



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 18 February 2014, commencing at 6.00 p.m. at the Euroa Community Conference Centre

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

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

BUSINESS

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

Councillor Malcolm Little
Steve Crawcour - Chief Executive Officer
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 17 December 2013
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

EXCERPT FROM MEETING PROCEDURE LOCAL LAW NO. 1

CONDUCT OF PUBLIC

52. VISITORS

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

53. CALL TO ORDER

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

Penalty: \$500

54. REMOVAL FOR DISRUPTION

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

9. Reports of Council Officers

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

10. Notices of Motion

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

12. Urgent Business

Phil Howard
ACTING CHIEF EXECUTIVE OFFICER

11 February 2014

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 18 March 2014, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

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9. REPORTS

9.2 INFRASTRUCTURE

9.2.1 Road Management Plan Review

Author & Department

Director, Asset Services / Asset Services 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 Road Management Plan and service standards (Version 5: 2014), together with an updated Public Road Register (Version 5: July 2013), have been prepared for Council's consideration. Copies of both documents are tabled for information and identification purposes.

RECOMMENDATION

That the Road Management Plan (Version 5: February 2014) and the Public Road Register (Version 5: July 2013) be adopted.

Background

Council resolved to undertake a review of the 2012 Road Management Plan at its meeting of 16th April 2013.

Public notice of the review was given stating the purpose of the review and inviting submissions for Council's consideration. Public notices were placed in the local papers and in accordance with Section 302 of the Road Management (General) Regulations 2005, a notice of intention to review the Road Management Plan was placed in the Government Gazette.

An officer working party comprising Director Asset Services, Manager Engineering, Manager Project and Works and Works Superintendent examined the submissions and prepared a review report for Council consideration at its meeting of 26th June 2013. Council adopted the report as amended.

Legislative Requirements

The Road Management (General) Regulations 2005 require a Local Government Act 1989 Section 223 consultation process for the revision of a Road Management Plan, excepting where the standard proposed has no detrimental effect on road users.

The draft documentation, relative to the 2012 Road Management Plan, contains no specific reduction in either frequency of inspections or service levels.

9.2.1 Road Management Plan Review (cont.)

The revised document features:

Regional Collaboration

The structure of the document has been standardised across Strathbogie, Greater Shepparton and Moira Councils as an early Shared Services project. Each Council has retained the levels of service previously adopted unless changed as a consequence of the 2013 review.

The outcome of Strathbogie's review has been incorporated with one exception as follows:

- The intervention level for corrugations has been reduced from, 100mm to 75mm for Class 1 and Class 2 unsealed roads
- The opportunity for users to undertake improvements at their cost has been extended to all road classes (formerly Class 0 only)
- The road classes of "fire access" and "Class 0" have been amalgamated to one class "Class 0, Fire Access".
- The removal of regrowth on priority 1 & 2 bushfire access routes has been targeted "as resources permit".
- The word "4WD" has been removed from the description of a fire truck
However;
- The recognition of a previous agreement where Council has provided gravel to assist landowners to maintain a gated section of road has not been able to be written into the plan because the road is in fact a private easement of way and not a road.

Additional roads created during the year, transferred to Council or otherwise brought under Council's control as public highway, have been included or upgraded in status as per Council direction.

- Baker Lane	Dwellings
- Beacon Lane	" "
- Coulter Lane	" "
- Davey Road	" "
- Elloura Drive	Subdivision and dwellings
- Lakeside Drive	" "
- Library Lane	Library access
- Weibye Track	Dwellings, and
- Freeway Frontage Roads	Updated to Class 1

The Chief Executive Officer has prepared a Certificate under Section 304 of the Regulations to the effect that the standard -

- Is higher than that previously determined;
- Deals with administrative changes; and
- Deals with roads which have had a change of name or for which Council has become the co-ordinating road authority.

Should Council adopt the draft documentation, it can immediately be made available as a public document. The Regulations also require this report, which summarizes the review, to be displayed.

9.2.1 Road Management Plan Review (cont.)

It is anticipated that Council will consider updating the Road Register annually in July and conduct a further review of the Road Management Plan within 6 months of the election of the next incoming 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.

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. The proposed changes can be accommodated within the draft 2014/2015 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.

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

Community consultation occurred for the Road Management Plan review as described earlier in this report.

9.2.2 Proposed Sale of 58-64 Brock Street, Euroa

Author and Department

Director Sustainable Development/Sustainable Development

File Reference

P11500200.0000

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

Council owns freehold land at 58-64 Brock Street, Euroa which was originally purchased for use as the Municipal Livestock Pound. Due to new regulations relating to impounding of stock, the yard has been relocated to a more suitable site. Hence the land at Brock Street is now surplus to Council's requirements.

An initial valuation of the site conducted in January 2011 for sale purposes recommended re-zoning the land from Public Use Zone (PUZ) to Residential 1 Zone. The re-zoning would increase the value by more than three times its present value under the PUZ. The estimate in 2011 for the site if under the R1Z was \$90,000.

Planning Scheme Amendment C57 to re-zone the land to R1Z was commenced in 2012 and came into effect on 31 October 2013.

Therefore, it is recommended to sell the land located at 58-64 Brock Street, Euroa, by Public Auction based on a current land valuation.

RECOMMENDATION

That Council resolve to:

- 1. Obtain a current land valuation for 58-64 Brock Street, Euroa (Crown Allotment 1 Section 56, Parish of Euroa) from a Certified Practising Valuer.**
- 2. Sell 58-64 Brock Street, Euroa (Crown Allotment 1 Section 56, Parish of Euroa) by Public Auction, subject to consideration of submissions under Section 223 of the *Local Government Act 1989*.**
- 3. Invite submissions under Section 223 of the *Local Government Act 1989*.**
- 4. Proceed with sale if no submissions are received under Section 223 of the *Local Government Act 1989*.**

9.2.2 Proposed Sale of 58-64 Brock Street, Euroa (cont.)

Background

The land is not currently utilised by Council and the previous use right as a stock pound has ceased. The site was re-zoned Residential 1 Zone to be consistent with the surrounding uses and for sale purposes.

There is minor infrastructure located on the land which will be sold as improvements with the land.

In summation the land is surplus to Council's requirements and has no operation or strategic function or benefit into the future. It is appropriate to realise public assets that are not utilised by Council or the community and which have no direct benefit for the ratepayers.

Alternative Options

The alternatives are:

1. Not to proceed with the sale and keep the land.
2. Sell the land by "private treaty.

If Council was to keep the land then we would be under obligation to maintain the land, i.e. the land would start to be a liability not an asset. An auction sale is considered the best avenue to yield the best price, due to the re-zoning to Residential 1 Zone which opens it up to the general market.

Risk Management

The author 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 proposed sale has not been specifically included in the budget program. The sale will assist the cash flow of Council. In addition the land post sale will be rated which increases Council's ongoing income.

Economic Implications

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

Environmental / Amenity

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

Community Implications

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

9.2.2 Proposed Sale of 58-64 Brock Street, Euroa (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

The sale of land will follow the due process set out in the *Local Government Act 1989*.

Consultation

Consultation will be via the Section 223 process calling for public submissions on the sale.

Attachments

Site plan.

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9.7 ORGANISATION

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

Author & Department

Chief Executive Officer / Executive Services Directorate

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

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

Summary

The current Instrument of Delegation to the Chief Executive Officer was signed and sealed by Council on the 16 July 2013. It is recommended that Council updates its Instrument of Delegation to the Chief Executive Officer so as to ensure the certainty of the delegations in place and reduce the risk of a successful challenge being made to anything done by the Chief Executive Officer under delegation.

The Instrument has been amended to include a limitation on the Chief Executive Officer's delegation that they not take an action or do an act or thing which is required by law to be done by Council resolution. This change is not the result of legislative amendment, but is added to clarify the position that where something is required to be done by Council resolution, the Chief Executive Officer will not be able to exercise that power, duty or function under delegation. It is noted that in these circumstances, the Chief Executive Officer or other sub-delegates are able to take action to implement a decision made by Council resolution. Consequently, a new 'Condition and Limitation' (number 5) has been added to the Instrument (refer Attached draft Instrument of Delegation). A new amended Instrument of Delegation to the Chief Executive Officer is now presented to Council for signing and sealing.

RECOMMENDATION

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

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

9.7.1 Instrument of Delegation to Chief Executive Officer (S5) – Review (cont.)

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

Background

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

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

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

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

9.7.1 Instrument of Delegation to Chief Executive Officer (S5) – Review (cont.)

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Instrument of Delegation to the Chief Executive Officer (S5)



SCHEDULE

The power to

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

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

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of [insert amount];
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;
- ~~6.8~~ if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- ~~6.7~~ if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

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~~6-47.1~~ policy; or

~~6-27.2~~ strategy

adopted by Council; or

~~7-8~~ if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

~~8-9~~ the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

9.7.2 Financial Report – December 2013

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

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

Summary

Appended to the Agenda is a copy of Council's Financial Report for the period ending 31 December 2013.

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

The Financial Overview to 31 December 2013 identifies total revenue \$21,748,970 with expenditure \$11,338,074 resulting in a surplus to date of \$10,410,896. The YTD December variation of budget to actual is \$1,985,644. Capital works budgeted to 31 December \$3,328,591 achieved expenditure \$1,899,155 resulting in a variation to the budget of \$1,429,476.

RECOMMENDATION

That the Financial Report for the sixth month ended 31 December 2013 be noted.

Background

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

Alternative Options

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

Risk Management

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

Strategic Links – Policy implications and relevance to Council Plan

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

9.7.2 Financial Report – December 2013 (cont.)

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

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

Financial / Budgetary Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2014.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2014.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 1006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

December Financial Report

STRATHBOGIE SHIRE COUNCIL**Profit and Loss Statement 2013/2014**

	Adopted Budget 2013/2014	YTD Budget Dec 2013	YTD Actual Dec 2013	Variance Dec 2013
REVENUE				
Rates and Charges	15,237,300	15,237,300	15,146,207	91,093
Statutory Fees & Fines	297,900	138,430	147,864	(9,434)
User Fees	1,311,400	588,140	485,698	102,442
Contributions	113,330	78,328	261,274	(182,946)
Grants - Recurrent	4,800,971	2,150,074	2,284,016	(133,942)
Grants - Non-recurrent	3,988,700	2,150,452	3,031,615	(881,163)
Other Revenue	218,700	140,850	271,899	(131,049)
Operating Revenue Total	25,968,301	20,483,574	21,628,573	(1,144,999)
Net Loss on Disposal Assets	(551,000)	606,308	-	606,308
Proceeds from sale of assets	-	-	120,397	(120,397)
Total Revenue	25,417,301	21,089,882	21,748,970	(659,088)
EXPENDITURE				
Employee	9,609,200	4,804,594	4,954,064	149,470
Contracts, Materials & Services	11,325,505	5,352,752	4,083,357	(1,269,395)
Depreciation	4,693,900	2,146,934	2,147,721	787
Finance	149,884	74,944	76,882	1,938
Other Expenses	170,800	285,406	76,051	(209,355)
WDV Infrastructure Renewed	400,000	-	-	-
	26,349,289	12,664,630	11,338,074	(1,326,556)
Surplus/Deficit	(931,988)	8,425,252	10,410,896	(1,985,644)

STRATHBOGIE SHIRE COUNCIL**Balance Sheet 2013/2014**

	Adopted Budget 2013/2014 \$	December 2013 \$
<u>Current Assets</u>		
Cash and cash equivalents	5,123,000	11,419,387
Trade and other receivables	1,597,000	8,409,846
Other Assets	351,000	-4,124
Inventories	118,000	10,190
Non- current assets for resale	-	-
Total Current Assets	<u>7,189,000</u>	<u>19,835,299</u>
<u>Non-Current Assets</u>		
Financial assets	2,000	2,032
Investments in associates	156,000	212,251
Property, plant and equipment, infrastructure	224,495,000	225,336,098
Total Non-Current Assets	<u>224,653,000</u>	<u>225,550,381</u>
Total Assets	<u>231,842,000</u>	<u>245,385,680</u>
<u>Current Liabilities</u>		
Trade and other payables	2,007,000	422,649
Trust funds and deposits	420,000	427,256
Fire Services Property Levy	-	921,172
Provisions	2,273,000	2,720,747
Interest bearing loans and borrowings	611,000	236,764
Total Current Liabilities	<u>5,311,000</u>	<u>4,728,588</u>
<u>Non-Current Liabilities</u>		
Trust funds and deposits	68,000	67,980
Provisions	590,000	393,471
Interest bearing loans and borrowings	2,137,000	1,948,076
Total Non-Current Liabilities	<u>2,795,000</u>	<u>2,409,527</u>
Total Liabilities	<u>8,106,000</u>	<u>7,138,115</u>
Net Assets	<u>223,736,000</u>	<u>238,247,565</u>
<u>Equity</u>		
Accumulated Surplus	73,969,000	73,635,941
Reserves	150,699,000	154,199,952
Total Equity	<u>224,668,000</u>	<u>227,835,893</u>

STRATHBOGIE SHIRE COUNCIL

**Cash Flow Statement
for 6 Months ended 31 December 2013**

	Budget \$'000 Inflows (Outflows)	Dec-13 \$'000 Inflows (Outflows)
Cash flows from operating activities		
Rates and charges	15,237	8,904
Statutory fees and fines	298	148
User fees	1,311	338
Contributions	115	261
Grants	8,789	5,316
Interest	200	123
Other receipts	19	148
Net GST refund/overpayment	0	647
Payments to suppliers	(11,048)	(4,642)
Payments to employees (including redundancies)	(9,737)	(4,980)
Other payments	(319)	(75)
Total cash outflows from operating activities	4,865	6,188
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(8,909)	-2168
Payments for landfill rehabilitation	(525)	0
Proceeds sales of property, plant and equip, infrastructure	1,450	120
Net cash used in investing activities	(7,984)	(2,048)
Cash flows from financing activities		
Finance costs	(150)	(76)
Trust funds and deposits	-	
Proceeds from interest bearing loans and borrowings	800	
Repayment of interest bearing loans and borrowings	(468)	(232)
Net cash provided by (used in) financing activities	182	(308)
Net cash provided by (used in) financing activities		
Net decrease in cash and cash equivalents	(2,937)	3,832
Cash and cash equivalents at 30/06/2013	8,060	7,587
Cash and cash equivalents at end of year/month	5,123	11,419

Strathbogie Shire Council 2013/2014

Account Details - Investments

End of Month December 2013 Balance Sheet Reports

Investments	%	YTD
Split by Bank	Held	Actual
60005 Investments: ANZ On-Call	7%	714,750
60006 Investments: ANZ Term Deposits	16%	1,800,000
60007 Investments: CBA Term Deposits	26%	2,800,000
60008 Investments: GMCU Term Deposits	15%	1,600,000
60009 Investments: NAB Term Deposits	26%	2,800,000
60020 Long Service Leave Invest. (NAB product)	11%	1,200,000
Investments		10,914,750

Strathbogie Shire Council 2014 Capital Works Program Actual / Budget Summary as at 31 December 2013	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	YTD Budget Variance %
Underground Drainage	120,000	48,751	33,271		
Waste Management	0	0	7,730	-7,730	(100.00)
Buildings - Municipal Properties	1,272,500	441,801	314,433		
Bridge Construction	932,900	372,777	199,503		
Land	1,913,540	422,783	411,089		2.76
Footpaths	54,000	27,000	61,971	-34,971	(129.52)
Plant & Machinery	667,000	226,752	224,448		1.01
Other Furniture and Equipment	111,270	55,638	122,948	-67,310	(120.97)
Information Technology	419,500	209,754	25,162		
Reseals - Urban	0	0	616	-616	(100.00)
Reseals - Rural	1,474,351	624,351	67,752		
Pavement Rehabilitation Program	1,085,286	585,286	0		
Road General	627,393	313,698	128,187		
Gravel Resheeting	231,130	0	0	0	0.00
Flood Restoration Works	0	0	45,782	-45,782	(100.00)
February 2012 Flood Restoration Works	0	0	237,071	-237,071	(100.00)
Buildings - Municipal Properties	0	0	19,154	-19,154	(100.00)
Capital	\$ 8,908,870	\$ 3,328,591	\$ 1,899,115	\$ 1,429,476	42.95

