



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that an Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 19 February 2013, commencing at 6.00 p.m. at the Euroa Community Conference Centre

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

Officers: 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

Steve Crawcour - Chief Executive Officer
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2012 and Special Meeting of Council held on Thursday 24 January 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

12 February 2013

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 19 March 2013, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

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9. REPORTS

9.7 ORGANISATION

9.7.1 Appointment of Section 86 Committees of Management members

Author (Position Title) & Department

Community Development Officer/ Corporate and Community Directorate

File Reference

L10/N180/04

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

No 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

Appointment of Section 86 Committees of Management as per Section 86 of the Local Government Act 1989.

The Committees of Management members are community volunteers duly elected.

RECOMMENDATION

1. Nagambie Recreation Reserve

That Council appoints the following persons to the Committee of Management for a term expiring on 30 June, 2014:

<u>Position</u>	<u>Name</u>
Chairperson	Dean Shepherd
Secretary	Lana Smidt
Assistant Secretary	Haydn Gleeson
Treasurer	Rod Auld

2. That Council thanks the retiring members of the committee for their contribution to our community during their term of office

Background

At the Annual General Meeting of the Nagambie Recreation Reserve Committee held on 10 December, 2012, the Chairperson Geoff Higgins, Secretary Michelle Mills and Treasurer Fiona Smith stepped down. Dean Shepherd, Lana Smidt, Haydn Gleeson and Rod Auld were nominated and appointed to fill vacancies on the Committee for the remainder of term of office.

9.7.1 Appointment of Section 86 Committees of Management members (cont.)

The formal appointment by Council also ensures clarity and assurance for committee members regarding coverage from Council's insurance in undertaking activities under the Instrument of Delegation.

Alternative Options

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

Risk Management

A risk assessment has been undertaken and it is considered that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

There are no capital or recurrent budget implications.

Environmental / Amenity Implications

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

Community Implications

The committees comprise persons sourced from the community and the Instrument of Delegation guides the committee in undertaking their activities for the benefit of the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

There are no legal or statutory implications which require the consideration of Council.

Consultation

The Committees of Management invited community members, via public notice, to nominate for membership on the Committees of Management

Attachments

Nil.

9.7.2 Council Policy - Procurement Policy

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

Disclosure of Interest

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

Summary

Council is required, under the Local Government Act 1989, to review its Procurement Policy. This is the first review since August 2011.

RECOMMENDATION

That Council endorse the Procurement Policy, as presented.

Background

Council's Procurement Policy was last reviewed in August 2011, and is currently due for review on an annual basis.

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

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

The revised Procurement Policy and Procedures were presented to and discussed by Council's Audit Committee at the December 2012 meeting. The Audit Committee requested minor changes to the Procedures; these changes have been undertaken.

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

9.7.2 Council Policy
- Procurement Policy (cont.)

Alternative Options

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

Risk Management

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

Strategic Links – Policy Implications and Relevance to Council Plan

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

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

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

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

Financial / Budgetary Implications

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

Economic Implications

The report considered all economic implications for Council.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Procurement Policy.

STRATHBOGIE SHIRE COUNCIL

POLICY MANUAL

Policy No:	C.C.S.9
Responsible Officer:	CEO
Effective Date:	31/08/11
Reviewed/Amended:	30/06/12 .../02/13

PROCUREMENT POLICY

This policy is supported by Procurement Procedures which provide operational guidance and direction for the application of the Procurement Policy

1. Policy Statement

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

- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- demonstrate that public money has been well spent;
- be conducted, and be seen to be conducted, in an impartial, fair and ethical manner;
- seek continual improvement including the embrace of innovative and technological initiatives and
- generate and support business in the local community.

2. Scope

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

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

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

3. Purpose

The purpose of this Policy is to:

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

4. Expenditure Thresholds

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

**9.7.3 Council Policy
- Investment Policy**

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

C70/0160/03

Disclosure of Interest

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

Summary

Council regularly reviews all policies and is also required, under the Local Government Act 1989, to review all policies within six months of an election, or by the next 30 June following an election. This Policy is to be reviewed bi-annually.

RECOMMENDATION

That Council endorse the Investment Policy, as presented.

Background

Council's Investment Policy was last reviewed in May 2009 and was due for review. This is to be changed to bi-annually, or sooner if considered necessary.

The Policy has been reviewed to more accurately reflect the circumstances that Council invests under. The Policy has been completely re-written and is attached.

The revised Investment Policy was presented to, and discussed by, Council's Audit Committee at its December 2012 meeting. The Audit Committee members requested changes to the maximum amounts to be invested in any individual institution and that a restriction be placed in investing in institutions with a rating of AA2 or less. The Policy has been amended to reflect these improvements.

The Audit Committee has recommended that Council adopts the revised Investment Policy.

Alternative Options

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

9.7.3 Council Policy
- Investment Policy (cont.)

Risk Management

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

Strategic Links – Policy Implications and Relevance to Council Plan

The report provides the basis for Council's cash investments and is consistent with the Council Plan.

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

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

Financial / Budgetary Implications

The Policy provides certainty in investments options which impact the budget as interest or investment revenue.

Economic Implications

The report considered all economic implications for Council.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Investment Policy.

STRATHBOGIE SHIRE COUNCIL

POLICY MANUAL

Policy No: CCS 17
Responsible Officer:
Effective Date: 19/02/13
Revision Date: 19/02/13

INVESTMENT POLICY

Policy Statement

The Strathbogie Shire Council is committed to ensuring that its investments and cash management meet policy guidelines for legal requirements and that financial resources are managed in an appropriate, open and transparent manner.

Council staff who have been delegated authority to invest Council funds must ensure that all funds invested meet the requirements as set out in this policy. Any decision must be as per the delegation of authority and taken in full compliance with the Council's legal obligations.

Delegation of authority is provided as per the Strathbogie Shire Council Instrument of Sub-Delegation by the Chief Executive Officer in relation to both investing funds and authorization limits for sending funds via Electronic Funds Transfer (EFT).

Policy Objective

Objectives:

- Conformity with legislation
- Conformity with internal controls
- Preservation of capital
- Liquidity
- Meeting cash flow requirements
- Diversification
- Return on investments
- Achieving benchmarks

Relevant Legislation:

- Council investments will be made in accordance with Section 143 of the Local Government Act 1989 (refer Attachments A & B).
- Any future ministerial releases or legislative changes in relation to investments for local government.

Suitable Investments:

- Strathbogie Shire Council will use the prudent person rule when investing funds.
 - All investments must be made with the judgment and care which a person of prudence, discretion and intelligence exercises in the management of their own affairs. This means not using speculation, and considering the probable safety of their capital and income to be derived.
- The following types of investments will be acceptable options for Council funds:
 - Cash/At-Call with Council's main banking institution.
 - Term deposits with authorized deposit-taking institutions such as licensed banks, building societies or credit unions.
 - State/Commonwealth Government bonds, debentures, or securities, treasury bonds, treasury notes, treasury indexed bonds.
 - Bank bills.
- This Policy prohibits any speculation type investing including investing in shares that legislation would allow under ministerial release.
- No foreign investments will be undertaken as part of Council's investment portfolio.

Investment Terms and Diversification:

- No single investment body shall hold in excess of 40 per cent of Council's non-cash total investments. However, should the need arise to exceed this limit, the approval of the Chief Executive Officer must be obtained and Council is to be advised.
 - Non-cash investments includes all investments other than cash/at-call investments which will be held with Strathbogie Shire Council's main banking institution.
 - There is no limit to the percentage held with the Strathbogie Shire Council's main banking institution in cash/at-call.
 - If redemption of funds causes a a shift in percentage of funds held with any single investment body to exceed 40 per cent at reporting date, investments will be moved to correct the imbalance upon either (a) next investment maturity date, or (b) next opportunity where funds are available for investment, including use of at-call funds if necessary – whichever occurs first.
 - Only a maximum of 30% may be invested in any institution with a rating of less than AA2.
- Except where the principle is redeemable pursuant to the Australian Government's *Guarantee Scheme for Large Deposits and Wholesale Funds Appropriation Act 2009* (Cth), investments made must have a short-term rating of AA2 or above, or if long-term, a rating of A- or above from Standard & Poors (S&P), or the equivalent rating with other ratings bodies.
- If any institutions that Council has investments are downgraded such that they no longer meet the guidelines of this Policy, the investment will be divested as soon as practical.
- The term of investments will be determined by interest rates and projected cash flow commitments.

Selection of Investments:

- At least two (2) quotes must be obtained from authorized financial institutions for any new investment, unless alternatives are not available.
- Selection and acceptance of an investment offer will have regard to types allowed within this Policy, rate of return, term, administrative costs, cash flow requirements and also need for diversity in investment of Council funds.
- Investments must be denominated in Australian dollars.

Selection of Funds Managers / Financial Intermediaries:

- Fund managers and financial intermediaries will be selected using the following criteria:
 - Standard & Poors rating A+ or equivalent in other ratings categories.
 - Capability to handle Council's investments both in competency and capacity.
 - Certification of having read and understood relevant legislation including:
 - The Local Government Act Section 143 pertaining to local government investments
 - Any Ministerial releases in relation to investments for local government
 - The Strathbogie Shire Council Investment Policy.

Benchmarks:

- A minimum "average rate of return" must be achieved greater than the Strathbogie Shire Council's main banking institutions "at call" rate of return.
- The benchmark rates to be used for average rate of return monthly reporting is the 90 day BBSW at the end of the reporting month.

Cash Management:

- Cash flows and cash balances will be reviewed daily.
- Current balances will be maintained with the principle of achieving as near as practical to a zero balance once current cash flow commitments are taken into account.
- Sufficient funds to meet short term cash requirements will be invested in an "at call" account with the Council's transactional banker.
- The balance of funds considered to be surplus to the Council's immediate cash requirements will be invested in accordance with the guidelines in this Policy.
- All investments, including rolling movements, will be recorded in Council's investment register and general ledger as required.

Reporting:

- Monthly reports provided to the Director, Corporate and Community, and Manager, Strategic and Financial Accounting, showing valuation and return on investments.
 - Report will include, but is not limited to, percentage and amount per institution, term, earning rates compared to benchmarks and S&P rating, along with any necessary narrative to clarify the report.
 - Report will also note compliance with policy, or any breaches of policy, that occur or are likely on the report and steps being taken to remediate the issue.

- Report any breach of this Policy as soon as practical upon discovery of breach to Director, Corporate and Community or Manager, Strategic and Financial Accounting.
- This also applies to any investments made via Funds Managers or financial intermediaries.
- Register will be updated daily to enable ad-hoc reports upon request.

Policy Review:

This Policy is to be reviewed for the following circumstances:

- Bi-annually from the date of Council adoption
- Legislative changes (i.e. to the Local Government Act)
- Performance (i.e. where Council's portfolio is not measuring favourably against benchmarks, a review of the Policy may be required)

Attachment A

Local Government Act 1989 – Part 7, Section 143

143. Investments

A Council may invest any money –

- (a) in Government securities of the Commonwealth;
- (b) in securities guaranteed by the Government of Victoria;
- (c) with an authorized deposit-taking institution;
- (d) with any financial institution guaranteed by the Government of Victoria;
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
- (f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorized manner of investment for the purposes of this section.

Attachment B

Definition of Terms from Attachment A

(a) **Commonwealth Government Securities (CGS)**

Includes all securities issued by the Australian Office of Financial Management (AOFM) on behalf of the Commonwealth Government, comprising Treasury bonds, Treasury notes, Treasury indexed bonds and, previously, Treasury adjustable rate bonds. These securities are issued by multi-price tender.

(c) **Authorised deposit-taking institution**

Trustees Act 1958

“authorized deposit-taking institution”(ADI) has the same meaning as in the Banking Act 1959 of the Commonwealth;

Banking Act 1959

ADI means a body corporate in relation to which an authority under subsection 9(03) is in force.

Banking Act 1959 subsection 9(3)

If an application has been made, Australian Prudential Regulation Authority (APRA) may grant the body corporate an authority to carry on banking business in Australia. The authority must be in writing, and APRA must give the body corporate written notice of the granting of the authority.

Banking Act 1959

“banking business” means: (a) a business that consists of banking within the meaning of paragraph 51(xiii) of the Constitution; or (b) a business that is carried on by a corporation to which paragraph 51(xx) of the Constitution applies and that consists, to any extent, of: (i) both taking money on deposit (otherwise than as part-payment for identified goods or services) and making advances of money; or (ii) other financial activities prescribed by the regulations for the purposes of this definition.

Constitution

Paragraph 51(xiii) banking, other than State banking; also State banking extending beyond the limits of the State concerned, the incorporation of banks, and the issue of paper money.

Paragraph 51(xx) foreign corporations, and trading or financial corporations formed within the limits of the Commonwealth.

(c) **Eligible money market dealer**

Australian Securities and Investments Commission (ASIC) may declare a body corporate to be an authorized dealer in the short term money market by notice published in the Government Gazette.

9.7.4 Review of Instrument of Delegation – Council to Members of Council Staff

Author & Department

Governance Officer / Corporate and Community Directorate

File Reference

C70/0040/02

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

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

Summary

The current Instrument of Delegation from Council to Council Staff (S6) was signed and sealed by Council on the 21 August 2012. Since that time, a number of pieces of legislation have been amended necessitating this review of the current Delegations. A new Instrument of Delegation (S6) has been prepared for adoption, signing and sealing by Council incorporating all changes.

Requirement for a Delegation from Council to Members of Council Staff.

There are currently a number of provisions within current legislation (Acts and Regulations) which cannot be sub-delegated by the CEO to members of Council Staff and these are listed in the Instrument of Delegation (S6) presented to Council for adoption. These delegations must be made direct from Council to the staff positions named.

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

Council must review its Delegations at least once each year. This enables the incorporation of new legislation and Council to review its conditions of approval if required. Delegations can be revoked at any time by Council or the Chief Executive Officer where that Officer has sub-delegated.

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

A copy of the Instrument of Delegation from Council to Members of Council Staff has been distributed to Councillors for their information, and is tabled for identification purposes and for signing and sealing by Council. The Instrument of Delegation will also be Appended to the Minutes of the meeting.

9.7.4 Review of Instrument of Delegation – Council to Members of Council Staff (cont.)

RECOMMENDATION

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

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

Background

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

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

9.7.4 Review of Instrument of Delegation – Council to Members of Council Staff (cont.)

Councillors have been briefed on the changes at a recent Assembly of Councillors and will receive a full delegations briefing after the June 2013 update.

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 Consumers Act 2010 (CCA) implications

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Nil.

**9.7.5 2009-2013 Shire of Strathbogie Council Plan
- 2nd Quarter Report ~ 1 October to 31 December 2012**

Author & Department

Governance Officer / Corporate and Community Directorate

File Reference

C70/0180/03

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

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

As at the commencement of the 2012 / 2013 Financial Year the 2009-2013 Shire of Strathbogie Council Plan (revised 2012) has in summary:

- (39) Thirty-nine *Actions* listed in it.
- (7) Seven *Actions* have been completed in this revised plan during the first two quarters
- (31) Thirty-one *Actions* are in progress and are spread out over the life of the Council Plan eg. 30 June 2013.
- (1) One *Action* is currently under review.

RECOMMENDATION

That the report be noted.

Background

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

This report is for the second quarter (October – December 2012) of the final year of the 2009-2013 Council Plan.

Alternative Options

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

9.7.5 2009-2013 Shire of Strathbogie Council Plan
- 2nd Quarter Report ~ 1 October to 31 December 2012 (cont.)

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

All council plan actions are considered during the budget process at the start of the financial year.

As part of the council plan process some actions within the current plan are to be referred to the mid-year budget review.

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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





Attachments

Council Plan progress report for the October to December 2012 quarter.



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review

Created: 1 February 2013



COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 1.1.1 - Provide environmental leadership, education and support

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

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

STRATEGY: 1.1.2 - Develop a Council environmental sustainability strategy

ACTION: 1.1.2.1 - Develop a Shire wide Parks Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-May-2013	50%	+	Full inventory of all parks and reserves has been completed, with areas and conditions being assessed. Standards of existing service are currently being analysed.

STRATEGY: 1.1.3 - Develop and promote appropriate environmental sustainability standards

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-Mar-2013	30%	+	Council appointed a project consultant in December 2012. Work is on target to be completed by the due date.

