Indicators Key:**

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

Created: 12 July 2016




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


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

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


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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		The Chief Executive Officer meets quarterly with Consortium. This commitment to the Consortium is ongoing. Meetings have been held however currently suspended due to the resignations of two CEOs for two of the Consortium members. Meetings can restart when the positions are filled.


**ACTION: 1.1.1.02. Support Community Action Groups to develop methods of improved communication during emergencies**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Combined action group meeting held in October 2015. Support for the action groups is ongoing through the community development program. Community Development Officer has continual contact with action groups and supports them in their planning.


**ACTION: 1.1.1.03. Collaborate and provide support to the development of Community Action Group Action Plans**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Support for action groups is ongoing. Community Development officer provides continual support to action groups. Community Development Strategy currently underway


**ACTION: 1.1.1.04. Support the "Prevention of Violence Against Women and Children Supporting Safer Communities" Action Plan**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Council is involved in regional projects that address prevention of violence against women. Council continues to champion White Ribbon Day.


**ACTION: 1.1.1.05. Investigate opportunities for Shire-wide youth cultural activities**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Youth program incorporates youth committee, Freeza events committee and youth involvement into the youth strategic plan. This youth program is funded for three years.

**ACTION: 1.1.1.06. Advocate for funding for a review of the Aquatic Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%		Review completed.

**ACTION: 1.1.1.07. Support the development of a men's shed program across the Shire**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		The Community Development Officer works with local men's sheds across the Shire to offer support in a range of ways, including committee rules, community grants, sources of grants and other relevant information. Seeking further funding opportunities for Nagambie Men's Shed.

**ACTION: 1.1.1.08. Investigate and seek funding for Shire-wide safe pick up and drop off areas at all Schools**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	100%		Avenel School Council funding contribution secured to improve Anderson Street drop-off area. Campbell Street, Euroa, investigation commenced.




**ACTION: 1.1.1.09. Investigate funding opportunities and suitable locations for Skate Park development in Avenel and Nagambie**


Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator		20%		Project brief for skate parks Shire-wide, which will include Avenel and Nagambie as priorities, prepared in preparation for development of a master plan for each site. Discussions with both communities continuing.

**STRATEGY: 1.1.2. Increase community services to Nagambie post bypass**


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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Letters advocating government funding for full time child care have been sent to relevant Ministers.

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Meeting held with funding Department. Ongoing support for community house to obtain funding will be provided in future.

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Meetings advocating an ambulance service in Nagambie have been held and ongoing advocacy from Council will continue in future.

**ACTION: 1.1.2.04. Advocate for a high school in Nagambie**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Corporate and Community	30-Jun-2016	100%		Letters to relevant Ministers sent to advocate for a high school in Nagambie.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	100%	<input checked="" type="checkbox"/>	Issue raised with Murray Candidates.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	100%	<input checked="" type="checkbox"/>	Issue raised with Murray Candidates.

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


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

**STRATEGY: 2.1.1. Encourage clean, green environmental initiatives**

**ACTION: 2.1.1.01. Work with GBCMA to develop a program to remove sand from the pondage of Seven Creeks and Castle Creek and develop an agreed revegetation program**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	100%		Sand in Seven Creeks is being managed via new weir gates. A permit for vegetation and sediment removal in Castle Creek has been received from Goulburn Broken Catchment Management Authority. Vegetation removal has been completed above water level.

**ACTION: 2.1.1.02. Continue to develop the Violet Town flood mitigation Scheme**

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Jun-2016	90%		Council staff have participated in consultation with the new Victorian Floodplain Management Strategy.  Assistance was sought from the Department of Environment, Land, Water and Planning in Melbourne, for an updated Floodplain Management Plan .  A Violet Town Flood Mitigation meeting has been arranged for 7 th July 2016 . Affected landowners have been invited to attend.



**ACTION: 2.1.1.03. Introduce an Organic Household Waste Service**

Position(s)	Target Date	% Complete	Status	Comments
Waste Management Engineer		100%	✓	As at 31 December 2015, approximately 533 tonnes of organic waste diverted to composting facility via the kerbside collection service.

**ACTION: 2.1.1.04. Participate in Regional Street Light Retro-Fit program**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets		100%	✓	Completed.

**ACTION: 2.1.1.05. Complete the Euroa Office Energy Retro-Fit**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%	✓	Completed.

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


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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	100%	+	Support has been offered and will be available when the Group commences the project.

**ACTION: 2.1.2.02. Update Council's Tree Management Plan**

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2016	50%	+	New draft management plan being prepared.

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

Position(s)	Target Date	% Complete	Status	Comments
Emergency Management Fire Co-Ordinator	30-Jun-2016	100%		Municipal Fire Management Plan under review and awaiting input from Regional Strategic Fire Management Planning Committee. 2015/2016 Municipal Fire Inspections completed.

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

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2016	100%		The "Bush Crew" is invited to participate as opportunities arise.

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


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

**STRATEGY: 3.1.1. Rationalise Council owned assets**


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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	90%		Subdivision plan has been prepared. Planning permit is in place.

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%		Allotments are on the market, one sold

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2016	100%		This is an ongoing process each financial year. A number of properties are in the process of being sold.



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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	75%		Project Control Group of the Alliance investigating projects for the 2016 / 17 Year.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	95%		Awaiting results from round 3 of the Bridges Infrastructure Grant Application to the Federal Government.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	75%		Currently reviewing as part of the Alliance to expand sharing of some services to neighbouring councils. Moira Shire has joined the Alliance.  Disaster Recovery Project to continue with Mansfield, Moira and the Alliance partners.


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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	100%		All Business Units Service Plans have now been completed. This will allow Council to further analyse the cost of delivering services.

**ACTION: 3.1.2.05. Reduce Council's infrastructure gap in a financially responsible manner as per Council's Long Term Financial Plan**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2016	100%		Currently addressed in Budget & LTFP discussions.

**ACTION: 3.1.2.06. Seek grant funding opportunities wherever possible**


Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2016	75%		CEO and relevant officers are regularly meeting with Regional Development Victoria staff to discuss funding options and priorities.