Asset Renewal	5,126,960		1,075,791	1,201,768
Asset Upgrade	1,761,640		489,369	-30,224
Asset New	2,020,270		333,955	257,932
Report Total :	\$ 8,908,870		\$ 1,899,115	\$ 1,429,476



Strathbogie Shire Council
Account Management Report
for year to December 2013 (actuals as at 24 January 14 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud	
Capital										
Land										
22001	Euroa Flood Mitigation Works	\$66,000	\$66,000	\$33,000	\$15,313	\$0	\$15,313	\$17,667	\$50,667	23%
22006	Violet Town Flood Mitigation Works: Stage 2	\$504,000	\$504,000	\$126,000	\$6,400	\$0	\$6,400	\$119,600	\$497,600	1%
22008	Violet Town Flood Mitigation Works, Survey & Design Stage 1	\$61,600	\$61,600	\$30,798	\$33,520	\$0	\$33,520	-\$2,722	\$28,060	54%
22009	Euroa Seven Creeks Park Replanting	\$10,700	\$10,700	\$2,676	\$7,964	\$3,812	\$11,776	-\$9,100	-\$1,076	110%
22011	Land Purchases Capital Works 2013/14	\$240,000	\$240,000	\$60,000	\$37,000	\$0	\$37,000	\$23,000	\$203,000	15%
22012	Euroa Saleyard Extension 2013/14	\$475,000	\$475,000	\$20,000	\$18,113	\$0	\$18,113	\$1,888	\$456,888	4%
22013	Nagambie Depot Improvements/ Rehab	\$531,240	\$531,240	\$132,810	\$280,992	\$15,840	\$296,832	-\$164,022	\$234,408	56%
22014	Euroa Bicentennial Park Fence	\$15,000	\$15,000	\$15,000	\$11,788	\$0	\$11,788	\$3,212	\$3,212	79%
22015	Violet Town Tennis Court/Netball Court Drainage	\$10,000	\$10,000	\$2,499	\$0	\$0	\$0	\$2,499	\$10,000	0%
	Total Land	\$1,913,540	\$1,913,540	\$422,783	\$411,089	\$19,653	\$430,742	-\$7,959	\$1,502,451	23%
Buildings - Municipal Properties										
20031	Euroa Depot - Toilet Block	\$3,800	\$3,800	\$951	\$0	\$0	\$0	\$951	\$3,800	0%
20032	Violet Town Reserve - Toilets	\$3,000	\$3,000	\$1,500	\$0	\$0	\$0	\$1,500	\$3,000	0%
20036	Euroa Caravan Park Site Development	\$25,000	\$25,000	\$12,498	\$8,608	\$0	\$8,608	\$3,890	\$16,392	34%
20038	Euroa Saleyard Improvements	\$22,700	\$22,700	\$11,352	\$0	\$0	\$0	\$11,352	\$22,700	0%
20042	Violet Town Library Complex	\$460,000	\$460,000	\$0	\$0	\$0	\$0	\$0	\$460,000	0%
20043	Euroa Office Energy Retrofit	\$21,000	\$21,000	\$10,500	\$0	\$0	\$0	\$10,500	\$21,000	0%
20045	Nagambie Depot Site restoration	\$0	\$0	\$0	\$96,715	\$38,216	\$134,930	-\$134,930	-\$134,930	0%
20047	Violet Town Depot Relocation	\$72,000	\$72,000	\$36,000	\$29,114	\$21,818	\$50,932	-\$14,932	\$21,068	71%
20048	Violet Town Reserve Tennis Pavillion (White Ants)	\$26,000	\$26,000	\$22,501	\$5,842	\$0	\$5,842	\$16,659	\$20,158	22%
20049	Violet Town - Swimming Pool - Shade Structure	\$8,000	\$8,000	\$8,000	\$0	\$0	\$0	\$8,000	\$8,000	0%
20050	Violet Town Reserve Toilet Block	\$15,000	\$15,000	\$3,750	\$0	\$0	\$0	\$3,750	\$15,000	0%
20051	Euroa Swimming Pool Filter Replacement	\$120,000	\$120,000	\$120,000	\$55,800	\$2,000	\$57,800	\$62,200	\$62,200	48%
20052	Euroa Bowling Club - White Ants Stage 2	\$29,000	\$29,000	\$29,000	\$20,158	\$0	\$20,158	\$8,842	\$8,842	70%
20053	Nagambie High Street Toilets Improvements	\$20,000	\$20,000	\$10,000	\$0	\$0	\$0	\$10,000	\$20,000	0%
20054	Euroa Civic Centre - Aircon/Heating office	\$32,000	\$32,000	\$32,000	\$25,237	\$0	\$25,237	\$6,763	\$6,763	79%
20055	Euroa Works Depot Sewer Reticulation Connection	\$30,000	\$30,000	\$7,500	\$0	\$0	\$0	\$7,500	\$30,000	0%
20056	Nagambie RSL Roof, part replacement	\$15,000	\$15,000	\$3,750	\$0	\$0	\$0	\$3,750	\$15,000	0%
20057	Nagambie Rec Reserve Floor covering	\$10,000	\$10,000	\$2,499	\$0	\$0	\$0	\$2,499	\$10,000	0%
20058	Euroa Community Conference Centre	\$10,000	\$10,000	\$10,000	\$36,290	\$0	\$36,290	-\$26,290	-\$26,290	363%
20059	Euroa Cinema Upgrade	\$100,000	\$100,000	\$100,000	\$32,870	\$39,982	\$72,852	\$27,148	\$27,148	73%
20060	Euroa Sevens Creek Park Facilities Development	\$250,000	\$250,000	\$20,000	\$3,800	\$0	\$3,800	\$16,200	\$246,200	2%
	Total Buildings - Municipal Properties	\$1,272,500	\$1,272,500	\$441,801	\$314,433	\$102,016	\$416,449	\$25,352	\$958,067	33%
Furniture and Equipment (Inc. Info. Services)										
Other Furniture and Equipment										
20046	Black Caviar Statue (Grant Funded & Private Works)	\$75,270	\$75,270	\$37,638	\$100,630	\$455	\$101,085	-\$63,447	-\$25,815	134%
26034	Nagambie Lakes Canoe Polo (grant funded)	\$36,000	\$36,000	\$18,000	\$22,317	\$7,000	\$29,317	-\$11,317	\$6,683	81%
	Total Other Furniture and Equipment	\$111,270	\$111,270	\$55,638	\$122,948	\$7,455	\$130,402	-\$74,764	-\$11,678	117%
Information Technology										
26012	Hardware Replacement Program	\$132,200	\$132,200	\$66,102	\$18,699	\$0	\$18,699	\$47,403	\$113,501	14%

Strathbogie Shire Council
Account Management Report
for year to December 2013 (actuals as at 24 January 14 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
26018	Regional Shared Services Infrastructure Including Disaster Recovery	\$15,000	\$15,000	\$7,500	\$0	\$0	\$7,500	\$15,000	0%
26030	Aerial Photography	\$36,000	\$36,000	\$18,000	\$0	\$25,683	-\$7,683	\$10,317	71%
26033	HACC Minor Grant (grant funded)	\$50,000	\$50,000	\$25,002	\$0	\$0	\$25,002	\$50,000	0%
26036	Corporate Business Efficiency	\$139,800	\$139,800	\$69,900	\$6,463	\$0	\$63,437	\$133,337	5%
26037	External Record Management	\$11,500	\$11,500	\$5,748	\$0	\$0	\$5,748	\$11,500	0%
26038	Software Capital New Investment	\$35,000	\$35,000	\$17,502	\$0	\$0	\$17,502	\$35,000	0%
	Total Information Technology	\$419,500	\$419,500	\$209,754	\$25,162	\$25,683	\$158,910	\$394,338	12%
	Total Furniture and Equipment (Inc. Info. Services)	\$530,770	\$530,770	\$265,392	\$148,109	\$33,137	\$84,146	\$382,661	34%
	Plant & Machinery								
28006	Plant Replacement (Strathcon)	\$500,000	\$500,000	\$125,001	\$109,000	\$909	\$15,092	\$390,091	22%
28007	Motor Vehicle Fleet Replacement	\$167,000	\$167,000	\$101,751	\$115,448	\$0	-\$13,697	\$51,552	69%
	Total Plant & Machinery	\$667,000	\$667,000	\$226,752	\$224,448	\$909	\$1,395	\$442,552	34%
	Bridge Construction								
23005	Mitchellstown Road Bridge	\$315,000	\$315,000	\$157,500	\$0	\$0	\$157,500	\$315,000	0%
23006	Nelson's Road Bridge	\$58,000	\$58,000	\$19,332	\$68,535	\$0	-\$49,203	-\$10,535	118%
23007	Horse Gully Road Bridge Replacement	\$90,000	\$90,000	\$45,000	\$0	\$0	\$45,000	\$90,000	0%
23008	Heales Road - Deck Replacement	\$0	\$0	\$0	\$3,219	\$0	-\$3,219	-\$3,219	0%
23009	Walkers Road Bridge Replacement	\$67,900	\$67,900	\$33,948	\$114,063	\$0	-\$80,115	-\$46,163	168%
23014	Leckies Rd Wooden Bridge	\$31,000	\$31,000	\$0	\$0	\$37,273	-\$37,273	-\$6,273	120%
23015	Erosion & Kerb works	\$17,000	\$17,000	\$6,000	\$0	\$0	\$6,000	\$17,000	0%
23016	Geodetic Rd Timber Deck	\$6,000	\$6,000	\$1,500	\$0	\$0	\$1,500	\$6,000	0%
23017	Bridge Abutments & Pipes	\$43,000	\$43,000	\$10,749	\$0	\$0	\$10,749	\$43,000	0%
23018	Delatite Country Road Bridge	\$30,000	\$30,000	\$30,000	\$13,686	\$570	\$15,744	\$15,744	48%
23019	Harrisons Road Bridge Overlay	\$60,000	\$60,000	\$15,000	\$0	\$0	\$15,000	\$60,000	0%
23020	Bridge Overlays	\$70,000	\$70,000	\$17,499	\$0	\$0	\$17,499	\$70,000	0%
23021	Leckies Road Concrete Bridge Overlay	\$145,000	\$145,000	\$36,249	\$0	\$0	\$36,249	\$145,000	0%
	Total Bridge Construction	\$932,900	\$932,900	\$372,777	\$199,503	\$37,843	\$135,431	\$733,397	25%
	Underground Drainage								
24007	Nagambie Industrial Area - Scooping	\$0	\$20,000	\$0	\$472	\$0	-\$472	\$19,528	2%
24008	Nagambie Industrial Area: Drainage	\$95,000	\$75,000	\$23,751	\$6,310	\$0	\$17,441	\$68,690	8%
24011	Euroa Burns Avenue - Drainage Outfall	\$25,000	\$25,000	\$25,000	\$26,489	\$0	-\$1,489	-\$1,489	106%
	Total Underground Drainage	\$120,000	\$120,000	\$48,751	\$33,271	\$0	\$15,480	\$86,729	28%
	Waste Management								
27800	Violet Town Landfill Cap and Closure	\$0	\$0	\$0	\$7,730	\$0	-\$7,730	-\$7,730	0%
	Total Waste Management	\$0	\$0	\$0	\$7,730	\$0	-\$7,730	-\$7,730	0%
	Footpaths								
27003	Euroa Northern Town Entrance - Unsealed Footpath	\$0	\$0	\$0	\$23,207	\$0	-\$23,207	-\$23,207	0%
27004	Euroa Weir Street Footpath	\$12,000	\$12,000	\$6,000	\$0	\$0	\$6,000	\$12,000	0%
27005	Euroa Elliot Street Footpath	\$3,000	\$3,000	\$1,500	\$0	\$0	\$1,500	\$3,000	0%

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		Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
27006	Nagambie High Street Footpath	\$18,000	\$18,000	\$9,000	\$38,764	\$0	\$38,764	-\$29,764	-\$20,764	215%
27007	Euroa Binney Street Footpath	\$21,000	\$21,000	\$10,500	\$0	\$0	\$0	\$10,500	\$21,000	0%
	Total Footpaths	\$54,000	\$54,000	\$27,000	\$61,971	\$0	\$61,971	-\$34,971	-\$7,971	115%
Roads										
Roads and Street Resealing										
Reseals - Urban										
25031.014	Barwon Street Ch 76 - 406	\$0	\$0	\$0	\$74	\$0	\$74	-\$74	-\$74	0%
25031.0142	Blayney Lane Ch 532-795	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.0143	Bryde Street Ch 0-126	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.015	Henry Street Ch 470-639	\$0	\$0	\$0	\$270	\$0	\$270	-\$270	-\$270	0%
25031.0155	Marie Street Ch 122-202	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.0157	Park Street Ch 0-145	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.0158	Park Street Ch 380-575	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.016	Robinson Street Ch 0-222	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25031.0162	Rose Street Nth Bnd Causeway Ch 244-309	\$0	\$0	\$0	\$48	\$0	\$48	-\$48	-\$48	0%
	Total Reseals - Urban	\$0	\$0	\$0	\$616	\$0	\$616	-\$616	-\$616	0%
Reseals - Rural										
24999	Resealing Budget	\$1,474,351	\$1,474,351	\$624,351	\$0	\$0	\$0	\$624,351	\$1,474,351	0%
25040.004	Avenel Longwood Road Ch 23895-24710	\$0	\$0	\$0	\$324	\$0	\$324	-\$324	-\$324	0%
25040.005	Balmattum Church Road Ch 1750-1770	\$0	\$0	\$0	\$224	\$0	\$224	-\$224	-\$224	0%
25040.006	Balmattum Church Road Ch1770-2565	\$0	\$0	\$0	\$331	\$0	\$331	-\$331	-\$331	0%
25040.007	Balmattum Church Road Ch 2565-2775	\$0	\$0	\$0	\$145	\$0	\$145	-\$145	-\$145	0%
25040.009	Boho Church Road Ch 9015-9825	\$0	\$0	\$0	\$242	\$0	\$242	-\$242	-\$242	0%
25040.01	Bonnie Doon Road Ch 0-1520	\$0	\$0	\$0	\$475	\$0	\$475	-\$475	-\$475	0%
25040.011	Bonnie Doon Road Ch 1520-3260	\$0	\$0	\$0	\$1,388	\$0	\$1,388	-\$1,388	-\$1,388	0%
25040.012	Boundary Hill Road Ch 1130-1360	\$0	\$0	\$0	\$214	\$0	\$214	-\$214	-\$214	0%
25040.015	Creightons Creek Road Ch 15730-17210	\$0	\$0	\$0	\$13,665	\$0	\$13,665	-\$13,665	-\$13,665	0%
25040.02	Euroa Strathbogie Road Ch 20180-21270	\$0	\$0	\$0	\$808	\$0	\$808	-\$808	-\$808	0%
25040.027	Goulburn Weir Murchison Road Ch 1397-1620	\$0	\$0	\$0	\$793	\$0	\$793	-\$793	-\$793	0%
25040.028	Goulburn Weir Murchison Road Ch 1640-1640	\$0	\$0	\$0	\$4,075	\$0	\$4,075	-\$4,075	-\$4,075	0%
25040.029	Goulburn Weir Murchison Road Ch 2690-3343	\$0	\$0	\$0	\$1,351	\$0	\$1,351	-\$1,351	-\$1,351	0%
25040.031	Goulburn Weir Murchison Road Ch 4010-4035	\$0	\$0	\$0	\$1,838	\$0	\$1,838	-\$1,838	-\$1,838	0%
25040.032	Goulburn Weir Murchison Road Ch 4035-4326	\$0	\$0	\$0	\$1,834	\$0	\$1,834	-\$1,834	-\$1,834	0%
25040.033	Goulburn Weir Murchison Road Ch 4326-4964	\$0	\$0	\$0	\$811	\$0	\$811	-\$811	-\$811	0%
25040.035	Goulburn Weir Road Ch 75-1310	\$0	\$0	\$0	\$5,106	\$0	\$5,106	-\$5,106	-\$5,106	0%
25040.037	Grimwade Road Ch 0-1285	\$0	\$0	\$0	\$37	\$0	\$37	-\$37	-\$37	0%
25040.038	Grimwade Road Ch 1305-1485	\$0	\$0	\$0	\$1,350	\$0	\$1,350	-\$1,350	-\$1,350	0%
25040.039	Grimwade Road Ch 1485-3115	\$0	\$0	\$0	\$9,960	\$0	\$9,960	-\$9,960	-\$9,960	0%
25040.04	Grimwade Road Ch 3135-3215	\$0	\$0	\$0	\$74	\$0	\$74	-\$74	-\$74	0%
25040.041	Harrys Creek Road Ch 12645-13810	\$0	\$0	\$0	\$1,982	\$0	\$1,982	-\$1,982	-\$1,982	0%
25040.042	Harrys Creek Road Ch 15335-15430	\$0	\$0	\$0	\$145	\$0	\$145	-\$145	-\$145	0%
25040.043	Harrys Creek Road Ch 15430-15450	\$0	\$0	\$0	\$48	\$0	\$48	-\$48	-\$48	0%
25040.049	Longwood-Shepparton Road Ch 230-295	\$0	\$0	\$0	\$10,688	\$0	\$10,688	-\$10,688	-\$10,688	0%
25040.05	McDiarmids Road Ch 3360-4730	\$0	\$0	\$0	\$556	\$0	\$556	-\$556	-\$556	0%

