



STRATHBOGRIE SHIRE COUNCIL

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

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

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

BUSINESS

1. Welcome
2. Acknowledgement of Traditional Land Owners
'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.
3. Apologies
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 21 October and Special Council Meeting held on Tuesday 28 October 2014
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

9. Reports of Council Officers
 - 9.1 Climate Change
 - 9.2 Infrastructure
 - 9.3 Private Enterprise
 - 9.4 Public Institutions
 - 9.5 Housing and Recreation
 - 9.6 Tourism
 - 9.7 Organisation
10. Notices of Motion
11. Urgent Business
12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) (a), (c), (d) and (f) of the Local Government Act 1989
13. Confirmation of 'Closed Portion' Decision/s

Steve Crawcour
CHIEF EXECUTIVE OFFICER

12 November 2014

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 16 December 2014, commencing at 6.00 p.m. at the Euroa Community Conference Centre.

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9. REPORTS

9.7 ORGANISATION

9.7.1 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review - First Quarter Report ~ 1 July to 30 September 2014

Author & Department

Chief Executive Officer / Executive Services Directorate

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

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

Summary

The 2013-2017 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Wednesday 16 June 2013. The 2014/2015 Review of the Council Plan was adopted by Council at a Special Council meeting held on Tuesday 24 June 2014.

The 2014/2015 Review of the 2013-2017 Shire of Strathbogie Council Plan has, in summary:

A total of 99 Actions -

- > *Goal 1 - Community Wellbeing ~ 18 Actions*
- > *Goal 2 - Environment ~ 14 Actions*
- > *Goal 3 - Financial ~ 12 Actions*
- > *Goal 4 - Governance ~ 7 Actions*
- > *Goal 5 - Industry, Business and Investment ~ 8 Actions*
- > *Goal 6 - Infrastructure ~ 32 Actions*
- > *Goal 7 - Tourism and Hospitality ~ 8 Actions*

- 38 Actions are listed for commencement and completion in 2014-2015
- 9 Actions are listed for commencement and completion in the period 2014-2016
- 43 Actions are spread out over the 2014-2017 period
- 9 Actions are listed for commencement and completion in 2015-2016

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

There are 90 actions which are to commence in the 2014/2015 period.

9.7.1 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review
- First Quarter Report ~ 1 July to 30 September 2014 (cont.)

RECOMMENDATION

That the report be noted.

Background

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

This report is for the first quarter (July – September 2014) following the 2014/2015 Review of 2013-2017 Council Plan.

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

9.7.1 2013-2017 Shire of Strathbogie Council Plan – 2014/2015 Review
- First Quarter Report ~ 1 July to 30 September 2014 (cont.)

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

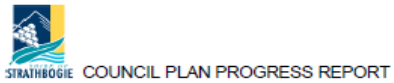
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

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






Attachments

Strathbogie Shire Council Plan Progress Report for the July to September 2014 quarter.



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

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

Created: 11 November 2014



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		CEO continues to attend Consortium meetings. No new projects to be delivered with the consortium have been identified at this point in time.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Municipal Public Health and Wellbeing Plan annual review is underway. Manager Community Development on Goulburn Valley Primary Care Partnerships executive committee and attending meetings. Community Development Officer incorporating health and wellbeing outcomes in local projects. Council sign up to Act, Belong, Commit project to improve mental health and wellbeing in the community.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Youth committee members are engaged. Youth Council identified as an action in the current Youth Strategy. No current funding has been identified.



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.04. Support Community Action Groups to develop methods of improved communication during emergencies

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Community Development Officer engages Community Action groups regularly, including attending AGMs and supporting the review and development of the Community Action Plans.

ACTION: 1.1.1.05. Support the State Government's current Learn to Swim Programs

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council supports the state government's learn to swim programs through the provision and maintenance of local swimming pools

ACTION: 1.1.1.06. Collaborate and provide support to the development of Community Action Group Action Plans

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		The Community Development Officer attends Action Groups meetings; provides support in the production of new Action Plans; and Council supports Action Plans through Action Group funding.

ACTION: 1.1.1.07. Support the "Prevention of Violence Against Women and Children Supporting Safer Communities" Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council is involved in regional projects that address prevention of violence against women; the Community Development Officer participates in regional meetings and forums that address prevention of violence against women

ACTION: 1.1.1.08. Review and improve the Community Engagement Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	28-Feb-2015	80%		Community Engagement Plan complete and implementation plan presented to Council Tuesday 21/10/2014.



COUNCIL PLAN PROGRESS REPORT



ACTION: 1.1.1.09. Investigate opportunities for Shire-wide youth cultural activities

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council applies for, and receives funding to deliver Engage and FReeZA programs for young people across the Shire. The Council youth committee is involved in a range of cultural activities and organises cultural activities for youth across the Shire.

ACTION: 1.1.1.10. Advocate for funding for a review of the Aquatic Strategy

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	%		To be commenced once funding is secured.

ACTION: 1.1.1.11. Support the development of a men's shed program across the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		the community development officer works with local men's sheds across the Shire to offer support in a range of ways - including committee rules, community grants, sources of grants and other relevant information

ACTION: 1.1.1.12. Investigate and seek funding for Shire-wide safe pick up and drop off areas at all Schools

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%		This project has been extended to June 2015..

STRATEGY: 1.1.2. Increase community services to Nagambie post bypass

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council has sent letters to relevant Ministers to advocate for child care in Nagambie. Council has supported the expansion of the nagambie preschool building and continues to support it with ongoing maintenance



COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		The community development officer supports the community house with information about community grants, and other sources of funding.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council continues to highlight the need for an ambulance service in Nagambie by supporting the local CERT in its communications with the community and funding bodies.

ACTION: 1.1.2.04. Advocate for a high school in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		Council has written to relevant Ministers advocating for a high school in Nagambie; council continues its advocacy efforts when discussing the needs of the community with relevant Ministers

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		Met with Candidates for up coming State Election and raised the issues involved with the Services.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		Raised this issue with Candidates at the up coming State Election and also Cr Williams raised it with the Parliamentary Secretary for Transport.



COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 2.1.1. Encourage clean, green environmental initiatives

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	80%	+	An assessment of the appropriateness of the Euroa Water Scheme is completed and initial flood mapping completed.

ACTION: 2.1.1.02. Design and install Automatic Gates at the Seven Creeks Weir to control flood events and sand build up

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Mar-2015	25%	+	Quotes have been obtained and design is completed.

ACTION: 2.1.1.03. Work with GBCMA to develop a program to remove sand from the pondage of Seven Creeks and Castle Creek and develop an agreed revegetation program

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Agreement reached for vegetation control on Castle Creek to support self cleansing and weir gate project on Seven Creeks in design phase.

ACTION: 2.1.1.04. Establish a Shire-wide Sustainable Development Reference Group

Position(s)	Target Date	% Complete	Status	Comments
Director People and Culture	30-Sep-2014	90%	+	Nominations sought from community groups. Report to November meeting with first meeting in November or December.



COUNCIL PLAN PROGRESS REPORT



ACTION: 2.1.1.05. Continue to develop the Violet Town flood mitigation Scheme

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Jun-2015	50%	+	Initial design works are completed. Only 50% of House owners agreed in Principle to the works. Alternative option of levee/s near Baird Street Violet Town has been investigated but project put on hold until risk of such a scheme has been identified pending results of Euroa Flood Management Scheme findings. Defer project until 2016-17.

ACTION: 2.1.1.06. Participate in Regional Street Light Retro-Fit Program

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	50%	+	Installation for 2014/15 program to be completed early November

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

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	25%	X	Support on offer. Group unable to commence project at this stage.

ACTION: 2.1.2.02. Update Council's Tree Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2015	50%	+	The Urban Tree Management Plan is being revised by Works Superintendent and Works Co-Ordinator to create a tree management plan.

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

Position(s)	Target Date	% Complete	Status	Comments
Emergency Management Fire Co-Ordinator	30-Jun-2015	80%	↻	Municipal Fire Management Plan due for complete review 2015



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Works Superintendent	30-Jun-2015	50%	A purple square icon containing a white circular arrow, indicating a progress or update.	In the process of clearing rubbish along Seven Creeks frontage.



COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 3.1.1. Rationalise Council owned assets

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	25%	+	Preparing alternative location prior to listing Hall for sale

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	75%	+	Construction contract let and in progress

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%	+	Started process to review underutilised property and buildings



COUNCIL PLAN PROGRESS REPORT



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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		Service Planning project commenced. Legal Services Tender commenced, Graders without Borders launched and joint Procurement Project commenced.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%		This is ongoing as we continue to advocate for better funding.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	25%		Reviewing Services such as HACC Services and Payroll Services.

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	25%		As part of the Shared Services Alliance 6 projects will commence the Service Planning / Best Value Review Project.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	30%		Discussion started with Councillors. In conjunction with development of 2015/2016 budget.



COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	50%	⌚	Plan to reduce infrastructure gap ongoing and part of financial planning discussions

ACTION: 3.1.2.07. Seek grant funding opportunities wherever possible

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	25%	⌚	Grant funding opportunities being constantly sought as opportunities arise.

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%	+	Service planning in conjunction with Greater Shepparton has started.

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

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	50%	⌚	This has been raised at the various level by the Mayor and CEO during opportunities such as Rural Council Victoria Conference and Municipal Association Events where Governments are in attendance.



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Sep-2014	100%	✓	Social media implemented and road shows ongoing.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Sep-2014	100%	✓	Social Media implemented and feedback mechanisms available on website.

ACTION: 4.1.1.03. Review Council's Communication Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	28-Feb-2015	60%	+	Communication Strategy is under review and now part and parcel of our Community Engagement Protocol and Guidelines. Social Media an important component is in process.

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

ACTION: 4.1.2.01. Support gender equality in our workforce development

Position(s)	Target Date	% Complete	Status	Comments
Director People and Culture	30-Jun-2015	25%	↻	Ongoing commitment by Executive and statistics confirm results in favour of this action.



STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2015	25%	+	Meeting scheduled throughout year next meeting in December 2014

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

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Dec-2014	50%	↻	All Staff Reviews are conducted in October each year in addition to this the CEO and Directors have participated in a 360 process. Staff Surveys have also been conducted.



COUNCIL PLAN PROGRESS REPORT



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

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

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

ACTION: 5.1.1.01. Investigate and develop online and hard copy methods for self-service enquiry and resolution for planning applications

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	100%	✓	Implementation of VicSmart and Internal processes have done away with this Strategy

ACTION: 5.1.1.02. Investigate a system to broaden Council's current Business Directory on the website to also include individual skill-based details

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	50%	+	Information being collected by Customer Service to be uploaded to website.

ACTION: 5.1.1.03 Investigate the use of interactive Kiosks at each Library with up to date Council information and with the ability to print

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	%	✗	Scheduled to commence December 2014.



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 5.1.2. Support Nagambie traders post bypass

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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	25%		Working closely with Customer Service Contact Officer within the Visitor Information Centre to continue to promote the Love Strathbogie Branding in conjunction with Manager Community Relations. Until the Main Street re-development commences, we will continue on this path

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	31-Mar-2015	25%		The Community development officer has completed a series of information sessions about applying for community grants; the Our Community resources are promoted; Council has moved to SmartyGrants, an online application system which improves accountability by Council but also educates community about on-line grants, as almost all funders are now on-line only.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Development	30-Jun-2015	25%		An early years network is formed in accordance with the early years plan. A formal education alliance group has not been formed at this point in time.

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

Position(s)	Target Date	% Complete	Status	Comments
Director People and Culture	30-Jun-2015	20%		Assisted and sponsored combined Euroa/Nagambie business awards, and provide ongoing business support to business groups and new proposals.



COUNCIL PLAN PROGRESS REPORT



ACTION: 5.1.3.04. Support actions in Council's Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	50%	A purple square icon containing a white circular arrow, indicating that the action is in progress.	First year actions are progressing: To date the following Strategic Studies are occurring: Trails and Tracks Economic Benefits of Fishing in Nagambie Equine Gap Analysis Longwood Recreation Reserve Masterplan



COUNCIL PLAN PROGRESS REPORT



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

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

STRATEGY: 6.1.1. Provide industry standard facilities

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	50%	+	OHS assessment has been completed

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

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	30-Jun-2015	10%	+	Being developed as part of the 2015/2016 Budget and Long Term Financial Plan.

STRATEGY: 6.1.2. Support history and cultural monuments

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Dec-2014	%	X	To be commenced



COUNCIL PLAN PROGRESS REPORT



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

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

Position(s)	Target Date	% Complete	Status	Comments
Special Projects Manager	30-Sep-2014	100%	✓	Council submitted an application for funding of \$200,000 from the Better Roads Program for improvement to timber piles for Kirwans Bridge, using plies wraps. This was an extensive application, and results of the application should be known by mid December 2014.

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

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	31-Mar-2015	%	✗	To be commenced

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

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Council participating on Rockies Bridge Working Party. Awaiting VicRoads approval for use of freeway reserve.

ACTION: 6.1.3.04 Investigate options for the replacement of the Blaney Lane bridge to Buckley Park in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services		50%	+	Options being developed.



COUNCIL PLAN PROGRESS REPORT



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

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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development		20%	+	Part of the Council Plan and Economic Development Master Plan initiatives on pathways, now combined as a whole of Strathbogie Shire plan.

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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development		20%	+	Part of the Council Plan and Economic Development Master Plan initiatives on pathways, now combined as a whole of Strathbogie Shire plan.

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Statutory Services	30-Jun-2015	100%	✓	Steven Hicks, Manager Statutory Services provides ongoing support in action implementation as Council representative on the Nagambie Lakes Recreational and Commercial Stakeholders Waterway Committee and Council representative on the Goulburn-Murray Water On-Land On Water Implementation Working Group.



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

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%	X	Target date has been extended to June 2015.

ACTION: 6.1.4.06. Develop a Nagambie Recreation Reserve Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	%	X	Looking at funding options.

ACTION: 6.1.4.07. Investigate the development of a Strathbogie Reserve Sporting Precinct Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2015	%	X	Looking at Funding options.

ACTION: 6.1.4.08. Seek funding for the upgrade of the Avenel Memorial Hall

Position(s)	Target Date	% Complete	Status	Comments
Grants Co-Ordinator	30-Jun-2015	%	X	Target date has been extended to June 2015.

ACTION: 6.1.4.09. Work with Shire-wide environment groups to develop programs that deliver community benefits

Position(s)	Target Date	% Complete	Status	Comments
Director People and Culture	30-Jun-2015	25%	+	This action will be incorporated with the Sustainable Development Reference Group - Action 2.1.1.04

ACTION: 6.1.4.10. Investigate and seek funding for the development of Strategic Walking Tracks, Horse Trails and Bike Routes for the Shire in conjunction with the Action Groups and Goulburn River Valley Tourism (GRVT).

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development		5%	+	Engaged company known as Sense of Place to conduct study



COUNCIL PLAN PROGRESS REPORT



STRATEGY: 6.1.5. Provide best practice asset management

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

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Mar-2015	50%	+	In progress. External funding application not successful. Design to proceed.

ACTION: 6.1.5.02. Investigate potential uses for Wesley Hall

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate and Community	31-Mar-2015	10%	+	Council report to be prepared for December 2014.

ACTION: 6.1.5.03. Clean up town entrances / town entry signs in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%	+	Mowing completed Arboretum to Castle Creek Euroa.

ACTION: 6.1.5.04. Investigate and communicate with the community the development of pedestrian crossings in Brock Street, Railway Street and Binney Street area

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	100%	✓	Briefing Note to Council.

ACTION: 6.1.5.05. Provide RV directional signage to Shannon's Lane Car Park, Euroa

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Sep-2014	100%	✓	Signs erected.



COUNCIL PLAN PROGRESS REPORT



ACTION: 6.1.5.06. Continue to design and seek funding for town drainage / sewerage schemes

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2015	100%		Annual Goulburn Valley Water co-ordination meeting held. 40% VicRoads contribution to Mansfield Road drainage.

ACTION: 6.1.5.07. Investigate the expansion of additional street lights in the Shire

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Assets	30-Jun-2015	%		To be commenced

ACTION: 6.1.5.08. Advocate to VicRoads and VicTrack for the creation of a roundabout resulting in a safe intersection at Queen Street / Bank Street / Avenel railway crossing

Position(s)	Target Date	% Complete	Status	Comments
Director Asset Services	30-Jun-2015	50%		Matter listed for VicRoads Local Government Liaison meeting October 2014.

ACTION: 6.1.5.09. Investigate costs for Plain Road, Nagambie, to be sealed as an alternative truck route away from the town centre

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	%		Scoping document to be prepared.

ACTION: 6.1.5.10. Widen Nagambie-Locksley Road to a uniform width and improve signage 'to Euroa'

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Sep-2014	100%		Widening completed.



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ACTION: 6.1.5.11. Investigate improved signage and road condition of Mullers Road, Nagambie, in line with Council's Road Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	100%	✓	Scoping document completed.

ACTION: 6.1.5.12. Investigate road widening / upgrading options east of the Kelvin View Fire Station ("S" Bends) and Bends in Longwood – Ruffy Road, south of Tarcombe – Longwood Road, near Ardroy Corner

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	31-Dec-2014	%	✗	Scoping document to be prepared.



COUNCIL PLAN PROGRESS REPORT



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

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

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

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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	100%		Partnership with Goulburn River Valley Tourism.

ACTION: 7.1.1.02. Provide RV friendly car parking signage

Position(s)	Target Date	% Complete	Status	Comments
Strategic Asset Co-Ordinator	30-Jun-2015	100%		Signs erected.

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

Position(s)	Target Date	% Complete	Status	Comments
Economic Growth Officer	30-Jun-2015	%		Discussions as part of the Economic Development Master Plan.



COUNCIL PLAN PROGRESS REPORT



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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	%	X	Investigate grant opportunities.

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

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	100%	↻	

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

ACTION: 7.1.2.01 Investigate the feasibility of providing plaques on each building to advise of the history of that building

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Sustainable Development	30-Jun-2015	90%	+	Currently no funding available through Heritage Victoria or Regional Development Victoria. For consideration in 2015/2016 Budget.

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

Position(s)	Target Date	% Complete	Status	Comments
Manager Communications	30-Jun-2015	%	X	Yet to commence. Project plan to be developed in 2015.

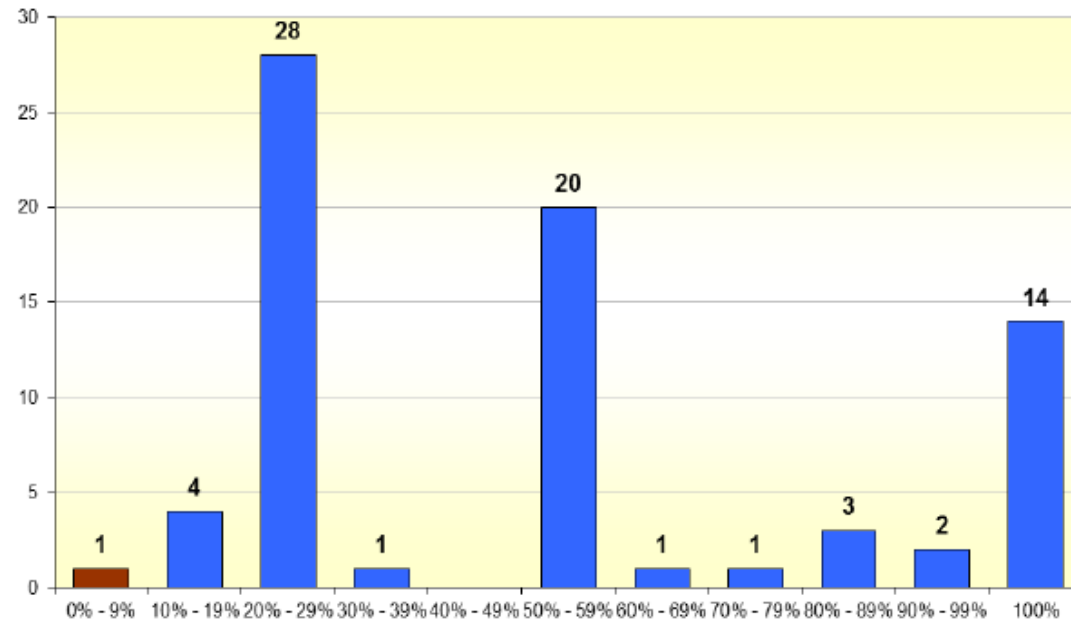


STRATHBOGIE COUNCIL PLAN PROGRESS REPORT



ACTION % COMPLETE CHART

Business Plan % COMPLETE



9.7.2 Council Policy - Procurement Policy Review

Author & Department

Director, Corporate and Community / Corporate and Community Directorate

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

No officer or contractor providing advice in relation to this report has a direct or indirect interest as provided for in accordance with the *Local Government Act* 1989 ("the Act").