**ACTION: 3.1.2.07. Conduct a cost benefit analysis for the following operations - Euroa Saleyards / Boating safety (compliance) operations in Nagambie / Finance Services**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2016	66%		Boating Safety review completed. Saleyards review completed. Financial services review about to commence.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	95%		Council attended the Rural Council Victoria Summit and Forum to support the 3 / 16 / 81 Campaign. This campaign is about the share of the GST Local Government receives eg. 81% Federal / 16% State and Local Government only receives 3%.



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


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

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

**ACTION: 4.1.1.01.** Continue to deliver a program that provides increased Councillor interaction with the community in their local settings


Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Jun-2016	100%		Council Road Shows Ongoing Media Coverage Presence at Voices Meetings

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


Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Jun-2016	65%		Over 500 Likes on our Facebook Page and Twitter followers are also growing. Web is steady.

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


**ACTION: 4.1.2.01.** Investigate best methods of access and surveillance in relation to safety and security at all Transfer Stations

Position(s)	Target Date	% Complete	Status	Comments
Waste Management Engineer	30-Jun-2016	100%		Quotes for surveillance systems provided to Waste Management Engineer. Awaiting submission of quotes to evaluate. Surveillance system to be purchased and trialled at Euroa Transfer Station to determine effectiveness.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2016	100%		All actions from the Internal Audit reports are being addressed.  Audit Committee Minutes are reported to Council the month following the meeting.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	95%		in line with significant restructuring and a industry leading EBA the total salary costs for the 16 / 17 year are less than forecast in the Long Term Financial Plan. The final area of restructuring to occur is the directorate of Corporate and Community.




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

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

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

**ACTION: 5.1.1.01. Investigate a system to broaden Council's current Business Directory on the website to also include individual skill-based details**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	100%		A business directory is available via Council's website and businesses have the opportunity to send their details for inclusion. Any further enhancements or work required needs to sit with our communications/media area of Council and needs further clarification on what is required

**ACTION: 5.1.1.02 Seek funding to use interactive Kiosks at each Library with up to date Council information and with the ability to print**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2016	100%		Funding options have been researched. Funding for this type of initiative is not available from Government sources.



**STRATEGY: 5.1.2. Support Nagambie traders post bypass**

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


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	100%		This is on going through the main street re development - more work presumably will follow. Recent endorsement by Council of the Nagambie Economic Development Strategy complied by NLTC via Council Report.

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

**ACTION: 5.1.3.01.** Investigate the formation of an education alliance group around advocacy, information sharing, strategic partnership and economic development

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	%		Further discussion taking place. Need direction on the intent of this action

**ACTION: 5.1.3.02.** Support actions in Council's Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	100%		Review of Eco Dev Plan has been discussed with Councilors and been completed for implementation Continuing to role out actions for year 3



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

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

**STRATEGY: 6.1.1. Provide industry standard facilities**

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%		EU accreditation obtained

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2016	100%		To be reviewed on completion of Saleyards upgade - Stage 2. Data collection phase of review commenced.


**STRATEGY: 6.1.2. Support history and cultural monuments**

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%		Memorial Park development plan completed.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Jun-2016	100%		<p>Council were successful in Round 1 of the Federal Government's Building Our Futures Bridges Renewal Plan.</p> <p>Council has received the \$200,000 grant from the Federal Government, and has matched this contribution.</p> <p>Contract has awarded a contract for \$400,000 pile rehabilitation works using innovative techniques, and these works are now completed. 67 piles have been wrapped with a fibreglass shell and filled with bonding material. Work completed at end of March 2016.</p> <p>Speed restriction works are planned for July/August 2016. These include : surveillance camera installation, speed cushions and pavement markings.</p>

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	50%		Preliminary Design completed. Progress dependant upon determination of Rockies Bridge proposal.


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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	25%		Awaiting completion of design by Rockies Working Party.




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


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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development		55%		This proposal is continually flagged whenever an opportunity arises. We now have this within the Tracks and Trails Study and it has been raised both verbal and in writing to the Minister of Tourism. Awaiting any funding opportunity.


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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development		10%		This project will require significant funding and should be stage two of the link from the Regatta Centre. Recommendation that this project is recognised however will have significant costs attached to it. Being recognised will assist in future land developers fronting this area contributing to the construction via development conditions on a Planning Permit should a permit be required.


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

Position(s)	Target Date	% Complete	Status	Comments
Manager Governance and Statutory Services	30-Jun-2016	100%		The Council Plan nominated no-boating area at River Street is currently set aside in the Waterway Rules as prohibited to vessels as per Schedule 91.12(a) and designated by markers accordingly.  Whilst Council does not designate swimming areas in the waterway, including the lake, it does set aside no boating areas where passive use of the waterway can be enjoyed.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Governance and Statutory Services	30-Jun-2016	100%		Manager Governance & Statutory Services provides ongoing support in action implementation as Council representative on the Nagambie Waterways Advisory Committee for Council's waterway strategy and the Goulburn-Murray Water On-Land On Water Implementation Plan. The draft Nagambie Waterways Strategy was presented at the Nagambie Waterways Advisory Committee June 2016 meeting has been recommended by the committee for Council adoption.


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

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2016	10%		Options to be identified following completion of the Recreation Reserve Master Plan.

**ACTION: 6.1.4.06. Subject to funding, extend landing in front of Rowing Club around to staged area at Buckley Park and back to walking bridge at boat ramp area**

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services		100%		Project funded at mid year budget review. Works completed.

**ACTION: 6.1.4.07. Develop a Nagambie Recreation Reserve Master Plan**


Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	50%		Met with Nagambie and Strathbogie Rec Reserve Committees who have agreed to commence their Masterplans and contribute funds like other Rec Reserve Committees to the project. The project will commence late July 2016.



**ACTION: 6.1.4.08. Investigate the development of a Strathbogrie Reserve Sporting Precinct Master Plan**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2016	50%		Met with Nagambie and Strathbogrie Rec Reserve Committees who have agreed to commence their Masterplans and contribute funds like other Rec Reserve Committees to the project. The project will commence late July 2016.