Strathbogie Shire Council
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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
25040.051 Merton-Strathbogie Road Ch 7090-7434	\$0	\$0	\$0	\$1,139	\$0	\$1,139	-\$1,139	-\$1,139	0%
25040.054 Polly McQuinns Road Ch 1745-2545	\$0	\$0	\$0	\$329	\$0	\$329	-\$329	-\$329	0%
25040.055 Polly McQuinns Road Ch 3500-4050	\$0	\$0	\$0	\$1,113	\$0	\$1,113	-\$1,113	-\$1,113	0%
25040.056 Polly McQuinns Road Ch 2545-3000	\$0	\$0	\$0	\$869	\$0	\$869	-\$869	-\$869	0%
25040.057 Polly McQuinns Road Ch 3020-3500	\$0	\$0	\$0	\$1,662	\$0	\$1,662	-\$1,662	-\$1,662	0%
25040.06 Spring Creek Road Ch 1050-2145	\$0	\$0	\$0	\$800	\$0	\$800	-\$800	-\$800	0%
25040.063 Zanelli Road Ch 8050-8860	\$0	\$0	\$0	\$1,590	\$0	\$1,590	-\$1,590	-\$1,590	0%
25040.101 Kelvin View Road Ch 0-1525	\$0	\$0	\$0	\$33	\$0	\$33	-\$33	-\$33	0%
25040.102 Dip Lane Ch 0-1695	\$0	\$0	\$0	\$216	\$0	\$216	-\$216	-\$216	0%
25040.103 Armstrong avenue Ch 0-525	\$0	\$0	\$0	\$67	\$0	\$67	-\$67	-\$67	0%
25040.105 Feltrim Road Ch 9225-10690	\$0	\$0	\$0	\$1,472	\$0	\$1,472	-\$1,472	-\$1,472	0%
Total Reseals - Rural	\$1,474,351	\$1,474,351	\$624,351	\$67,752	\$0	\$67,752	\$556,599	\$1,406,599	5%
Pavement Rehabilitation Program									
25920 Pavement Rehabilitation Program	\$1,085,286	\$1,085,286	\$585,286	\$0	\$0	\$0	\$585,286	\$1,085,286	0%
Total Pavement Rehabilitation Program	\$1,085,286	\$1,085,286	\$585,286	\$0	\$0	\$0	\$585,286	\$1,085,286	0%
Total Roads and Street Resealing	\$2,559,637	\$2,559,637	\$1,209,637	\$68,368	\$0	\$68,368	\$1,141,269	\$2,491,269	3%
Road General									
23050 Minor Drainage Works	\$24,500	\$24,500	\$12,252	\$0	\$0	\$0	\$12,252	\$24,500	0%
23051 Euroa Garret Rd Drainage Extension	\$75,000	\$75,000	\$37,500	\$0	\$0	\$0	\$37,500	\$75,000	0%
23052 Goulburn Weir Drainage	\$7,000	\$7,000	\$3,498	\$7,559	\$0	\$7,559	-\$4,061	-\$559	108%
23053 Violet Town Daisy St Railway Culvert	\$25,000	\$25,000	\$12,498	\$0	\$0	\$0	\$12,498	\$25,000	0%
23054 Euroa Swaggie Tree	\$10,000	\$10,000	\$4,998	\$192	\$182	\$374	\$4,624	\$9,626	4%
23055 Euroa Atkins Street Drainage	\$80,000	\$80,000	\$40,002	\$0	\$0	\$0	\$40,002	\$80,000	0%
23066 Avenel Drainage (contribution to Developers)	\$15,000	\$15,000	\$7,500	\$0	\$0	\$0	\$7,500	\$15,000	0%
25904 Longwood Depot Road - Widening & Sealing of Corners	\$0	\$0	\$0	-\$21	\$0	-\$21	\$21	\$21	0%
25905 Euroa Strathbogie Road - Widening by 0.5m	\$0	\$0	\$0	\$1,440	\$0	\$1,440	-\$1,440	-\$1,440	0%
25907 Avenel Queen Street Parking	\$23,400	\$23,400	\$11,700	\$52,600	\$0	\$52,600	-\$40,900	-\$29,200	225%
25908 Avenel Jones Street Parking	\$20,000	\$20,000	\$10,002	\$27,278	\$0	\$27,278	-\$17,276	-\$7,278	136%
25909 Avenel School Parking - Drainage works	\$15,000	\$15,000	\$7,500	\$31,252	\$0	\$31,252	-\$23,752	-\$16,252	208%
25910 Euroa Pleasance Avenue Widening	\$8,300	\$8,300	\$4,152	\$0	\$0	\$0	\$4,152	\$8,300	0%
25912 Ruffy School Road Widening - Outside Shop	\$0	\$0	\$0	\$500	\$0	\$500	-\$500	-\$500	0%
25913 Euroa - Replacement of Kerb Channel (Euroa Mansfield Rd)	\$20,000	\$20,000	\$10,002	\$7,093	\$0	\$7,093	\$2,910	\$12,908	35%
25914 Birkett Street Euroa	\$0	\$0	\$0	-\$248	\$0	-\$248	\$248	\$248	0%
25916 Wayfinding Transport Connections (grant funded)	\$56,100	\$56,100	\$28,050	\$0	\$0	\$0	\$28,050	\$56,100	0%
25917 Euroa Binney St/Railway St Roundabout design	\$15,000	\$15,000	\$7,500	\$0	\$0	\$0	\$7,500	\$15,000	0%
25918 Locksley/Nagambie Rd Shoulder Pavement widening	\$60,000	\$60,000	\$30,000	\$0	\$0	\$0	\$30,000	\$60,000	0%
25919 Euroa Strathbogie Rd Shoulder Pavement Widening	\$60,000	\$60,000	\$30,000	\$0	\$0	\$0	\$30,000	\$60,000	0%
25921 Euroa Saxon St Drainage	\$35,000	\$35,000	\$17,502	\$0	\$0	\$0	\$17,502	\$35,000	0%
25950 Bell Street Kerb & Channel	\$21,293	\$21,293	\$10,644	\$0	\$0	\$0	\$10,644	\$21,293	0%
25951 Palmer Avenue Kerb & Channel	\$20,800	\$20,800	\$10,398	\$0	\$0	\$0	\$10,398	\$20,800	0%
25952 Small renewals	\$11,000	\$11,000	\$5,502	\$0	\$0	\$0	\$5,502	\$11,000	0%
25953 Euroa/Mansfield Road kerb & channel	\$25,000	\$25,000	\$12,498	\$541	\$0	\$541	\$11,957	\$24,459	2%

Strathbogie Shire Council
Account Management Report
for year to December 2013 (actuals as at 24 January 14 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Total Road General	\$627,393	\$627,393	\$313,698	\$128,187	\$182	\$128,369	\$185,329	\$499,206	20%
Gravel Resheeting									
25202.004 Wahring-Euroa Road Ch 7830-8820	\$231,130	\$231,130	\$0	\$0	\$0	\$0	\$0	\$231,130	0%
Total Gravel Resheeting	\$231,130	\$231,130	\$0	\$0	\$0	\$0	\$0	\$231,130	0%
Flood Restoration Works									
2023044.084 Harry's Creek Road - 2010 Flood (Culverts)	\$0	\$0	\$0	\$6,576	\$41,788	\$48,364	-\$48,364	-\$48,364	0%
2023334.0412 2010 Flood Saleyards Road (Culverts)	\$0	\$0	\$0	\$39,206	\$0	\$39,206	-\$39,206	-\$39,206	0%
Total Flood Restoration Works	\$0	\$0	\$0	\$45,782	\$41,788	\$87,570	-\$87,570	-\$45,782	0%
February 2012 Flood Restoration Works									
25510 Sugarloaf Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$3,240	\$0	\$3,240	-\$3,240	-\$3,240	0%
25574 Harrington Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$0	\$1,818	\$1,818	-\$1,818	-\$1,818	0%
25584 Pranjip Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$4,550	\$0	\$4,550	-\$4,550	-\$4,550	0%
25594 South Costerfield Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$0	\$1,818	\$1,818	-\$1,818	-\$1,818	0%
25608 Drysdale Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$4,927	\$0	\$4,927	-\$4,927	-\$4,927	0%
25610 Flood Damage Bridge repairs - Earthworks/Beaching - 2012 Flood (Roads)	\$0	\$0	\$0	\$17,878	\$11,818	\$29,696	-\$29,696	-\$29,696	0%
25611 Flood Damage Bridge repairs - Culvert installation - 2012 Flood (Roads)	\$0	\$0	\$0	\$30,771	\$0	\$30,771	-\$30,771	-\$30,771	0%
25612 Flood Damage Bridge repairs - Material Cartage - 2012 Flood (Roads)	\$0	\$0	\$0	\$270	\$455	\$725	-\$725	-\$725	0%
25613 Flood Damage Bridge repairs - Signage - 2012 Flood (Roads)	\$0	\$0	\$0	\$1,671	\$0	\$1,671	-\$1,671	-\$1,671	0%
25614 Flood Damage Bridge repairs - Handrails - 2012 Flood (Bridge)	\$0	\$0	\$0	\$1,909	\$0	\$1,909	-\$1,909	-\$1,909	0%
25615 Flood Damage Bridge repairs - Vegetation removal - 2012 Flood (Roads)	\$0	\$0	\$0	-\$121	\$0	-\$121	\$121	\$121	0%
25616 Flood Damage Bridge repairs - Bridge decking/abutment works - 2012 Flood (Roads)	\$0	\$0	\$0	\$42,626	\$0	\$42,626	-\$42,626	-\$42,626	0%
25617 Leos Roads - 2012 Flood (Roads)	\$0	\$0	\$0	\$327	\$0	\$327	-\$327	-\$327	0%
25619 Panters Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$11,050	\$0	\$11,050	-\$11,050	-\$11,050	0%
25625 Longwood Gobur Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$53,760	\$0	\$53,760	-\$53,760	-\$53,760	0%
25626 Syms Road - 2012 Flood (Roads)	\$0	\$0	\$0	\$2,045	\$0	\$2,045	-\$2,045	-\$2,045	0%
25627 Grimmade Road 2012 Flood (Roads)	\$0	\$0	\$0	\$29,625	\$0	\$29,625	-\$29,625	-\$29,625	0%
25629 Sagafredos Lane 2012 Flood (Roads)	\$0	\$0	\$0	\$0	\$2,727	\$2,727	-\$2,727	-\$2,727	0%
25630 Crosbie Lane 2012 Flood (Roads)	\$0	\$0	\$0	\$4,780	\$0	\$4,780	-\$4,780	-\$4,780	0%
25632 Longwood Mansfield Road 2012 Flood (Roads)	\$0	\$0	\$0	\$27,764	\$9,091	\$36,855	-\$36,855	-\$36,855	0%
Total February 2012 Flood Restoration Works	\$0	\$0	\$0	\$237,071	\$27,727	\$264,798	-\$264,798	-\$237,071	0%
Total Roads	\$3,418,160	\$3,418,160	\$1,523,335	\$479,408	\$69,697	\$549,105	\$974,230	\$2,938,752	16%
CAPEXP adjustments since adoption									
Buildings - Municipal Properties									
20061 Boho Hall upgrade hot water LGEEP	\$0	\$0	\$0	\$3,572	\$0	\$3,572	-\$3,572	-\$3,572	0%
20062 Gooram Hall upgrade hot water LGEEP	\$0	\$0	\$0	\$4,049	\$0	\$4,049	-\$4,049	-\$4,049	0%

Strathbogie Shire Council
Account Management Report
for year to December 2013 (actuals as at 24 January 14 - 50% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
20063 Strathbogie Hall upgrade/install hot water system LGEEP	\$0	\$0	\$0	\$3,572	\$0	\$3,572	-\$3,572	-\$3,572	0%
20064 Miepoll Hall upgrade/install hot water system LGEEP	\$0	\$0	\$0	\$3,572	\$0	\$3,572	-\$3,572	-\$3,572	0%
20065 Moglonemby Hall upgrade/install hot water system LGEEP	\$0	\$0	\$0	\$3,572	\$0	\$3,572	-\$3,572	-\$3,572	0%
20066 Strathbogie Hall Fridge	\$0	\$0	\$0	\$816	\$0	\$816	-\$816	-\$816	0%
Total Buildings - Municipal Properties	\$0	\$0	\$0	\$19,154	\$0	\$19,154	-\$19,154	-\$19,154	0%
Total CAPEXP adjustments since adoption	\$0	\$0	\$0	\$19,154	\$0	\$19,154	-\$19,154	-\$19,154	0%
Total Capital	\$8,908,870	\$8,908,870	\$3,328,591	\$1,899,115	\$263,254	\$2,162,370	\$1,166,221	\$7,009,755	24%
Grand Total	\$8,908,870	\$8,908,870	\$3,328,591	\$1,899,115	\$277,193	\$2,162,370	\$1,166,221	\$7,009,755	24%

9.7.3 Mid-Year Budget Review 2013/2014

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

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

Summary

The 2013/2014 Mid-Year Budget review provides an opportunity to undertake a detailed review of the Council's Operating and Capital Budgets, which also involves estimating the end of the financial year position on all programs within Council's strategic objectives.

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

There are changes to expected grant applications as well as expected carryover of works that contribute to an expected increase in cash at 30 June 2014 of \$428,000. This increase in cash will be required in reserve for identified future works.

RECOMMENDATION

That:

- 1. Council receive the 2013/2014 Mid-Year Budget Review Report.**
- 2. Approve the changes to the Operating and Capital Budgets, as identified in the attachments.**

Background

The 2013/2014 Budget was prepared in accordance with the Local Government Act 1989, and was formally adopted at a Special Meeting of Council held on Tuesday 23 July 2013. A full mid-year review has now been carried out.