STRATEGY: 1.1.4 - Reduce Council's carbon footprint

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	50%	?	Initial application between Greenhouse Alliance and Strathbogie Shire Council was unsuccessful. Council is reviewing this project and is seeking alternative funding source.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	30-Jun-2013	50%	+	Project to be re-considered by Council due to unsuccessful grant application. Refer to half year budget review.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

OBJECTIVE: 2.1 - Plan and deliver improved infrastructure services

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

ACTION: 2.1.1.1 - Review Council's Asset Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Engineering	31-Dec-2012	90%	+	Currently being completed as part of the Municipal Association Victoria Asset Management STEP Program.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	50%	+	Preparing an assessment of freight route upgrade proposals in conjunction with the Hume Strategy Transport sub-group. The assessment has identified the Avenel freeway overpass and rail crossing, Locksley-Nagambie Road and the Quarry Lane alternative route as high priorities.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	95%	+	The Municipal Strategic Statement has been on exhibition and submissions have been received Council Planning Committee Meeting on the 11 September requested a panel hearing. Anticipate panel hearing prior to the end of the year - 2012.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2013	50%	+	The Violet Town waste transfer station construction is completed and the site commissioned. Landfill capping design is about 80% completed pending final review by EPA Auditors. It does not look likely for the construction works to be completed by the due date.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	30%	+	Council is monitoring opportunities for funding for projects in the Walking and Cycling Paths Strategy.



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.2.2 - Design and construct The Rockies pedestrian bridge

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	30-Jun-2013	50%	+	Council has been successful in obtaining funding for the construction of the Rockies pedestrian bridge. A kick-off meeting with all stakeholders to review design of the project will be held in January 2013. The outcome of the design will determine when the works will be completed.

STRATEGY: 2.1.3 - Advocate to Government for improved public transport

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	65%	+	Transport Connections Project (TCP) partner with Shepparton and Moira Councils. Current project - Wayfind - the TCP is going to engage a consulting group to work with all three LGAs (Moira and Greater Shepparton) to develop an over-arching Wayfinding Strategy and Style Guide. The use of uniform iconography (and potentially design layout) is helpful to users of the signs as they can immediately make meaning of the icons used if they are already familiar with them. Ride-Share Funding Program - Project Overview - Local communities can apply for funds to establish their own ride-share programs, or other transport initiatives in-line with the TCP criteria.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	50%	+	Participating in regional activity, preparing data for Municipal Association of Victoria analysis.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	50%	+	Provided input to development of plan. Council is participating in the Murray Darling Basin Plan Advocacy Group with Shepparton Council and the Murray group of Councils to advocate for secure water supply.



COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 3.1.1 - Identify land for future investment

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	20%	+	Within our Planning Scheme Review, we have now incorporated the Nagambie Growth Management Strategy as a reference document, and updated the Nagambie Structure Plan which identifies areas north of Nagambie for further investigation for Rural Living.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	95%	+	Council's Municipal Strategic Statement has been reviewed, exhibited and submissions received.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Organisation Development	30-Jun-2013	75%	+	Council continues to work with Euroa Community Education Centre to initiate joint training and funding opportunities. This has continued over the last 6 months



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 3.1.3 - Promote and support business and industry development

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Jun-2013	50%	+	Avenel has been completed and a business network group has been formed. Relationships are building with Nagambie through the Nagambie Post By-pass Strategy.

ACTION: 3.1.3.2 - Complete a shire wide Economic Development Masterplan

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	31-Mar-2013	50%	+	Funding has been approved and a consultant appointed. Drafting goals and actions. Actions to be put before Council in March 2013.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Economic Growth	30-Apr-2013	35%	+	Public exhibition period completed. Submissions tabled and ready to be reviewed by project committee.

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

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



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	50%	+	Second meeting conducted out of the planned four meetings for the year. The consortium is also looking at incorporation for the group so it can apply for grants in its own right.

STRATEGY: 4.1.2 - Investigate community emergency response services

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Nov-2012	75%	+	Have had follow up discussions with developer and the offer to purchase land is still on the table but up to the Emergency Response Agencies to fund the project.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	75%	+	The VIC is operating from High Street Nagambie, and this now incorporates the mobile customer service centre.



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Projects & Works	31-May-2013	70%	+	The Avenel Recreation Reserve design has been completed and a contractor appointed. Work is scheduled to be completed in April 2013 The Euroa Memorial Oval project is currently on hold.

STRATEGY: 5.1.2 - Promote and support participation in community activities

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

Position(s)	Target Date	% Complete	Status	Comments
Director Sustainable Development	31-Dec-2012	50%	+	Funding not approved; alternative funding is currently being sought.

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

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

STRATEGY: 6.1.1 - Increase visitation to and within the Shire

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	50%	+	Funding approved by Regional Development Victoria for a Shire Wide Economic Development Strategy. Discussed with consultant that once the Shire Wide Economic Development Strategy is complete the actions that will come from it will be used to conduct this analysis.

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

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



COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2013	60%	+	Draft design and interim costings have been completed and an application made to Regional Development Australia for part funding has been made.

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

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

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

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

STRATEGY: 7.1.1 - Promote Shire wide information and access

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2013	85%	+	Funds for participation in Preventing Violence Against Women are budgeted for and Council will participate in the 2012/2013 program.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Customer Relations	31-Oct-2012	95%	+	Application being used for capture of all customer enquiries and any new defect or job required to be completed by Project and Works. Remaining to be completed is the upload of all assets which will provide full reporting capabilities.

ACTION: 7.1.1.3 - Implement Information & Communication Technology Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Customer Relations	30-Jun-2013	25%	+	Modification to original draft continues with inclusion of draft Disaster Recovery Plan. Review of Information, Communication & Technology (ICT) strategy in line with the Municipal Association of Victoria ICT best practice guideline.



COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	31-Dec-2012	80%	+	New website is under constant review and updating to ensure it stays fresh and informative.

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

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

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

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

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

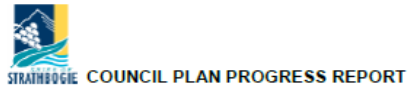
STRATEGY: 7.1.3 - Greater capacity for emergency planning & response

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

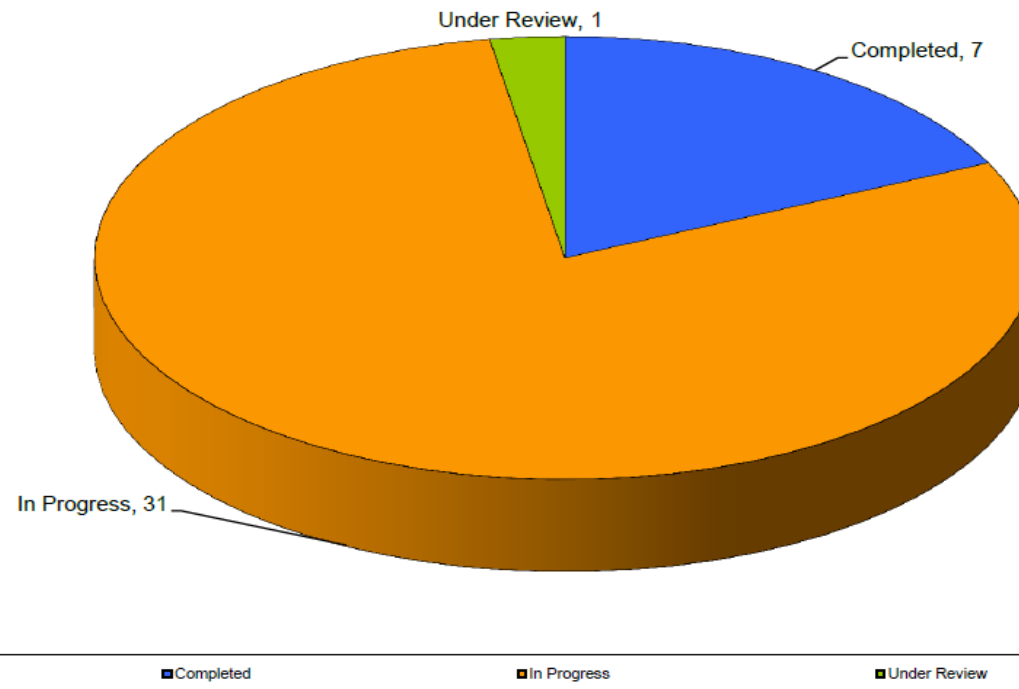
Position(s)	Target Date	% Complete	Status	Comments
Governance Officer	30-Sep-2012	100%	✓	Online webinar training completed for all Municipal Emergency Resource Officers, Municipal Recovery Managers, administration and IT staff. Resource database and shire contacts loaded ready for use.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2013	50%	+	Emergency Management Fire Coordinator appointed Sept 2012, action plan developed and being implemented.



ACTION STATUS CHART

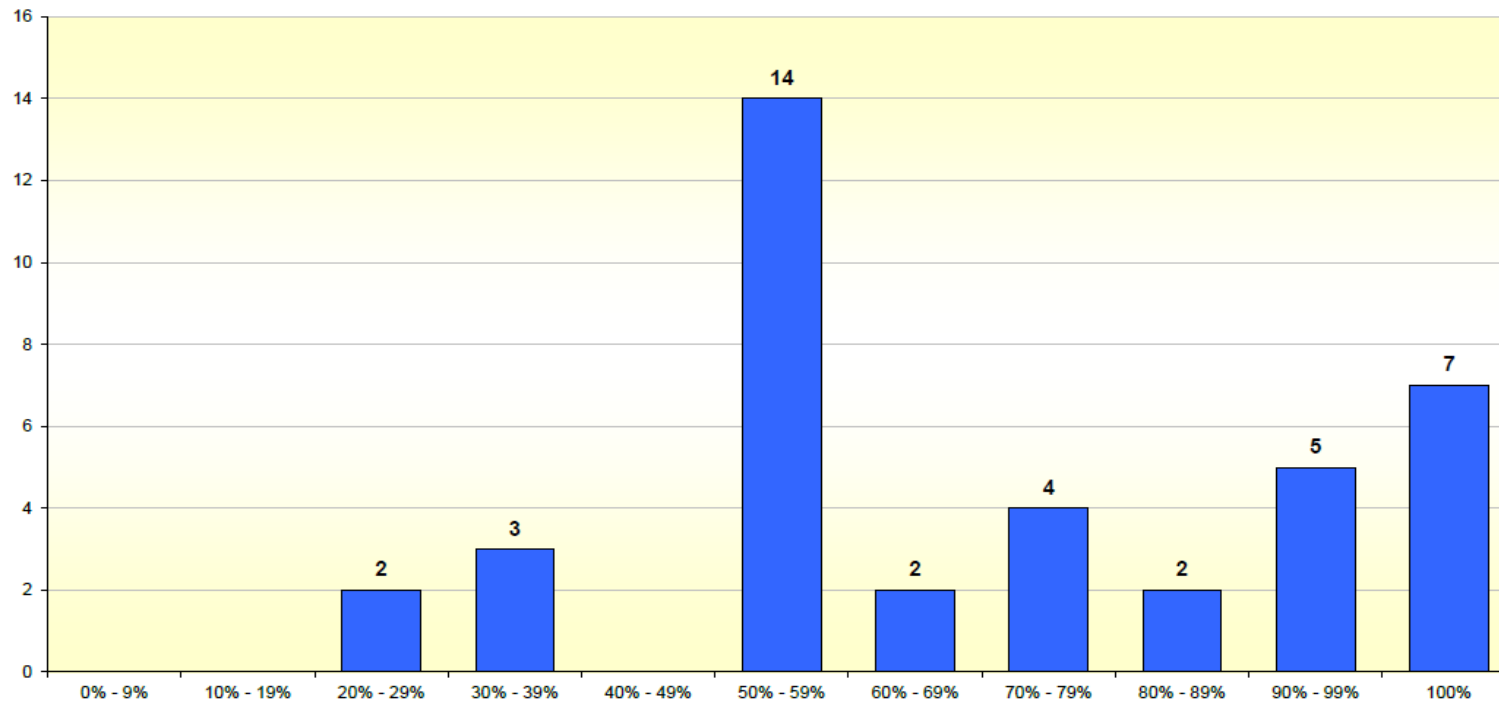




COUNCIL PLAN PROGRESS REPORT



ACTION % COMPLETE CHART



9.7.6 Financial Report – December 2012

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

F30/0020/10

Disclosure of Interest

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

Summary

Appended to the Agenda is a copy of Council's Financial Report for the six months ended 31 December 2012.

The report contains the standard income statement, balance sheet, cash flow statement, statement of capital works and schedules of investments.

The operating surplus for the six month period ending 31 December 2012 was \$7,619,900. The variance to budget is primarily due to receiving grants in advance of expectation.

As at December 2012, total capital works was \$3,461,470. This is marginally under budget.

The forecast variances are based on information available to Council officers at the time this report was prepared. It is important to understand outcomes of Grant applications and final tender pricing may result in updated variance analysis, as the information becomes available. This information is then reported as part of Council's ongoing Financial Reporting obligations.

RECOMMENDATION

That the Financial Report for the three months ended 31 December 2012 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.

9.7.6 Financial Report – December 2012 (cont.)

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.

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 1006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

- Financial Overview
- Income Statement
- Balance Sheet
- Cash Flow Statement
- Statement of Capital Works

FINANCIAL OVERVIEW FOR SIX MONTHS ENDED 31 DECEMBER 2012

The Financial Overview to 31 December 2012 shows a healthy variance to budget of \$694,000. This is made up of a number of major variances that are shown below, with changes to be reflected in the Mid-Year Review, where they are expected to be permanent variances (the forecast 30 June 2013 figures reflected this).

There is a variation in the capital budget of \$200,500 at 31 December 2012. A lot of the variances are timing, with expected changes to be carried through to the Mid-Year Review.

Income Statement (Fav) / Unfav. Variance

<u>Rates</u>	66,247	The reduction is due to valuation objections. The 30 June 2013 forecast will increase due to supplementary valuations
<u>Recurrent Grants</u>		
• Nagambie Post-Bypass	(67,500)	Timing variations – secured in advance of expected time
• Economic Development Strategy	(54,000)	Timing variations – secured in advance of expected time
• Boating Safety	14,600	Grant to be received prior to 30 June 2013
• Grants Commission	41,800	Advised of reduced grants – permanent variation
• HACC Grants	117,000	General grant reduction – offset to expenditure
• Pests & Plants Grant	48,950	Timing variance – received in advance
• Municipal Emergency Program	(120,000)	Offset to increased expenditure – Fire Officer 2 year position
<u>Non-Recurrent Grants</u>		
• Euroa Caravan Park	(54,800)	Final installment in works - permanent
• Roads to Recovery	(82,800)	Timing variance – received in advance
• Creightons Creek Road	(400,000)	Grant claim was expected prior to 30 June 2013, but was received 2012/2013 - permanent
<u>Other Revenue</u>		
• Interest on Investments	(45,500)	Greater carry forward balance has resulted in more interest earned
<u>Expenses</u>		
<u>Employee</u>		
• Employee costs	79,200	The increase reflects the position of Municipal Emergency Resource Officer \$120,000 and redundancies that finalized the internal restructure
<u>Contracts</u>		
• Euroa Memorial Oval	(370,000)	Project not proceeding - permanent
• Electoral Review	(95,800)	Account not received for payment - timing
• Avenel Recreation Reserve	60,500	Timing variance for payment
• Library Contribution	55,100	Timing variance for payment in advance
• Revaluation	53,100	Expense not accrued in 2011/2012 - permanent
• Economic Strategy	20,000	Timing variance in payment
• Nagambie Post-Bypass	20,100	Timing variance in payment

STRATHBOGIE SHIRE COUNCIL**Profit and Loss Statement 2012/2013 Budget versus Actual at 31 December 2012**