Summary

Section 186A (7) of the Act requires that each Council review its Procurement Policy at least once each financial year. Council's current *Procurement Policy* was last adopted on 16 July 2013.

RECOMMENDATION

That the Procurement Policy be adopted.

Background

In addition to the statutory requirement for an annual review of the Policy, the Goulburn Valley Regional Collaborative Alliance's ("GVRCA") *Strategic Alliance Agreement* and the accompanying *Statement of Intent and Business Plan* commit the members, Greater Shepparton City Council ("Shepparton"), Strathbogie Shire Council ("Strathbogie") and the Municipal Association of Victoria (in a support role) to a wide range of new practices including collaboration, standardisation of procedures and shared services.

One of the first projects identified for review was procurement activities where there is scope for a high degree of uniformity to enable joint procurement practices with a range of benefits including lower costs and improved risk management.

Accordingly, this review was intended not only to review the Policy from Strathbogie's point of view, but ensure the updated Policy is one which meets the requirements for joint procurement activities. The intention is that Shepparton will adopt a similar policy.

Therefore, the review went far beyond the statutory requirement for an annual review.

The GVRCA and accompanying agreement require a fundamental shift in procurement practices at the two Councils. In addition, both organisations will, over time, centralise their high level procurement activities, partially to ensure there is consistency and uniformity *within* each organisation. Without this, there will not be consistency *between* the two Councils.

9.7.2 Council Policy - Procurement Policy Review (cont.)

It is proposed to retain all features of Council's current *Procurement Policy* but to enable a high degree of standardisation for GVRCA purposes, some additions to the current policy are required, including:

- a) material to emphasise that the proposed Policy relates to tenders invited by Council for its own purposes and where Council acts as an agent for Shepparton;
- b) definitions of terms used in the proposed Policy;
- c) roles and responsibilities of staff in a centralised procurement structure
- d) probity aspects;
- e) due diligence requirements; and
- f) reporting to Executive.

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 as:

- a) the annual review is a statutory requirement; and
- b) Council has committed to the GVRCA arrangements.

Risk management

The author of this report considers there are no significant risk management issues arising from the report or the recommendation.

Strategic links

The author of this report considers that the report is consistent with the Council policies, key strategic documents and the *Council Plan 2013-2017*.

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

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

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or adverse recurrent budget considerations. On the contrary, one of the intentions of GVRCA is to achieve a range of benefits including lower costs and improved risk management.

Economic Implications

The proposed policy makes provision for socially responsible procurement and where possible, will encourage local suppliers to submit tenders.

9.7.2 Council Policy
- Procurement Policy Review (cont.)

Environmental / Amenity Implications

The proposed policy makes provision for environmental issues to be an evaluation criteria where relevant.

Community Implications

The author of this report considers there are no adverse implications for the community. On the contrary, one of the intentions of GVRCA is to achieve a range of benefits including lower costs.

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 Act 2006*.

Legal / Statutory Implications

Reviewing the policy and adopting an updated *Procurement Policy* is a statutory requirement.

Consultation

There was no statutory requirement for community consultation.

Given the GVRCA proposals, there has been extensive consultation with Council's senior staff and staff at Shepparton.

Attachments

- Procurement Policy



GOULBURN VALLEY REGIONAL COLLABORATIVE ALLIANCE

PROCUREMENT POLICY

COUNCIL POLICY	
Effective Date:	
Last Review:	
Current Review:	October 2014
Adopted by Council:
Next Review Date:	Annually (2015/2016 Financial Year)
Responsible Officer/s:	Director, Corporate and Community

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1. PURPOSE

The intent of this *Procurement Policy* ("the Policy") is to achieve best value outcomes and ensure high standards of probity and accountability in the procurement of goods, services and works for:

- a) the Strathbogrie Shire Council ("Council"); and
- b) the Goulburn Valley Regional Collaborative Alliance ("GVRCA") of which Council and the Greater Shepparton City Council ("Shepparton") are foundation members.

Accordingly, the Policy provides for procurement processes where:

- a) Council invites tenders for goods, services or works where Council will be the principal to the contract; and
- b) Council invites tenders as an agent for Shepparton with the intention that each council subsequently enters into a contract.

2. OBJECTIVE

The objective of this Policy is to ensure that Council's procurement principles, policies, processes and procedures achieve the following objectives:

- a) value for money, innovation and continuous improvement in the provision of services for the community;
- b) a strategic approach to procurement planning, implementation and evaluation;
- c) enabling sustainable outcomes including economic, environmental and social sustainability;
- d) efficient and effective use of Council resources;
- e) utilising collaboration and partnership opportunities;
- f) high standards of probity, transparency, accountability and risk management; and
- g) compliance with legislation, the current *Council Plan* objectives, Council policies and industry standards.

3. SCOPE

Section 186A of the *Local Government Act 1989* ("the Act") requires councils to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works.

This Policy must be considered in all aspects of the procurement of goods, services and works. Each council must also review the policy annually and make it available for public inspection at Council offices and on the website.

The scope of this Policy commences from when there is an identified need for procurement requirements and continues through to the delivery of goods or completion of works and services. The Policy will apply to Council, Councillors, Council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

4. DEFINITIONS

Terms used in this policy have the meanings shown in *Table 1*.

Reference term	Definition
Act	<i>Local Government Act 1989</i> .
Best value	Best value in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including, where appropriate, whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Commercial in confidence	Information that, if released, may prejudice the business dealings of a party eg: prices, discounts, rebates, profits, methodologies and process information.
Contract management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council staff	Includes full-time, part-time and temporary Council staff, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods and/or services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract
Panel contract	A panel contract is a standing offer agreement where multiple contractors are appointed to a panel of suppliers, rather than an agreement with just one contractor.

Reference term	Definition
Probity	<p>Within local government, the word "probity" is often used in a general sense to mean "good process."</p> <p>A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.</p>
Procurement	<p>Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.</p>
e-Procurement	<p>e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for goods, services and works.</p>
Social procurement	<p>Social procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.</p>
Standing offer agreement	<p>The contractor agrees to provide Council with specific goods or services as nominated in the contract and the contract is for a fixed period.</p> <p>There is no obligation on Council to purchase any goods or services, however if purchases are made under the contract, they are made under the terms and conditions which form part of the contract.</p>
Sustainability	<p>Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.</p>
Tender process	<p>The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.</p>
Tender Evaluation Panel (TEP)	<p>Panel of staff and/or contractors and/or Audit Committee member, set up to evaluate tenders.</p>

Table 1

5. POLICY

Policy Principles and Application

Council and the GVRCA will apply the following fundamental best practice principles to all procurement, irrespective of the value and complexity of that procurement:

- a) value for money;
- b) open and fair competition;
- c) accountability;
- d) risk management; and
- e) probity and transparency.

The application of this Policy needs to be considered in the overall context of achieving the best value for money outcomes for Council, the Strathbogie community and the GVRCA community.

A key message is that the purchasing of goods, services and works needs to be sensitive to customer needs and expectations, market demand, market supply and prevailing market forces to achieve the best possible purchasing outcomes.

Roles & Responsibilities

The Council is moving to a centralised procurement model. The initial focus will be on centralising much of the tendering process and over time, routine purchasing (eg: that which does not require a tender) will also be centralised.

Under the new centralised model, the Contracts and Procurement Team will comprise:

- a) Manager Governance and Statutory Services;
- b) Manager Finance; and
- c) Executive Manager Assets.

The role of the Contracts and Procurement Team includes:

- a) responsibility for the *Procurement Policy*;
- b) responsibility for the *Procurement Guidelines*;
- c) custodian of tender documents such as Conditions of Contract and Conditions of Tender;
- d) provision of advice to other departments;
- e) regular liaison with Shepparton;
- f) facilitating joint tenders;

- g) managing the tendering process including:
 - i. assisting Branches with the preparation of specifications;
 - ii. finalising the tender documentation;
 - iii. advertising;
 - iv. responding to enquiries from tenderers;
 - v. issuing of addenda;
 - vi. opening and distribution of tenders;
 - vii. representation on every tender evaluation panel;
 - viii. arranging checks on the financial viability of preferred tenderers;
 - ix. input to the report of the TEP;
- h) ensuring that each contract is properly awarded;
- i) arranging the exchange and execution of contracts;
- j) after input from the relevant Branch:
 - i. extending contracts where appropriate;
 - ii. arranging contract novations;
 - iii. documenting contract variations;
 - iv. return of security and retention payments;
- k) maintenance of the contract register;
- l) collating information on non-compliant contracts and ensuring these are included in the public register required to be kept pursuant to the *Local Government (General) Regulations 2004*. (*Note – these Regulations “sunset” on 25 October 2015 and will be replaced or extended*);
- m) quarterly reporting to Executive on the extent of compliance with the *Procurement Guidelines*;
- n) generally ensuring the consistency of procurement processes throughout the organisation.