Overall, there have been a number of line item changes incorporated into both the Operating and Capital budgets through the review process. The attached reports show that Council now records an increased deficit of \$1,016,654 as a result of a number of grant applications not being approved in the 2013/2014 financial year, but that are expected to be undertaken in the 2014/2015 financial year.

9.7.3 Mid-Year Budget Review 2013/2014 (cont.)

Cash Flow Implications from Mid-Year Review

	Original Budget	Budget Review	Variance [Fav] / Unfav.
Forecast Revenue	25,417,161	24,923,167	493,994
Forecast Operation	26,349,289	25,939,821	[409,468]
	932,128	1,016,654	84,526
Forecast Capital	8,908,870	8,395,908	512,962
			428,436
Improvement in Cash Position from Budget Review			428,436

There are a number of identified cash carryovers that need to be held in reserve for works in 2014/2015. They are listed –

Violet Town Library – Council Contribution	145,000
Nagambie Main Street – Council Contribution	30,000
Euroa Memorial Oval – Unspent Grant	235,000
(assuming grant received in 2013/2014)	
	410,000

The Budget has been updated to include the Balance Sheet at 30 June 2013. This is the base used to predict forecast balances at 30 June 2014.

Alternative Options

The Officer providing advice in relation to this report has considered all alternative courses of action. The option presented represents the forecast position of Council at 30 June 2014.

Risk Management

Monitoring of the 2013/2014 adopted Budget provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks. This review has made adjustments for known variances and, therefore, reduces the risk that the actual results will significantly differ from the budget.

Strategic Links – policy implications and relevance to Council Plan

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

9.7.3 Mid-Year Budget Review 2013/2014 (cont.)

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

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

Financial / Budgetary Implications

The financial implications are clearly detailed in the attached 2013/2014 Mid-Year Budget Review report. The identified cash increase at 30 June 2014 is directly related to future Council commitments and is, therefore, not available for discretionary spending.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all economic implications for the financial year ending 30 June 2014.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

The 2013/2014 Mid-Year Budget Review has been prepared through consultation with the Executive Management Team and Senior Managers across the organization. Council has also been briefed on the review.

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

Attachments

- 2013/2014 Mid-Year Budget Review report containing:-
 - Financial Overview
 - Income Statement
 - Balance Sheet
 - Cash Flow Statement
 - Capital Works Statement and detailed Capital Budget

STRATHBOGRIE SHIRE COUNCIL
FINANCIAL OVERVIEW FOR 203/2014 MID-YEAR BUDGET REVIEW

Summary Overview

The Mid-Year Review process is undertaken at the midway point of the financial year and provides an opportunity to review the actual progress against the adopted Budget. Council has been clear in regard to reviewing all services to identify savings whilst still maintaining the service level of the adopted Budget. Incorporated into the review are the actual costs associated with the change to the organization structure, and the associated redundancy costs. No further redundancy costs are expected in 2013/2014 and savings will only be recognised from the 2014/2015 financial year (they have also been incorporated in the Draft 2014 Long Term Financial Plan).

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

Subsequent to the preparation of this review, Council has been advised to provide \$20,000 for a legal defense in relation to the Castle Creek levee bank. This has not been included and is expected to be funded out of existing legal fees already incorporated into the budget review.

Income Statement

The draft Mid-Year Review reflects an increased deficit of \$1,016,654.

Revenue

Rates and Charges Decrease

- The reduction in income reflects the additional discount provided to Elloura residents

Contributions Increase

- Regional Shared Services income offset by increased expenditure - \$65,000
- Private Works income - incorporated into existing jobs - \$79,400

Grants Operating Increase

- Grants Commission - \$166,000 increase in annual allocation
- Honouring our Heroes - \$50,000 offset to capital expenditure

Grants Operating Decrease

- Nagambie Main Street - \$670,000 works and grants rescheduled to 2014/2015

Grants Capital Increase

2012 Flood Damage Grants - \$397,900 (costs incurred in 2012/2013)
Local Government Infrastructure Program - \$110,000 increased funding

Grants Capital Decrease

- Violet Town Library - \$315,000 included in 2014/2015 Budget
- Violet Town Flood Mitigation - \$504,000 included in 2014/2015 Budget

Other Revenue Increase

- Insurance Recoveries - \$83,000 (offset to expenditure)
- Investment Income - \$50,000

Expenses

Employee Benefits

- Income Protection - \$100,000 offset to income
- Redundancy Costs - \$250,000

Materials - Increased Cost

- Fringe Benefits Tax - \$55,000
- Regional Shared Services - \$100,000 offset to income
- Software Maintenance - \$40,000 (Microsoft 2010)

Materials – Reduced Cost

- Euroa Memorial Oval – expenditure in 2014/2015 - \$235,000
- Nagambie Main Street – expenditure in 2-14/2015 - \$700,000

CAPITAL WORKS

There have been major variations to the Capital Works Program due to both grants funds and associated works being rescheduled to 2014/2015, and additional works to complete flood restoration works.

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

Increase in Works

- 2012 Flood Restoration Works - \$237,071
- 2010 Flood Restoration Works - \$45,782
- Private works to additional expenditure - \$45,360
- Nagambie Depot Purchase - \$52,000
- Honouring our Heroes - \$50,000

Decrease in Works

- Violet Town Flood Mitigation - \$504,000 included in 2014/2015 Budget
- Violet Town Library - \$460,000 included in 2014/2015 Budget

STRATHBOGIE SHIRE COUNCIL**Mid Year Review Profit and Loss Statement 2013/2014**

	Adopted Budget 2013/14	Forecast Total 2013/2014	Forecast Variance (Fav)Unfav
Income			
Rates and charges	15,237,300	15,207,100	30,200
Statutory fees & fines	297,900	295,900	2,000
User Fees	1,311,400	1,285,808	25,592
Contributions	113,330	257,772	(144,442)
Grants - Operating (Recurrent)	4,533,471	4,157,265	376,206
Grants - Capital (Recurrent)	4,256,200	3,918,761	337,439
Other revenue	218,700	351,700	(133,000)
Net gain on disposal of property, infrastructure, plant and equipment	(551,140)	(551,140)	0
Total income	25,417,161	24,923,167	493,994
Expenses			
Employee benefits	9,736,600	10,057,070	320,470
Materials and services	11,048,105	10,315,567	(732,538)
Bad and doubtful debts	2,000	2,000	0
Depreciation and amortisation	4,693,900	4,693,900	0
Finance costs	149,884	149,884	0
Other expenses	318,800	321,400	2,600
Share of net loss of Goulburn Valley Regional Library Corporation	0	0	0
Written down value of infrastructure renewed	400,000	400,000	0
Total expenses	26,349,289	25,939,821	(409,468)
Surplus (deficit) for the year	(932,128)	(1,016,654)	84,526
Other comprehensive income			
Other	(200,000)	(200,000)	0
Total comprehensive income for the year	(1,132,128)	(1,216,654)	84,526

Mid Year Review Profit and Loss Statement 2013/2014**Mid Year Review Balance Sheet 2013/2014**

	Actual 30-Jun-13	0 15207100	(Fav)Unfav 0 Fav/(Unfav)
Current assets			
Cash and cash equivalents	7,587,352	0	-7,587,352
Trade and other receivables	1,175,144	1,210,000	34,856
Inventories	7,208	14,000	6,792
Non-current assets classified as held for resale	0	0	0
Other assets	184,403	370,000	185,597
Total current assets	<u>8,954,107</u>	<u>1,594,000</u>	<u>(7,360,107)</u>
Non-current assets			
Financial Assets	2,032	4,000	1,968
Investments in associates	212,251	424,000	211,749
Property, infrastructure, plant and equipment	225,496,982	226,797,850	1,300,868
Total non-current assets	<u>225,711,265</u>	<u>227,225,850</u>	<u>1,514,585</u>
Total Assets	<u>234,665,372</u>	<u>228,819,850</u>	<u>(5,845,522)</u>
Current liabilities			
Trade and other payables	701,280	526,241	-175,039
Trust Funds & Deposits	502,818	503,000	182
Provisions	2,559,217	2,636,000	76,783
Interest-bearing loans and borrowings	468,565	469,000	435
Total current liabilities	<u>4,231,880</u>	<u>4,134,241</u>	<u>(97,639)</u>
Non-current liabilities			
Trust Funds & Deposits	67,980	67,900	-80
Provisions	581,543	598,000	16,457
Interest-bearing loans and borrowings	1,948,076	2,279,000	330,924
Total non-current liabilities	<u>2,597,599</u>	<u>2,944,900</u>	<u>347,301</u>
Total Liabilities	<u>6,829,479</u>	<u>7,079,141</u>	<u>249,662</u>
Net assets	<u>227,835,893</u>	<u>221,740,709</u>	<u>(6,095,184)</u>
Equity			
Accumulated surplus	73,635,941	73,635,941	0
Reserves	154,199,952	154,199,952	0
Total equity	<u>227,835,893</u>	<u>227,835,893</u>	<u>0</u>

STRATHBOGRIE SHIRE COUNCIL

Mid Year Review Cash Flow Statement 2013/2014

	Adopted Budget Inflows (Outflows)	Forecast Total 2013/2014	Forecast Variance Fav/(Unfav)
Cash flows from operating activities			
Rates and charges	15,237,300	15,207,100	(30,200)
Statutory fees and fines	297,900	295,900	(2,000)
User fees	1,311,400	1,285,808	(25,592)
Contributions	113,330	257,772	144,442
Grants - Operating	4,533,471	4,157,265	(376,206)
Grants - Capital	4,256,200	3,918,761	(337,439)
Interest	199,700	199,700	0
Other receipts	19,000	152,000	133,000
Net GST refund/payment	0	0	0
Payments to suppliers	(11,048,105)	(10,315,567)	732,538
Payments to employees	(9,736,600)	(10,059,670)	(323,070)
Other payments	(318,800)	(318,800)	0
Total cash inflows from operating activities	4,864,796	4,780,270	(84,526)
Cash flows from investing activities			
Payments for property, plant and equipment, infrastructure	(8,908,870)	(8,395,908)	512,962
Payments for remediation of landfill site.	(524,700)	(524,700)	0
Proceeds sales of property, plant and equip, infrastructure	1,450,000	1,450,000	0
Net cash used in investing activities	(7,983,570)	(7,470,608)	512,962
Cash flows from financing activities			
Finance costs	(149,884)	(149,884)	0
Trust funds and deposits	0	0	0
Proceeds from interest bearing loans and borrowings	800,000	800,000	0
Repayment of interest bearing loans and borrowings	(468,600)	(468,600)	0
Net cash provided by (used in) financing activities	181,516	181,516	0
Net decrease in cash and cash equivalents	(2,937,258)	(2,508,822)	428,436
Cash and cash equivalents at beginning of year	8,060,000	7,587,352	(472,648)
Cash and cash equivalents at end of year	5,122,742	5,078,530	(44,212)

STRATHBOGIE SHIRE COUNCIL**Mid Year Review Capital Works Statement 2013/2014**

	Adopted Budget	Forecast Total 2013/2014	Forecast Variance (Fav)/Unfav
Capital works areas			
Land	1,913,540	1,411,540	(502,000)
Buildings	1,272,500	931,654	(340,846)
Furniture & Equipment	530,770	545,130	14,360
Plant & Machinery	667,000	667,000	0
Roads	3,128,567	3,414,091	285,524
Bridges	932,900	932,900	0
Drains	356,500	356,500	0
Footpaths	54,000	74,000	20,000
Kerb & Channel	53,093	53,093	0
Waste Management	0	10,000	10,000
Total Capital Works	8,908,870	8,395,908	(512,962)
Represented by:			
Asset Renewal	5,805,800	5,618,405	(187,395)
Asset Upgrade	1,133,600	1,154,673	21,073
New Assets	1,969,470	1,622,830	(346,640)
Total Capital Works	8,908,870	8,395,908	(512,962)
Reconciliation of net movement in property, plant and equipment			
Total Capital Works	8,908,870	8,395,908	(512,962)
Asset Revaluation Movement	0	0	0
Depreciation & Amortisation	(4,693,900)	(4,693,900)	0
Written Down Value of Assets Sold	(2,001,140)	(2,001,140)	0
Written down value of infrastructure renewed	(400,000)	(400,000)	0
Net Movement in Property, Plant & Equipment	1,813,830	1,300,868	(512,962)

9.7.4 Strathbogie Shire Council Disaster Recovery and Business Continuity Plan and Disaster Recovery and Business Continuity Policy

Author & Department

Manager, Community Development / Community Development Department

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

Strathbogie Shire Council provides significant and wide ranging services to the community. The environment within which Council operates is dynamic and rapidly changing. A core obligation of good governance is to ensure continuity of business services. A Disaster Recovery and Business Continuity Policy and Plan provide the basis for effectively managing changes to avoid sudden or progressive failure.

The VAGO report (September 2010) identified key issues and deficiencies for local government in relation to business continuity planning.

The Strathbogie Shire Council has reviewed its Disaster Recovery and Business Continuity Plan in light of VAGO's report and presents the final Draft to Council for information. The Disaster Recovery and Business Continuity Policy is required to provide a framework for the Plan, and is presented to Council for adoption.

A significant level of stakeholder engagement has been undertaken to ensure the Policy and the Plan meet organisational and community needs.

The Plan is designed to be used proactively to mitigate and adapt to risk, and in response to situations impacting on Council's ability to deliver its services. It therefore has a different purpose to the Municipal Emergency Management Plan. There are clear linkages identified between the two documents and with other elements of Council's Risk Management process.

The Policy will be reviewed in line with all other Council Policies. The Plan will be reviewed and updated where required, for example a change of role or responsibility with future structure changes, and will be provided to Council for information. It is important that the two documents and processes are separate, to allow for timely changes to the Plan, which is an organisational document. This approach is consistent with a Best Practice approach, and meets the requirements of the Standards.

The Disaster Recovery and Business Continuity Plan has been distributed to Councillors for their information and is tabled for identification purposes, and the Disaster Recovery and Business Continuity Policy is attached to this report.

9.7.4 Strathbogie Shire Council Disaster Recovery and Business Continuity Plan and Disaster Recovery and Business Continuity Policy (cont.)

RECOMMENDATION

1. **That the Disaster Recovery and Business Continuity Policy be adopted.**
2. **That the Disaster Recovery and Business Continuity Plan be noted.**

Background

Strathbogie Shire Council provides a wide range of services both internally to support the organisation, and externally to the Strathbogie Shire community. Disruptions to the continuity of these services could have a significant, adverse impact on the community and prevent Council from meeting its obligations.

All organizations must deal with change in the environments in which they operate. This may relate to changing stakeholder expectations, new strategies adopted by competitors, emerging technologies, changes in staff, availability of finance and the requirements of new legislation. Change is a constant and is best dealt with proactively rather than reactively.

To maintain business continuity, which is a core obligation of good governance, organizations must therefore anticipate and adapt to such changes to avoid either abrupt or progressive failure.

Ensuring business continuity requires a variety of conventional management techniques such as strategic and business planning, continual development of products and services, retaining and acquiring customers, recruiting new staff, raising finance, acquiring technologies and constant attention to quality and efficiency.

However, ensuring business continuity also requires effective management of the organization's risks, including the risks that arise from the possibility of disruptive events. Managing this particular risk to business continuity is the focus of Australian/New Zealand Standard AS/NZS 5050:2010.

A report from the Victorian Auditor-General in September 2010 into business continuity management in Local Government exposed a number of key deficiencies in the approach and management of this issue by the sampled Councils, namely:

9.7.4 Strathbogie Shire Council Disaster Recovery and Business Continuity Plan and Disaster Recovery and Business Continuity Policy (cont.)