	Adopted Budget	Forecast 30 June 2013	Budget YTD 31 December	YTD Actual 31 December	Variance 31 December
REVENUE					
Rates and Charges	14,064,000	14,075,300	14,064,000	13,997,753	66,247
Statutory Fees & Fines	277,000	291,000	134,996	127,250	7,746
User Fees	1,148,100	1,178,600	535,732	541,554	(5,822)
Contributions	90,000	90,000	20,000	-	20,000
Grants - Recurrent	3,950,800	3,955,726	1,841,052	1,934,562	(93,510)
Grants - Non-recurrent	4,895,400	3,740,440	1,507,498	2,037,705	(530,207)
Other Revenue	314,900	476,900	157,452	236,412	(78,960)
	24,740,200	23,807,966	18,260,730	18,875,236	(614,506)
EXPENDITURE					
Employee	9,481,200	9,607,088	4,732,277	4,811,436	79,159
Contracts, Materials & Services	9,466,900	9,183,977	4,176,610	4,063,285	(113,325)
Depreciation	4,434,000	4,425,800	2,219,944	2,219,950	6
Finance	226,900	226,900	113,448	92,027	(21,421)
Other Expenses	713,800	947,400	92,454	68,676	(23,778)
	24,322,800	24,391,165	11,334,733	11,255,374	(79,359)
Surplus/Deficit	417,400	(583,199)	6,925,997	7,619,862	(693,865)

STRATHBOGIE SHIRE COUNCIL

Balance Sheet 2012/2013 at 31 December 2012

	Adopted Budget	YTD Budget 31 December	YTD Actual 31 December	Variance (Fav)/Unfav
<u>Current Assets</u>				
Cash and cash equivalents	2,762,174	4,256,353	7,804,101	3,547,748
Trade and other receivables	1,705,000	8,737,239	7,738,103	(999,136)
Other Assets	193,000	192,908	244,670	51,762
Inventories	120,000	120,138	8,709	(111,429)
Non- current assets for resale	-	0	-	-
Total Current Assets	4,780,174	13,306,638	15,795,583	2,488,945
<u>Non-Current Assets</u>				
Financial assets	2,000	2,032	2,032	-
Investments in associates	123,000	123,444	156,226	32,782
Property, plant and equipment, infrastructure	201,910,000	199,728,815	222,641,250	22,912,435
Total Non-Current Assets	202,035,000	199,854,291	222,799,508	22,945,217
Total Assets	206,815,174	213,160,929	238,595,091	25,434,162
<u>Current Liabilities</u>				
Trade and other payables	1,480,000	1,180,070	1,708,065	527,995
Trust funds and deposits	307,000	307,156	494,564	187,408
Provisions	1,846,000	2,264,359	3,318,587	1,054,228
Interest bearing loans and borrowings	566,000	565,877	262,150	(303,727)
Total Current Liabilities	4,199,000	4,317,462	5,783,366	1,465,904
<u>Non-Current Liabilities</u>				
Trust funds and deposits	68,000	67,980	67,980	-
Provisions	202,000	202,080	0	(202,080)
Interest bearing loans and borrowings	2,422,000	2,137,728	2,417,254	279,526
Total Non-Current Liabilities	2,692,000	2,407,788	2,485,234	77,446
Total Liabilities	6,891,000	6,725,250	8,268,600	1,543,350
Net Assets	199,924,174	206,435,679	230,326,491	23,890,812
<u>Equity</u>				
Accumulated Surplus	70,640,174	77,352,176	79,707,830	2,355,654
Reserves	129,284,000	129,083,503	150,618,661	21,535,158
Total Equity	199,924,174	206,435,679	230,326,491	23,890,812

STRATHBOGIE SHIRE COUNCIL

Cash Flow Statement 2012/2013 at 31 December 2012

	Adopted Budget	YTD Budget 31 December 2012	YTD Actual 31 December 2013	Variance (Fav)/Unfav
	Inflows (Outflows)	Inflows (Outflows)	Decrease (Increase)	Decrease (Increase)
Cash flows from operating activities				
Rates and charges	14,064,000	6,876,498	7,809,387	932,889
Statutory fees and fines	277,000	292,448	156,999	(135,449)
User fees (inclusive of GST)	1,148,100	422,949	616,179	193,230
Contributions	90,000	20,000	-	(20,000)
Grants (inclusive of GST)	9,329,000	3,348,996	3,972,267	623,271
Interest	198,000	-	-	-
Other receipts (inclusive of GST)	117,000	-	-	-
Net GST refund/overpayment	2,367,000	1,183,500	961,290	(222,210)
Payments to suppliers	(11,713,000)	(5,460,395)	(4,792,190)	668,205
Payments to employees (including redundancies)	(9,484,900)	(5,584,425)	(4,769,754)	814,671
Other payments	(184,900)	(92,900)	(68,676)	24,224
Total cash outflows from operating activities	6,207,300	1,006,671	3,885,502	2,878,831
Cash flows from investing activities				
Payments for property, plant and equipment, infrastructure	(8,838,633)	(4,979,393)	(4,264,363)	715,030
Payments for landfill rehabilitation	(519,431)	-	-	-
Proceeds sales of property, plant and equip, infrastructure	500,000	249,996	206,663	(43,333)
Net cash used in investing activities	(8,858,064)	(4,729,397)	(4,057,700)	671,697
Cash flows from financing activities				
Finance costs	(226,900)	(113,448)	(92,027)	21,421
Trust funds and deposits	-	-	-	-
Proceeds from interest bearing loans and borrowings	575,000	-	-	-
Repayment of interest bearing loans and borrowings	(929,000)	(218,401)	(242,602)	(24,201)
Net cash provided by (used in) financing activities	(580,900)	(331,849)	(334,629)	(2,780)
Net decrease in cash and cash equivalents	(3,231,664)	(4,054,575)	(506,827)	3,547,748
Cash and cash equivalents at beginning of period	5,993,838	8,310,928	8,310,928	-
Cash and cash equivalents at end of year	2,762,174	4,256,353	7,804,101	3,547,748

STRATHBOGIE SHIRE COUNCIL

Capital Works Statement 2012/2013 at 31 December 2012

	Adopted Budget	YTD Budget 31 December 2012	YTD Actual 31 December 2013	Variance (Fav)/Unfav
Capital works areas				
Land	235,000	156,500	5,053	(151,447)
Buildings	1,923,315	69,234	27,067	(42,167)
Furniture & Equipment	314,500	214,263	125,129	(89,134)
Plant & Machinery	888,000	558,000	125,382	(432,618)
Roads	4,448,218	1,972,920	2,733,539	760,619
Bridges	610,000	352,000	10,791	(341,209)
Drains	125,600	45,000	90,279	45,279
Footpaths	0	0	1,125	1,125
Kerb & Channel	0	0	-	-
Waste Management	294,000	294,000	343,105	49,105
Total Capital Works	8,838,633	3,661,917	3,461,470	(200,447)
Represented by:				
Asset Renewal	5,294,633	2,818,417	2,980,719	162,302
Asset Upgrade	609,050	340,450	252,830	(87,620)
New Assets	2,934,950	503,050	227,921	(275,129)
Total Capital Works	8,838,633	3,661,917	3,461,470	(200,447)

Reconciliation of net movement in property, plant & equipment

Total Capital Works	8,838,633	3,661,917	3,461,470	(200,447)
Asset Revaluation Movement	-	-	-	-
Depreciation & Amortisation	(4,434,000)	(4,425,800)	8,200	4,434,000
Written Down Value of Assets Sold	(500,000)	(737,600)	(237,600)	500,000
Written down value of infrastructure renewed	(529,000)	(529,000)	-	529,000
Net Movement in Property, Plant & Equipment	3,375,633	(2,030,483)	3,232,070	5,262,553

Capital Works 2012 / 2013	2012/13 Budget	YTD Budget 31 Dec	Actual at 31 Dec 2012	YTD Variance 31 Dec
Land				
21081 Lakeside Boardwalk	0	0	180	180
22008 Violet Town Flood Mitigation Works, Survey & Design Stage 1	105,000	26,500	22	-26,478
22001 Euroa Water Scheme (carried forward from 2011/12)	100,000	100,000	716	-99,284
Black Caviar Statue	0	0	0	0
22009 Euroa Seven Creeks Park Replanting	30,000	30,000	4,135	-25,865
	235,000	166,600	5,053	-161,447
Buildings				
20023 Strathbogie Depot - Shed	2,315	1,734	0	-1,734
20024 Violet Town Reserve - Toilets	1,000	750	0	-750
20025 Euroa Croquet Club - Club House	8,000	6,000	0	-6,000
20026 Nagambie - Glass Square Bowling Club - Clubrooms	15,000	11,250	0	-11,250
20027 Violet Town - Swimming Pool - Pump Shed	3,000	2,250	0	-2,250
20028 Avenel Memorial Hall - Supper Room	8,000	4,500	0	-4,500
20029 Nagambie - Glass Square Tennis Club - Clubrooms	6,000	4,500	0	-4,500
20030 Nagambie River Street Recreational Reserve - Toilets	2,000	1,500	1,332	-168
20031 Euroa Depot - Toilet Block	5,000	3,750	0	-3,750
20032 Violet Town Reserve - Toilets	3,000	2,250	0	-2,250
20033 Euroa Friendlies Reserve (Cricket Club) - Toilets/Change Rooms	10,000	7,500	0	-7,500
20034 Euroa Farmers Arms Museum - Eliza Forlonge Cottage	10,000	7,500	0	-7,500
20035 Creighton's Creek Recreation Reserve - Toilets	5,000	3,750	0	-3,750
20036 Euroa Caravan Park site Development	80,000	0	0	0
20037 Nagambie Pre-School footpath Extension	3,000	3,000	3,545	545
20038 Euroa Saleyard Improvements - (Sheep yard and Kiosk)	60,000	0	8,745	8,745
20039 Euroa Band Hall - Power Upgrade	9,000	9,000	0	-9,000
20040 Saleyards Roof	500,000	0	0	0
20041 Seven Creeks Park Facilities Development - Euroa	769,000	0	13,445	13,445
20042 Violet Town Library Complex	380,000	0	0	0
20043 Euroa Office energy retrofit	46,000	0	0	0
	1,923,316	69,234	27,067	-42,167
Information Technology				
26014 Software Licencing and annual support cost	19,000	19,000	23,585	4,585
26015 Network Firewall System Update	6,000	6,000	0	-6,000
26012 Hardware (workstations,laptops,monitor replacement)	78,000	30,263	11,613	-18,650
26012.1 Councilor Information Technology Hardware	0	0	9,539	9,539
26016 Customer Service Roving Officer Infrastructure	5,000	5,000	0	-5,000
26017 Security System Upgrade Euroa Office	1,500	1,500	0	-1,500
26018 Regional Shared Services Infrastructure including Disaster Recovery	100,000	100,000	53,142	-46,858
Furniture & Equipment				
26009 Public Lighting improvements	13,000	0	0	0
26019 Streetlight Energy-saving bulb replacement	35,000	0	0	0
26020 Facility Signage	1,000	1,000	0	-1,000
26021 Table and seats under existing shade structures and poolside	5,000	5,000	0	-5,000
26022 Water Volleyball net	1,000	1,000	0	-1,000
26023 Shade areas replaced and new areas added	20,000	20,000	18,110	-1,890
26024 New tables and chairs	4,000	2,000	0	-2,000
26025 Pool Identification signage	8,000	2,500	0	-2,500
26026 Shade structure over kiosk window and over shallow end of large pool	15,000	15,000	8,300	-6,700
26027 Back wash system to deliver to a water tank for lawns	6,000	6,000	0	-6,000
26028 Roofing over toilets and change areas.	0	0	0	0
26028 Development of a Website	0	0	840	840
Pool identification signage	0	0	0	0
Table and chairs	0	0	0	0
	314,500	214,263	125,129	-89,134
Plant & Machinery				
21090 Plant and Machinery (carried forward from 2011/12)	290,000	0	0	0
29310 Site Signage - Key Projects	15,000	8,000	0	-8,000
29300 Works Fleet	243,000	360,000	51,804	-298,196
21090 Motor Vehicle Fleet	340,000	200,000	73,578	-126,422
	888,000	658,000	125,382	-432,618

	2012/13 Budget	YTD Budget 31 Dec	Actual at 31 Dec 2012	YTD Variance 31 Dec
Capital Works 2012 / 2013				
Roads				
25203 Creightons Creek Road	0	0	0	0
25904 Longwood Depol Road -Widening and sealing of corners	52,000	0	0	0
25905 Euroa Strathbogie Road - Widening by 0.5m)	67,900	0	0	0
25906 Locksley-Nagambie Rd - prep and seal shoulders	100,000	0	0	0
25907 Avenel Queen Street Parking	25,000	25,000	0	-25,000
25908 Avenel Jones Street Parking	20,000	20,000	0	-20,000
25909 Avenel School Car parking	15,000	15,000	0	-15,000
25910 Pleasance Avenue road widening	15,000	0	6,745	6,745
25911 Ruffly Road curve - remix widening	20,000	0	0	0
25912 Ruffly School road widening - outside shop	32,000	0	0	0
25913 Euroa - Replacement of kerb channel (Euroa - Mansfield Rd)	20,000	20,000	0	-20,000
25700 Resheeling Program	363,396	0	0	0
25204 Pavement Rehabilitation Program	994,224	694,224	726,035	31,811
24999 Resealing Program	1,473,686	573,686	1,382,388	808,692
25914 Birkett St, Euroa (carried forward from 2011/12)	95,000	47,500	0	-47,500
various 2010 Flood Restoration works (balance of works to claim at 30/6/12)	0	0	105,455	105,455
various Works Flood Funding 2012	1,155,000	577,500	512,916	-64,584
	4,448,218	1,972,920	2,733,639	760,619
Bridges				
23001 Meipol School Road Low Level Crossing	0	0	0	0
23004 Euroa Caravan Park Pedestrian Footbridge	0	0	1,081	1,081
23005 Mitchellstown Road	240,000	144,000	5,346	-138,654
23006 Nelson's Road	80,000	36,000	2,182	-33,818
23007 Horse Gully Rd Bridge replacement	40,000	24,000	0	-24,000
23008 Heales Rd - Deck Replacement	35,000	21,000	0	-21,000
23009 Walkers Rd - Bridge - replacement	70,000	42,000	2,182	-39,818
23010 Longwood Pranjip Rd -Deck replacement	25,000	15,000	0	-15,000
23011 The Rockies pedestrian bridge	140,000	70,000	0	-70,000
	610,000	362,000	10,791	-341,209
Footpaths				
27001 Euroa Caravan Park - Sealed Pathways	0	0	853	853
27002 Euroa Caravan Park - Gravel Pathways	0	0	272	272
	0	0	1,125	1,125
Drainage				
24005 Euroa Tarcombe Street Drainage	0	0	20,000	20,000
24003 Avenel Drainage	0	0	49,504	49,504
24007 Nagambie Industrial Area - Scoping	20,000	20,000	20,775	775
24008 Nagambie Industrial Area - Scheme Development	20,000	0	0	0
24009 Euroa Saxon Street - Construct table drain	20,000	10,000	0	-10,000
24010 Suez Canal Floodgate (Mansfield Rd to Creek)	10,000	10,000	0	-10,000
24011 Burns Ave - Drainage Outfall	25,000	5,000	0	-5,000
24012 Nagambie Retarding Basins - shape and landscape	30,600	0	0	0
	125,600	45,000	80,279	45,279
Waste Management				
20019 Violet Town Transfer Station (carried forward from 2011/12)	294,000	294,000	319,486	25,486
27800 Violet Town Landfill Cap & close	0	0	23,619	23,619
	294,000	294,000	343,105	49,105
	8,838,633	3,661,917	3,461,470	-200,447
Asset Renewal	5,294,633	2,818,417	2,980,719	162,302
Asset Upgrade	609,050	340,450	252,830	-87,620
Asset Now	2,934,950	503,050	227,921	-275,129
	8,838,633	3,661,917	3,461,470	-200,447

9.7.7 Mid-Year Budget Review – 2012/2013

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

File Reference

F30/0020/10

Disclosure of Interest

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

Summary

The 2012/2013 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 standard income statement, balance sheet, cash flow statement, and statement of capital works.

There are significant changes to expected grant applications which has seen a reduction of approximately \$1.5 million in capital expenditure. There has been a corresponding reduction to the operating position of Council as a result.

In summary, as a result of the review, some variations to the adopted Operating and Capital Works Budgets were identified and have been incorporated into the 2012/2013 Mid-Year Budget Review. In line with the objectives of the review, the budget was able to be adjusted to achieve cash savings of \$750,000 which will be applied to Council's unfunded superannuation liability.