**ACTION: 6.1.4.09. Seek funding for stage two of Avenel Recreation Reserve upgrade**

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator		20%		Facility Development Plan currently being updated and discussions have commenced with Regional Development Victoria and Sport & Recreation Victoria

**ACTION: 6.1.4.10. Seek funding for the upgrade of the Avenel Memorial Hall**


Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2016	100%		Funding secured and project is under way.

**ACTION: 6.1.4.11. Investigate and seek funding for the development of Strategic Walking Tracks, Horse Trails and Bike Routes for the Shire in conjunction with the Action Groups and Goulburn River Valley Tourism (GRVT).**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development		90%		Given this action is to investigate and Seek Funding, firstly identification was required as to what we were seeking funding for. As a result, a Tracks and Trails Study has now been completed and will be distributed to relevant groups and departments. With support from Council, some of these groups will be able to complete some of the smaller items, work with Council in applying for funding etc.

**STRATEGY: 6.1.5. Provide best practice asset management**


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

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	85%		Initially the project was placed on hold due to the new requirement from the State Government that any new rail crossing (road and/or pedestrian) needed to be grade separated. Council has undertaken a new design utilising an existing opening under the railway line approximately 300m to the north-east of Campbell Street. Council is now waiting on the outcome from a meeting between the designer and V/Line for design approval (waiting on V/Line to confirm meeting). Council is also applying for funding for the placement of additional footpath along Campbell Street, south of the rail crossing.

**ACTION: 6.1.5.02. Clean up town entrances / town entry signs in the Shire**


Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	100%		Spring mowing completed on town entrances. Assistance provided to Violet Town Action Group to reconstruct the Leung sign. Southern approach to Strathbogie to be included in town entrance mowing program.

**ACTION: 6.1.5.03. Investigate and communicate with the community the development of pedestrian crossings in Brock Street, Railway Street and Binney Street area**

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	25%		Pedestrian Facilities are major control items that require written approval from VicRoads for installation, removal or alterations. VicRoads have numerical guidelines for determining whether or not a particular pedestrian facility is appropriate. Other factors requiring consideration include the speed zone, pedestrian needs/desire lines, neighbouring facilities, type of pedestrians, road geometry accident history, abutting land use, proximity of alternative pedestrian devices and other site specific conditions. Council is in the process of arranging for the undertaking of traffic and pedestrian counts at specific locations along Brock / Railway / Binney Streets.



**ACTION: 6.1.5.04. Continue to design and seek funding for town drainage / sewerage schemes**

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	100%		Council and Goulburn Valley Water undertook a joint departmental meeting to discuss current and future capital works projects.  Goulburn Valley Water has supplied copies of proposed works.

**ACTION: 6.1.5.05. Investigate the expansion of additional street lights in the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2016	100%		Requests for additional lighting investigated and referred to budget

**ACTION: 6.1.5.06. Advocate to VicRoads and VicTrack for the creation of a roundabout resulting in a safe intersection at Queen Street / Bank Street / Avenel railway crossing**


Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2016	100%		Project included in Regional Freight Strategy, and put forward in Vicroads current regional planning initiative.

**ACTION: 6.1.5.07. Investigate costs for Plain Road, Nagambie, to be sealed as an alternative truck route away from the town centre**


Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	100%		Leading on from a previous report initial investigations have commenced to determine current commercial vehicle volumes and intersection layouts.  After obtaining operator feedback, design and costing submitted for consideration by Council for 2016/2017 Budget inclusion.



**ACTION: 6.1.5.08. Investigate improved signage and road condition of Mullers Road, Nagambie, in line with Council's Road Management Plan**

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	100%		Cost estimate submitted for consideration by Council for 2016/2017 Budget.

**ACTION: 6.1.5.09. Investigate road widening / upgrading options east of the Kelvin View Fire Station ("S" Bends) and Bends in Longwood – Ruffy Road, south of Tarcombe – Longwood Road, near Ardroy Corner**

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2016	100%		Council has undertaken road safety audits at each of the sites and submitted BlackSpot funding applications.  Currently waiting on outcomes of submissions from VicRoads prior to determining options available to Council




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

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

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

**ACTION: 7.1.1.01. Work with Goulburn River Valley Tourism to advocate to relevant State Government departments for extra tourism funding**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	100%		On going - GRVT did hold a dinner with the Minister of Tourism which Council's CEO attended and a follow up letter was sent to Minister Eren highlighted our priorities


**ACTION: 7.1.1.02. Investigate funding for a marketing company to work with tourism groups across the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	%		Working as part of GRVT

**ACTION: 7.1.1.03. Conduct a forum with stakeholders to develop the Shire's branding as recommended in the Economic Development Masterplan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations		50%		Working together with Fowles, Mitchelton, Tahblik and Maygars to expand the Love Strathbogrie Branding into Good Food and Wine / Tourism. Expo is 3-5 June.

**ACTION: 7.1.1.04. Ensure the successful implementation of the Tourism Strategies in the Economic Development Master Plan**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	100%		On going

**ACTION: 7.1.1.05. Continue to roll out updated Council Branding**

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations		100%		This is ongoing. Love Strathbogie for Tourism and the new Strathbogie Logo for Corporate items

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

**ACTION: 7.1.2.01. Fund plaques on each building to advise of the history of that building**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development	30-Jun-2016	80%		Euroa township has a heritage trail with significant buildings signed. A document has now been completed in draft form for a Heritage Walk in Nagambie and prices are being sought for plaques. Once prices are determined, we will be able to work with the budget available to complete what can be achieved. A brief has been provided to EMT for the Nagambie area. We need further direction These plaques will now be in the form of bollards within the Euroa Main Street as directed by EMT. Any remaining budget will be surplus.

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


Position(s)	Target Date	% Complete	Status	Comments
Manager Community Relations	30-Jun-2016	40%		Developing Project Plan.



**ACTION: 7.1.2.03. Work with Goulburn River Valley Tourism to develop a Military Trail**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development		100%		Completed

**ACTION: 7.1.2.04. Work with Goulburn River Valley Tourism to develop a Digital Tourism Platform**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Sustainable Development		95%		In progress - data is currently being uploaded to enable to site to go live in due course.