1. Councils should strengthen governance arrangements for business continuity by:
 - developing and endorsing policies on business continuity that establish clear objectives and standards for business continuity management, and provide enough guidance on the procedures needed to develop a rigorous business continuity plan and associated testing regime
 - systematically monitoring and reporting to senior management and council on the effectiveness of their business continuity management framework
2. Councils should improve assessments of business continuity risks by:
 - strengthening risk management practices to assure they identify and consider the full range of specific business continuity risks
 - thoroughly evaluating the impact of disruption risks on critical business functions
 - identifying the minimum resources and response times needed to assure operational continuity through an effective business impact assessment
3. Councils should improve the structure, format and content of their business continuity plans to provide greater clarity on roles and responsibilities for emergencies, more specificity on continuity and recovery responses, and better integration with other council disaster recovery and emergency plans.
4. Councils should strengthen their continuous improvement frameworks by:
 - systematically reviewing the effectiveness of their business continuity activities
 - regularly testing business continuity plans to assure they are up-to-date and effective
 - providing training for all council staff with business continuity responsibilities to make sure they are able to effectively discharge their responsibilities
5. Local Government Victoria should, further to its work on strengthening the oversight role of audit committees, assist councils to develop good practice approaches to implementing, overseeing and continuously improving business continuity management.

Council engaged the services of CT Management to provide the high levels of expertise required to deliver an effective and efficient review and redevelopment of the current Disaster Recovery and Business Continuity Plan. Caroline Harlow, Manager Community Development was selected as project manager to lead an internal working group comprising Andrea Richards, Manager Customer Relations; Purdey Wikman, Manager Communications and Peterson Asante, Manager Projects and Works to guide and support the consultant, Mal McKenzie.

The scope of the project included:

- desk-top review of the existing emergency management and business continuity documentation
- gap analysis of the available documentation
- risk identification to confirm all possible areas of business disruption likely to be experienced by Council

9.7.4 Strathbogie Shire Council Disaster Recovery and Business Continuity Plan and Disaster Recovery and Business Continuity Policy (cont.)

- identify solutions and improvements in collaboration with the Executive, the Senior Management Team (SMT) and the Disaster Recovery and Business Continuity Plan Working Group (DRBCPWG)
- prepare a draft update of the Disaster Recovery and Business Continuity Plan for review by the Executive, the SMT and the DRBCPWG
- review the updated Disaster Recovery and Business Continuity Plan in collaboration with the Executive, the SMT and the DRBCPWG
- prepare final draft of the Disaster Recovery and Business Continuity Plan for adoption by 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 Council faces a high level of risk if the Disaster Recovery and Business Continuity Plan is not reviewed efficiently and effectively and Council will be under increased scrutiny comply with the recommendations of the VAGO report. The Plan should meet Australian Standards, should be supported by appropriate policy and framework documentation and should form an integral part of Council's risk management strategy. A risk assessment forms a part of the business continuity plan review to ensure all risks to business continuity are identified and managed.

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. However if the Plan is not adopted there are significant economic implications to Council in relation to managing a significant disruption to business.

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. However if the Plan is not adopted there are significant environment/amenity implications to Council in relation to managing a significant disruption to business.

9.7.4 Strathbogie Shire Council Disaster Recovery and Business Continuity Plan and Disaster Recovery and Business Continuity Policy (cont.)

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community. However if the Plan is not adopted there are significant community/social implications to Council in relation to managing a significant disruption to business.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The Local Government Act 1989 commits councils to developing and maintaining adequate internal control systems. Business continuity plans, risk registers and disaster recovery plans are widely recognised as critical elements of such systems (source: VAGO). There are potentially legal and/or statutory implications for Council if an effective Business Continuity Plan is not in place. The Plan should meet the Australian Standards and must have been developed through a rigorous process.

Consultation

All consultation undertaken involved organisational stakeholders to ensure a rigorous process was undertaken. The Executive and Senior Management Team members and other key council staff responsible for risk management and critical council functions/facilities were consulted.

Attachments

Strathbogie Shire Council Disaster Recovery and Business Continuity Policy



DISASTER RECOVERY and BUSINESS CONTINUITY POLICY

COUNCIL POLICY	
Effective Date:
Last Review:	-
Current Review::	November 2013
Adopted by Council:
Next Review Date:	Annually
Responsible Officer/s:	Manager, Community Development

DISASTER RECOVERY and BUSINESS CONTINUITY POLICY

1. STATEMENT OF COMMITMENT

While disaster planning, prevention and emergency response play a key role in reducing the consequence of an undesirable event that could disrupt our business operation, disaster recovery is also necessary when prevention and response have been unable to avoid disruption.

Council is in the business of providing key services to the community and consequently it is important that in the event of a disaster at any of our sites, we have an effective recovery plan. It is vital to get back to business quickly through a planned, well-coordinated and efficient process.

This Policy sets our objectives and responsibilities for business related disaster recovery within Strathbogie Shire Council. Along with the Disaster Recovery and Business Continuity Plan they outline the management processes that will minimise the risk to personnel, protect and restore property; and activate our business recovery plans.

In order to ensure effective ongoing operations in time of disruption, we will establish and maintain a Disaster Response Committee who will deliver a consistent process for the management of our operations during and following disruption to our business. Following a disaster the Disaster Response Committee will meet to undertake and initial assessment of the situation and determine what actions need to be taken to firstly minimise the immediate impact of the disaster and then to initiate recovery processes. This may include the activation of predetermined contingency plans. We have also established a Business Continuity Working Party, whose role is to facilitate planning and review of the plans that will ensure ongoing operations of major activities within the Shire during a major disruption.

Strathbogie Shire Council recognises the important role that our staff play in the disaster recovery process, so in undertaking response and recovery activities we will endeavour to ensure the safety and wellbeing of all involved. We will provide the necessary funding, skills, training, infrastructure and information to enable us to plan for, manage and respond to business disruption and to operate in a non-routine mode of operation until such time that business as usual has been restored.

2. POLICY PURPOSE

The purpose of this policy is to state Council's commitment to the principles of Business Continuity and to outline its objectives and responsibilities for the implementation and management of its Disaster Recovery and Business Continuity Plan.

3. EXTERNAL CONTEXT

3.1 Relevant Legislation and Standards

- ISO AS/NZS 5050:2010 Business Continuity – Managing disruption related risk
- Victorian Local Government Act 1989
- Emergency Management Act 1986
- Occupational Health & Safety Act 2004

3.2 Key Drivers

Key external drivers include;

- Victorian Auditor-General's Report, Business Continuity Management in Local Government, Sept 2010
- Audit Committees, A Guide to Good Practice for Local Government, Local Government Victoria, January 2011

3.3 Related Stakeholder

Key related external stakeholders, include;

- Other government agencies
- Neighbouring councils
- Ratepayers
- Local business

4. INTERNAL CONTEXT

4.1 Related Documents, Plans & Policies

- Council Plan 2013 - 2017
- Risk Management Policy & Strategy
- Fraud and Corruption Prevention Policy & Strategy
- Municipal Emergency Management Plan
- Road Management Plan
- Media Policy and Protocols
- Procurement Policy & Contract Management and Control

4.2 Supporting Processes

Key supporting internal processes include;

- Disaster Recovery and Business Continuity Plan, November 2013
 - Financial Services Contingency Plan
 - Community Development Contingency Plan
 - Asset Services Contingency Plan
 - Community Relations Contingency Plan
 - Sustainable Development Contingency Plan
- Influenza and Pandemic Plan
- Systems and ICT Infrastructure Disaster Recovery Plan

5. POLICY APPLICATION

5.1 Definitions¹

- Business Continuity - The strategic capability of the organisation to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable level.
- Business Continuity Plan - A documented collection of procedures and information that is developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue to deliver its critical products and services at an acceptable predefined level.
- Contingency Plan - A plan to deal with specific set of adverse circumstances.
- Disaster - A physical event which interrupts business processes sufficiently to threaten the viability of the organisation. *Disaster in the context of this plan refers to loss of Council services NOT community disasters which are covered by Municipal Emergency Plan procedures.*
- Disaster Recovery - The strategies and plans for recovering and restoring the organizations infra-structure and capabilities after a serious interruption.

5.2 Objectives

The objectives of this policy are to provide a framework for managing Disaster Recovery and Business Continuity that will:

- Ensure that the community continues to have access to quality services following a business disruption related event
- Provide an understanding of the context in which business disruption related events can occur within the organisation
- Identify, analyse, evaluate, and document risks that could impact on the provision of council services
- Identify and implement controls to reduce or eliminate risks.
- Identify and implement contingency plans to be activated should risk control measures fail to prevent a business disruption related event from occurring
- Monitor, review and test plans to ensure currency of standards and information provided
- Ensure that plans are appropriately stored, distributed and communicated to personnel involved in the development and activation of the plan
- Ensure that the Disaster Recovery and Business Continuity Plan is communicated to all stakeholders
- Ensure that key staff involved in its planning and activation are appropriately resourced and trained.

5.3 Accountability and Responsibility

5.3.1 Council

- To endorse this Disaster Recovery and Business Continuity Policy
- To approve budgets for the provision of the necessary resources to enable the organisation to plan for, manage and respond to business disruption related risks

5.3.2 Business Continuity Working Group

- Management oversight of the plan
- Exercising contingency plans and undertaking post exercise reviews
- Ensuring that changes made to and recommendations from the plan are implemented
- Distribution and control of revised copies of the plan
- Promoting and creating awareness of the plan and its requirements
- Monitoring and reporting on achievement of action milestones and performance targets

5.3.3 Business Continuity Working Group Chair

- Facilitating annual review of the plan
- Reporting on the outcome of reviews of the plan to the Audit Committee

5.3.4 Disaster Response Committee

- To administer Council's response to any disaster effecting Council's operations
- To coordinate the activities of the Council in mitigating the impact of a disaster
- To implement the disaster recovery plan and contingency plans
- To determine priorities and allocate resources for response and recovery activities
- To advise external agencies assisting Council on the needs of Council in order to respond to a disaster or restore Council operations to the level of service prior to the disaster
- To coordinate communication to stakeholders on matters relating to Disaster Recovery and Business Continuity

5.3.5 Chief Executive Officer

- To undertake an assessment of any incident that has or has the potential to disrupt business activities
- To activate the Disaster Response and Business Continuity Plan and call together the Disaster Response Committee
- To Chair and coordinate the activities of the Disaster Response Committee
- To deal with the media and represent the organisation on matters related to Disaster Recovery and Business Continuity

5.3.6 Directors

- To provide support as directed for the effective operation of the Disaster Response Committee
- To contact all Directorate employees alerting them of the disaster and requesting that they remain off-site and available by telephone until required to return to work.
- To oversee the recovery activities of the Directorate.
- To establish essential Directorate functions in an alternate location as determined by the nature of the disaster.
- To be responsible to ensure all personnel receive adequate training and briefings to understand their role
- To familiarise themselves with their responsibilities and how these interact with others and review/complete the relevant contingency plans and or appendices to ensure they are practical

5.3.7 Managers

- To work with their relevant Director to minimise the effect of the disaster on Council operations.
- To provide advice to the Disaster Response Committee on the level of resources impacted by an incident and resources remaining available
- To implement contingency plans within their area of responsibility
- To ensure (with assistance of the Business Recovery Manager) that appropriate resources are provided for activities to continue during all stages of the recovery process.
- To familiarise themselves with their responsibilities and how these interact with others and review/complete the relevant contingency plans and or appendices to ensure they are practical

5.3.8 Employees, Volunteers and Contractors

- To participate in exercises, training and information sessions relating to business continuity and disaster recovery
- To respond to reasonable requests for assistance during the response and recovery stages of an incident
- To follow all directions to remain off-site and be available by telephone until required to return to work.

5.4 Review and Improvement

The Disaster Recovery and Business Continuity Plan shall be reviewed annually to ensure that the plan is continually improved. A systems audit approach shall be utilised when undertaking the review.

Contingency plans shall be exercised in conjunction with the review. The Business Continuity Working Group shall determine the type of exercise to be undertaken.

A formal post-exercise review should be undertaken as part of the exercise process to ascertain areas of non-conformity and enable improvement.

The plan shall be updated following the review or whenever changes that impact on the requirements of the plan are identified.

The Business Continuity Working Group shall maintain management oversight of the review process with the Executive Management Team approving the updated plan. The outcome of the review shall be reported to the Audit Committee.

5.5 Performance Indicators and Measurement

The performance of this policy and the plan shall be measured against the achievement of the actions and the timing of the implementation plan stated below.

As part of the exercise process the Business Continuity Working Group shall determine the manner in which performance is to be assessed and evaluated for each exercise.

The performance of staff shall be measured against the achievement of their roles and responsibilities during the planning phase, actual business disruption related events or exercises.

5.6 Implementation

The Disaster Recovery and Business Continuity Policy shall be implemented through the following actions:

- Approval of this policy by Council January 2014
- Updating delegations and PD's if required February 2014
- Communicating the plan to external stakeholders March 2014
- Informing and training staff March 2014
- Testing the plan March 2014
- Annual review (Nov each year thereafter)
November each year

**9.7.5 2013-2017 Shire of Strathbogie Council Plan
- Second Quarter Report ~ 1 October to 31 December 2013**

Author & Department

Director, Corporate and Community / Corporate and Community 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 2013-2017 Shire of Strathbogie Council Plan has, in summary:

A total of 114 Actions -

- > *Goal 1 - Community Wellbeing ~ 20 Actions*
- > *Goal 2 - Environment ~ 17 Actions*
- > *Goal 3 - Financial ~ 14 Actions*
- > *Goal 4 - Governance ~ 7 Actions*
- > *Goal 5 - Industry, Business and Investment ~ 10 Actions*
- > *Goal 6 - Infrastructure ~ 38 Actions*
- > *Goal 7 - Tourism and Hospitality ~ 8 Actions*

- 32 Actions are listed for commencement and completion in 2013-2014
- 15 Actions are listed for commencement and completion in 2014-2015
- 1 Action is listed for commencement and completion in 2015-2016
- 18 Actions are listed for commencement and completion in the period 2013-2015
- 4 Actions are listed for commencement and completion in the period 2013-2016
- 2 Actions are listed for commencement and completion in the period 2014-2016
- 42 Actions are spread out over the life of the Council Plan (2013-2017), with completion by June 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.

There are 96 actions which are to commence in the 2013/2014 period which have, in this quarter, either been 'Completed', 'Not Started', or are 'In Progress'.

9.7.5 2013-2017 Shire of Strathbogie Council Plan
- Second Quarter Report ~ 1 October to 31 December 2013 (cont.)

RECOMMENDATION

That the report be noted.

Background

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

This report is for the second quarter (October - December 2013) of the 2013-2017 Council Plan.

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

9.7.5 2013-2017 Shire of Strathbogie Council Plan
- Second Quarter Report ~ 1 October to 31 December 2013 (cont.)

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Strathbogie Shire Council Plan Progress Report for the October to December 2013 quarter.







COUNCIL PLAN PROGRESS REPORT



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review

Created: 7 February 2014



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	40%	+	Second Meeting for the Year conducted on the 11th October 2013.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	25%	+	council's health and wellbeing plan identifies key strategies and actions to promote shire wide health and wellbeing; the plan has been reviewed and has been adopted by council. It forms the basis for council support for health promotion over the coming four years.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	25%	+	The formation of a Youth Council is under investigation. Funding has not yet been identified. This action is also reflected in the Youth Strategy which is pending Council approval



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.04. Reintroduce a shire-wide Disability Advisory Committee

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	The preparation work for a renewed Disability Advisory Committee has been completed. The committee has been formed and has met. The committee will review the Inclusive Communities Plan as one of its first projects.