RECOMMENDATION

That:

- 1. Council receive the 2012/2013 Mid-Year Budget Review Report**
- 2. Approve the changes to the Operating and Capital Budgets as identified in the attachments.**

Background

The 2012/2013 Budget was prepared in accordance with the Local Government Act 1989, and was formally adopted at the Ordinary meeting of Council held on Tuesday 10 July 2012. 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 shows that Council will now record a deficit of \$583,199 as a result of a number of grant applications not being approved in the 2012/2013 financial year. This effects both the capital budget and the cash flow position of Council.

9.7.7 Mid-Year Budget Review – 2012/2013 (cont.)

The following table shows that as a result of the review of Council’s 2012/2013 budget, that there is an improved cash position of \$750,000. The difference between the reduced operating position and the improved cash position is the reduction in capital expenditure. If this is applied to Council’s superannuation debt of \$1,263,998, then Council needs to find an additional \$513,999; \$400,000 of which was provided for in the original cash movements as part of the budget. The remaining \$114,000 remains unfunded and the following options are provided for Council’s consideration.

Cash Flow Implications from Mid-Year Review

	Original Budget	Budget Review	Variance (- Fav) / Unfav.
Forecast Revenue	24,740,200	23,807,966	932,234
Forecast Expenditure	- 24,322,800	- 24,391,165	68,365
	<u>471,400</u>	<u>- 583,199</u>	<u>1,000,599</u>
Increase in Non-Cash Items WDV Assets Sold-Add Back		- 237,600	<u>- 237,600</u>
Cash Movement from Operations Review			762,999
Forecast Capital	8,838,633	7,325,635	<u>-1,512,998</u>
<i>Improvement in Cash Position from Budget Review</i>			- 749,999
Superannuation Debt			<u>1,263,998</u>
Balance of Cash required to fund Superannuation Debt			<u>513,999</u>
Cash allowed in Original Budget shown as Repayment of Loans			- 400,000
<u>Cash required to fund debt</u>			<u><u>113,999</u></u>

Options

1. Review Surplus Assets for Sale
 - Wesley Hall
 - Nagambie Depot
 - Longwood Units
 - Nagambie Units
2. Reduce Capital
 - Euroa Office Energy Regit
 - Burns Avenue – Drainage Outfall
3. Use Cash Reserves

Explanations of variations along with the financial statements are contained within the attached report.

The Boho fire cost has not been included in this report. Early estimates indicate the cost to Council of \$560,000, of which \$510,000 will be claimed from Treasury.

9.7.7 Mid-Year Budget Review – 2012/2013 (cont.)

Alternative Options

The officer providing advice in relation to this report has considered a number of options. They are listed above.

Risk Management

Monitoring of the 2012/2013 adopted budget provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks. This review has made adjustments for known variances and, therefore, reduces the risk that the actual results will significantly differ from the budget.

Strategic Links – policy implications and relevance to Council Plan

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

Best Value / National Competition Policy (NCP) / Competition and Consumers 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 2012/2013 Mid-Year Budget Review report. Importantly, the increase in cash now allows Council to extinguish the superannuation debt.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all economic implications for the financial year ending 30 June 2013.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 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.

9.7.7 Mid-Year Budget Review – 2012/2013 (cont.)

Consultation

The 2012/2013 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

- 2012/2013 Mid-Year Budget Review report containing:-
 - Financial Overview
 - Income Statement
 - Balance Sheet
 - Cash Flow Statement
 - Capital Works Statement and detailed Capital Budget

STRATHBOGIE SHIRE COUNCIL **FINANCIAL OVERVIEW FOR 2012/2013 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. There have been a number of individual changes; most too small to warrant recognition, but there are significant variations to both the operating and capital budget that are detailed below.

Income Statement

The draft Mid-Year Review reflects a net deficit of \$583,000.

Revenue

User Fees

- Debt collection expenses recovered \$20,000. This is offset to an increase in collection of outstanding rates

Non-Recurrent Grants

These are offset by a reduction in either operating or capital works, with a cash saving of Council's contribution to these works

- Violet Town Library Complex grant not approved - \$340,000
- Euroa Energy Saving Bulb Replacement project deferred to 2013/2104 - \$25,000
- Saleyards Roof grant not approved - \$346,000
- Avenel Recreation Reserve - \$120,000 of the \$300,000 grant received 2011/2012
- Euroa Memorial Oval - \$300,000 grant unsuccessful
- Seven Creeks Park - \$500,000 deferred to 2013/2014

Increased Grants

- Euroa Caravan park - \$55,000 final installment received
- Violet Town Floodplain Mitigation - \$45,000 additional grant money
- Rockies Pedestrian Bridge - \$44,000 additional grant money
- Creightons Creek Road - \$400,000 balance of grant, originally expected in 2011/2012

Recurrent Grants Increase

- 2010 Flood Grants - \$90,000 balance of grant
- Municipal Emergency Recovery - \$120,000 offset to employee expenses

Recurrent Grants Decrease

- Home and Community Care (HACC) grants - \$112,000 offset to expenses

Other Revenue

- Sale of Lily Street, Violet Town - \$80,000
- Sale of Filson Street, Nagambie - \$60,000

Expenses

- Employee benefits reflect the increase due to (a) Municipal Emergency Resource - \$120,000, and (b) redundancies due to internal restructure \$120,000, which are offset by a reduction in employee benefits due to internal reviews
- Contracts, Materials, Euroa Memorial Oval upgrade not proceeding \$370,000, reduction in staff training - \$30,000. These are offset by increases in software improvements - \$30,000, and HACC - \$60,000
- Other expenses – written down value of assets sold - \$237,600 Lily Street, Violet Town

Capital Works

There has been a significant reduction in capital works primarily due to a number of unsuccessful grant applications. This has meant that Council's contribution to these projects has been released to assist in paying the superannuation debt.

The second point is that Council is maintaining the asset renewal spend as identified in both the adopted budget and Long Term Financial Plan.

Increase in Works

- Violet Town Flood Mitigation - \$45,000 additional grant money
- Creightons Creek Road - \$30,000 carryover from 2011/2012
- 2010 Flood Grant - \$187,700 balance of works from 2011/2012
- Rockies Pedestrian Bridge - \$44,000 additional grant money

Decrease in Works

- Saleyards Roof - \$500,000 unsuccessful grant application
- Seven Creek Park - \$796,000 deferred to 2013/2014
- Violet Town Library Complex - \$380,000 unsuccessful grant application
- Euroa Energy Saving Bulb Replacement project - \$35,000 no funding available
- Pavement Rehabilitation - \$94,200 saving in contract application
- Resealing Program - \$100,000 saving in contract application

STRATHBOGIE SHIRE COUNCIL

Mid Year Review Profit and Loss Statement 2012/2013

	January YTD		MID YEAR REVIEW 2012/2013		
	Budget	Actual	Adopted Budget	Forecast Total 2012/2013	Forecast Variance (Fav)/Unfav
REVENUE					
Rates and Charges	14,064,000	13,984,148	14,064,000	14,075,300	(11,300)
Statutory Fees & Fines	146,662	147,474	277,000	291,000	(14,000)
User Fees	664,560	661,983	1,148,100	1,178,600	(30,500)
Contributions	0	0	90,000	90,000	-
Grants - Recurrent	1,947,494	2,131,387	3,950,800	3,955,726	(4,926)
Grants - Non-recurrent	1,763,700	2,115,205	4,895,400	3,740,440	1,154,960
Other Revenue	183,694	239,116	314,900	476,900	(162,000)
	18,770,110	19,279,313	24,740,200	23,807,966	932,234
EXPENDITURE					
Employee	5,499,042	5,636,378	9,481,200	9,607,088	125,888
Contracts, Materials & Services	5,074,765	4,598,043	9,466,900	9,183,977	(282,923)
Depreciation	2,548,748	2,549,328	4,434,000	4,425,800	(8,200)
Finance	132,356	106,464	226,900	226,900	-
Other Expenses	107,863	96,158	713,800	947,400	233,600
	13,362,774	12,986,371	24,322,800	24,391,165	68,365
Surplus/Deficit	5,407,336	6,292,942	417,400	(583,199)	1,000,599

STRATHBOGIE SHIRE COUNCIL

Mid Year Review Balance Sheet 2012/2013

	January YTD Budget	January YTD Actual	Adopted Budget	Forecast Total 2012/2013	Forecast Variance (Fav)/Unfav
Current Assets					
Cash and cash equivalents	1,923,616	7,435,409	2,762,174	4,965,265	2,203,091
Trade and other receivables	8,737,239	6,823,522	1,705,000	1,249,737	(455,263)
Other Assets	192,908	199,455	193,000	117,499	(75,501)
Inventories	120,138	-	120,000	351,195	231,195
Non-current assets for resale	-	-	-	-	-
Total Current Assets	10,973,901	14,458,386	4,780,174	6,683,696	1,903,522
Non-Current Assets					
Financial assets	2,032	2,032	2,000	2,032	32
Investments in associates	123,444	156,226	123,000	156,226	33,226
Property, plant and equipment, infrastructure	200,487,893	222,523,601	201,910,000	223,191,462	21,281,462
Total Non-Current Assets	200,613,369	222,681,859	202,035,000	223,349,720	21,314,720
Total Assets	211,587,270	237,140,245	206,815,174	230,033,416	23,218,242
Current Liabilities					
Trade and other payables	1,180,070	1,623,363	1,480,000	1,696,627	216,627
Trust funds and deposits	307,156	488,029	307,000	419,939	112,939
Provisions	2,254,359	3,318,587	1,846,000	2,127,798	281,798
Interest bearing loans and borrowings	572,119	221,830	566,000	504,752	(61,248)
Total Current Liabilities	4,313,704	5,651,809	4,199,000	4,749,116	550,116
Non-Current Liabilities					
Trust funds and deposits	67,980	67,980	68,000	68,282	282
Provisions	202,080	-	202,000	671,358	469,358
Interest bearing loans and borrowings	2,089,620	2,417,255	2,422,000	2,462,912	40,912
Total Non-Current Liabilities	2,359,680	2,485,235	2,692,000	3,202,552	510,552
Total Liabilities	6,673,384	8,137,044	6,891,000	7,951,668	1,060,668
Net Assets	204,913,886	229,003,201	199,924,174	222,081,748	22,157,574

STRATHBOGIE SHIRE COUNCIL

Mid Year Review Cash Flow Statement 2012/2013

	Adopted Budget	Forecast Total 2012/2013	Forecast Variance (Fav)/Unfav
	Inflows (Outflows)	Inflows (Outflows)	Decrease (Increase)
Cash flows from operating activities			
Rates and charges	14,064,000	14,075,300	(11,300)
Statutory fees and fines	277,000	291,000	(14,000)
User fees (inclusive of GST)	1,148,100	1,178,600	(30,500)
Contributions	90,000	90,000	-
Grants (inclusive of GST)	9,329,000	8,178,966	1,150,034
Interest	198,000	220,000	(22,000)
Other receipts (inclusive of GST)	117,000	257,000	(140,000)
Net GST refund/overpayment	2,367,000	2,367,000	-
Payments to suppliers	(11,713,000)	(11,184,277)	(528,723)
Payments to employees (including redundancies)	(9,484,900)	(9,610,788)	125,888
Other payments	(184,900)	(418,500)	233,600
Total cash outflows from operating activities	6,207,300	5,444,301	762,999
Cash flows from investing activities			
Payments for property, plant and equipment, infrastructure	(8,838,633)	(7,325,635)	(1,512,998)
Payments for landfill rehabilitation	(519,431)	(519,431)	-
Proceeds sales of property, plant and equip, infrastructure	500,000	500,000	-
Net cash used in investing activities	(8,858,064)	(7,345,066)	(1,512,998)
Cash flows from financing activities			
Finance costs	(226,900)	(226,900)	-
Trust funds and deposits	-	-	-
Proceeds from interest bearing loans and borrowings	575,000	575,000	-
Repayment of interest bearing loans and borrowings	(929,000)	(1,792,998)	863,998
Net cash provided by (used in) financing activities	(580,900)	(1,444,898)	863,998
Net decrease in cash and cash equivalents	(3,231,664)	(3,345,663)	(113,999)
Cash and cash equivalents at beginning of period	5,993,838	8,310,928	2,317,090
Cash and cash equivalents at end of year	2,762,174	4,965,265	2,203,091

STRATHBOGIE SHIRE COUNCIL

Mid Year Review Capital Works Statement 2012/2013

	Adopted Budget	Forecast Total 2012/2013	Forecast Variance (Fav)/Unfav
Capital works areas			
Land	235,000	280,180	45,180
Buildings	1,923,315	249,315	(1,674,000)
Furniture & Equipment	314,500	309,500	(5,000)
Plant & Machinery	888,000	888,000	-
Roads	4,448,218	4,471,834	23,616
Bridges	610,000	655,081	45,081
Drains	125,600	145,600	20,000
Footpaths	-	1,125	1,125
Kerb & Channel	-	-	-
Waste Management	294,000	325,000	31,000
Total Capital Works	8,838,633	7,325,635	(1,512,998)

Represented by:

Asset Renewal	5,294,633	5,341,925	47,292
Asset Upgrade	609,050	584,050	(25,000)
New Assets	2,934,950	1,399,660	(1,535,290)
Total Capital Works	8,838,633	7,325,635	(1,512,998)

Reconciliation of net movement in prooerty, plant & equipment

Total Capital Works	8,838,633	7,325,635	(1,512,998)
Asset Revaluation Movement	-	-	-
Depreciation & Amortisation	(4,434,000)	(4,425,800)	8,200
Written Down Value of Assets Sold	(500,000)	(737,600)	(237,600)
Written down value of infrastructure renewed	(529,000)	(529,000)	-
			-
Net Movement in Property, Plant & Equipment	3,375,633	1,633,235	(1,742,398)

	2012/13 Budget	Forecast Total 2012/2013	Forecast Variance at June 2013
Capitla Works 2012 / 2013			
Land			
21081 Lakeside Boardwalk	0	180	180
22008 Violet Town Flood Mitigation Works, Survey & Design	105,000	150,000	45,000
22001 Euroa Water Scheme (carried forward from 2011/12)	100,000	100,000	0
22009 Euroa Seven Creeks Park Replanting	30,000	30,000	0
	235,000	280,180	45,180
Buildings			
20023 Strathbogie Depot - Shed	2,315	2,315	0
20024 Violet Town Reserve - Toilets	1,000	1,000	0
20025 Euroa Croquet Club - Club House	8,000	8,000	0
20026 Nagambie - Glass Square Bowling Club - Clubrooms	15,000	15,000	0
20027 Violet Town - Swimming Pool - Pump Shed	3,000	3,000	0
20028 Avenel Memorial Hall - Supper Room	6,000	6,000	0
20029 Nagambie - Glass Square Tennis Club - Clubrooms	6,000	6,000	0
20030 Nagambie River Street Recreational Reserve - Toilets	2,000	2,000	0
20031 Euroa Depot - Toilet Block	5,000	5,000	0
20032 Violet Town Reserve - Toilets	3,000	3,000	0
20033 Rooms	10,000	10,000	0
20034 Euroa Farmers Arms Museum - Eliza Forlonge Cottage	10,000	10,000	0
20035 Creighton's Creek Recreation Reserve - Toilets	5,000	5,000	0
20036 Euroa Caravan Park site Development	80,000	80,000	0
20037 Nagambie Pre-School footpath Extension	3,000	3,000	0
20038 Euroa Saleyard Improvements - (Sheep yard and Kiosk)	60,000	60,000	0
20039 Euroa Band Hall - Power Upgrade	9,000	9,000	0
20040 Saleyards Roof	500,000	0	-500,000
20041 Seven Creeks Park Facilities Development - Euroa	769,000	0	-769,000
20042 Violet Town Library Complex	380,000	0	-380,000
20043 Euroa Office energy retrofit	46,000	21,000	-25,000
	1,923,315	249,315	-1,674,000
Information Technology			
26014 Software Licencing and annual support cost	19,000	24,000	5,000
26015 Network Firewall System Update	6,000	6,000	0
26012 Hardware (workstations,laptops,monitor replacement)	78,000	78,000	0
26012.1 Councillor Information Technology Hardware	0	10,000	10,000
26016 Customer Service Roving Officer Infrastructure	5,000	5,000	0
26017 Security System Upgrade Euroa Office	1,500	1,500	0
26018 Regional Shared Service Infrastructure & Disaster Recovery	100,000	115,000	15,000
26009 Public Lighting improvements	13,000	13,000	0
26019 Streetlight Energy-saving bulb replacement	35,000	0	-35,000
26020 Facility Signage	1,000	1,000	0
26021 Table and seats under existing shade structures and poolside	5,000	5,000	0
26022 Water Volleyball net	1,000	1,000	0
26023 Shade areas replaced and new areas added	20,000	20,000	0
26024 New tables and chairs	4,000	4,000	0
26025 Pool identification signage	5,000	5,000	0
26026 Shade over kiosk window and shallow end of large pool	15,000	15,000	0
26027 Back wash system to deliver to a water tank for lawns	6,000	6,000	0
Pool identification signage	0	0	0
Table and chairs	0	0	0
	314,500	309,500	-5,000