### 9.7.8 **Business Management System**

The July 2016 Business Management System Report includes reports as follows:-

- Building Department – June 2016 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – June 2016
- Confirm Customer Enquiry Flow – Report for June 2016
- Actioning of Council Reports Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 June 2016
- Review of Council Policies – June / July 2016
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

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

#### **RECOMMENDATION**

**That the report be noted.**

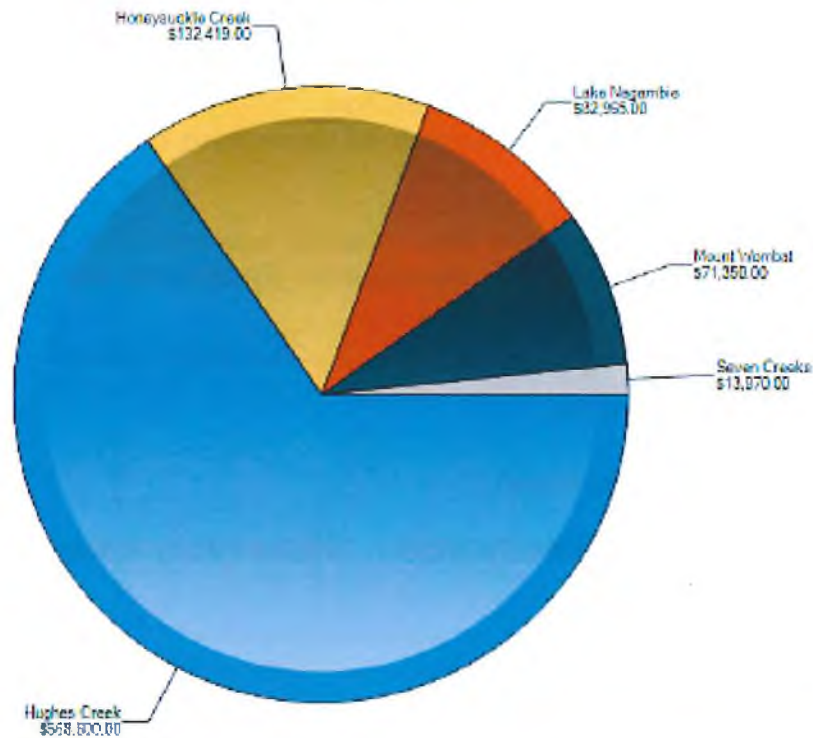
*103/16 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**

## BUILDING ACTIVITY

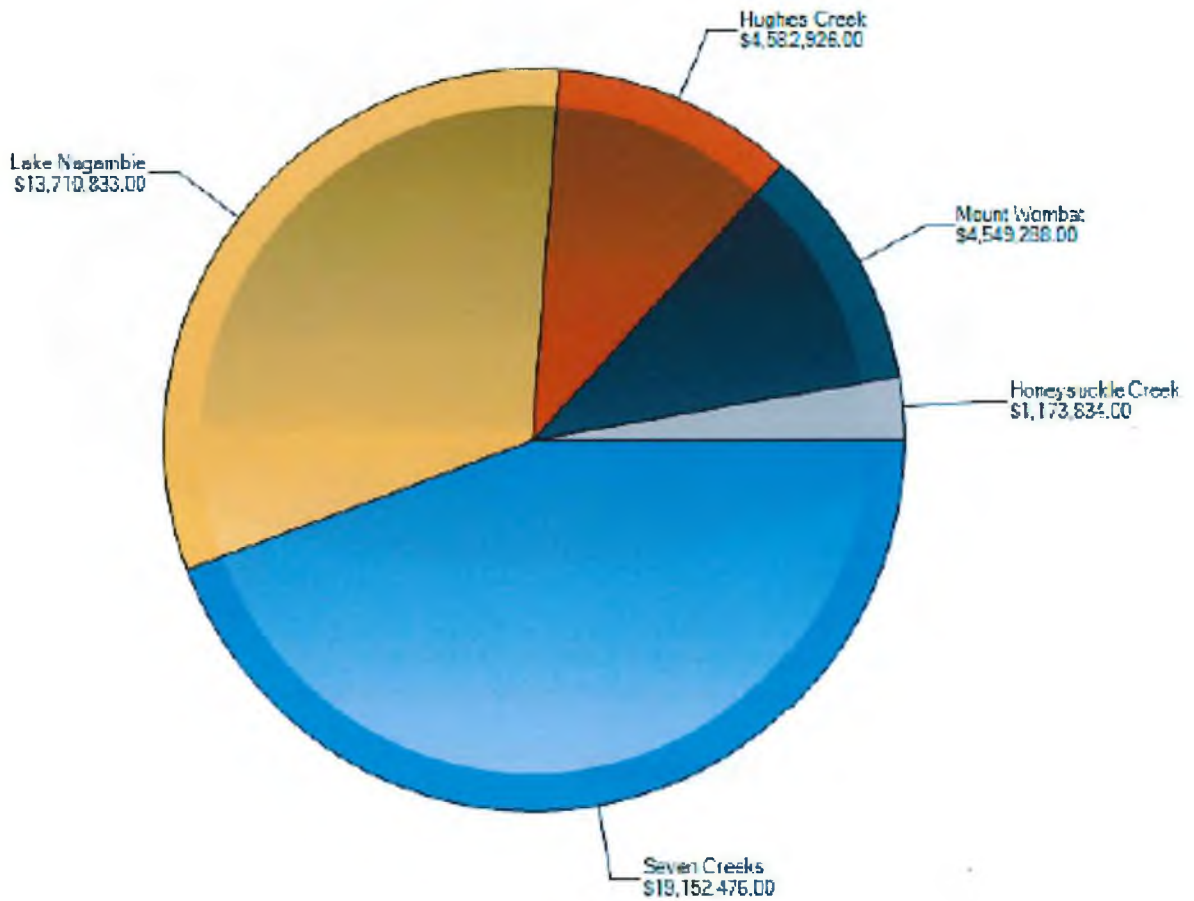
JUNE 2016

The value of Building approvals within the Shire of Strathbogrie for the month of June totalled \$869,404. Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds. There was a total 14 permits for the month.