ACTION: 1.1.1.05. Support Community Action Groups to develop methods of improved communication during emergencies

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	40%	+	The Community Development Officer (CDO) has met with Strathbogie Tablelands Action Group to discuss funding application for housing of generator for NSP; the CDO participated in the Community Led project at Violet Town to develop better communication and building resilience in the community in the event of a disaster. The project was sponsored by the CFA. The project group is now self-sustaining. The CDO is providing support, assistance and grants advice to the Ruffy action group to improve communication due to black spots; the group has erected radio tower with repeater for UHF and installing optic fibre cable into the community centre and patch it into broadband.

ACTION: 1.1.1.06. Advocate that every child should have a competent learn to swim opportunity

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	10%	+	Write to all schools within the Strathbogie Shire requesting they consider including swimming lessons for all children as part of their curriculum in 2014.

ACTION: 1.1.1.07. Collaborate and provide support to the development of Community Action Group Action Plans

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	30%	+	The Community Development Officer (CDO) has attended the action planning forums for Nagambie and Violet Town action groups; the CDO will be in contact with each group to determine their requirements for support to update their plans



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.08. Support the "Prevention of Violence Against Women and Children Supporting Safer Communities" Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	30%	+	The Community Development Officer and Cr Furlanetto are members of the Steering Committee for this project, and also members of the Local Government Sub-Committee for this project. The sub committee is focussing on producing the outcomes for actions identified in the plan, through collaboration between local government departments across the Hume Region.

ACTION: 1.1.1.09. Review and improve the Community Engagement Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	65%	+	First draft of Community Engagement Framework presented to Council just prior to Christmas 2013. Changes are being made as per Councillor feedback given and smart forms are being developed to accompany the framework.

ACTION: 1.1.1.10. Investigate opportunities for shire-wide youth cultural activities

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	50%	+	The Youth Engage and Youth FReeZA action plans have been submitted to the Department of Human Services in line with funding requirements. Each of these funded programs provides cultural activities across the Shire. Activities so far completed include the Battle of the Bands; Art Gallery workshop (cyber bullying); youth committee in Euroa is underway - plans for Nagambie, Avenel and Violet Town are included in future activities in the coming three year period of the funding; three themed movie nights; sound crew at local markets. Buses are provided for young people who live in outlying towns.

ACTION: 1.1.1.11. Design in consultation with VicRoads a suitable drop off / pick up area in Anderson Street, Euroa (Euroa Primary School)

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-Dec-2013	80%	+	Met with Principal of school. Explained purpose of survey and design. Engaged consultants to undertake work. Sent the Preliminary Plan to Scholl Principal and have recieved comments back from the school council. Design modified to suit school council comments. Consultants have the design 80% complete.



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.12. Work with Euroa Rotary / Euroa Citizens Band to design and construct a sound shell at Euroa Band Hall

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	28-Feb-2014	50%	+	Rotary has changed the scope of the project from a sound shell to placement of an awning over the existing patio and have reallocated funding to memorial oval.

ACTION: 1.1.1.13. Support the development of a men's shed program across the shire.

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	50%	+	The Community Development Officer (CDO) has introduced the Nagambie Mens Shed representatives to the Euroa and Violet Town Coordinators and discussions about best governance model for establishing men's sheds has occurred. Further support for the Ruffy group will be provided by the CDO as requested.

STRATEGY: 1.1.2. Increase community services to Nagambie post bypass

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	%	X	At present, need to determine demand levels for child care in Nagambie. This task has not yet commenced.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	30%	+	Community Development Officer has met with the Department of Human Services representative and the Nagambie Lakes Community House to discuss funding options. Some funding has been received by the House from a volunteer grant to support purchase of data projector and screen. Continued discussions and meetings with DHS representative is required to secure ongoing funding. At this stage the group is not eligible. The CDO has not sourced alternative source of funding.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	%	X	Letter to Ambulance Vic/State Government to be sent. Ambulance Vic advised in 2010/11 that Nagambie is on a priority list of towns for a station. A letter has not yet been sent.

ACTION: 1.1.2.04. Advocate for a high school in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	%	X	There is a need to determine the demand and population data to support this advocacy. This has not yet been determined.

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-2014	80%	+	Meeting conducted at Euroa Railway Station In December 2013 and the newly formed committee will have Council Representation on it.

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-2014	75%	+	Raised at recent Euroa Station Meeting at which Council had representation at. Sharman Stone MP and Bill Syles MP we in attendance.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 2.1.1. Encourage clean, green environmental initiatives

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	Euroa Township Flood remodelling underway.

ACTION: 2.1.1.02. Consult with GMW to improve and boost water storage facilities on the Seven Creeks

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Completed

ACTION: 2.1.1.03. Establish a Shire-wide Sustainable Development Reference Group

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Dec-2014	20%	?	Terms of reference drafted. Now part of the Eco Dev Master Plan initiatives. Target date 30 December 2014.

ACTION: 2.1.1.04. Continue to develop the Violet Town flood mitigation scheme

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	70%	+	Alternative options for the flood mitigation scheme to reduce the number of houses that need to be raised is underway. Council is also working with Railway Authorities to reach agreement to connect the levee back to the railway embankment.



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.1.05. Introduce an Organic Household Waste Service

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Jan-2014	100%	✓	Council will reconsider the proposal when a new waste contract is being investigated in the 2014/15 financial year.

ACTION: 2.1.1.06. Provide a secure water supply to the Euroa Showgrounds

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Completed for this financial year.

ACTION: 2.1.1.07. Participate in Regional Street Lighting Retro-Fit Program

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	40%	+	Council has obtained Government funding for the project and is working with other Council's in the region to let the contract. Tender evaluation is completed and the group is looking at awarding the contract by March 2014

ACTION: 2.1.1.08. Complete the Violet Town Landfill capping project

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	40%	+	Council has received verbal confirmation from EPA regarding the reclassification of the landfill to a 'Type 3' landfill. This will enable Council to utilise the existing desing with minimum modification. Council has commenced monitoring of landfill gas, stormwater and ground water to compile data in support of the application to determine the classification of the landfill type. In turn, that will dictate the type of landfill capping required.

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

ACTION: 2.1.2.01. Support Violet Town Action Group in preparation of a master plan for the Violet Town Recreation Reserve area

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	100%	✓	The Community Development Officer has provided support to Violet Town Action Group and the master plan has commenced; the consultant has been appointed; and funding from Council has been allocated



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.2.02. 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-2014	50%	+	Second meeting planned for February 2014.

ACTION: 2.1.2.03. Update Council's Tree Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	Consultation complete. Planning application made for removal of one tree and other works in progress.

ACTION: 2.1.2.04. Support the actions in the Shire's Community Safety Fire Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	70%	+	A number of projects fully completed and the remainder are underway.

ACTION: 2.1.2.05. Work with the "Bush Crew" where possible as part of the Shire's revegetation programs

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	60%	+	Council uses the Bush Crew on projects wherever this is possible. Some Council officers and Bush Crew team have received a training together with the view of working in tandem.

ACTION: 2.1.2.06. Investigation cost neutral funding options for the employment of an Environment / Planning / Sustainable Development Officer once an industry standard position description is developed and costed

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	50%	+	Team Leader Planning started on 7 Oct 2013. They will investigate the needs and funding opportunities as part of their role with Director and Grants Officer.



COUNCIL PLAN PROGRESS REPORT



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
Director Asset Services	30-Jun-2014	50%	+	Consultation occurring with users.

ACTION: 3.1.1.02. Relocate Nagambie Shire Depot to Industrial Estate

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Mar-2014	100%	✓	Construction of the new depot offices is completed. Council staff moved into the new depot in November 2013.

ACTION: 3.1.1.03. Develop for residential use and sell Nagambie Shire Depot

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	Remediation works practically complete awaiting environmental clearance.

ACTION: 3.1.1.04. Investigate and determine underutilised assets within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	Asset registry is being examined for opportunity.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	70%	+	Moira Shire Council withdrew from the Shared Services Alliance on the 16th December 2013. Strathbogie and Shepparton continue to investigate and implement shared services such as HR / OD Services, Asset and Legal Services Projects.

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
Director Asset Services	30-Jun-2014	50%	+	Funding secured for Violet Town pedestrian link and fire access roads. Discussions commenced with VicRoads in relation to Nagambie main street. Heritage grants being considered for Kirwans Bridge.

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-2014	50%	+	Currently conducting joint services with other Council's. In addition to this this Shire combined with Shepparton are looking at inviting 3 new Councils to the Alliance.

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
Director Corporate and Community	30-Jun-2014	20%	+	Start January 2014. Deferred to take into account Service Plans associated with asset management in March 2014.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Oct-2013	10%	+	Council has organised a Sustainability workshop 29th October 2013. Workshop undertaken. A new new LTFP and the Rating Strategy were discussed 10 December 2013.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	30%	+	2013/2014 budget developed based on Asset Management Policy but reduced due to funding constraints. LTFP to maintain gap = renewal at 2017/18 and renewal gap closing at 2024/25 - from briefing 10 Dec 2013.

ACTION: 3.1.2.07. Seek grant funding opportunities wherever possible

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	Ongoing and up to date, i.e. RV comfort stop, VT Rec Res

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2014	%	X	Start January 2014. Deferred to take into Service Plans associated with Step Program.

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

ACTION: 3.1.3.01. Advocate for Constitutional recognition of Local Government

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	100%	✓	Due to the Calling of the Fderal Election early this did not proceed.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION: 3.1.3.02. 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-2014	50%	+	Continuing to advocate to various levels of Government and also provide submissions where required regarding funding ratios.



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	50%	+	Community Engagement Framework nearing completion. Discussions underway to progress a separate Facebook Twitter site for Mayor Swan. Councillor Furlanetto already has a twitter site up and going.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Nov-2013	50%	+	Smart forms are currently being developed for the Community Engagement Framework. Facebook and Twitter sites are up and running. Looking at how we can install an online chat option on the Council website that will be operated by Customer Service.

ACTION: 4.1.1.03. Review Council's Communication Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Sep-2013	45%	+	Survey work completed for Community Engagement Framework which has given insight into how we can improve our communications. Community Engagement Framework will determine future levels of communication. Changes to Department structure will now include Customer Service and Records as part of the Community Relations Team and therefore an updated Yearly action plan will be developed.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

ACTION: 4.1.2.01. Support gender equality in our workforce development

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	100%	✓	Gender balance greater than industry average.

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
Director Corporate and Community	30-Jun-2014	80%	+	Currently reviewing 2013/2014 audit results - done October 2013. Actions from internal reports are being addressed on an ongoing basis.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2014	25%	+	Restructure of the Organisation occurred pre Christmas 2013 resulting in 6 positions being made redundant and part taken up by Shared Sevices, newly created postions and / or non replacement. This will result in savings for the 2014/15 Salary Budget.



COUNCIL PLAN PROGRESS REPORT



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

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

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

ACTION: 5.1.1.01. Review the planning approval processes; staffing levels and operations for greater efficiencies

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	80%	+	New Team Leader Planning commencing 7 Oct 2013. Part of that role is to assist the Director in reviewing the other operational requirements for efficiency improvements. Draft paper 90% complete.

ACTION: 5.1.1.02. Develop online and hard copy methods for self-service enquiry and resolution for planning applications

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Mar-2014	80%	+	Website updated for "Development" section. Purchase of new smartforms approved. To be implemented by due date.

ACTION: 5.1.1.03. Investigate a system to broaden Council's current Business Directory on the website to also include individual skill-based details

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	5%	+	I have persued the ATO and have attended a teleconference on the Australian Business Register (ABR). Now obtaining data to download and establish what businesses we have in the Shire.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



STRATEGY: 5.1.2. Support Nagambie traders post bypass

ACTION: 5.1.2.01. Develop a marketing / events campaign program

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	50%	+	Love Strathbogie campaign in progress (launched at Regional Living Expo in April 2013)- online presence has been established and collateral has been printed (much of this was done for the Regional Living Expo). Logo is being made available for cross promotion and BEE is going to support this online. Euroa Gazette is supporting this on the front page regularly. Further work will be done in the future to increase the visibility of this marketing / tourism / events branding. Further marketing materials are being incorporated across the organisation.

ACTION: 5.1.2.02. Establish a working group for strategic planning on branding, marketing and development of High Street retail area

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Nov-2013	50%	+	Internal working group has been established between Communications and Economic Growth to promote the Love Strathbogie brand in all possible locations.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	%	X	Provide community action groups with advice on how to apply for external grants. The forum has not yet been provided.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2014	%	X	Requires needs assessment. A needs assessment has not been conducted.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	50%	+	In relation to development / business enquiries, there is a 'one stop shop' approach to assist new businesses through the approval processes. - In practice but need to develop procedures around this.

ACTION: 5.1.3.04. Support development and investment with a commitment to fast efficient services to all customers

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	25%	+	Further training and development and improvements will be undertaken across Community Relations to ensure we are providing fast efficient service. Communications ensures at all times we are working closely with Economic Growth to ensure that Council Goals are realised to support development and investment.

ACTION: 5.1.3.05. Support actions in Council's Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	30%	+	Actions commenced in Economic Development Master Plan, e.g. implementation of the Muncipal Strategic Statement. Advocating for business etc. We have engaged Claire Hannel to assist in the implementation work.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 6.1.1. Provide industry standard facilities

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	30%	+	This project is currently awaiting the construction of the new roofed saleyard which will alter the risk profile of the facility. The final Risk Management Plan will be completed at that time.

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 Asset Services	30-Jun-2014	50%	+	Saleyards roofing project being progressed as funding permit.

ACTION: 6.1.1.03. Investigate management options for the Euroa Saleyards

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	100%	✓	Special committee charters adopted and committees established.



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 6.1.2. Support history and cultural monuments

ACTION: 6.1.2.01. Continue to support the RSL Avenue of Honour project in main street of Violet Town

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	Tree planting project complete and opened. Search underway for missing plaques possibly held by Council.

ACTION: 6.1.2.02. Continue to support Euroa RSL's VC Winners Bronze Statue project

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	50%	+	By agreement, the construction project is being managed by Council's project team. Grant application approved. Detailed design underway.

ACTION: 6.1.2.03. Investigate the development of a long term master plan for the Euroa RSL and Third Age precinct

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	10%	+	Project to commence when detailed design of memorial park complete.

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
Director Asset Services	30-Jun-2014	50%	+	Structural assessment complete. Consideration been given to heritage grant application.

ACTION: 6.1.3.02. 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 Sustainable Development	30-Jun-2014	40%	+	Grant officer is available when community delivers project proposal. Committee established and article in Euroa Gazette (January 2014) to commence project scoping.



COUNCIL PLAN PROGRESS REPORT



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

ACTION: 6.1.4.01. Investigate the development of a no boating or fishing area at River Street and introduce a no life guard swimming area

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

ACTION: 6.1.4.02. Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the actions in the On-Land and On-Water Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2014	100%	✓	Steven Hicks, Manager Statutory Services provides ongoing support in action implementation as Council representative on the Nagambie Lakes Recreational and Commercial Stakeholders Waterway Committee and Council representative on the Goulburn-Murray Water On-Land On Water Implementation Working Group.

ACTION: 6.1.4.03. Secure funding to develop options for an additional sport and recreation precinct in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	%	✗	To be reviewed Feb 2014.

ACTION: 6.1.4.04. Repair Violet Town tennis club rooms

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	Works completed



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.4.05. Design, develop and apply for funding for a new library in Violet Town

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	31-May-2014	50%	+	Final drawings and costings complete.

ACTION: 6.1.4.06. Continue to support the Euroa Recreational Committee of Management for the redevelopment of Euroa Memorial Oval

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	31-Jan-2014	100%	✓	Funding approved and announced 10th January 2014, project will commence March 2014.