Under the centralised model, the role of the Directorates and Departments includes:

- a) ensuring the proposed tender complies with the *Procurement Policy* and *Procurement Guidelines*;
- b) ensuring the necessary approvals (eg: procurement plan, Director's approval etc) are obtained;
- c) preparation of draft specifications;
- d) providing a Chairperson and any other staff member required to form part of the TEP;
- e) keeping minutes of TEP meetings;
- f) referee checking of short listed or preferred tenderers;
- g) preparation of the draft TEP report (to the Council officer with delegation to award the contract);
- h) where required, preparation of the report to Council to award the contract;
- i) managing the contract;
 - delivery of the specified works, goods or services;
 - delivery of the contract in accordance with the terms and conditions;
- j) reporting on contractor performance;
- k) ensuring that, where appropriate, there is timely liaison with the Contracts and Procurement Team to arrange contract extensions;
- l) ensuring that there is timely liaison with the Contracts and Procurement Team to re-tender for goods, services or works when required; and
- m) issuing of practical and final completion certificates.

The Executive Manager Assets is responsible for leading the operation of the Contracts and Procurement Team.

The Manager Governance and Statutory Services is responsible for implementing, monitoring, evaluating and reviewing this policy.

Ethics and Probity

Councillors and members of staff (and all persons engaged in procurement activities on the Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

In accordance with the Act, all members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (section 95 – Conduct Principles).

In procurement matters:

- a) members of staff must disclose a direct or indirect interest (and the type of interest) before participating in any tendering process. Once a conflict is disclosed, the staff member must have no part on the tendering process;
- b) Council officers with delegated powers, duties or functions are prohibited from exercising those powers, duties or functions if they have conflicts of interest (section 80B);
- c) Councillors must comply with the Primary Principle of Councillor Conduct and avoid conflicts between their public duties as a Councillor and their personal interests and obligations (section 76BA). Councillors, members of special committees and members of the Audit Committee must disclose a conflict of interest (section 79);
- d) Councillors must comply with the *Councillor Code of Conduct*;
- e) Councillors must not improperly direct or improperly influence a member of Council staff in the exercise of any power in the performance of any duty or function (section 76E);
- f) members of staff must comply with the *Code of Conduct for Council Staff* (section 95AA);
- g) Council must comply with the Best Value Principles (section 208A-G);
- h) all staff engaged in the evaluation of a quotation or tender must adhere to this Policy and complete and lodge a *Conflict of Interest Disclosure Form* and a *Deed of Confidentiality* with the TEP Chairperson; and
- i) all Councillors and staff must adhere to Council's *Acceptance of Gifts and Hospitality Policy* in matters of procurement.

Councillors and staff must make their interests known in any situation where it could be perceived that an interest might exist.

Late tenders

Late tenders will not be accepted under any circumstances.

Probity Plan and Probity Audits

When projects are identified as of sufficient complexity, risk or scale, the Chief Executive Officer ("CEO") may direct that a probity plan is to be prepared and a probity advisor may be engaged.

Where necessary, a probity advisor or probity auditor shall review and certify the suitability of the tender, evaluation and award processes to ensure that:

- a) this Policy and the *Procurement Guidelines* are followed;
- b) all tenderers are treated equally and fairly;
- c) all material is kept confidential; and
- d) an audit trail of communications and decision-making is retained for proof of process.

The role of the probity adviser or probity auditor may include:

- a) reviewing the draft tender documentation;
- b) attending the opening of the tenders;
- c) attending meetings of the TEP, including any interviews of short listed tenderers;
- d) reviewing the draft report of the TEP; and
- e) providing a report.

Conduct of Councillors and Council Staff

Councillors and Council staff must at all times conduct themselves in ways that are, and are seen to be, ethical, of the highest integrity and must:

- a) treat potential and existing suppliers with equality and fairness;
- b) not seek or receive personal gain;
- c) maintain confidentiality of Commercial-in-Confidence matters and information such as tender and contract prices and other sensitive information;
- d) present the highest standards of professionalism and probity;
- e) deal with suppliers in an honest and impartial manner that does not allow conflicts of interest; and
- f) be able to account for all decisions and provide feedback on them.

Council staff responsible for managing or supervising contracts are prohibited from either being engaged by a Council contractor or performing any works under the contract they are supervising.

Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process so that it can withstand public and audit scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

Accountability and Transparency

Accountability in procurement means being able to explain and evidence what decisions have been made and what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Gifts and Benefits

Councillors or Council staff may be offered a gift or benefit in the course of their work.

This gift or benefit could be offered in good faith, or it could be an attempt to influence, bribe or compromise the Councillor's or Council staff member's ability to act in the public interest.

In accordance with Council's *Acceptance of Gifts and Hospitality Policy*, no Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public who is involved, either directly or indirectly, with any matter that is connected with the duties of the officer, or in which the Council is interested

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives or from organisations, firms or individuals with whom they have official dealings.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how insubstantial the evidence available), must be promptly brought to the attention of the CEO.

Endorsement

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to a Director or the CEO.

Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Councillors and Council staff are to protect, by refusing to release or discuss information to the extent that it is Commercial-in-Confidence.

This may include:

- a) information disclosed by organisations in tenders, quotation or during tender negotiations; or
- b) pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations must not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

Discussions must not be entered into with any tendering party or its representative or agent which could have potential contractual implications prior to the contract approval process being finalised, other than pre-contract negotiations.

Governance Structure

The Council shall:

- a) establish a procurement management responsibility, structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle (where possible) of all goods, services and works purchased by the Council;
- b) ensure that the Council's procurement structure is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required;
- c) ensure that prospective contractors and suppliers are afforded an equal opportunity to tender;
- d) encourage competition; and
- e) ensure that policies that impinge on the purchasing policies and practices are communicated and implemented.

Responsible Financial Management

The principle of responsible financial management must be applied to all procurement activities, including ensuring that existing funds within an approved budget, or source of funds, is established prior to the commencement of any procurement action.

Council staff must only authorise the expenditure of funds in accordance with their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

Delegations define the limitations within which Council staff can make financial commitments. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council or another officer.

This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. The financial delegations for Council staff are detailed in the Instrument of sub-delegation from the CEO.

Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- a) there is clear accountability and responsibility for all transactions;

- b) transparency in the procurement process;
- c) a clearly documented audit trail exists for procurement activities;
- d) appropriate authorisations are obtained and documented.

Risk Management

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

The provision of goods, services and works by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measures such as:

- a) standardising contracts to include current, relevant clauses;
- b) requiring security deposits or bank guarantees where appropriate;
- c) referring draft specifications to relevant experts;
- d) requiring written contractual formation before allowing the commencement of work;
- e) use of or reference to relevant Australian Standards (or equivalent); and
- f) effectively managing the contract including monitoring and enforcing performance.

All procurements are to be conducted in accordance with Council's risk framework as detailed in the *Risk Management Strategy*, *Risk Management Policy* and this Policy.

Occupational Health and Safety

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors.

Council requires all its contractors and suppliers share this commitment to providing a safe and healthy environment, so far as is reasonably practicable.

All persons working with Council under a contract, agreement or other documented work arrangement, must:

- a) comply with obligations under *Occupational Health and Safety Act 2004*, Regulations, Codes of Practice, Safety Standards and contract specific requirements;
- b) demonstrate effective safety management capabilities;
- c) identify and manage risk appropriate with the identified level of risk;

- d) consult with Council in relation to work health and safety duties and obligations to determine how OHS responsibilities will be managed;
- e) comply with requirements for qualifications, licences and registration;
- f) comply with the Council safety procedures implemented to protect workers' health and safety;
- g) report all incidents that have or could have, affected a person's health and safety; and
- h) provide sufficient information to allow performance to be monitored.

These are mandatory requirements and non-compliance may disqualify prospective contractors and suppliers.

Council employees responsible for any procurement or contractor activities must ensure OHS considerations of purchases are given to ensure that the goods do not pose a risk to health and safety of workers.

Sustainable Procurement

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

Economic Sustainability

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement, including disposal and end of life costs, consistent with acceptable quality, reliability and delivery considerations. Lowest purchase price is not the sole determinate of value for money. To help ensure value for money the following factors will be considered:

- a) developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout;
- b) effective use of competition;
- c) using panel contracts under a Standing Offer Agreement where appropriate;
- d) identifying and rectifying inefficiencies in procurement processes;
- e) developing cost efficient tender processes including appropriate use of e-solutions; and
- f) Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements.

Environmental Sustainability

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

The Council aims to achieve this by:

- a) taking into account the need to minimise emissions and reducing the negative impacts of transportation when procuring goods, services and works;
- b) taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products, services and works procured;
- c) considering the environmental credibility of tenders and requiring contractors to conduct their operations in an environmentally sensitive manner;
- d) selecting products, services and works that have minimal effect on the depletion of natural resources and biodiversity;
- e) giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services;
- f) ensuring all relevant tender and contract documents contain sustainability specifications as appropriate to the product or service being procured;
- g) complying with all Australian legislation and ensuring Council's suppliers do the same;
- h) training all Council staff on sustainability considerations within the procurement process;
- i) applying a 10 percent price advantage to encourage the purchase of environmentally sustainable products;
- j) establishing specific programs, as a member of ECO-Buy, for:
 - i. developing and implementing an ECO-Buy action plan;
 - ii. establishing a tracking system to monitor purchasing of environmentally preferred products; and
 - iii. incorporating green purchasing into all purchasing systems.

Social Procurement

Council is committed to improving the quality of life in Strathbogie and the GVRCA community through the involvement of the community in a range of factors including the provision of goods, services and works. Council is also committed to ensuring that all views are considered through inclusive deliberation and active involvement of the community.

Social procurement will be an evaluation criteria where appropriate. The criteria may include:

- a) consulting and engaging with the community;

- b) building community involvement in the way services are delivered or works undertaken;
- c) enhancing partnerships with community stakeholders and other service providers;
- d) providing a range of other social benefits including community amenity and public health and well-being;
- e) increasing local employment;
- f) increasing employment of people from disadvantaged backgrounds; and
- g) capacity building in the local community.