	2012/13 Budget	Forecast Total 2012/2013	Forecast Variance at June 2013
Capital Works 2012 / 2013			
Plant & Machinery			
21090 Plant and Machinery (carried forward from 2011/12)	290,000	290,000	0
29310 Site Signage - Key Projects	15,000	15,000	0
29300 Works Fleet	243,000	243,000	0
21090 Motor Vehicle Fleet	340,000	340,000	0
	888,000	888,000	0
Roads			
25203 Creightons Creek Road	0	30,130	30,130
25904 Longwood Depot Road -Widening and sealing of corners	52,000	52,000	0
25905 Euroa Strathbogie Road - Widening by 0.5m)	67,900	67,900	0
25906 Locksley-Nagambie Rd - prep and seal shoulders	100,000	100,000	0
25907 Avenel Queen Street Parking	25,000	25,000	0
25908 Avenel Jones Street Parking	20,000	20,000	0
25909 Avenel School Car parking	15,000	15,000	0
25910 Pleasance Avenue road widening	15,000	15,000	0
25911 Ruffy Road curve - remix widening	20,000	20,000	0
25912 Ruffy School road widening - outside shop	32,000	32,000	0
25913 Euroa - Replacement of kerb channel (Euroa-Mansfield Rd)	20,000	20,000	0
25700 Resheeting Program	363,398	363,398	0
25204 Pavement Rehabilitation Program	994,224	900,000	-94,224
24999 Resealing Program	1,473,696	1,373,696	-100,000
25914 Birkett St, Euroa (carried forward from 2011/12)	95,000	95,000	0
various 2010 Flood Restoration works (balance of works)	0	187,710	187,710
various Works Flood Funding 2012	1,155,000	1,155,000	0
	4,448,218	4,471,834	23,616
Bridges			
23001 Meipol School Road Low Level Crossing	0	0	0
23004 Euroa Caravan Park Pedestrian Footbridge Mitchellstown Road	0	1,081	1,081
23005	240,000	240,000	0
23006 Nelson's Road	60,000	60,000	0
23007 Horse Gully Rd Bridge replacement	40,000	40,000	0
23008 Heales Rd - Deck Replacement	35,000	35,000	0
23009 Walkers Rd - Bridge - replacement	70,000	70,000	0
23010 Longwood Pranjip Rd -Deck replacement	25,000	25,000	0
23011 The Rockies pedestrian bridge	140,000	184,000	44,000
	610,000	655,081	45,081
Footpaths			
27001 Euroa Caravan Park - Sealed Pathways	0	853	853
27002 Euroa Caravan Park - Gravel Pathways	0	272	272
	0	1,125	1,125

9.7.8 Contract No. 12/13-16
- Euroa Post Flood Mapping and Intelligence Project

Author & Department

Manager, Projects & Works / Asset Services Directorate

File Reference

Contract No 12/13-16

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

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

Summary

Strathbogie Shire Council invited tenders for Euroa Post Flood Mapping and Intelligence project. Eight companies submitted tenders for the project when the tenders closed on Friday 18 January 2013.

A Tender Evaluation Panel, consisting of 2 Council Officers and 1 Officer from the Goulburn Broken CMA have assessed the tenders.

The Tender Evaluation Panel has given consideration to the assessment criteria set out in the tender documents and recommends that Council accept the tender submitted by CARDNO VICTORIA.

RECOMMENDATION

That -

- 1. a) Council accept the tender received from CARDNO Victoria of 150 Oxford Street, Collingwood Vic 3066 for Contract 12/13-16 – Euroa Post Flood Mapping and Intelligence Project, for the amount of \$79,830 excluding GST**
b) Council set aside 10% of the tender sum (approximately \$7,983) as contingency to cover items that may be required for the successful delivery of the project but not included in the tender price.
- 2. the associated Confidential Attachments provided to Councillors for their consideration be noted.**
- 3. the unsuccessful tenders are advised.**

9.7.8 Contract No. 12/13-16
- Euroa Post Flood Mapping and Intelligence Project (cont.)

Background

Council invited tenders from suitably qualified and experienced consultants to undertake Contract 12/13-16 Euroa Post Flood Mapping and Intelligence Project as part of the Euroa Water Management Scheme.

The Euroa Water Management Scheme (July, 2000) was approved by the Minister for Water that formed the basis of flood mitigation works. This scheme was the result of the Euroa Floodplain Management Plan developed in 1997 with additional short reports on environmental and downstream hydraulic impacts.

The main features of the Water Management Scheme are:

- The formalisation of the Castle Creek levee that prevents overspill into the Euroa
- Removal of excess sand accumulation with Castle Creek between the Railway and Clifton Bridge (Old Hume Highway); and
- Vegetation management.

The scheme has only been completed following the floods in 2012. As part of the works, Council removed excess sand from the Castle Creek in 2012 to improve flow of water in the Creek.

Project Scope

The scope of this project is to

- Review the hydrology and flood modelling and prepare new flood inundation maps (FIMs) for emergency management and land-use planning purposes;
- Create new flood intelligence Data (stage versus consequence). It is expected that this data is tied with the relevant flood inundation maps;
- Augment floor level database through additional survey;
- Review the performance of the Castle Creek levee and investigate the appropriateness of the levee alignment and height;
- Review the performance of sediment removal programme of Castle Creek undertaken by Council in 2012
- Independently apply storms events over the township area to inform overland flow paths without riverine flooding.
- Provide information and prepare community information awareness and education brochures in line with the FloodSafe Initiative; and
- Augmentation of telephone alert system including opt-out system.

Tender Invitation

Due to the specialised nature of the works, Council invited 11 qualified consultants to tender for the works.

Each of the invited consultants received a tender document and supporting information.

Tenders closed at 4.00pm on Friday 18 January 2013 and were opened on the same day.

Eight consultants submitted tenders.

9.7.8 Contract No. 12/13-16
- Euroa Post Flood Mapping and Intelligence Project (cont.)

All tenders submitted were evaluated by a panel consisting of

1. Mr .Peterson Asante, Manager Projects and Works, Strathbogie Shire Council
2. Mr .Hussain AL Rammahi, Contracts Officer, Strathbogie Shire Council
3. Mr Guy Tierney, Statutory Planning and Floodplain Manager, Goulburn Broken Catchment Management Authority.

In evaluating the tenders, the Tender Evaluation Panel considered the following principles

- best value for money
- most benefit to the community, and
- greatest advantage to Council.

Tenders were progressively assessed against the following criteria and weightings

- Relevant experience and Track Record (15%)
- Technical Skills of nominated staff (15%)
- Management Skills (10%)
- Methodology (20%)
- Price (40%)

The tenders were assessed using the Association of Consulting Engineers Australia (ACEA) Guidelines. With this guideline, each tender is scored out of 5 and the highest scoring tender becomes the successful tenderer.

The following is summary and brief comments about the tenders received:

Tenderer 1

The firm is very sound and has relevant experience in riverine type flood studies. Their methodology does not meet mapping requirements as outlined in the project brief.

Tenderer 2

Firm is good with some good relevant experience. Methodology and project appreciation is outstanding. Technical skills were slightly marked down for hydraulic modelling compared with other firms.

Tenderer 3

Firm has some but limited relevant experience, and largely has vast experience in drainage studies. Depth of skills is fair. Methodology is lacking in hydrology and hydraulic modelling.

Tenderer 4

This is a sound firm with good relevant experience. Calibration and validation methods are scant in both hydrology and hydraulic sections of the proposal.

9.7.8 Contract No. 12/13-16
- Euroa Post Flood Mapping and Intelligence Project (cont.)

Tenderer 5

The firm is very sound and has carried out an abundant similar riverine type flood studies elsewhere. Methodology and appreciation is sound and has the technical resources to full fill the brief. The deliverables are over and above the requirements of the project brief and well within budget.

Tenderer 6

The firm is very sound with outstanding relevant experience in riverine type flood studies. Methodology is very sound and has good technical resources to carry out this study. Price is however high and makes this proposal uncompetitive.

Tenderer 7

This firm has some good direct experience in riverine type flood studies. It is the lowest priced tender but calibration and validation methods are scant in both hydrology and hydraulic sections of the proposal. Nominated team members have fair to good skills. This poses risk to Council.

Tenderer 8

The firm has an outstanding hydrologic team and seen as leader in this field of expertise. Riverine hydraulic modelling experience is considered fair to good with the team proposed. Methodology and project appreciation is outstanding. Price is however high and makes this proposal uncompetitive.

CONCLUSION

Based on the criteria of the evaluation, the tender received from Cardno Victoria of 150 Oxford Street, Collingwood Vic 3066, for the amount of \$79,830.00 plus GST, is regarded as providing the best value for money, the most benefit to the community and the greatest advantage to Council. Cardno offers the best value for money proposal, and has the resources, the relevant technical skills, to carry out this project.

The Tender Evaluation Panel therefore recommends that this tender be accepted by Council.

Attachments

Nil

9.7.9 Contract No. 12/13-17
- Provision of Municipal Building Surveyor Services Contract

Author & Department

Manager Statutory Support / Sustainable Development Directorate

File Reference

P40/3300/01

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

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

Summary

Council has undertaken a review of Municipal Building Services.

The purpose of the review was to investigate opportunities for an improved Building Services model. The review is part of the Statutory Support Department's business plan which includes;

- Review of Building Services to assess compliance and resources required to meet Council's obligations in its functions as Municipal Building Surveyor.
- Investigate outsourcing opportunities in efficiency of service delivery for Building Services including fixed contract.

The intent is to improve service delivery, facilitate sustainable development and growth and address Council's risk and reporting obligations through acquired skill sets and resource capacity.

As part of the review Strathbogie Shire Council invited tenders from suitably qualified and experienced contractors to undertake the role of Councils Municipal Building Surveyor.

Tender Process

Tenders were invited for the provision of Municipal Building Surveyor Services Contract 12/13-17, and advertisements were placed in the following newspapers:

- Shepparton News
- Euroa Gazette
- Benalla Ensign
- Seymour Telegraph

2 requests for tender documentation were received.

Tenders closed at 4.00pm on Monday 28th January 2012 and were opened the next business day by Hussain Al Rammahi, Contracts Officer and Steven Hicks, Manager Statutory Support.

Two (2) companies submitted a tender for the contract.

9.7.9 Contract No. 12/13-17
- Provision of Municipal Building Surveyor Services Contract (cont.)

Tender Evaluation

Tenders were evaluated by a Panel consisting of Phil Howard, Director Sustainable Development; Steven Hicks, Manager Statutory Support and Hussain, Manager Projects and Works.

Tenders were evaluated in general accordance with the criteria set out below. The evaluation criteria were stated in the Tender documentation. The criteria are listed in order of importance but are not necessarily exhaustive;

1. Lowest conforming bid (40%)
2. Tender specification compliance (10%)
3. Previous relevant experience and past performance (20%)
4. Availability (20%)
5. Financial capability (10%)

Tenderer 1:

Tenderer 1 currently provide contract services for a number of Council's including Glenelg, West Wimmera, Yarriambiack, Hindmarsh, Buloke, Macedon Ranges, Mansfield, Colac Otway and Rural City of Wangaratta.

Tenderer 1 have provided a resume of the nominated employee to undertake the role, and has the capacity to do the service. Tenderer 1 provides a service guarantee which includes the replacement of the nominated employee if not satisfied with the individual's performance.

Tenderer 1 has provided references for all their current contracts and copies of all relevant policies.

The price is competitive and they have demonstrated through the provision of their current contract services that they have the necessary resources, skill base and professionalism to undertake the role competently.

Tenderer 2:

Tenderer 2 is a sole practitioner who is currently employed as a Building Coordinator/Building Surveyor. Tenderer 2 has previously held the role of Municipal Building Surveyor at Strathbogie Shire Council. The price is considered competitive. Tenderer 2 currently issues building permits for applications in Strathbogie Shire. Tenderer 2 has not provided a resume or references, but is known to officers of Council through past employment with Council and current private building permits.

9.7.9 Contract No. 12/13-17
- Provision of Municipal Building Surveyor Services Contract (cont.)

Conclusion

Based on the evaluation ratings applied it is considered that Tenderer 1, MBS Services Australia meets the following criteria:

- The preferred tenderer's quote for the provision of Municipal Building Surveyor Services Contract 12/13-17 offers the best value to Council.
- The tender pricing schedule over the term of three (3) years meets the Shire's budget requirements.

Budget/Finance

The contracted annual amount is 9% higher than the allowances included in the 2012/2013 Budget for staffing/contractor provision of equivalent services but will be offset against savings across the Sustainable Development Department's overall budget. The introduction of the services also provides for an increase in service levels and activity to improve service delivery, and address Council's risk and reporting obligations.

RECOMMENDATION

That the Tender received from MBS Services Australia for the Strathbogie Shire Council Municipal Building Surveyor Services Contract 12/13-17 for the amount of \$85,980.00 year 1, \$89,890.00 year 2 and \$94,400.00 year 3, the total amount of \$270,270.00 plus GST over three (3) years be accepted.

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 / Trade Practices Act (TPA) implications

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

9.7.9 Contract No. 12/13-17
- Provision of Municipal Building Surveyor Services Contract (cont.)

Financial / Budgetary Implications

The contracted annual amount is 9% higher than the allowances included in the 2012/2013 Budget for staffing/contractor provision of equivalent services but will be offset against savings across the Sustainable Development Department's overall 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

There are not considered to be any legal or statutory implications.

Consultation

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

Attachments

Nil

5.7.10 Proposed Sale of Council Property - 33 Filson Street, Nagambie

Author and Department

Acting Chief Executive Officer / Executive Directorate

File Reference

P40001360.0701

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, at its Meeting held 18 December 2012, resolved to:

1. *Sell 33 Filson St, Nagambie (Lot 3 PS347738H) by private treaty to the owner of 318 High St, Nagambie (Tony Maroudas), subject to consideration of submissions under Section 223 of the Local Government Act 1989.*
2. *Invite submissions under Section 223 of the Local Government Act 1989.*
3. *Proceed with sale if no submissions are received under Section 223 of the Local Government Act 1989.*

Submissions were invited, as per the Act requirements, by public notice and direct notification to adjoining owners. Submissions closed Friday, 8 February 2013 at which time two submissions had been received.

In summary, the submissions objected to the sale on the following basis:

- Impact on access to adjoining land which may then impact on their business.
- Sale should not be by private treaty, i.e. by auction.

Council considered the submissions at a Special Meeting of Council held on Tuesday 12 February 2013 and resolved to recommended to Council –

That Council sell the land by auction.

RECOMMENDATION

1. **That Council sell the land by public auction.**
2. **That as a condition of the sale, an easement be created for access to the rear of the National Australia Bank, 322 High Street, Nagambie, for bank staff.**

5.7.10 Proposed Sale of Council Property - 33 Filson Street, Nagambie (cont.)

Background

Investigations by Council staff have established that Council does not maintain this parcel and has no future plans for the land. It is deemed to be surplus to Council's needs.

The land does provide access to the rear of the National Bank which is used by staff for car parking. Any sale/transfer of the land would require the creation of an easement on title to provide legal access to the National Bank property (there is no access to the rear of the Bank from High Street).

The land has been valued at \$65,000 which is its current market value as at August 2012. It is approximately 1153 square metres and of a rectangle shape.

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

Alternative Options

Alternative options for the proposed sale of the land are:

- Not to proceed with a sale of the land
- To sell by private treaty
- To sell by Auction

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 / Trade Practices Act (TPA) implications

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

Financial / Budgetary Implications

The proposed sale has not been specifically included in the 2012/13 budget program. A sale will extract the full property valuation cash return which will be used to offset extraordinary items occurred this financial year, e.g. superannuation liability. In addition the land (if sold) could 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.