ACTION: 6.1.4.07. Work with shire-wide environment groups to develop programs that deliver community benefits

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	100%	✓	Council have involved the environmental groups in its projects as needed

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
Director Asset Services	30-Jun-2014	50%	+	Concept plans complete. Negotiations with VicTrack scheduled for February 2014

ACTION: 6.1.5.02. Upgrade to digital projection for the Euroa Community Cinema

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	75%	+	Contract works scheduled for completion February 2014.

ACTION: 6.1.5.03. Investigate potential uses for Wesley Hall

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2014	25%	+	Being considered as part of the Little Theatre relocation project.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.04. Clean up town entrances in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	80%	+	There is an ongoing program of cleaning town entrances within the Shire as required and Council is progressing program.

ACTION: 6.1.5.05. 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
Director Asset Services	30-Jun-2014	50%	+	Safety audit completed. Recommendation relating to review of pedestrian crossings to be completed end of February 2014.

ACTION: 6.1.5.06. Provide RV directional signage to Shannon's Lane car park in Euroa

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	30%	+	Planning of the project has started but installation is planned to take place in 2014.

ACTION: 6.1.5.07. Continue to design and seek funding for town drainage / sewerage schemes

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	50%	+	Council continues to seek funds for projects as the opportunities become available to us.

ACTION: 6.1.5.08. Investigate the expansion of additional street lights in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	50%	+	Investigation of funding for additional streetlights for the Shire is ongoing.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.09. 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-2014	100%	✓	Project included in Regional Freight Strategy. Excepted as higher priority for Regional Development Australia funding.

ACTION: 6.1.5.10. 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
Manager Projects & Works	30-Jun-2014	20%	+	This project is dependent on funding availability.

ACTION: 6.1.5.11. Widen Nagambie-Locksley Road to a uniform width and improve signage 'to Euroa'

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2014	30%	+	Additional works are planned for March 2014

ACTION: 6.1.5.12. 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
Director Asset Services	30-Jun-2014	50%	+	Proposal for sealing of Mullers Road prepared.

ACTION: 6.1.5.13. Seek funding for the Nagambie Main Street Redevelopment Post By-Pass

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	80%	+	Approved funding through RDA; however, change in Federal Government has now seen the funding withdrawn. New application for funding to be submitted to DSDBI Feb 2014.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	30-Jun-2014	50%	+	Commenced through GRVT Association, who have secured funding for a regional tourism project.

ACTION: 7.1.1.02. Provide RV friendly car parking signage

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2014	20%	+	Planning of locations for the signs are underway.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Apr-2014	15%	+	Still collecting data for the map.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2014	5%	+	Discussions with State Government and Goulburn Rivery Valley Tourism (GRVT) to look at funding options.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2014	10%	+	To be commenced January 2014.;- Early stages of the Economic Development Straegey implementation work.

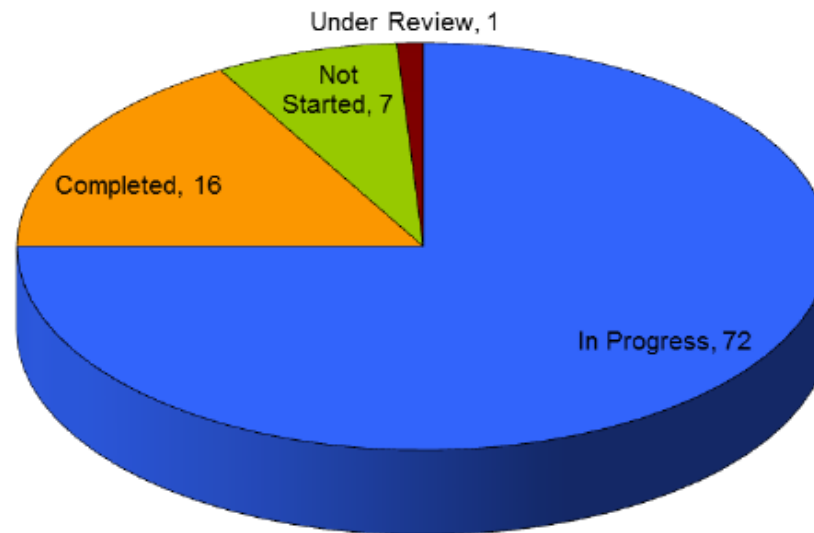


COUNCIL PLAN PROGRESS REPORT



ACTION STATUS CHART

Business Plan - STATUS



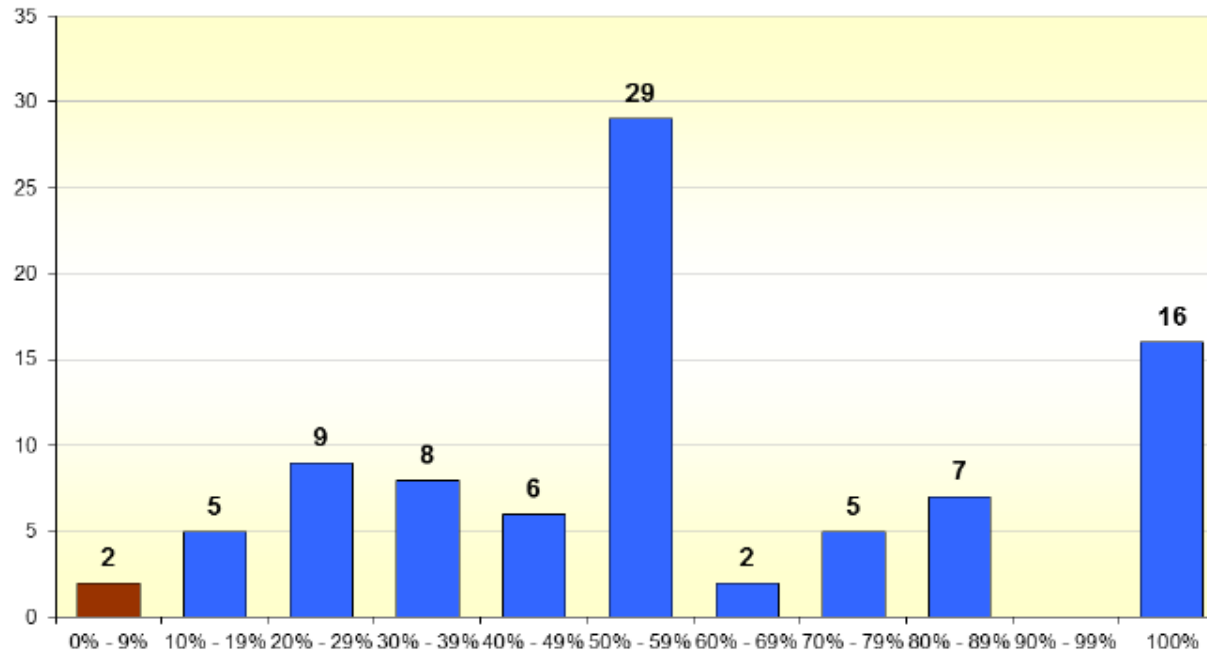


STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION % COMPLETE CHART

Business Plan % COMPLETE



9.7.6 Documents for Signing and Sealing

Documents are submitted for Council signing and sealing.

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

FILE REFERENCE NO.	DOCUMENT DESCRIPTION	NO. OF COPIES
	Lease - Strathbogie Shire Council to NBN Co. Limited, Premises: 2A Down Street Longwood, Section 17D – Crown Land (Reserves) Act 1978	

RECOMMENDATION

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

9.7.7 Business Management System

The February 2014 Business Management System Report includes reports as follows:-

- Building Department – January 2014 Statistics (*Due to the changeover to a new reporting system, the statistics for January are currently unavailable, but will be included in the March report*)
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report – December 2013
- Confirm Customer Enquiry Flow – Report for December 2013 and January 2-14
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 January 2014
- Review of Council Policies – January / February 2014
- 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.

PLANNING PERMIT ACTIVITY REPORTING SYSTEM MONTHLY RESPONSIBLE AUTHORITY REPORT - DECEMBER 2013

Planning Permit Activity in Victoria Online

Page 1 of 3

Planning Permit Activity Monthly Report

Select Year/Month: 2013 ▾ December ▾

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

Strathbogie Shire Council - December 2013

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

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

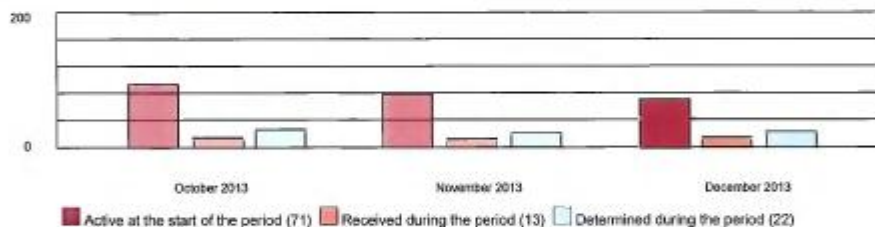
Click on the  icon for further information about how these figures are calculated.

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

Application activity

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
Total applications received	13	12	8%	94	116	23
New permit applications	13 [100%]	11 [92%]	18%	91 [97%]	104 [90%]	20
Amended permit applications	0	1 [8%]	NA	3 [3%]	12 [10%]	3
Combined applications	0	0	NA	0	0	0
Total responsible authority outcomes	22	20	10%	108	99	26
Notices of Decision to issue permit (includes amended permits)	22 [100%]	19 [95%]	16%	85 [79%]	97 [88%]	24
Refusal	0	0	NA	3 [3%]	3 [3%]	1
Withdrawn, not required, lapsed	0	1 [5%]	NA	20 [19%]	9 [9%]	2

Applications received and decided



Planning Permit Activity in Victoria Online

Page 2 of 3

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
Applications with:					
Public notice	9	11	58	18	5
Further information	9	12	46	15	5
Referrals	15	17	78	22	8
Submissions	5	1	18	26	1
Financial					
Total value of fees for applications received	\$4,146	\$4,631	\$35,038	\$11,059	\$5,708
Average fee per application received	\$319	\$386	\$373	\$480	\$469
Total estimated cost of works for permits issued	\$10,637,533	\$2,895,254	\$18,161,317	\$4,664,453	\$2,625,401
Average cost of works per permit issued	\$483,524	\$152,382	\$225,427	\$197,437	\$181,777
Processing times					
Average gross days to Responsible Authority determination	133	112	166	102	79
Median processing days to Responsible Authority determination	114	106	110	62	50
Completed within sixty days	36%	45%	65%	71%	79%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 1

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

Planning Permit Activity in Victoria Online

Page 3 of 3

Outcomes for Permits Issued

Application categories for permits issued

Note that permits may have more than one category.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Change or extension of use	3	2	7	7
Alterations to a building, structure or dwelling	0	1	4	2
Extension to an existing dwelling or structure associated with a dwelling	1	2	7	8
Extension to an existing building or structure (other than a dwelling)	3	2	6	1
One of more new buildings	3	3	13	11
Single dwelling	5	5	24	20
Multi-dwelling	2	0	3	3
Other buildings and works (including septic tanks, dams, earthworks)	3	1	0	18
Demolition	0	0	0	0
Native vegetation removal	0	0	2	1
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision of land	5	2	19	13
Subdivision of buildings	0	0	0	0
Subdivision - Change to easement and/or restrictions	1	1	4	1
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Resignment of boundary	0	1	1	0
Liquor license	0	0	0	0
Signage	0	0	0	0
Telecommunications facility	0	0	1	1
Other	0	0	0	7

Dwellings

The net number of additional dwellings approved is 9.

Change of Land Use

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

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Agriculture	0	0	0	4
Food and drink premises	0	0	0	0
Industry and warehouse	3	0	6	1
Leisure and recreation	0	0	0	1
Office	0	0	0	0
Place of assembly	0	0	0	0
Residential / Accommodation	6	5	23	20
Retail premises	0	0	0	0
Vacant	0	0	0	0
Child care	0	0	0	0
Education centre	0	0	0	0
Mineral extraction	0	0	0	0
Pleasure boat facility	0	0	0	1
Transport terminal	0	0	0	0
Utility installation	1	0	2	2
Mixed use	0	0	0	0
Other	0	1	2	5

For further information or to provide feedback, please contact the PPARS Administrator
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CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR DECEMBER 2013

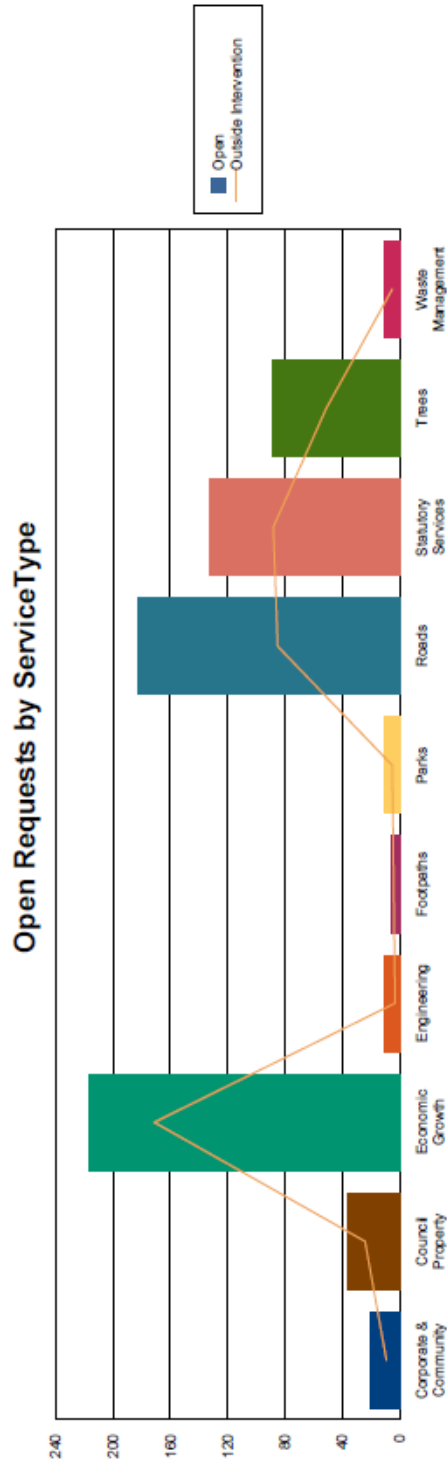
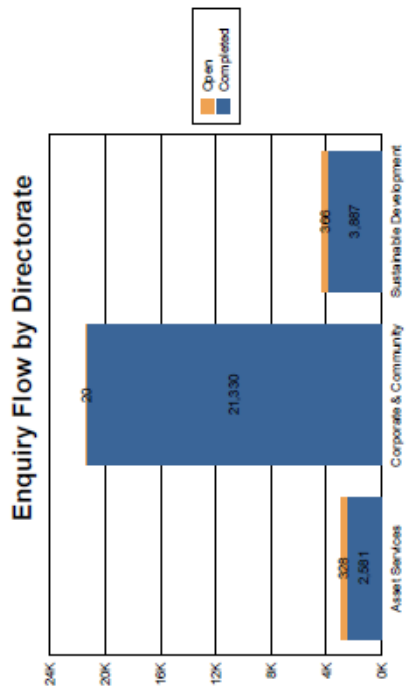
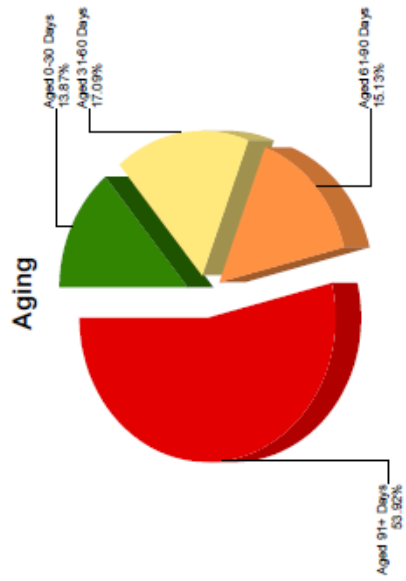