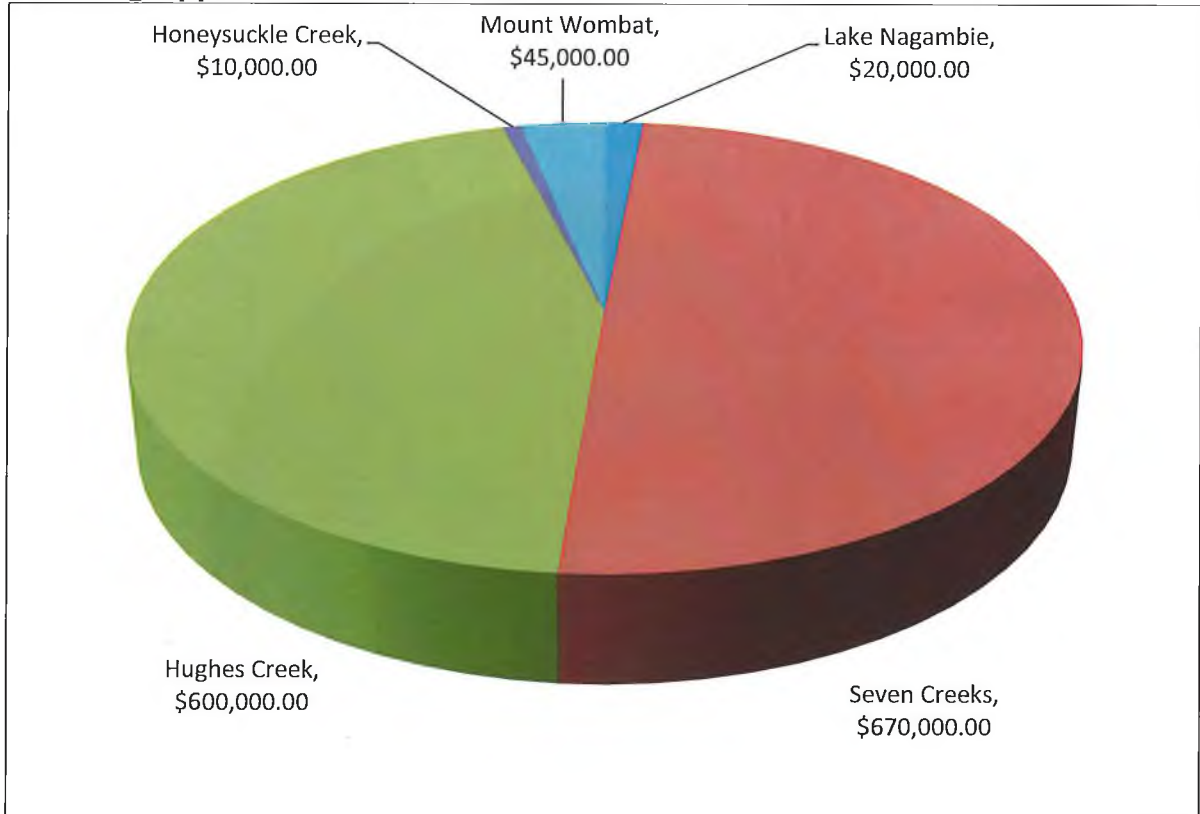
Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2016114/0	9/06/2016	Construction of	Dwelling	Balmattun	\$132,419.00	Honeysuckle Creek
2016107/0	8/06/2016	Extension to	Dwelling	Avenel	\$295,000.00	Hughes Creek
2016109/1	9/06/2016	Re-erection of	Dwelling	Pranjip	\$62,000.00	Hughes Creek
2016109/2	9/06/2016	Completion of	Dwelling	Pranjip	\$40,000.00	Hughes Creek
2016116/0	14/06/2016	Construction of	Dwelling	Mangakore	\$160,000.00	Hughes Creek
2016118/0	17/06/2016	Construction of	Shed	Avenel	\$11,800.00	Hughes Creek
2016115/0	18/06/2016	Completion of	Shed	Nagambie	\$15,600.00	Lake Nagambie
2016117/0	29/06/2016	Construction of	Verandah	Nagambie	\$27,720.00	Lake Nagambie
2016119/0	24/06/2016	Construction of	Shed	Mitchellstown	\$39,645.00	Lake Nagambie
2016101/0	6/06/2016	Construction of	Farm Shed	Gooram	\$30,000.00	Mount Wombat
2016108/0	3/06/2016	Construction of	Stables	Euroa	\$13,000.00	Mount Wombat
2016113/0	11/06/2016	Construction of	Farm Shed	Strathbogrie	\$28,350.00	Mount Wombat
2016020/0	21/06/2016	Construction of	Shed	Euroa	\$4,900.00	Seven Creeks
2016110/0	7/06/2016	Construction of	Shed	Euroa	\$8,970.00	Seven Creeks