5.7.10 Proposed Sale of Council Property - 33 Filson Street, Nagambie
- Receiving / Hearing of Submissions (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 sale of land will follow the due process set out in the *Local Government Act 1989*.

Consultation

Consultation has been conducted in accordance with the Section 223 process calling for public submissions on the sale.

Attachments

Site plan.



Council land

320 High –
40001360.0710

318 High –
40001360.0700

5.7.11 Council Policy - Community Grant Giving Policy

Author & Department

Manager Community Development / Corporate and Community Directorate

File Reference

C70/0160/03

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

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

Summary

The Council Community Grants and Action Group Funding Program Policy (C.C.S 18) governing the community and action group grants has been reviewed and redeveloped to ensure the goals and principles are clearly defined, and to remove procedures from the Policy.

Council procedures for both funding streams are clearly documented in the relevant internal guidelines, procedures and information manuals. The grants information kit and Community Planning Guidelines provide detailed information for applicants.

RECOMMENDATION

That:

- 1. Council adopt the Community Grant Giving Policy**
- 2. Council rescind the Council Community Grants and Action Group Funding Program Policy (C.C.S 18)**

Background

A significant review of council grant giving was undertaken by the Community Development Coordinator throughout 2011/12. As a result, the community grants program was redeveloped to improve the transparency of the grant giving process; to provide greater information to grant applicants; to provide community training to increase community capacity to be able to apply for funding from a wider range of sources; and to reduce red-tape for community groups.

As a result, the overarching policy has now been reviewed and amended to reflect a higher level policy and to remove the procedural details from the former policy. The new policy reflects the under-lying goals, principles and management of grants in line with the new grants program.

Any procedural changes can easily be made without the need to amend the policy and therefore increase the policy's longevity and relevance.

5.7.11 Council Policy
- Community Grant Giving Policy (cont.)

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

The report is consistent with Best Value, National Competition Policy and Trade Practices 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 strengthens the current Council Community Grants Program including grants for Community Action Groups, provides a stronger policy basis on which the programs are delivered, and strengthens community understanding of the program.

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 notes that Community consultation in the redevelopment of the Council Community Grants Program has contributed to the review and development of this Policy.

5.7.11 Council Policy
- Community Grant Giving Policy (cont.)

Attachments

Community Grant Giving Policy



COMMUNITY GRANT GIVING POLICY

COMMUNITY DEVELOPMENT		Policy No:	1
		Endorsed by SMT:	n/a
		Endorsed by EMT:	
		Effective Date:	
Responsible Officer:	Manager CD	Review by Date:	
Authorised Officer:	CEO	Version No:	1

POLICY STATEMENT

The goal of the Strathbogie Shire Council Community Grant Giving programs is to support the efforts of community groups to address local needs; build local capacity; strengthen social diversity; and enhance the health and wellbeing of residents in the Shire of Strathbogie.

This policy outlines the underlying best-practice principles used to inform the grant giving programs and provides a summary of the two current programs.

PRINCIPLES

Governance and Structure

- Clearly stated principles, goals, policies and procedures to underpin and direct the process and through which the community can develop trust in the process
- Principles of transparency, fairness, collaboration, continuous improvement, inclusivity, accessibility, flexibility,
- An understanding within the organisation of the importance and underlying principles of the grant making program
- Grant program strategically managed to build a positive image of the organisation and utilised as a community engagement tool
- A flexible model that does not assume one-size-fits-all
- Clear, supportive information and training for community members
- Clear direction and sufficient training for program administrators
- Compliance with relevant legislative and auditing requirements.

Application Process

- Identification of what information is needed (as distinct from what is desirable) from applicants to assess whether they will contribute to the goals of the program
- How applications will be assessed (which informs what information is required)
- The complexity of the application process must be in line with the grant amounts available and the goals of the grant.

Awarding Grants

- A fair and transparent decision making process that can stand up to external scrutiny
- Decisions based on community need and council priority as per Council plans
- Strategic and respectful approach to how announcements of successful and unsuccessful grant recipients will be made.

Managing Grants

- Clear guidelines regarding the relationship between the grant maker and receiver over the life of the grant, including payment, monitoring and acquittal processes, as well as the handling of variations to the grant terms that may arise during the course of the grant
- The complexity of management procedures must be in-line with the grant amounts awarded.

Review and Evaluation

- Determine and clearly document how to assess the success of the program as measured against its goals, the appropriateness of the process, and what improvements could be made: inputs, outputs and impact.
- Diversity of evaluation methods and information sources.

COMMUNITY GRANT MAKING PROGRAMS

There are two core community grant giving programs;

Community Action Planning – a bottom-up community planning model to which Council grants allocation funding each year to the eight Community Action Groups which form the model. Each group submits a list of projects for funding in that year (as derived from the Community Action Plan they have developed with their broader community) which are then assessed and approved by Council officers. This is a non-competitive program and is governed as per the Community Planning Guidelines.

Community Grants – a competitive small grants program with a variety of grant streams open to formal and informal community groups for a range of projects and community events. This program is governed as per the Community Grants Framework.

Related Documents:

- Community Grants Framework
- Community Planning Guidelines

SIGNED CEO:.....

DATE:.....

9.7.12 Business Management System

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

- Building Department – July 2012 to January 2013 Statistics
- Planning Department – 2011/2012 & 2012/2013 Statistics
- Asset Services – Customer Service System Statistics – January 2013
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31st January 2013
- Review of Council Policies – December 2012 / January & February 2013
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received / held in the past month

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

RECOMMENDATION

That the report be noted.

BUILDING REPORT

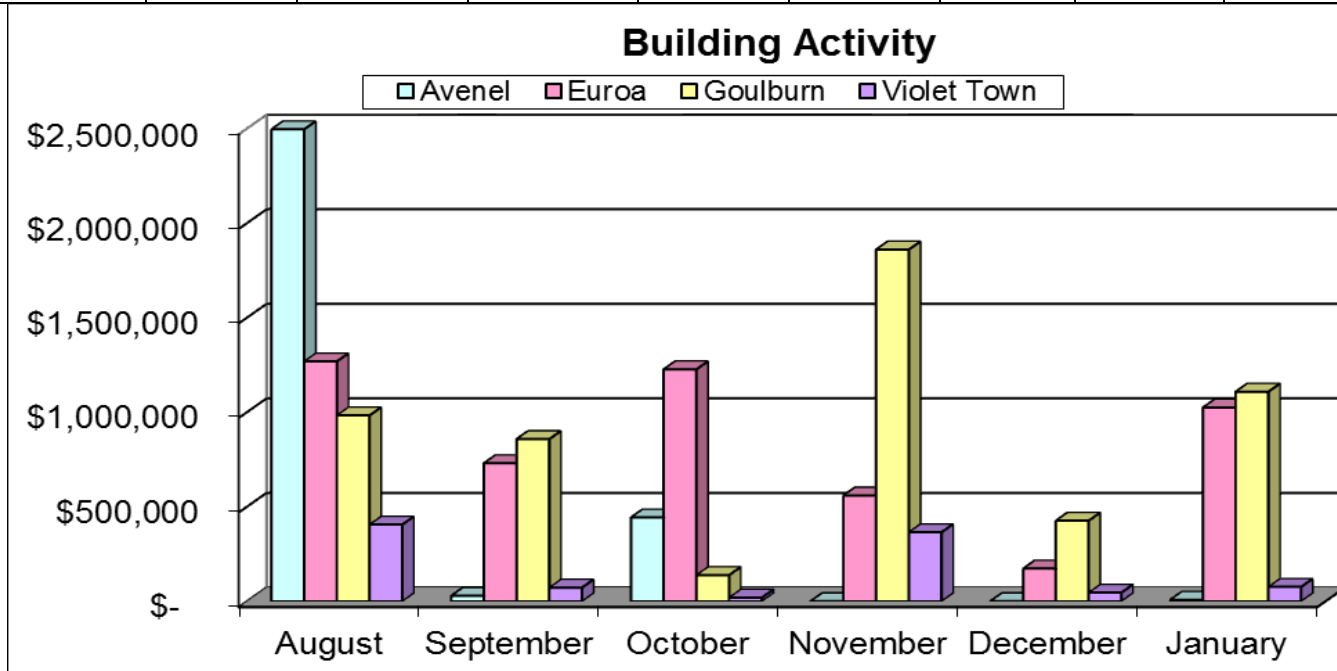
January 2013

The value of Building approvals within the Shire of Strathbogie for the month of January totaled **\$2,214,705**

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 15 permits have been issued for the month.

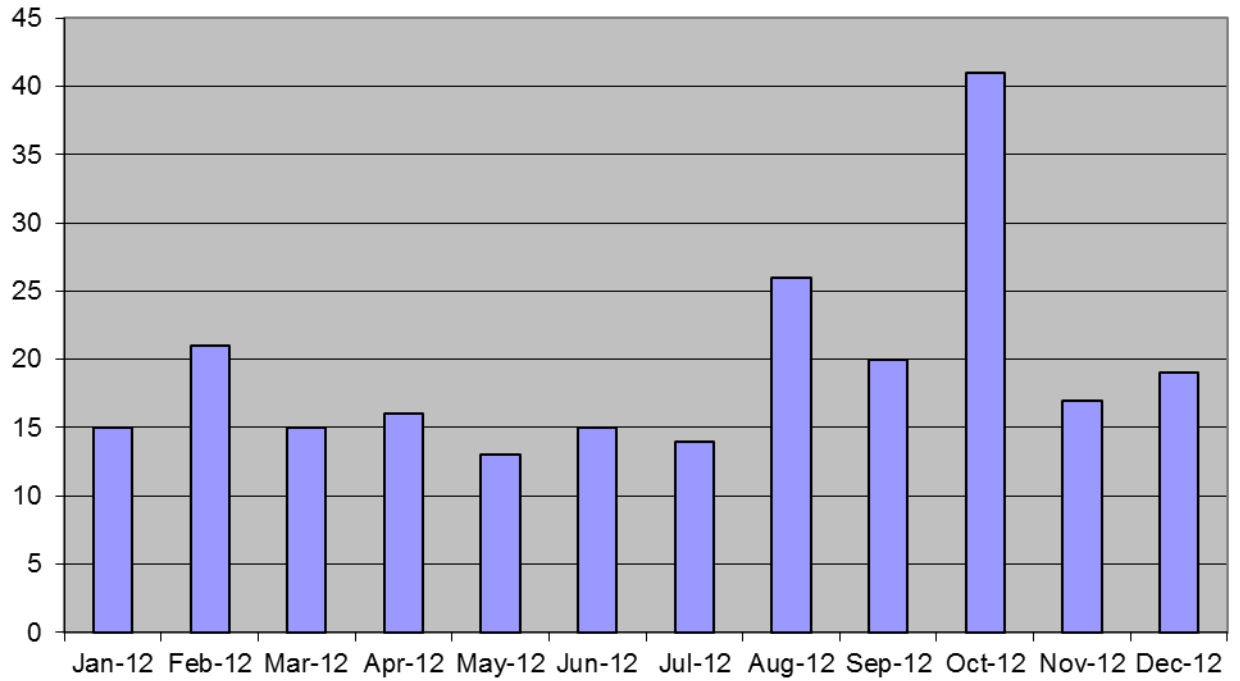
Charts illustrating the distribution of building permit expenditure for 2012-2013 over the four localities within the Shire are below.

	July	August	September	October	November	December	January	Totals
Avenel	\$200,000	\$2,495,988	\$28,023	\$442,946	\$ -	\$ -	\$7,000	\$3,173,957
Euroa	\$858,551	\$1,268,419	\$729,708	\$1,226,540	\$558,799	\$172,284	\$1,024,379	\$5,838,680
Goulburn	\$1,069,325	\$982,766	\$857,707	\$138,153	\$1,859,903	\$425,500	\$1,107,820	\$6,441,174
Violet Town	\$128,029	\$405,000	\$71,833	\$19,000	\$364,810	\$45,000	\$75,506	\$1,109,178
Totals	\$2,255,905	\$5,152,173	\$1,687,271	\$1,826,639	\$2,783,512	\$642,784	\$2,214,705	\$16,562,989