Customer Enquiry Flow

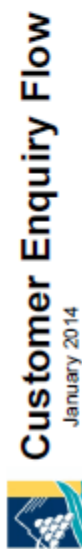
December 2013

Service Type	Logged		Open		Logged		Open		Aged		Aged		Open Outside	
	Total	December	Total	December	2013-2014	December	2013-2014	December	0-30	31-60	61-90	91+	Intervention	
<i>Corporate & Community</i>	21,350	1,490	20	4	16	4	10,537	4	4	0	1	15	9	
<i>Council Property</i>	488	17	36	6	28	6	221	6	6	7	8	15	24	
<i>Economic Growth</i>	1,993	65	217	7	191	7	827	7	7	32	53	125	171	
<i>Engineering</i>	136	1	10	0	8	0	65	0	0	1	1	8	3	
<i>Footpaths</i>	48	1	6	1	3	1	16	1	1	1	0	4	4	
<i>Parks</i>	86	3	11	0	7	0	32	0	0	1	3	7	5	
<i>Roads</i>	1,584	50	182	33	111	33	612	33	33	22	13	114	85	
<i>Statutory Services</i>	2,027	95	132	31	115	31	819	31	40	23	38	88	88	
<i>Trees</i>	349	20	89	14	54	14	119	14	18	5	5	52	51	
<i>Waste Management</i>	451	13	11	3	10	3	112	3	0	0	1	7	5	
	28,512	1,755	714	99	543	99	13,360	99	122	108	385	445		

Corporate & Community	Council Property	Economic Growth	Engineering	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Answered	Council Property	Events	Engineering	Footpaths	Park/Reserve	Bridges	Building	Tree	Waste Mngmt & Recycling
General	Pest Control	Planning	Furniture Road/Street/Footpaths	Playground	State Forrest/National Park	Drainage	Animals - Domestic		
Home Modifications	Public Art	Sub Divisions		State Forrest/National Park		Emergency Call Out	Animals - Other		
	Public Lighting					Natureship	Environmental Protection		
	Saleyards					Roads	Environmental Health		
	Sign					Traffic Lights	Fire		
							Grants		
							Incident		
							Infringement Review		
							Local Laws		
							Marine Safety		
							Private Prop & Rural Roadside		

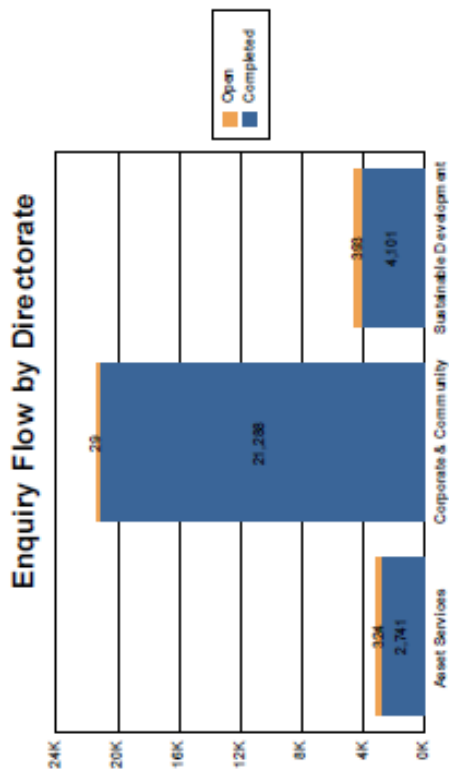
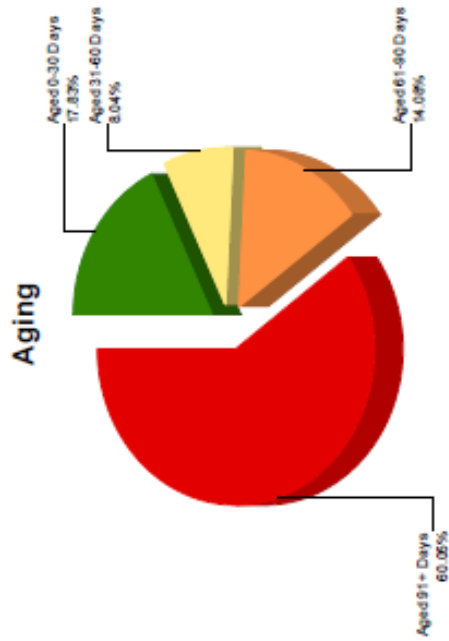


CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR JANUARY 2014

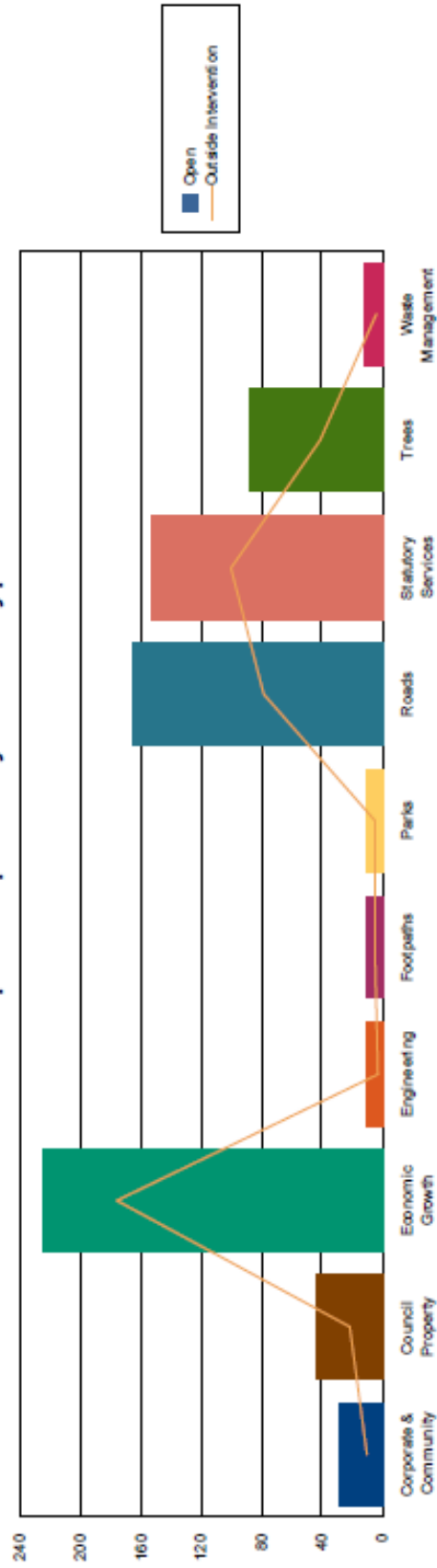


Service Type	Logged		Open		Logged January	Open January	Logged 2013-2014	Open 2013-2014	Aged 0-30	Aged 31-60	Aged 61-90	Aged 91+	Open Outside Intervention
	Total	Open	Total	Open									
Corporate & Community	2,131	29	1,582	12	12,119	25	12	12	0	1	16	10	
<i>Council Property</i>	526	44	38	14	259	36	14	4	4	4	22	22	
<i>Economic Growth</i>	2,056	225	63	9	890	199	9	6	32	178	176		
<i>Engineering</i>	136	10	0	0	65	8	0	0	1	9	3		
<i>Footpaths</i>	54	10	6	4	22	7	4	0	2	4	5		
<i>Parks</i>	94	10	8	5	40	8	5	0	1	4	5		
<i>Roads</i>	1,677	166	93	26	705	105	26	16	16	108	79		
<i>Statutory Services</i>	2,148	153	115	33	940	136	33	24	36	60	101		
<i>Trees</i>	399	88	50	26	169	61	26	10	12	40	42		
Waste Management	469	11	18	4	130	10	4	0	0	7	4		
	28,876	746	1,973	133	15,339	595	133	60	105	448	447		

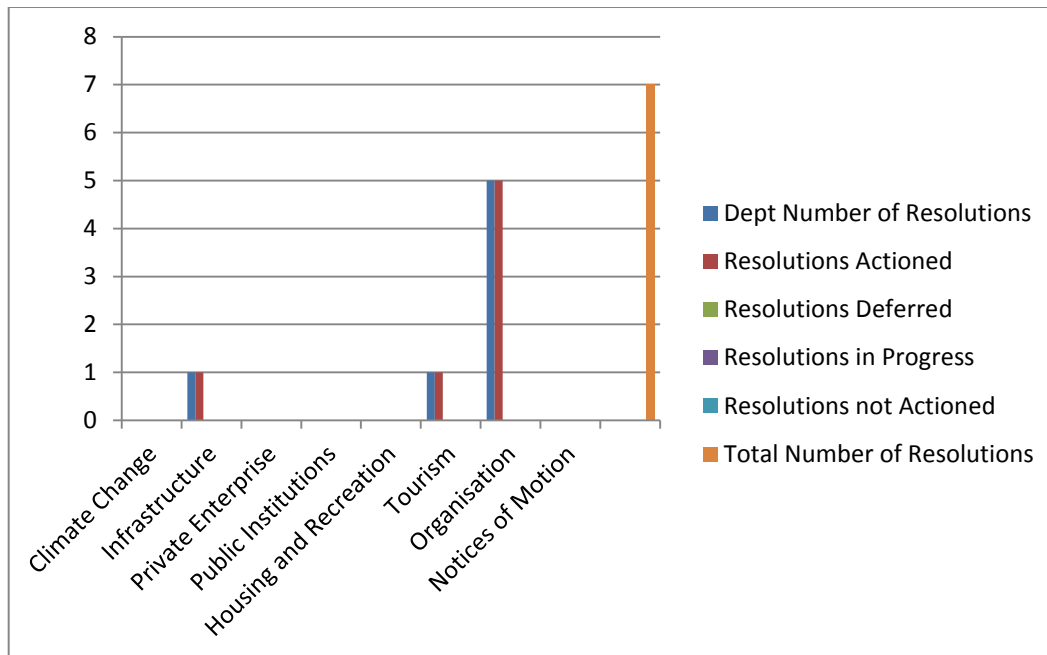
Corporate & Community	Economic Growth	Engineering	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Answered General Home Modifications	Events Planning Sub Divisions	Engineering	Footpaths Furniture Road/Street/Footpaths	Park/Reserve Playground State Forest/National Park	Bridges Drainage Emergency Call Out Naturestrip Roads Traffic Lights	Building Animals - Domestic Animals - Other Environmental Protection Environmental Health Fire Grants Incident Infringement Review Local Laws	Tree	Waste Mgmt & Recycling



Open Requests by ServiceType



ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – DECEMBER 2013



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 JANUARY 2014**

This Report is to advise the Senior Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

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

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

Period of Review	Policy Name	Outcome
	Disaster Recovery and Business Continuity Policy	Refer Item 9.7.4

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 6 December 2013 to 7 February 2014

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 3 December 2013

Time: 10.00 a.m. – 1.00 p.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Sustainable Development
Manager, Organisational Development

Apologies

Councillor Alister Purbrick
Director, Corporate and Community

Matters discussed:

Declarations of Interest

1. Goulburn Valley Regional Collaborative Alliance – briefing by CT Management

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 10 December 2013

Time: 10.30 a.m. – 5.30 p.m.

Attendees:

Councillors

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

Officer/s

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

Apologies

Nil

Matters discussed:

Declarations of Interest

1. Sustainability Workshop – Part 2
2. Rating Consideration
3. Planning Agenda Review
4. Violet Town Library Redevelopment Proposal – briefing / update by Violet Town Action Group Chair
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Matters raised by Councillors
 - 5.4 Sandy Creek, Bailieston
 - 5.5 Road Naming – Helvetia Lane, Nagambie
 - 5.6 Resignation of Strathbogie representative on Goulburn River Valley Tourism Board
 - 5.7 Re-Evaluation of Bridge Priorities – 2013/2014 Capital Works Programs
 - 5.8 Request from Violet Town RSL Sub-Branch for Council's assistance with fitting of plinths for WWI and WWII Avenues of Honour trees projects
 - 5.9 2014 MAV Strategic Planning Meeting
 - 5.10 Violet Town Recreation Reserve Trees – Update

- 5.11 Rural Councils Victoria – Membership
- 5.11 Cr Weatherald
Mailbox Congestion for Mayor and Deputy Mayor
- 5.12 Murray Darling Association – Membership
- 5.13 Planning Issue –Euroa Strathbogie Road
- 5.14 Letters of thanks and appreciation from the Governor of Victoria, the Hon Alex Chernov
- 5.15 2014 Rural Council Summit – advice from hosts, Hindmarsh Shire Council
- 5.16 Head of the River

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
3	Councillor Purbrick (Direct)	Yes
6 – Item 6.2	Councillor Purbrick (Direct)	Yes
4	Councillor Storer (Indirect)	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 17 December 2013

Time: 1.30 p.m. – 6.45 p.m.

Attendees:

Councillors

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

Officer/s

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

Apologies

Nil

Matters discussed:

Declarations of Interest

1. Financial Report for November 2013 / Mid-Year Review 2014/2015 Budget
2. Presentation on Tree Planting Proposal by Euroa Rotary Club
3. Agenda Review
4. Draft Community Engagement Strategy
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Matters raised by Councillors
 - 5.4 Launch of Summer Safety Campaign - Re: Ski Boat Fires – Thursday 19 December at 12.30 p.m. at Regatta Centre Boat Ramp
 - 5.5 Ex Councillor - letter to editor
 - 5.6 Effective Process for Councils dealing with Community Inquiries
 - 5.7 Christmas Break - Councillor Communication with Office
 - 5.8 First meeting in 2014 now Tuesday 4 February (not 21 January), then to Wangaratta for MAV Strategic Planning session
6. Youth Services Certificates Presentations / Youth Strategy Presentation
7. Council Meeting

Record of Assembly of Councillors

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 4 February 2014

Time: 9.00 a.m. – 11.00 a.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community

Apologies

Councillor Colleen Furlanetto
Director, Sustainable Development

Matters discussed:

Declarations of Interest

1. Youth Strategy – briefing by Children, Youth and Families Co-Ordinator
2. Budget Discussions
 - Mid-Year Budget Review Update as presented to the Audit Committee
 - Draft Budget based on 5.5% rate increase
 - Feedback on possible Differentials
3. Assembly of Councillors
 - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 3.2 Councillors Meetings Attendances
 - 3.3 Matters raised by Councillors
 - 3.4 Lease of Land for Telecommunications purposes – NBN Co Pty Ltd from Strathbogie Shire Council ~ Longwood Recreation Reserve
 - 3.5 Road Management Plan – Draft Version 5, 2014
 - 3.6 Various Road Alignment Projects
 - 3.7 Road Exchange – Davis Road, Boho
 - 3.8 Draft 2014/2015 Long Term Financial Plan
 - 3.9 Turn Euroa Pink
 - 3.10 Regional Waste Management Group Reform Update
 - 3.11 Thank you from family of Peter Brereton
 - 3.12 Cr Weatherald
Request to save a tree – Twomey's Bridge, Euroa

- 3.13 Cr Weatherald
Honeysuckle Creek Catchment Overlay
- 3.14 Cr Weatherald
Trees / Budget Management

Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the December / January 2013 Period

Name of Committee	Date of Meeting
Nagambie Action Group	06/05/13 24/06/13 29/07/13 26/08/13
Longwood Community Centre Committee of Management	26/11/13
Euroa Community Action Group	25/11/13 29/01/14
Euroa Third Age Club	16/12/13

- 10. NOTICES OF MOTION**

- 11. CLOSURE OF MEETING TO THE PUBLIC**

- 12. URGENT BUSINESS**

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