## Building Activity 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016

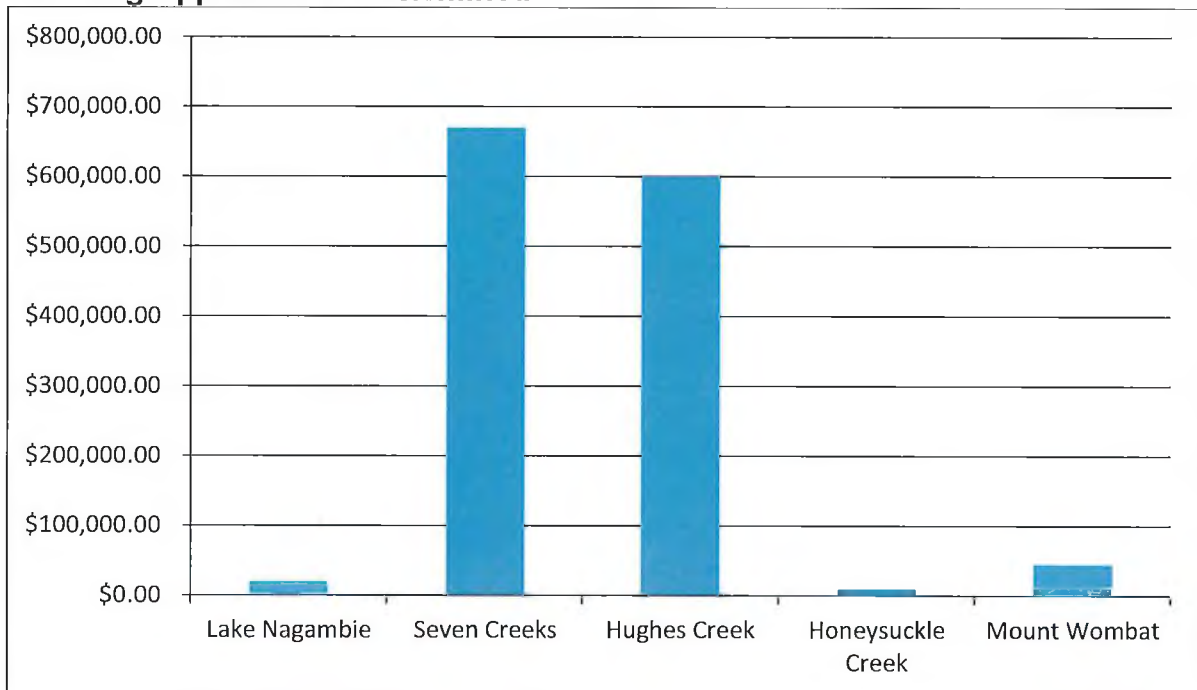


**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)**  
**JUNE 2016**

**Planning Applications Determined**



**Planning Applications Determined**





### Planning Applications Determined

#### Lake Nagambie

Nagambie \$20,000.00

#### Seven Creeks

Euroa \$250,000.00

Euroa \$420,000.00

#### Hughes Creek

Mangalore \$150,000.00

Mangalore \$450,000.00

#### Honeysuckle Creek

Violet Town \$10,000.00

#### Mount Wombat

Ruffy \$15,000.00

Ruffy \$2,000.00

Ruffy \$28,000.00

**Total Value \$1,345,000.00**



**CONFIRM CUSTOMER ENQUIRY FLOW  
- REPORT FOR JUNE 2016**

**Confirm Customer Enquiry Flow**

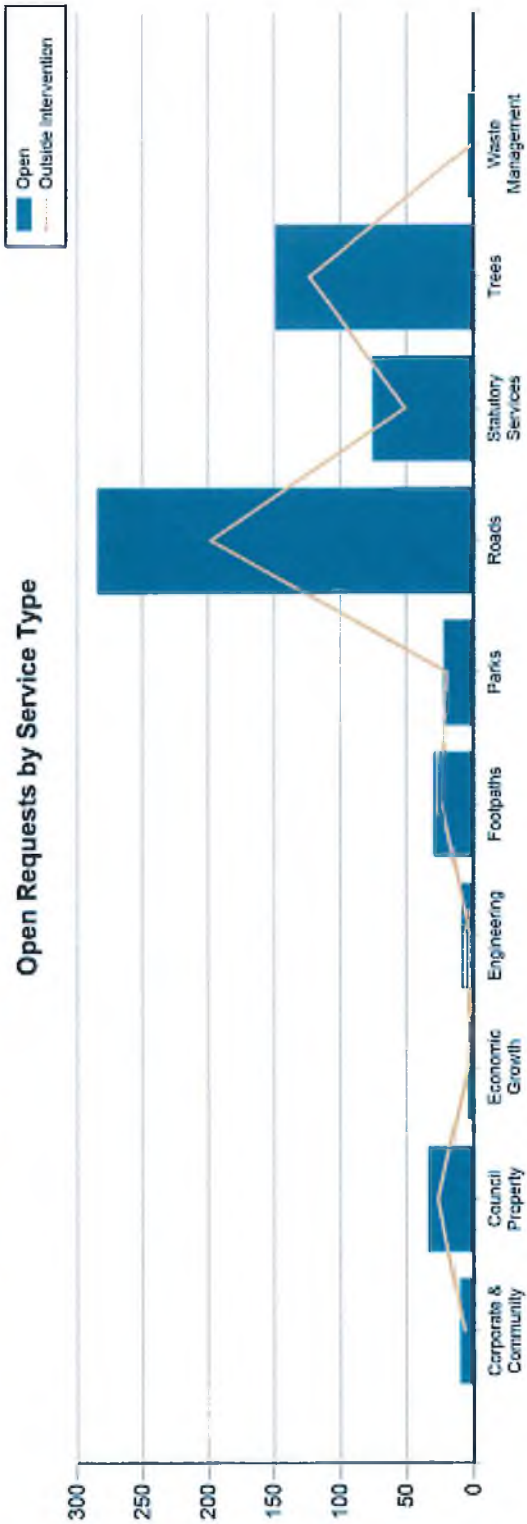


June 2016

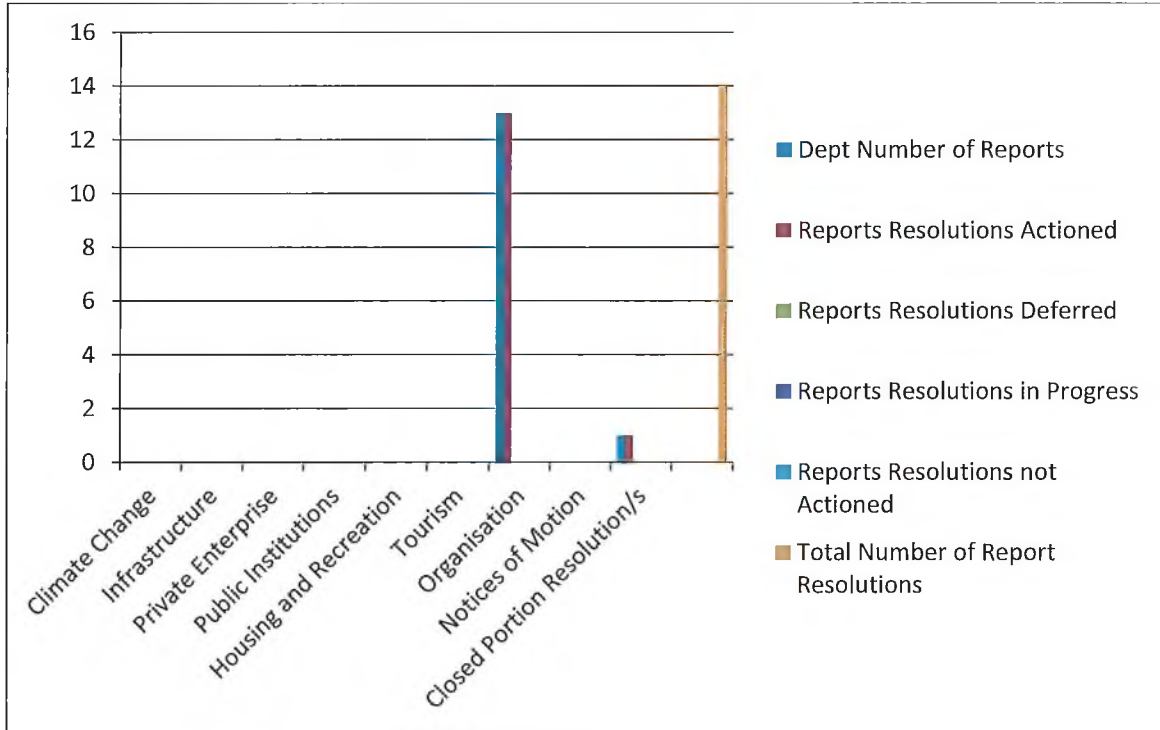
Service Type	Total			June 2016			2015-2016			Aging Outside Intervention				
	Logged	Open	Closed	Logged	Open	Closed	Logged	Open	Closed	0-30	31-60	61-90	91+	Total
Corporate & Community	1,001	10	99.00%	2	1	50.00%	29	7	75.86%	0	0	2	5	7
Council Property	966	33	96.58%	11	3	72.73%	160	21	86.88%	3	3	2	18	26
Economic Growth	2,526	4	99.84%	0	0	NA	5	3	40.00%	0	0	0	4	4
Engineering	226	9	96.02%	4	2	50.00%	17	4	76.47%	1	0	0	2	3
Footpaths	181	29	83.98%	7	5	28.57%	52	19	63.46%	2	1	1	19	23
Parks	240	21	91.25%	5	5	0.00%	67	18	73.13%	4	1	1	13	19
Roads	4,235	284	93.29%	196	56	71.43%	1,239	210	83.05%	41	29	14	114	198
Statutory Services	4,395	75	98.29%	61	9	85.25%	746	46	93.83%	8	3	7	33	51
Trees	1,060	149	85.94%	24	16	33.33%	277	98	64.62%	17	11	16	79	123
Waste Management	1,005	4	99.60%	10	2	80.00%	418	4	99.04%	1	0	0	0	1
	<b>15,835</b>	<b>618</b>	<b>96.10%</b>	<b>320</b>	<b>99</b>	<b>69.06%</b>	<b>3,010</b>	<b>430</b>	<b>85.71%</b>	<b>77</b>	<b>48</b>	<b>43</b>	<b>287</b>	<b>455</b>

Service Type	Category	Count	
Corporate & Community	Buildings	29	
	Drainage	7	
	Emergency Call Out	21	
	Mat/Asphalt	3	
	Roads	0	
	Traffic Lights	0	
	Council Property	Buildings	11
		Drainage	3
		Emergency Call Out	0
		Mat/Asphalt	0
Roads		0	
Traffic Lights		0	
Economic Growth		Buildings	0
		Drainage	0
		Emergency Call Out	0
		Mat/Asphalt	0
	Roads	0	
	Traffic Lights	0	
	Engineering	Buildings	4
		Drainage	2
		Emergency Call Out	0
		Mat/Asphalt	0
Roads		0	
Traffic Lights		0	
Footpaths		Buildings	7
		Drainage	5
		Emergency Call Out	0
		Mat/Asphalt	0
	Roads	0	
	Traffic Lights	0	
	Parks	Buildings	5
		Drainage	5
		Emergency Call Out	0
		Mat/Asphalt	0
Roads		0	
Traffic Lights		0	
Roads		Buildings	196
		Drainage	56
		Emergency Call Out	0
		Mat/Asphalt	0