To encourage a focus on local industry, including creating local employment and improving local businesses:

- a) Council officers should seek at least one quotation from a local supplier, if available;
- b) for all tenders where the anticipated contract sum is greater than \$250,000 including GST, a local economic impact statement must be submitted by tenderers that will detail the level of local content including labour, materials, plant and supervision; and
- c) where tenders are within 5% of the weighted tender evaluation of the highest ranked tender, the tender evaluation will take into consideration the merit of local economic impact statements when assessing the preferred tender.

Local is defined as within the municipal district and for a joint tender, within the two municipal districts.

Local content includes:

- a) labour and job creation;
- b) supporting local businesses by sourcing local products and services; and
- c) skills and technology transfer.

Council, in conjunction with industry partners, will coordinate and promote information sessions which will provide guidance to business and industry regarding all aspects of procurement and tendering.

The Best Value Principles included in sections 208B and 208C of the Act provide that Council may take into account opportunities for local employment growth or retention and environmental advantages for the municipal district.

Council will work with existing and potential suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being considered.

Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's objectives through being written in a manner that:

- a) ensures impartiality and objectivity;
- b) encourages the use of reliable and proven products;
- c) encourages sustainability;
- d) reduces bureaucracy and encourages innovation; and
- e) wherever possible, specifies requirements in terms of service outcomes and key performance standards.

Whilst it may be appropriate in certain circumstances to specify inputs, care must be taken to ensure that innovative solutions will still be encouraged.

Purchasing Methods

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

- a) petty cash, or corporate credit or debit card or purchase order for low value simple purchases;
- b) purchase order following a quotation process for purchases under \$25,000;
- c) quotations using the standard quotation documents for purchase between \$25,000 and \$150,000 for goods and services and \$200,000 for works;
- d) contract following a tender process;
- e) purchasing schemes or approved suppliers including collaborative purchasing arrangements with other councils, agency arrangements (section 186(5) {b}) and Ministerial approved schemes (section 186(5) {b}) such as the Municipal Association of Victoria and Procurement Australia;
- f) the Council or the CEO may approve other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority; and

- g) Ministerial exemptions from tendering requirements in exceptional circumstances such as natural disaster recovery or interruption to a delivery of key services.

Procurement Thresholds and Competition

The *Procurement Guidelines* detail the minimum spend competition thresholds and the associated procurement methods. These thresholds are determined by this Policy.

Public Tenders

A public tender process must be undertaken when purchases of goods or services may exceed \$150,000 including GST, or purchases for the carrying out of works may exceed \$200,000 including GST.

Section 186(1) of the Act requires that before Council enters into a contract for the purchase of goods or services to the value of \$150,000 or more, or for the carrying out of works to the value of \$200,000 or more, it must:

- a) give public notice of the purpose of the contract and invite tenders from any person wishing to undertake the contract; or
- b) give public notice of the purpose of the contract or the project to which the contract relates and invite expressions of interest from any person interested in undertaking the contract or all, or any part of, the project.

Section 186 does not require Council to accept the lowest tender or to accept any tender and does not apply if:

- a) the Council resolves that the contract must be entered into because of an emergency; or
- b) the contract is entered into with a council acting as the agent for a group of councils and the Council has otherwise complied with this Act; or
- c) the contract is entered into in accordance with arrangements approved by the Minister (eg; purchases through MAV Purchasing and Procurement Australia currently have Ministerial approval);

Section 186(6) of the Act requires that whenever practicable, a Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

The Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders. Typically a multi-stage tender process will commence with an expression of interest (EOI) followed by a selective tender process involving some or all of the EOI respondents. EOIs may be appropriate where:

- a) the requirement is complex, difficult to define, unknown or unclear;
- b) the requirement is capable of several technical solutions;
- c) where the organisation lacks knowledge about the particular good or service being purchased and wants to be able to take advantage of information submitted in an expression of interest process;

- d) the Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- e) tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- f) it is necessary to pre-qualify suppliers and goods to meet defined standards; or
- g) the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

Where significant sums are spent which aggregate to greater than \$150,000 for goods and services or \$200,000 for works with one supplier or on one service, it is necessary to structure procurement proposals as requests for tenders or quotations to achieve greatest value and supplier performance by leveraging this aggregate spend, rather than treating each discrete arrangement as a separate procurement exercise.

There is no specific time limit applying to the length of a contract which is subject to the tender threshold. Rather, the optimum period of a contract should be first determined on the basis of value for money and the efficiency and effectiveness of the procurement.

Measures which intentionally seek to avoid the requirement to give public notice, for example contract splitting, placing multiple orders, seeking multiple quotations with a single supplier or engaging in effect a single supplier under different guises, are considered to breach the requirement to call public tenders where threshold values would otherwise be reached.

Quotations

Purchase of goods, services and works having a total valuation of \$150,000 inclusive of GST or less, in a single contract (over the total life of the contract) or supply arrangement must be undertaken using a quotation method as described below:

- a) item of a value less than \$500 – best value;
- b) item of a value \$501 to \$5,000 - minimum two written or verbal quotations. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted;
- c) item of value \$5,001 to \$25,000 – minimum two written quotations. Quotation details must be recorded in the Council's records system before placing an order. Similar details must be recorded where more than one supplier has quoted; and
- d) items with a value \$25,001 to \$150,000 for goods and services, or \$200,000 for works - Request for three written quotations. A minimum of three quotations is to be obtained by issuing a written Request for Quotation. Details of the suppliers contacted and their quotations must be recorded in Council's Record Management System.

Quotations returned by the nominated closing date must be evaluated and a recommendation made to consider the supplier offering the best value for money outcome.

Public advertising

Quotations may be advertised when judged to be sufficiently advantageous to Council. This may occur when a field of potential tenderers has not been established, an innovative approach is required, the project has broad appeal that may attract competitive prices, etc.

The relevant responsible staff member must consider the potential benefits of public tendering for any purchases over \$100,000 inclusive of GST, particularly to ensure that for any reason, such as contract variations, the contract sum does not eventually exceed \$150,000. A considered and conscious decision must be made by the Manager that three quotes will still achieve the best net value outcome. The minimum placement requirement includes use of any newspaper approved by Council for such purpose.

Insufficient quotations

The situation may arise where insufficient quotations are obtained to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought. In this case, Director's approval is required. The details of the contacted suppliers must be recorded and an appropriate comment recorded.

In the following circumstances only one quotation may be required:

- a) in the event of emergency works for safety reasons; or
- b) when there is only one known and reputable supplier.

Delegation of Authority

Delegations define the limitations within which Council staff are permitted to work.

Commitments and processes which exceed the CEO's delegation and which must be approved by the Council are awarding contracts where the total contract value exceeds \$150,000 (inclusive of GST) for goods and services and \$200,000 (inclusive of GST) for works.

The financial delegations allow specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. These delegations identify the Council staff delegated to make such procurement commitments in respect of goods, services and works on behalf of the Council.

Quotation & Tender Evaluation

All quotations and tenders must be evaluated in a consistent manner against pre-determined and weighted evaluation criteria listed in order of importance. A weighted matrix analysis must be used for analysing and comparing tenders, and quotations in excess of \$50,000 inclusive of GST, in a detailed and consistent manner.

A formal evaluation is to be carried out for purchases that exceed \$50,000 inclusive of GST. The purpose of the evaluation plan is to define roles and responsibilities and ensure probity of the tender process.

The evaluation criteria and weightings must be determined by the specification writer, after consultation with the Manager Governance and Statutory Services, prior to inviting proposals. The evaluation criteria (but not the weightings) must be included in the tender documents, in order of importance.

A due diligence analysis of the preferred or short-listed tenderers for all major contracts must be undertaken to ensure that they have the capacity and stability to comply with the requirements of the contract.

A due diligence may include:

- a) a financial check through an organisation such as Corporate Scorecard;
- b) analysing recent audited financial statements; and
- c) referee checking.

Major contracts include:

- a) contracts with a relatively high level of risk (eg: financial or complex works contracts);
- b) contracts with a value exceeding the CEO's delegation; and
- c) contracts of a sensitive nature to the community (eg: home care, open space maintenance, waste management etc).

Post Tender Negotiations

The objective of post tender negotiations is to obtain the optimal solution (ie: best and final offer) and commercial arrangements. All substantive issues must be agreed and the draft contract documentation amended to reflect the agreement. Negotiations must be mindful not to significantly alter the scope or intent of a tender or proposal. When the scope of the intent of the tender is changed by more than 20%, a new tender is required to be undertaken.

The conduct of negotiations after the close of a tender or quotation as part of the process for recommending the preferred supplier may be conducted prior to entering into a contract or making a purchase. Matters for post tender negotiations may include:

- a) clarifying the robustness of the lump sum price and/or schedule of rates;
- b) additional value adding options;

- c) specific contract management arrangements;
- d) identifying key personnel for various stages of the contract;
- e) intellectual property transfer opportunities; and
- f) service supply arrangements.

Corporate Records

The officer authorised to make procurement commitments in respect of the relevant goods, services and works, will ensure timely and accurate corporate records are kept. Records shall include but not be limited to:

- a) acceptance of tenders;
- b) acceptance of quotes;
- c) TEP reports;
- d) evidence of the awarding of a contract;
- e) the contract documents;
- f) contract term extensions (within the authorised budget);
- g) contract amendments and variations (financial and non-financial);
- h) contract novations;
- i) appointment to register of pre-qualified suppliers;
- j) corporate credit and debit card purchases; and
- k) procedural exceptions.

Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions. The contract must be signed by the contractor and a Council representative before works or services commence.

To protect the best interests of the Council, terms and conditions must be agreed in advance of any commitment being made with a supplier. Any exceptions expose the Council to risk.

Dispute Resolution

Council's standard contracts incorporate dispute management and alternative dispute resolution provisions such as arbitration to minimise the chance of disputes escalating to legal action.

Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- a) establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- b) providing a means for the early recognition of issues and performance problems and the identification of solutions. All Council contracts are to include contract management requirements and quality and cost standards. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives value for money and that quality and cost standards and measurable key performance indicators are met.