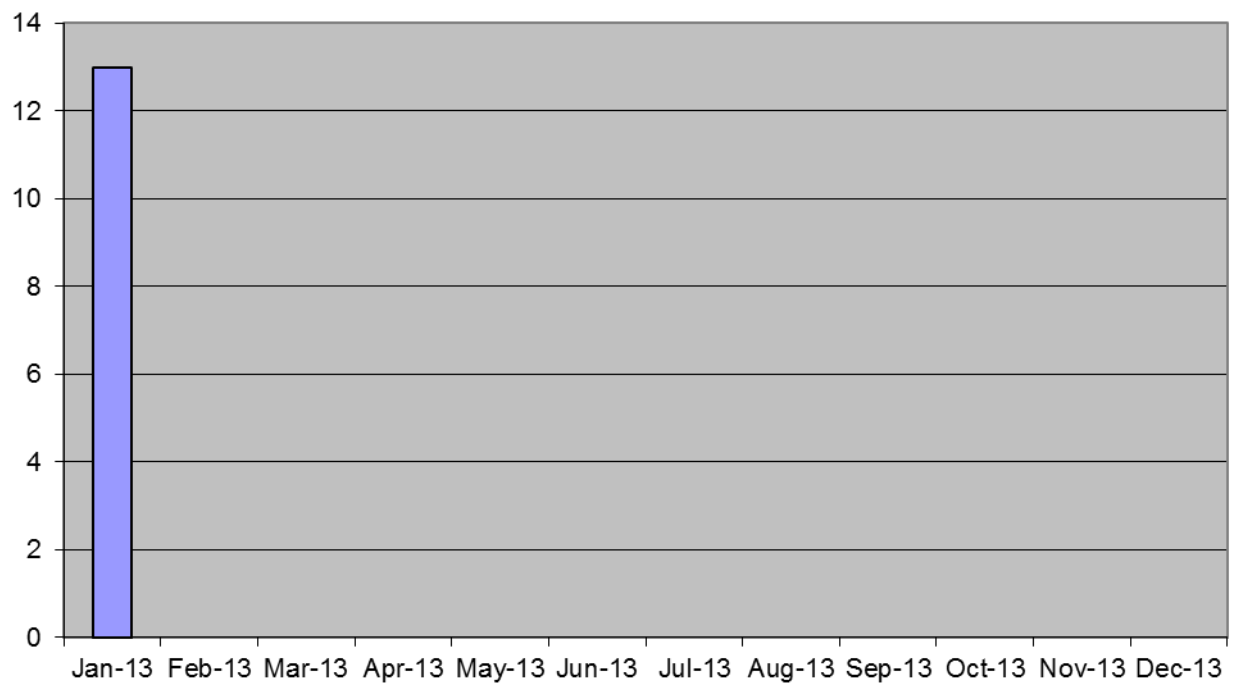


PLANNING PERMIT APPLICATIONS
RECEIVED – 2012 / 2013

Planning Applications Received 2012

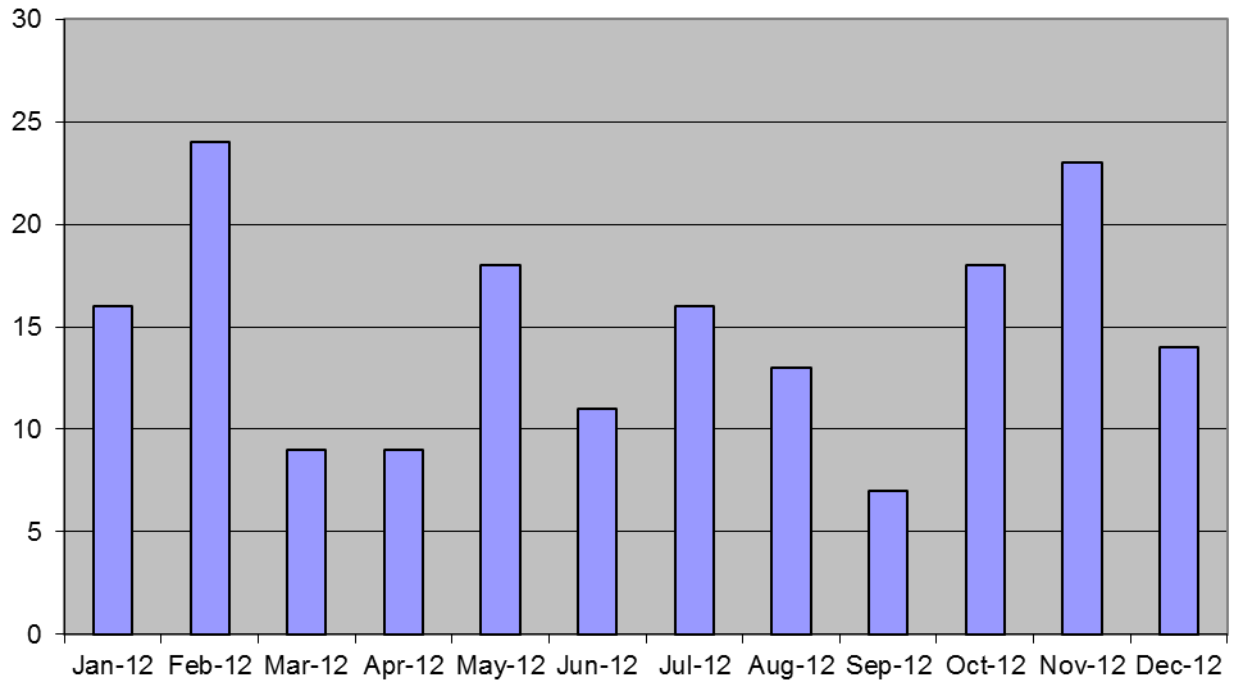


Planning Applications Received 2013

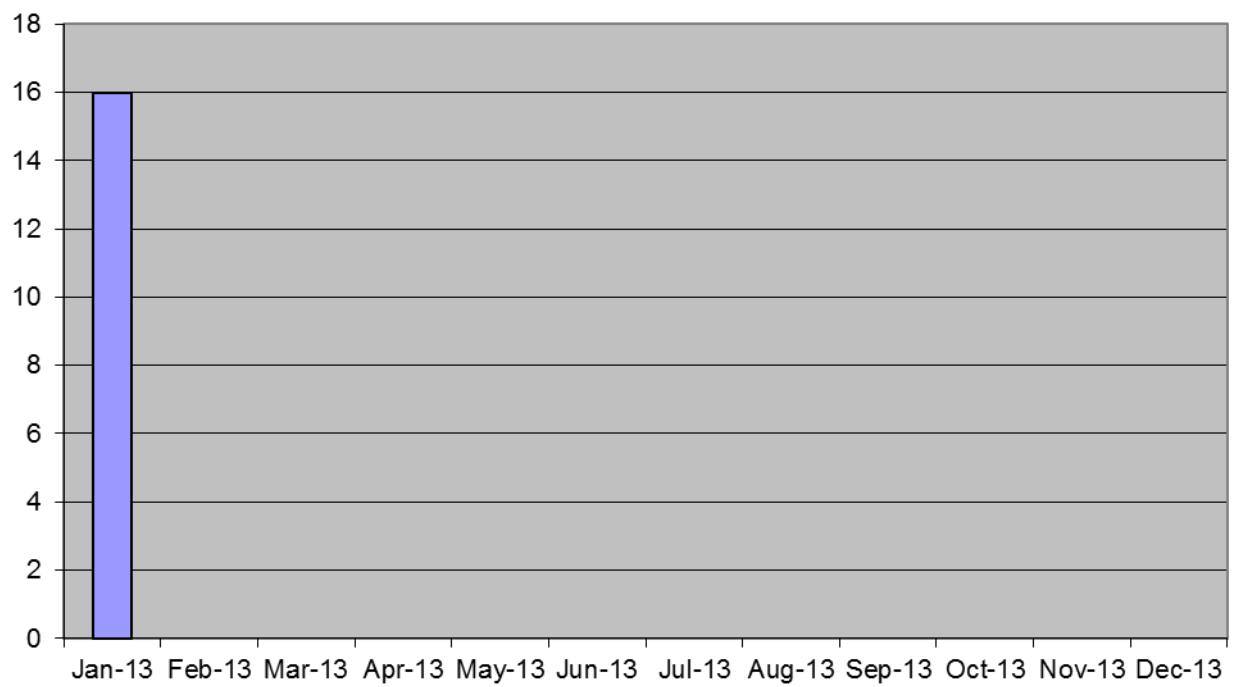


PLANNING PERMIT APPLICATIONS
ISSUED – 2012/2013

Planning Permits Issued 2012

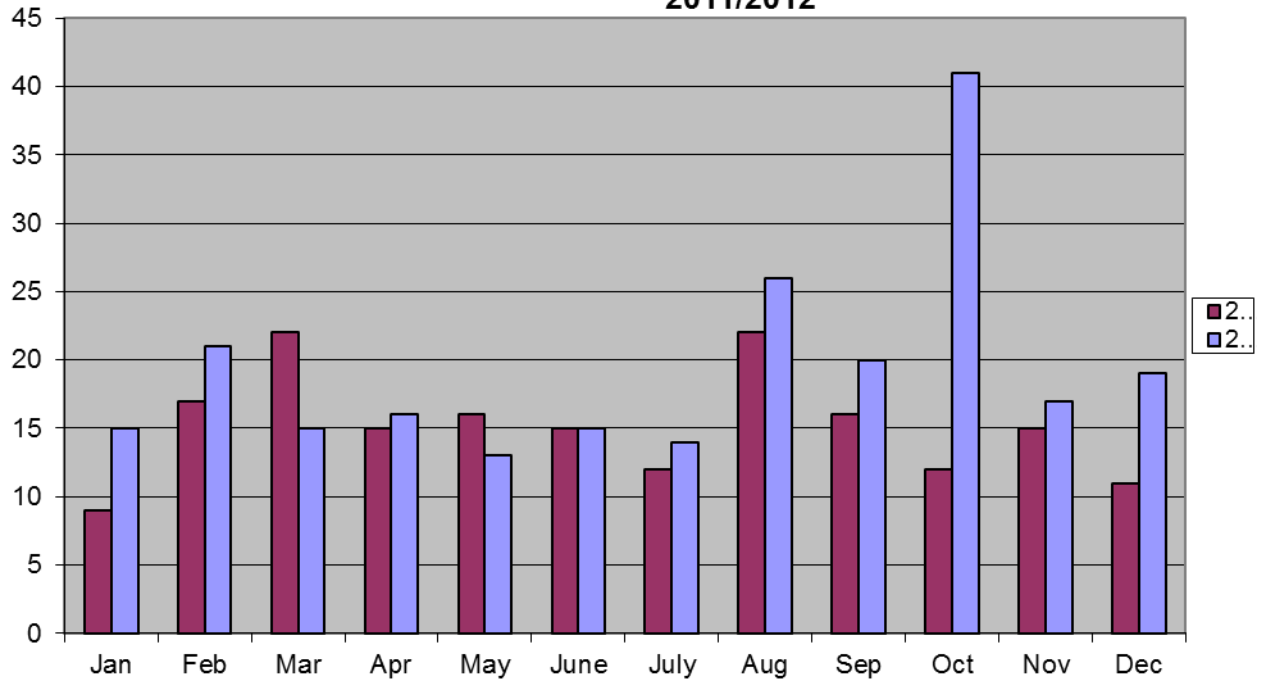


Planning Permits Issued 2013

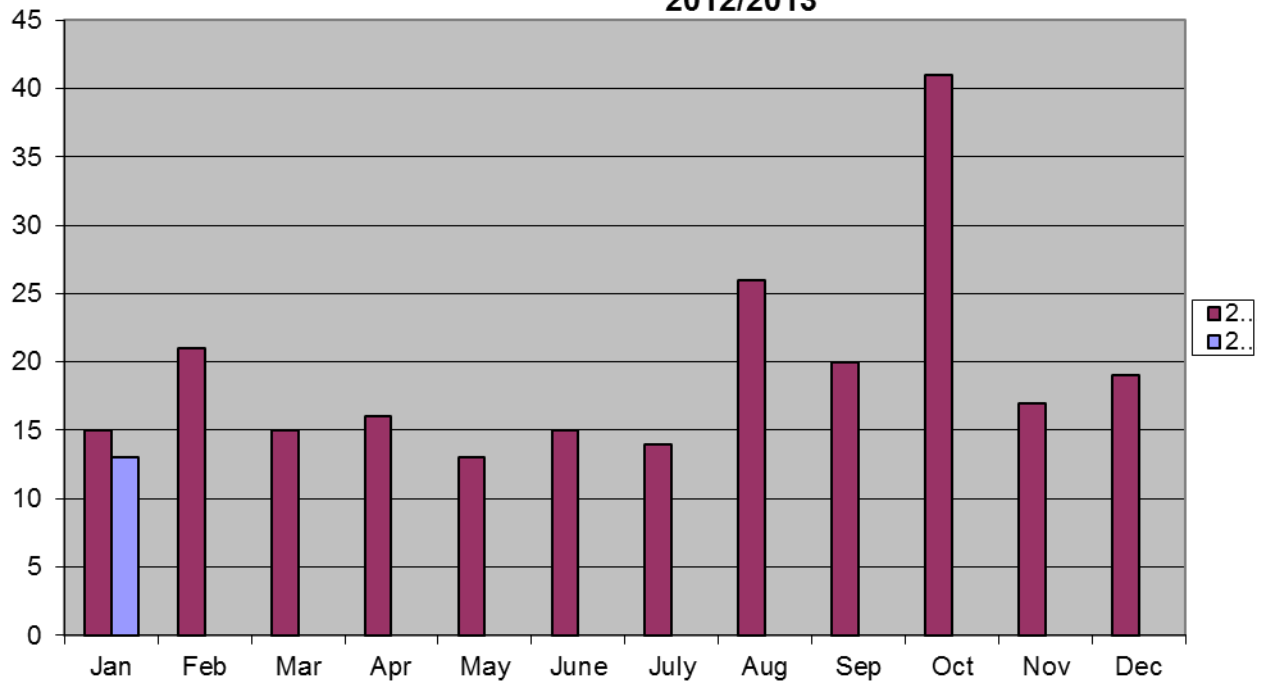


**PLANNING PERMIT APPLICATIONS
RECEIVED – 2011/2012 & 2012 / 2013
MONTHLY COMPARISONS**

**Comparison Year/Month - Planning Applications Received
2011/2012**

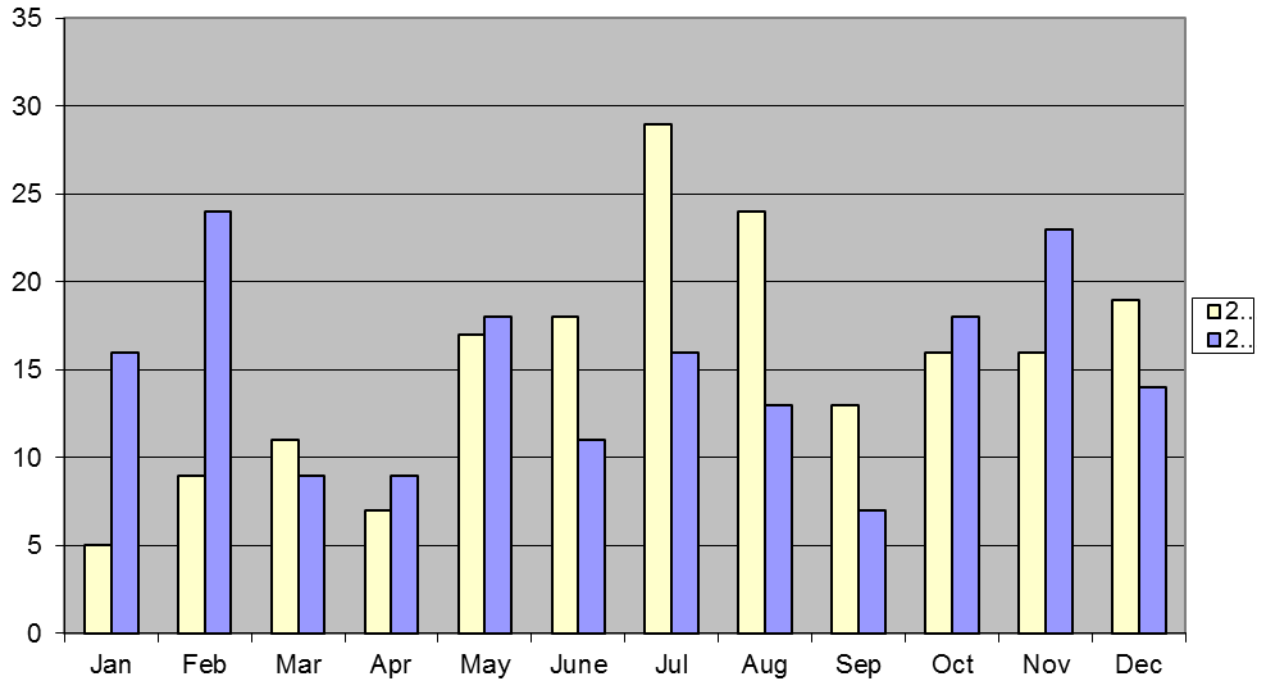


**Comparison Year/Month - Planning Applications Received
2012/2013**

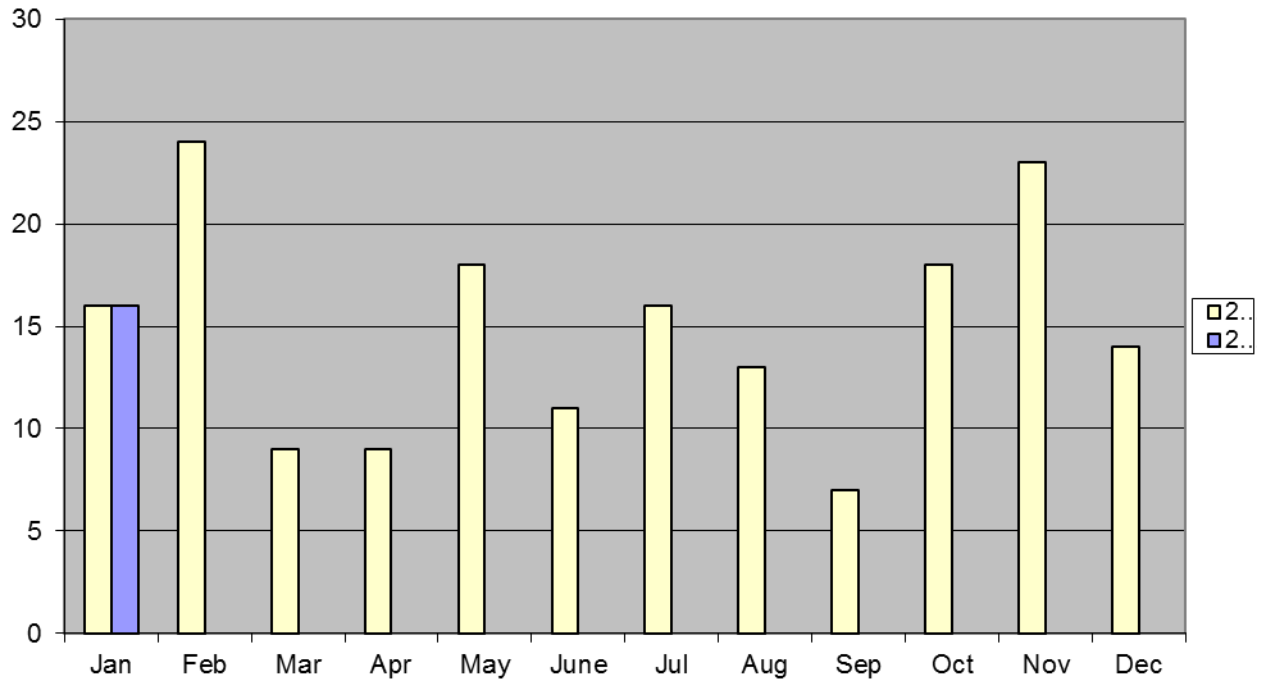


PLANNING PERMIT APPLICATIONS
ISSUED – 2011/2012 & 2012 / 2013
MONTHLY COMPARISONS

Comparison Year/Month - Planning Permits Issued 2011/2012



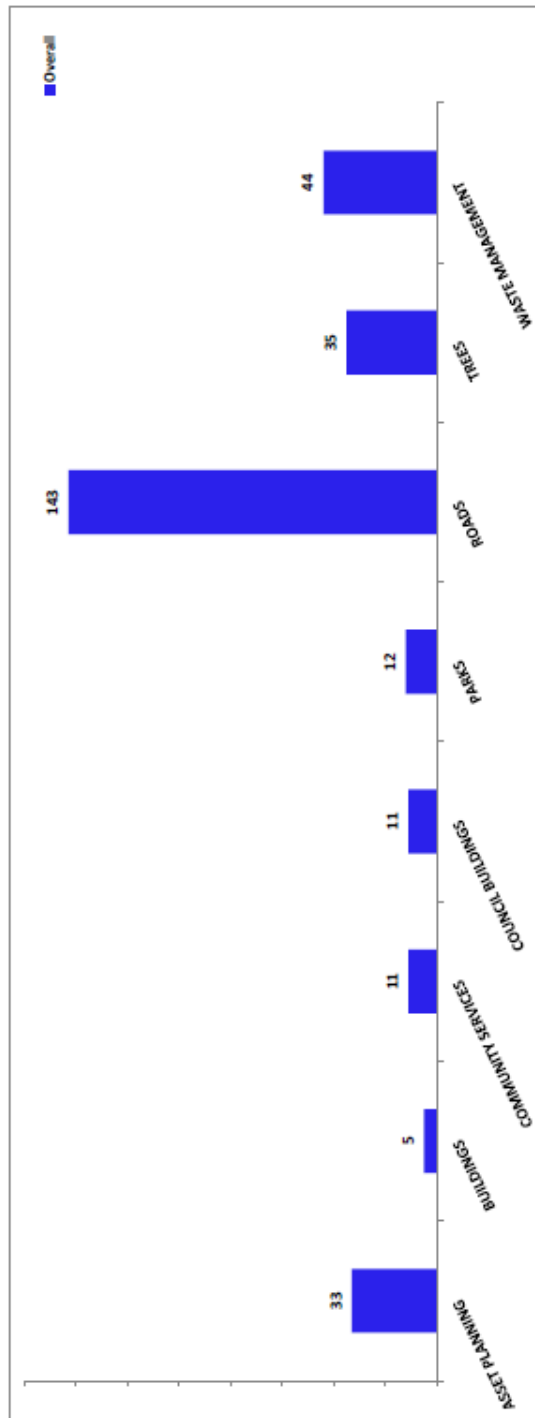
Comparison Year/Month - Planning Permits Issued 2012/2013