	Roads	0	
	Traffic Lights	0	
	Statutory Services	Buildings	61
		Drainage	9
		Emergency Call Out	0
		Mat/Asphalt	0
Roads		0	
Traffic Lights		0	
Trees		Buildings	24
		Drainage	16
		Emergency Call Out	0
		Mat/Asphalt	0
	Roads	0	
	Traffic Lights	0	
	Waste Management	Buildings	10
		Drainage	2
		Emergency Call Out	0
		Mat/Asphalt	0
Roads		0	
Traffic Lights		0	



**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – 21 JUNE 2016**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
30 JUNE 2016**

*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.*

<b>Council Meeting Date</b>	<b>Item No. Description &amp; Recommendation</b>	<b>Action to Date</b>
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES  
AND ADOPTION OF NEW POLICIES**

<b>Period of Review</b>	<b>Policy Name</b>	<b>Outcome</b>
June / July	Purchasing Card	Minor amendment following presentation to Audit Committee – to reflect encouraging the use of Purchasing cards for minor purchases



## RECORDS OF ASSEMBLIES OF COUNCILLORS

### For period 10 June to 7 July 2016

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

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

**Name of Meeting:** Councillors Forum

**Date of Meeting:** Tuesday 7 June 2016

**Time:** 1.30 p.m. – 6.30 p.m.

**Attendees:**

Councillors

Colleen Furlanetto

Malcolm Little

Alister Purbrick

Patrick Storer (*attended meetings from 3.15 p.m.*)

Debra Swan

Robin Weatherald

Graeme Williams

Officer/s

Steve Crawcour (Chief Executive Officer)

Phil Howard (Director, Sustainable Development)

Roy Hetherington (Director, Asset Services)

David Woodhams (Director, Corporate and Community)

Apologies

Nil

Matters discussed:

Declarations of Interest

1. Special Planning Committee Agenda Review
2. Briefing on submissions received to Council Plan / SRP / LTFP / Budget
3. Special Council Meeting Agenda Review
4. Community Satisfaction Survey Report
5. Use of Cinema by Community Groups / Meet and Mingle ADAC event
6. Assembly of Councillors
  - 6.1 Mayor and Chief Executive Officer's Meetings Update / Other
  - 6.2 Councillors Meetings Attendances
  - 6.3 Items requested by Councillors for the following months' workshop
  - 6.4 Cr Weatherald  
Explanation Request – C76 Parking Spaces
7. Special Council Meeting
8. Special Planning Committee 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 No's: 1 & 8	Cr Williams	No
Item No's: 1 & 8	Cr Weatherald	No
Item No's 3 & 7	Cr Swan	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:** Tuesday 14 June 2016  
**Time:** 10.30 a.m. – 6.15 p.m.