Continuous Improvement

Council is committed to continuous improvement and will review this Policy annually, to ensure that it continues to meet the corporate objectives.

Policy Owner and Contact Details

The Manager Governance and Statutory Services, is the designated owner of this Policy.

For further information on the Policy please contact via email – info@strathbogie.vic.gov.au or telephone 1800 065 993.

Please note: This Policy is current as at the date of approval. Refer to Council's website (www.strathbogie.com.au) or staff intranet to ensure this is the latest version.

APPENDIX

RELATED PLANS, POLICIES, PROCEDURES AND LEGISLATION

PLANS

- Council Plan 2013-2017

POLICIES

- Councillor Code of Conduct
- Conflict of Interest – A Guide for Councillors October 2012
- Acceptance of Gifts and Hospitality Policy
- Risk Management Policy
- Fraud Control Policy

PROCEDURES

- Procurement Guidelines

LEGISLATION

- Section 3C of the Act (objectives of a Council)
- Sections 77A, 77B, 78, 78A to 78E, 79 79B to D, 80, 80A to C and 95 of the Act (conflict of interest)
- Section 98 of the Act (delegations)
- Section 140 of the Act (accounts and records)
- Section 186 of the Act (power to enter into contracts)
- Section 186A of the Act (Procurement Policy)
- Sections 208C of the Act (Best Value Principles)
- The relevant provisions of the *Competition and Consumer Act 2010*

REVIEW

Section 186A (7) of the Act requires that at least once in each financial year, Council must review the current procurement policy and may amend the procurement policy.

Steve Crawcour
Chief Executive Officer
2014

9.7.3 Authorisations, Appointments and Delegations

Author and Department

Director Sustainable Development / Sustainable Development Directorate

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

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

Summary

Further to the Council report that was presented to the October Council Meeting 2014, the following titles have been amended to reflect current operations, effective 1 November 2014, and post review of the People and Culture project:

1. Director People and Culture (DPC) returns to Director Sustainable Development (DSD)
2. Group Manager Sustainable Development (GMSD) returns to Manager Sustainable Development (MSD)
3. Team Leader Planning (previous acting Manager) becomes Assistant Manager Sustainable Development (AMSD)

In summary these are only title changes (delegations, authorisations and appointment functions do not change for any individuals) to be consistent with service requirements in the directorate and there is no effect to current budget allocations or "Effective Full Time Staff (EFT)".

Therefore, the following instruments of authorisation and delegations need to be amended to reflect the changes:

- **S6.** Instrument of Delegation to Members of Council Staff
- **S11A.** Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

RECOMMENDATION

That, in the exercise of the powers conferred by section 98(1), section 232 and section 224 of the Local Government Act 1989 and by section 147(4) of the Planning and Environment Act 1987, and other legislation referred to in the Instrument of Delegation (S6) and Instrument of Appointment and Authorisation (Planning and Environment Act 1987) [S11A], Strathbogie Shire Council resolves that: -

1. **The Instrument of Delegation to Members of Staff (S6) and the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) be amended to reflect the following officer title changes:**
 - a) **Director People and Culture (DPC) returns to Director Sustainable Development (DSD)**
 - b) **Group Manager Sustainable Development (GMSD) returns to Manager Sustainable Development (MSD)**

9.7.3 Authorisations, Appointments and Delegations (cont.)

- c) Team Leader Planning (previous acting Manager) becomes Assistant Manager Sustainable Development (AMSD)**
- 2. The above amendments to Instruments (S6 & S11) come into force immediately the Common Seal of Council is affixed to the Instruments.**
 - 3. The Instruments (S6 & S11A) be sealed after the above amendments have been made.**

Background

Delegating specific functions to staff members enables Council decisions to be made more speedily and ensures that council meetings are not tied down by procedural and every day administrative decisions. It also enables Councils to utilise the technical knowledge, training and experience of staff members to provide the best possible service.

Delegations are made at a formal Council meeting and specify what the officer is empowered to do. Delegates must observe the strategies, policies and guidelines adopted by the Council. Through the CEO and senior managers, the Council can monitor the actions of staff to ensure that they exercise their delegated authority within the general framework it has already determined. In this way the Council retains a measure of control over decision making.

Officers to whom delegated authority is generally given include the CEO, senior staff, environmental health officers, fire prevention officers, local laws and planning officers. Many routine decisions of a Council are made by members of staff as delegates.

Council staff are required to act impartially, with integrity and to avoid real or apparent conflicts of interest.

The Council must keep a register of all delegations and this is among the documents that must be available for public inspection. All delegations to staff must be reviewed by a council within 12 months of it being elected.

Authorisations allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/s.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. This is considered the most appropriate option.

Risk Management

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

9.7.3 Authorisations, Appointments and Delegations (cont.)

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity

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 delegations and authorisations are controlled by the *Local Government Act and Planning and Environment Act*.

Consultation

Community consultation is not applicable.

Attachments

Nil

9.7.4 Municipal Public Health and Wellbeing Plan (*Healthy Communities Plan 2013-2017*) – 2014 Review

Author and Department

Manager Community Development / Community Development Department

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

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

Summary

Under Section 26 (2) of the Public Health and Wellbeing Act 2008 local governments must have adopted their Municipal Public Health and Wellbeing Plan within 12 months of a general council election.

A copy of Strathbogie's plan was provided to the Secretary of the Department of Health by 28 October 2013.

An annual review of the plan is to be completed in 2014. The attached Review document meets this requirement and highlights the key actions that have been completed so far, and those to be completed in the next two years.

RECOMMENDATION

Council adopts the Healthy Communities Plan 2013-2017 – 2014 Review

Background

The *Public Health and Wellbeing Act 2008* reinforces the statutory role of councils to "protect, improve and promote public health and wellbeing within the municipal district" (s.24). The municipal public health and wellbeing plan (MPHWP) required of councils under the Act sets the broad mission, goals and priorities to protect and promote municipal public health and wellbeing.

A range of state policy directions and legislation recognises the MPHWP as a key strategic planning mechanism for public health and wellbeing effort at the local community level. State and national developments important to prevention in Victoria are provided in the *Victorian Public Health and Wellbeing Plan 2011-2015* which complements the *Victorian Health Priorities Framework 2012-2022*.

9.7.4 Municipal Public Health and Wellbeing Plan (*Healthy Communities Plan 2013-2017*) – 2014 Review (cont.)

The Act strengthens the role of local government as a major partner in the effort to protect public health and prevent disease, illness, injury, disability or premature death. The Act clarifies the function of councils' responsibilities to protect, improve and promote public health and wellbeing throughout the municipal district by:

- Creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health
- Initiating, supporting and managing public health planning processes at the local government level
- Developing and implementing public health policies and programs within the municipal district
- Developing and enforcing up to date public health standards and intervening if the health of people within the municipal district is affected
- Facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community
- Coordinating and providing immunisation services to children living or being educated within the municipal district
- Ensuring that the municipal district is maintained in a clean and sanitary condition

The MPHWP must:

- Include an examination of data about health status and health determinants in the municipal district
- Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing
- Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan
- Specify how the council will work in partnership with the department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan

The MPHWP must be consistent with the Council Plan, the municipal strategic statement and fit with existing planning frameworks and strategies to allow a flexible approach to public health planning. Recently there is the inclusion of a statutory link that requires Councils to have regard to the *Climate Change Act 2010* when preparing the MPHWP.

An annual review of the MPHWP is required under S26 (4) of the *Public Health and Wellbeing Act 2008*. The approach to this annual review of Strathbogie Shire's Healthy Communities Plan has been based on the *Guide to Municipal Public Health and Wellbeing Planning* released by the Department of Health in 2013. A municipal scan has been completed to ensure that there are no significant changes to the health data and indicators for our community, nor changes to the health priorities or actions to be undertaken.

9.7.4 Municipal Public Health and Wellbeing Plan (*Healthy Communities Plan 2013-2017*) – 2014 Review (cont.)

The attached Review document highlights those key Council actions that have been completed, indicated by a “tick” in the 2014 year column. Actions that are ongoing or still to be completed are indicated by a “tick” in the subsequent year columns. For integration purposes the format adopted for this review is consistent with the Council Plan review.

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

The actions identified in the Healthy Communities Plan have been funded during the budget planning and adoption process.

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

Planning for good health and wellbeing is a key activity for Local Government. By implementing the *Healthy Communities Plan 2013-2017* and reviewing it annually, Council is contributing to the positive health and wellbeing of its 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

This review is required under S26 (4) of the *Public Health and Wellbeing Act 2008*.

9.7.4 Municipal Public Health and Wellbeing Plan (*Healthy Communities Plan 2013-2017*) – 2014 Review (cont.)

Consultation

Consultation with internal stakeholders was undertaken to identify the Council activities that have been completed; or those that will be completed in future years.

Attachments

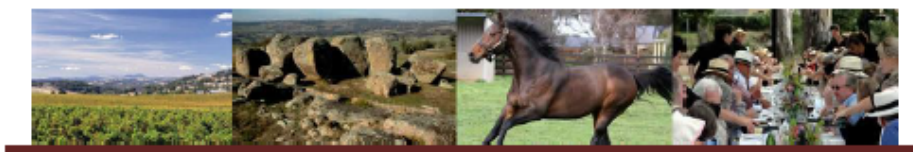
Strathbogie Shire Council Healthy Communities Plan 2013-2017 (2014 Review)

2013-2017

**STRATHBOGIE
SHIRE
COUNCIL**

HEALTHY COMMUNITIES PLAN
(2014 Review)





Message from the Mayor and CEO

We are very proud to present the 2014 Review of the Strathbogie Shire Council Healthy Communities Plan.

Good health and wellbeing is essential if communities and individuals are to thrive. Strathbogie Shire Council is committed to creating the right environment for everyone to live a full and healthy life, and is proud of the achievements of our communities as we build on our strengths and tackle our challenges.