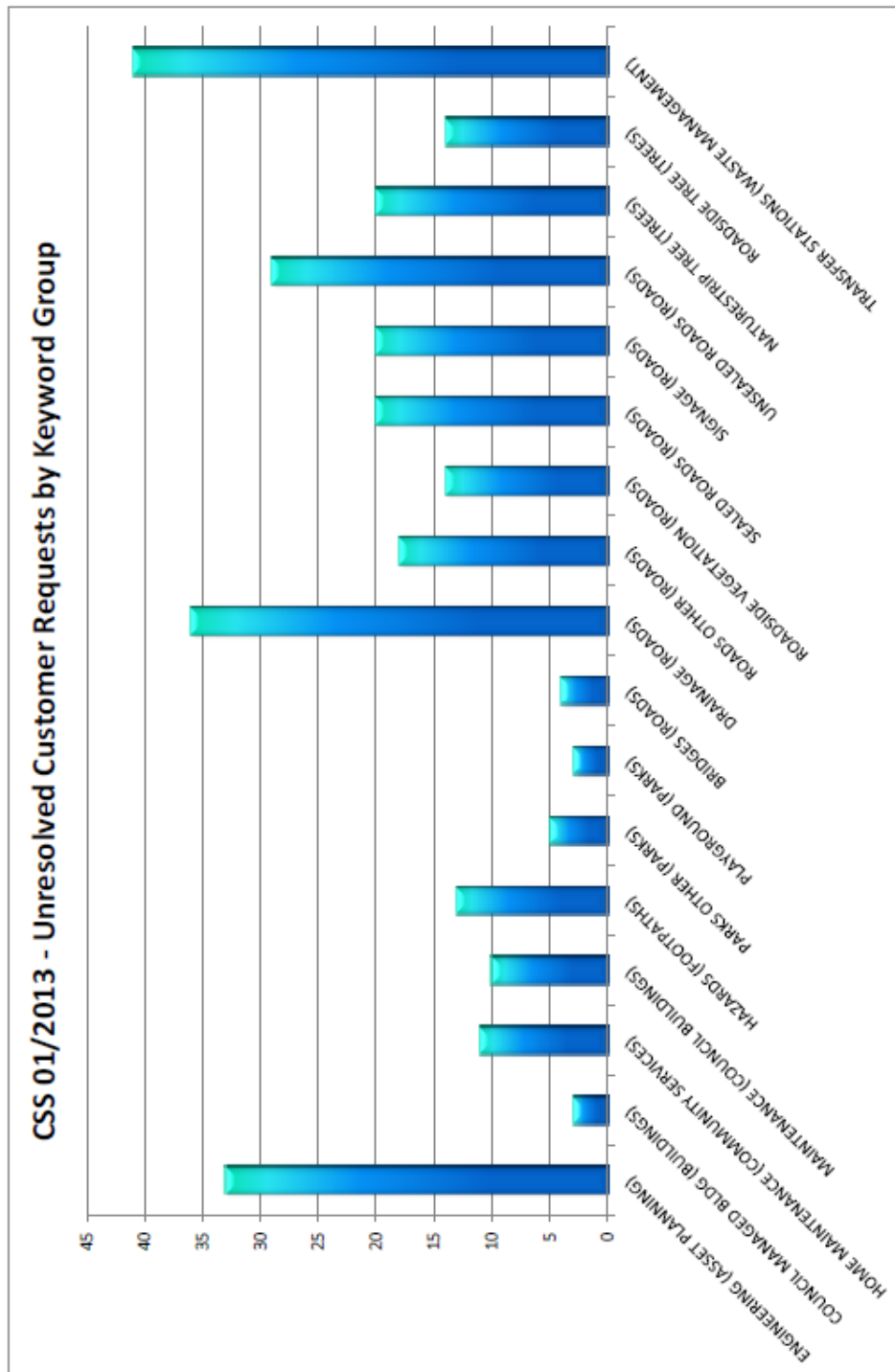


**ASSET SERVICES
CUSTOMER SERVICE SYSTEM STATISTICS
- REPORTS FOR THE MONTH OF JANUARY 2013**

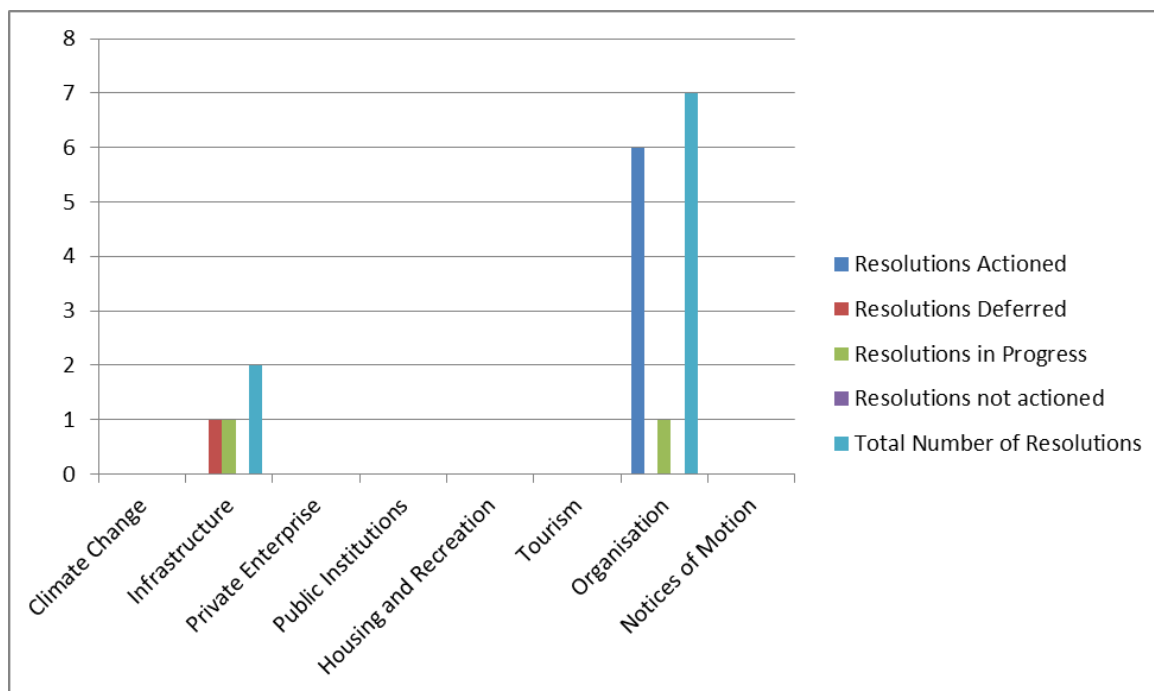
Strathbogie Shire Council

Mode	Customer Service requests (CSS) - Outstanding - January 2013					
	January 2013	2012-2013	Unresolved 30 Days	60 Days	90 Days	Overall
ASSET PLANNING	0	2	0	0	0	33
BUILDINGS	0	1	0	0	0	5
COMMUNITY SERVICES	0	5	0	0	0	11
COUNCIL BUILDINGS	0	1	0	0	0	11
PARKS	0	1	0	0	0	12
ROADS	0	22	0	0	0	143
TREES	0	7	0	0	0	35
WASTE MANAGEMENT	0	41	0	0	0	44
Totals	0	80	0	0	0	294





ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – DECEMBER 2012



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 JANUARY 2012**

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

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

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

Period of Review	Policy Name	Policy Number	Outcome
February 2013	Procurement Policy	CCS 9	Refer Item No. 9.7.2
February 2013	Investment Policy	CCS 17	Refer Item No. 9.7.3

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 8 December 2012 to 8 February 2013

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

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

Name of Meeting: Councillors Forum

Date of Meeting: 11 December 2012

Time: 11.00 a.m. – 5.00 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto

Malcolm Little

Alister Purbrick (attended at 1.25 p.m.)

Pat Storer

Robin Weatherald

Graeme Williams

Officer/s

Chief Executive Officer

Director, Corporate and Community

Director, Asset Services

Director, Sustainable Development

Manager, Organisational Development

Matters discussed:

Declarations of Interests

1. Councillors Discussions
2. Presentations / Lunch - former Councillors Murray, Myers and Woodhouse
3. Planning Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor & Chief Executive Officer Meetings Update
 - 4.2 Councillors Meetings Attendances / Matters raised
 - 4.3 Councillors Issues raised for follow up by EMT (eg. 'Random' Site Inspections not in Budget / Capital Works Program or Council Plan).
 - 5.4 Seven Creeks Park Trees
 - 5.5 Chief Executive Officer's Contract of Employment
 - 5.6 Violet Town RSL – Anzac Avenue ~ Centenary in Violet Town / Funding provided for Euroa Avenue of Honour
 - 5.7 MAV Committees – Expressions of Interest
 - 5.8 Items for discussion from Councillor Weatherald
 - 5.9 Friends of Euroa Library
 - 5.10 Australia Day Committees – *formation of Committees ~ Council responsibility?*
 - 5.11 International Women' Day Small Grants
 - 5.12 Councillors Forums / Assemblies of Councillors on the first Tuesday of the month
 - 5.13 Greater Shepparton City Council – comments in relation to Nagambie being part of COGS
 - 5.14 Show and Shire 2013 – Request to return to Seven Creeks Park

Record of Assembly of Councillors

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

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

Name of Meeting: Councillors Forum

Date of Meeting: 18 December 2012

Time: 10.30 a.m. – 7.00 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto

Malcolm Little

Alister Purbrick (attended at 4.08 p.m.)

Pat Storer

Robin Weatherald

Graeme Williams

Officer/s

Chief Executive Officer

Director, Corporate and Community

Director, Asset Services

Director, Sustainable Development

Manager, Organisational Development

Matters discussed:

Declarations of Interest

1. Shire-wide Economic Development Strategy
2. Friends of Seven Creeks Master Plan Meeting
3. Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor & Chief Executive Officer Meetings Update
 - 4.2 Councillors Meetings Attendances / Matters raised
 - 4.3 Councillors Issues raised for follow up by EMT (eg. 'Random' Site Inspections not in Budget / Capital Works Program or Council Plan).
 - 4.4 Email dialogue – CEO to Councillor Pubrick / Mayor's comments
 - 4.5 Jayco Herald Sun Tour 2013 – invitation for 6 guests to attend events
 - 4.6 Department of Foreign Affairs and Trade – letter of thanks
 - 4.7 Tahbilk Winery – request for letter of support for funding application
 - 4.8 Hume Regional Growth Plan – Update
 - 4.9 Councillor Request Form
 - 4.10 Australia Day Events
 - 4.11 Rockies Bridge

5. Special Council Meeting – Submissions ~ Mt Cecilia/Wheeler Hill proposed renaming
6. Avenel Mobile Customer Service
7. Assembly of Councillors
8. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 4.7	Councillor Purbrick	Note: Item was withdrawn prior to discussion

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: 24 January 2013

Time: 10.30 a.m. – 3.30 p.m.

Attendees:

Councillors

Debra Swan

Colleen Furlanetto

Malcolm Little

Pat Storer

Robin Weatherald

Graeme Williams

Officer/s

Chief Executive Officer

Director, Corporate and Community

Director, Asset Services

Director, Sustainable Development

Manager, Organisational Development

Manager, Economic Growth (Item 3)

Apologies

Councillor Alister Purbrick

Matters discussed:

Declarations of Interest

1. Assembly of Councillors

1.1 Mayor & Chief Executive Officer Meetings Update

1.2 Councillors Meetings Attendances / Matters raised

1.3 Councillors Issues raised for follow up by EMT (eg. 'Random' Site Inspections not in Budget / Capital Works Program or Council Plan).

Cr Swan

1.4 Attendance of Councillors at community working groups on local projects

1.5 Rowing Lanes

Cr Weatherald

1.6 Bridges

1.7 Pleasance Avenue

1.8 Economic Development Workshop results

1.9 Seven Creeks Park Tourist Information Centre

1.10 Appearance of former SES building

1.11 Euroa Saleyards Operation

1.12 Euroa Saleyards Financial Report request

1.13 Condition of female public toilets in Euroa

1.14 Seven Creeks Park condition

Cr Furlanetto

- 1.15 Womens Health Goulburn North East Funding
- 1.16 Breast Cancer Awareness Campaign in Euroa
- 1.17 Attendance at Rural Womens' Conference - Canberra

Cr Purbrick

- 1.18 Council Policies – policies not provided to Councillors
- 1.19 Council Policies – request for discussion on several policies
- 1.20 2012 Staff Attitude Survey
- 1.21 Strathbogie Shire Newsletter
- 1.22 Restructure meeting – scheduled for 23 April 2013
- 1.23 Proposed Community Survey for feedback on Budget and Council Plan
- 1.24 Possible Official Visit to Strathbogie Shire by His Excellency the Honourable Alex Chernov AC QC, Governor of Victoria, and Mrs Elizabeth Chernov
- 1.25 Australia Day – Councillors attendance at township events

Cr Furlanetto

- 1.26 Euroa Railway Station – proposal for 140 years anniversary celebrations
- 2. Special Council Meeting ~ Closed Meeting – Strathbogie Shire Australia Day Awards
- 3. Strathbogie Planning Scheme Amendments C28 Part 2 and C50 – briefing on Panel Report

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 1.14	Councillor Weatherald	No
Item 2	Councillor Furlanetto	No
Item 3	Councillor Little	Yes

Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the December 2012 / February 2013 Period

Name of Committee	Date of Meeting
Violet Town Recreation Reserve	12/09/12
Tableland Community Conference	12/11/12
Euroa Community Action Group	26/11/12
Creightons Creek Recreation Reserve	26/11/12
Nagambie Recreation Reserve	10/12/12 (AGM)

10. NOTICES OF MOTION

11. CLOSURE OF MEETING TO THE PUBLIC

12. URGENT BUSINESS

CRS. -

That the Organisation report, as listed below, be considered as Urgent Business –

- 12.7 Organisation
 - 12.7.1 Documents for Signing and Sealing

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