### **Attendees:**

#### Councillors

Colleen Furlanetto  
Malcolm Little  
Alister Purbrick  
Patrick Storer  
Debra Swan  
Robin Weatherald  
Graeme Williams (*attended meetings from 11.00 a.m.*)

#### Officer/s

Steve Crawcour (Chief Executive Officer)  
Phil Howard (Director, Sustainable Development) (*left meetings at 5.30 p.m.*)  
Roy Hetherington (Director, Asset Services)  
David Woodhams (Director, Corporate and Community)

#### Apologies

Nil

### Matters discussed:

#### Declarations of Interest

1. Councillors Only Discussions
2. Council Plan / SRP / Budget Submissions Discussions
3. Draft Procurement Policy and Guidelines
4. Planning Matters Update
5. Planning Agenda Review
6. Tourism, Arts and Culture Advisory Group
7. Assembly of Councillors
  - 7.1 Mayor and Chief Executive Officer's Meetings Update / Other
  - 7.2 Councillors Meetings Attendances
  - 7.3 Items requested by Councillors for the following months' workshop
  - 7.4 Rates Information Sheet – sample illustration
  - 7.5 Mayor  
Regional Futures Summit
  - 7.6 Cr Weatherald  
Property Sale – Vale Street, Nagambie
8. Planning Committee Meeting
9. Special Council Meeting  
- Receiving / Hearing of Submissions - Electronic Gaming Machine Policy Statement
10. Special Council Meeting - Councillor Code of Conduct 2016



Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item No's: 5 & 8	Cr Storer	Yes



## Record of Assembly of Councillors

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

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

**Name of Meeting:** Councillors Forum

**Date of Meeting:** Tuesday 21 June 2016

**Time:** 2.00 p.m. – 7.50 p.m.

### **Attendees:**

#### Councillors

Colleen Furlanetto

Malcolm Little

Patrick Storer (*attended meetings from 3.04 p.m.*)

Debra Swan

Robin Weatherald

Graeme Williams

#### Officer/s

Steve Crawcour (Chief Executive Officer)

Phil Howard (Director, Sustainable Development)

Roy Hetherington (Director, Asset Services)

David Woodhams (Director, Corporate and Community)

#### Apologies

Councillor Alister Purbrick

### Matters discussed:

Declarations of Interest

2. Proposed formation of a Tourism, Arts and Culture Advisory Group
3. Capital Works Program Update
4. Agenda Review
5. Citizenship Ceremonies
6. Assembly of Councillors
  - 6.1 Mayor and Chief Executive Officer's Meetings Update / Other
  - 6.2 Councillors Meetings Attendances
  - 6.3 Items requested by Councillors for the following months' workshop
  - 6.4 Cr Swan  
Nagambie Internet Concerns
  - 6.5 Nagambie Action Group – request for approval to donate Action Group funds to Nagambie Community House / Nagambie Tennis Club for Shelter Area proposal
  - 6.6 Aussie Bigways – request for Council's financial support for event
  - 6.7 Shadforth Reserve Interim Committee of Management – Resignation of Member
7. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item No: 7 / 9.7.9	Cr Swan	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:** Tuesday 28 June 2016

**Time:** 12.15 p.m. – 4.30 p.m.

### **Attendees:**

#### Councillors

Colleen Furlanetto

Malcolm Little

Alister Purbrick

Debra Swan (*left meetings at 3.50 p.m.*)

Robin Weatherald

Graeme Williams

#### Officer/s

Steve Crawcour (Chief Executive Officer)

Phil Howard (Director, Sustainable Development)

Roy Hetherington (Director, Asset Services) (*attended meetings from 2.00 p.m.*)

David Woodhams (Director, Corporate and Community) (*attended meetings from 2.00 p.m.*)

#### Apologies

Councillor Patrick Storer

### Matters discussed:

#### Declarations of Interest

1. Councillors Only Discussions / Lunch
2. Goulburn River Valley Tourism – briefing by Executive Officer, Wendy Jones
3. Planning Agenda Review
4. My Data Reporting Portal – briefing by ICT Business Analyst
5. Assembly of Councillors
  - 5.1 Mayor and Chief Executive Officer's Meetings Update / Other
  - 5.2 Councillors Meetings Attendances
  - 5.3 Items requested by Councillors for the following months' workshop
  - 5.4 Violet Town Flood Mitigation Scheme
  - 5.5 Targa Rally 2016 - Short Term Local Road Closures
  - 5.6 Euroa Memorial Park
  - 5.7 Newsletter Update
6. Planning Committee Meeting

Declaration of Interest/s / Direct or Indirect - NIL

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

**Record of Meetings of Section 86 Committees of Council**  
**Minutes of Meetings received in the June / July 2016 Period**

<b>Name of Committee</b>	<b>Date of Meeting</b>
Longwood Community Centre Committee	23/02/16 22/03/16 26/04/16
Violet Town Community Complex Committee	19/04/16
Strathbogie Tableland Action Group	07/03/16 04/04/16
Ruffy Action Group	24/02/16
Euroa Third Age Club	23/03/16
Creightons Creek Recreation Reserve	20/07/15 14/09/15 09/11/15
Avenel Hall Committee	08/02/16 14/03/16 11/04/16 14/06/16
Euroa Community Action Group	30/05/16

**10. NOTICES OF MOTION**

**11. URGENT BUSINESS**

**12. CLOSURE OF MEETING TO THE PUBLIC**

**13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S**

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.51 P.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
  
Chair

.....  
16/8/16  
Date