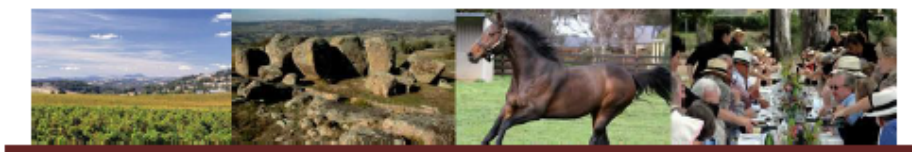
This *Healthy Communities Plan 2013-2017 (2014 Review)* is presented to complement the Plan and to highlight key strategies being delivered by Council and our partners. These actions address many of the challenges we face, and in particular the key findings of:

- A rapidly ageing population
- An increasing rate of diabetes, obesity and cardiovascular disease
- Mental health issues
- Pockets of relatively high disadvantage
- Access difficulties to health services and in particular publicly funded health services

Consultation with community members and partners has been undertaken to ensure the plan continues to reflect the needs of the community. The plan will be continue to be reviewed annually to ensure the actions are delivered. The collaboration with key service providers will contribute to increased health and wellbeing of the Strathbogie Shire community.

Cr Deb Swan
Mayor

Steve Crawcour
Chief Executive Officer



What we are doing

To promote a healthy community across the Strathbogie Shire means planning for action. Our action plan is framed by five key factors. Together, these factors combine to uphold our vision of a strong, healthy community. Each addresses different aspects that affect the health of people in our region.

- Healthy spaces and places
- Healthy neighbourhoods
- Healthy lifestyles
- Healthy supports and services
- Healthy economies

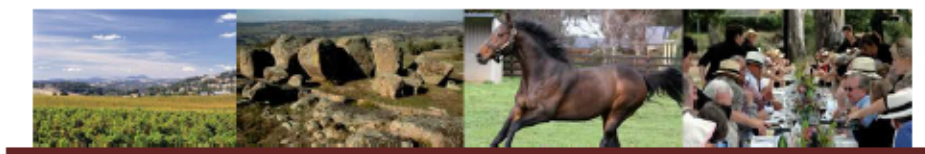
By looking closely at each factor and considering our strengths and challenges, we have planned actions to improve Strathbogie's public health status over a four year period.

Factor 1: Healthy spaces and places

Why we need healthy spaces and places

We know that healthy communities are shaped by the environments in which people live. How we plan our buildings, parks, facilities, roads and pathways impacts on the way we participate in our community and affects our health and wellbeing. Where we live forms the backdrop to our lives, so it is important that, as a Council, we plan ahead for healthy spaces and places.

Actions:	2014/15	2015/16	2016/17
Upgrade Nagambie, Euroa Memorial Oval and Violet Town Recreation Reserves	✓		
Implement actions from Council's Heatwave Plan	✓	✓	✓
Implement Council's environmental sustainability strategy	✓	✓	✓
Reduce Council's carbon footprint by reviewing and implementing fleet management practices annually	✓	✓	✓
Work with councils and groups in our region as a member of the Goulburn Broken Greenhouse Alliance to reduce greenhouse gas emissions and adapt to climate change	✓	✓	✓
Implement an organic waste collection service		✓	
Support development of walking and cycling routes	✓	✓	✓



Factor 2: Healthy neighbourhoods

Why we need healthy neighbourhoods

People have a sense of wellbeing if they are connected to others in their community and feel like they belong. We need to feel safe, work in a meaningful way, earn enough money to live, feel valued and have time to spend with others. By planning ahead, Council can create opportunities for people to actively participate in community life.

Actions:	2014/15	2015/16	2016/17
Develop and support an arts network and program of activities	✓	✓	✓
Support the development of a Men's Shed in Nagambie	✓		
Support the formation of a University of the Third Age (U3A) in Euroa	✓		
Review, evaluate and develop community grants to deliver better outcomes for the whole community	✓	✓	✓
Review, evaluate and develop the community planning program to deliver comprehensive community plans	✓	✓	✓
Support Community Action Groups with their plans	✓	✓	✓
Provide training for community groups in grant writing; governance; events compliance	✓	✓	✓
Implement actions from the HACC Diversity Plan	✓	✓	✓
Implement the Youth Strategy	✓	✓	✓

Factor 3: Healthy lifestyles

Why we need healthy lifestyles

A healthy community supports healthy choices and a healthy lifestyle. By eating well, participating in physical activity and exercising our brains, we can live longer, feel better about ourselves and strengthen our links within the community. Council has an important role in planning for opportunities that support healthy lifestyles for all community members.

Actions:	2014/15	2015/16	2016/17
Partner with the Consortium to source funding to deliver projects	✓		
Partner with the Consortium to source funding to deliver projects	✓	✓	✓
Continue to implement Smiles 4 Miles in early years settings through a regional approach	✓		
Partner with the Consortium to source funding to deliver projects	✓		



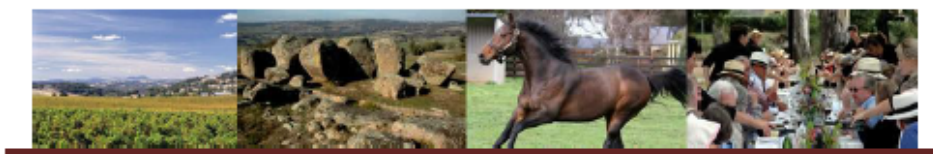
including Aged Care Expo			
Provide a forum for promoting good mental health through the Disability Advisory Committee	✓	✓	✓
Participate in activities to implement Act-Belong-Commit campaign	✓		
Provide an employee assistance program for all SSC staff and their family members	✓	✓	✓
Continue to provide a quality Maternal and Child Health Service	✓	✓	✓
Implement the Tobacco Activity 2012/15 Agreement	✓	✓	

Factor 4: Healthy services and supports

Why we need healthy services and supports

We know that to be a healthy community, we need access to a range of health and community services. By building partnerships with other organisations and thinking about ways to improve access to our own services, Council can plan for healthier outcomes across the Shire.

Actions:	2014/15	2015/16	2016/17
Participation in GV Multiagency Network meetings	✓	✓	✓
Maintain partnership with Consortium	✓	✓	✓
Maintain membership of the Goulburn Valley Primary Care Partnership and Executive	✓	✓	✓
Advocate for new and expanded public-funded health services and facilities	✓	✓	✓
Support activities to promote family and community harmony	✓	✓	✓
Membership of the Steering Committee for the Hume Region Preventing Violence Against Women and Children Strategy 2013-2017; and associated Local Government Sub-Committee	✓	✓	✓
Participate in White Ribbon Day events such as White Ribbon Walk; support White Ribbon Day Football Games in the GVFL; highlight White Ribbon Day through town entrance signage	✓	✓	✓
Participate in a Pilot program to address bystander action in preventing violence against women	✓		
Provide family friendly provisions - balancing work and family commitments for staff	✓	✓	✓



Provide 20 days per year of paid leave for staff who need to access support services	✓	✓	✓
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Factor 5: Healthy Economies

Why we need a healthy economy

A healthy economy contributes to our health and wellbeing by providing opportunities for us to develop new skills, work or be involved in the community, have enough money to participate in life and have access to goods and services locally. We know that to build a healthy economy Council must encourage economic development through job creation, training, mentoring and providing concessions and rebates for people on low incomes.

Actions:	2014/15	2015/16	2016/17
Advocate to relevant State Government departments for extra tourism funding	✓		
Implement the Economic Development Master Plan	✓	✓	✓
Continue to consider residents' capacity to pay when setting council rates	✓	✓	✓

We have completed many of the actions identified in this Plan, some are ongoing commitments and others have been completed in the current year. The annual reviews will continue to occur until 2017 when a new plan will be drafted.

Finally, we remain committed to working in partnership with service providers to provide positive environments for good health and wellbeing for all of our community.

9.7.5 Financial Report – October 2014

Author / Department

Director, Corporate and Community / Corporate and Community Directorate

Disclosure of Interest

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

Summary

Appended to the Agenda is a copy of Council's Financial Report for the period ending 31 October 2014.

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

The operating surplus for the four months period ending 31 October 2014 was \$12,892,369. The variance to budget is detailed in the Financial Overview.

As at 31 October 2014, total capital works was \$987,198. This is greater than YTD budget by \$136,716.

RECOMMENDATION

That the Financial Report for the four months ended 31 October 2014 be noted.

Background

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

Alternative Options

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

Risk Management

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

Strategic Links – Policy implications and relevance to Council Plan

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

9.7.5 Financial Report – October 2014 (cont.)

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

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

Financial / Budgetary Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2015.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2015.

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

October Financial Report

STRATHBOGRIE SHIRE COUNCIL

Profit and Loss Statement 2014/2015

for 4 months ending 31 October 2014

	Adopted Budget 14/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance to YTD Budget Oct 2014
REVENUE				
Rates and Charges	16,171,000	16,171,000	16,141,462	(29,538)
Statutory Fees & Fines	270,100	46,093	56,955	10,862
User Fees	1,099,100	348,867	381,960	33,093
Contributions	-	-	23,197	23,197
Grants - Operating Recurrent	6,360,164	1,762,673	1,800,561	37,888
Grants - Operating Non-recurrent	769,000	350,000	359,000	9,000
Grants - Capital Recurrent	2,333,700	1,359,000	1,460,000	101,000
Grants - Capital Non-recurrent	1,256,500	510,000	585,000	75,000
Other Revenue	419,300	302,539	293,323	(9,216)
Net Gain/Loss on Disposal Assets	(521,100)			-
Proceeds from sale of assets				
Operating Revenue Total	28,157,764	20,850,172	21,101,458	251,286
EXPENDITURE				
Employee	9,427,600	3,106,689	2,923,245	183,444
Contracts, Materials & Services	11,221,300	3,327,201	3,503,622	(176,421)
Bad and doubtful debts	5,000	-	-	-
Depreciation	4,735,700	1,578,564	1,671,041	(92,477)
Finance	160,500	53,500	51,998	1,502
Other Expenses	193,300	62,633	59,183	3,450
WDV Infrastructure Renewed	547,000	-	-	-
	26,290,400	8,128,587	8,209,089	(80,502)
Surplus/Deficit	1,867,364	12,721,585	12,892,369	(170,784)

STRATHBOGIE SHIRE COUNCIL

Balance Sheet 2014/2015

	Adopted Budget 2014/2015 \$	Actual 'October 2014 \$
<u>Current Assets</u>		
Cash and cash equivalents	4,964,000	10,035,737
Trade and other receivables	1,245,000	12,825,595
Other Assets	184,000	12,970
Inventories	7,000	5,502
Non- current assets for resale	-	-
Total Current Assets	6,400,000	22,879,804
<u>Non-Current Assets</u>		
Financial assets	2,000	2,032
Investments in associates	156,000	223,649
Property, plant and equipment,infrastructure	232,662,000	231,879,759
Total Non-Current Assets	232,820,000	232,105,440
Total Assets	239,220,000	254,985,244
<u>Current Liabilities</u>		
Trade and other payables	468,000	441,361
Trust funds and deposits	503,000	513,253
Fire Services Property Levy	-	1,077,296
Provisions	2,559,000	3,116,869
Interest bearing loans and borrowings	636,000	417,953
Total Current Liabilities	4,166,000	5,566,732
<u>Non-Current Liabilities</u>		
Trust funds and deposits	68,000	67,980
Provisions	581,000	393,471
Interest bearing loans and borrowings	1,017,000	2,119,739
Total Non-Current Liabilities	1,666,000	2,581,190
Total Liabilities	5,832,000	8,147,922
Net Assets	233,388,000	246,837,322
<u>Equity</u>		
Accumulated Surplus	75,748,000	86,649,766
Reserves	157,640,000	160,187,556
Total Equity	233,388,000	246,837,322

STRATHBOGRIE SHIRE COUNCIL

Cash Flow Statement

for 4 Months ended October 2014

	Adopted Budget Inflows (Outflows)	Oct-14 Inflows (Outflows)
Cash flows from operating activities		
Rates and charges	16,171,000	3,651,171
Statutory fees and fines	271,000	56,955
User fees	1,098,000	2,477,193
Contributions	0	23,197
Grants	10,720,000	4,204,560
Interest	150,000	67,290
Other receipts	269,000	106,759
Net GST refund/overpayment	0	513,296
Payments to suppliers	(11,221,000)	(6,623,958)
Payments to employees (including redundancies)	(9,428,000)	(2,923,245)
Other payments	(193,000)	(59,184)
Total cash outflows from operating activities	7,837,000	1,494,034
Cash flows from investing activities		
Payments for property, plant and equipment, infrastructure	(9,561,000)	(607,857)
Payments for landfill rehabilitation	(525,000)	-
Proceeds sales of property, plant and equip, infrastructure	2,040,000	119,275
Net cash used in investing activities	(8,046,000)	(488,582)
Cash flows from financing activities		
Finance costs	(160,000)	(51,997)
Trust funds and deposits	-	137,615
Proceeds from interest bearing loans and borrowings	-	-
Repayment of interest bearing loans and borrowings	(626,000)	(209,764)
Net cash provided by (used in) financing activities	(786,000)	(124,146)
Net cash provided by (used in) financing activities		
Net increase (decrease) in cash and cash equivalents	(995,000)	881,306
Cash and cash equivalents brought forward	5,959,000	9,154,431
Cash and cash equivalents at end of year/month	4,964,000	10,035,737

Strathbogrie Shire Council 2014/2015

Account Details - Investments

End of Month September 2014 Balance Sheet Reports

Investments	%	YTD
Split by Bank	Held	Actual
ANZ	21%	\$ 1,730,205.00
CBA	28%	\$ 2,400,000.00
GMCU	25%	\$ 2,100,000.00
NAB	26%	\$ 2,200,000.00
	100%	\$ 8,430,205.00

Strathbogie Shire Council
Capital Account Type
Directorate Details
For Period October 2014

Directorate	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	YTD Budget Variance %
Land	1,158,000	201,682	314,503	(112,821)	82.52%
Buildings - Municipal Properties	2,180,000	318,800	321,326	(2,526)	1.85%
Furniture and Equipment (Inc. Info. Serv	190,000	26,000	25,459	541	-0.40%
Plant & Machinery	970,000	140,000	141,682	(1,682)	1.23%
Bridge Construction	717,000	127,000	123,432	3,568	-2.61%
Underground Drainage	374,000	0	0	0	0.00%
Waste Management	0	0	5,420	(5,420)	3.96%
Footpaths	105,000	0	2,296	(2,296)	1.68%
Roads	3,787,000	37,000	41,731	(4,731)	3.46%
CAPEXP adjustments since adoption	0	0	11,349	(11,349)	8.30%
Kerb & Channel	80,000	0	0	0	0.00%
Grand Total	\$ 9,561,000	\$ 850,482	\$ 987,198	-\$ 136,716	100.00%

Asset Renewal	7,078,900	500,700	514,478	-13,778
Asset Upgrade	1,081,000	240,782	240,980	-198
Asset New	1,401,000	109,000	231,740	-122,740
Report Total :	\$ 9,560,900	\$ 850,482	\$ 987,198	-\$ 136,716



**Strathbogie Shire Council
Account Management Report**

for year to October 2014 (actuals as at 11 November 14 - 33% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Capital Land									
22001	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0	\$19,000	0%
22006	\$504,000	\$504,000	\$0	\$0	\$0	\$0	\$0	\$504,000	0%
22013	\$0	\$0	\$0	\$0	\$780	\$780	-\$780	-\$780	0%
22015	\$10,000	\$10,000	\$682	\$682	\$7,855	\$8,537	-\$7,855	\$1,463	85%
22016	\$0	\$0	\$0	\$114,361	\$16,790	\$131,151	-\$131,151	-\$131,151	0%
22017	\$300,000	\$300,000	\$180,000	\$178,784	\$71,594	\$250,368	-\$70,368	\$49,632	83%
22018	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
22019	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000	0%
22020	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	0%
22021	\$40,000	\$40,000	\$21,000	\$20,675	\$1,230	\$21,905	-\$805	\$18,085	55%
22022	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Total Land	\$1,159,000	\$1,158,000	\$201,662	\$314,503	\$88,239	\$412,742	-\$211,060	\$843,497	36%
Buildings - Municipal Properties									
20036	\$0	\$0	\$0	\$2,089	\$0	\$2,089	-\$2,089	-\$2,089	0%
20038	\$455,000	\$445,000	\$182,100	\$182,093	\$1,800	\$183,893	-\$1,793	\$271,107	40%
20053	\$0	\$0	\$0	\$488	\$0	\$488	-\$488	-\$488	0%
20058	\$10,000	\$10,000	\$8,000	\$7,579	\$400	\$7,979	\$21	\$2,021	80%
20082	\$39,000	\$39,000	\$0	\$1,050	\$0	\$1,050	-\$1,050	\$37,950	3%
20083	\$20,000	\$20,000	\$2,300	\$2,273	\$0	\$2,273	\$27	\$17,727	11%
20084	\$16,000	\$16,000	\$8,000	\$8,805	\$14,565	\$23,370	-\$15,370	-\$7,370	146%
20085	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20086	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000	0%
20087	\$30,000	\$30,000	\$0	\$0	\$23,167	\$23,167	-\$23,167	\$6,833	77%
20088	\$20,000	\$20,000	\$9,000	\$8,982	\$0	\$8,982	\$18	\$11,018	45%
20089	\$40,000	\$40,000	\$32,400	\$32,460	\$201	\$32,861	-\$261	\$7,339	82%
20090	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
20091	\$25,000	\$25,000	\$13,000	\$12,891	\$0	\$12,891	\$109	\$12,109	52%
20092	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
20093	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
20094	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	0%
20095	\$400,000	\$400,000	\$60,000	\$60,781	\$591	\$61,372	-\$1,372	\$338,628	15%
20096	\$460,000	\$460,000	\$4,000	\$1,835	\$5,798	\$7,634	-\$3,634	\$452,366	2%
20097	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
20098	\$10,000	\$10,000	\$0	\$0	\$700	\$700	-\$700	\$9,300	7%
20099	\$60,000	\$60,000	\$0	\$0	\$9,912	\$9,912	-\$9,912	\$50,088	17%
Total Buildings - Municipal Properties	\$2,180,000	\$2,180,000	\$318,800	\$321,325	\$57,135	\$378,461	-\$59,661	\$1,858,674	17%
Furniture and Equipment (Inc. Info. Services)									
26012	\$150,000	\$150,000	\$17,000	\$16,794	\$30,933	\$47,727	-\$30,727	\$102,273	32%
26033	\$40,000	\$40,000	\$9,000	\$8,665	\$0	\$8,665	\$335	\$31,335	22%
Total Information Technology	\$190,000	\$190,000	\$26,000	\$25,459	\$30,933	\$56,392	-\$30,392	\$164,541	30%

Strathbogie Shire Council
Account Management Report
for year to October 2014 (actuals as at 11 November 14 - 33% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Total Furniture and Equipment (Inc. Info. Services)	\$190,000	\$190,000	\$26,000	\$25,489	\$30,933	\$56,392	-\$30,392	\$164,541	30%
Plant & Machinery									
28006 Plant Replacement (Strathcon)	\$620,000	\$620,000	\$100,000	\$103,385	\$0	\$103,385	-\$3,385	\$516,615	17%
28007 Motor Vehicle Fleet Replacement	\$350,000	\$350,000	\$40,000	\$38,257	\$0	\$38,257	\$1,704	\$311,704	11%
Total Plant & Machinery	\$970,000	\$970,000	\$140,000	\$141,682	\$0	\$141,682	-\$1,682	\$826,318	15%
Bridge Construction									
23005 Mitchellstown Road Bridge	\$0	\$0	\$0	\$1,125	\$0	\$1,125	-\$1,125	-\$1,125	0%
23007 Horse Gully Road Bridge Replacement	\$88,000	\$88,000	\$0	\$0	\$0	\$0	\$0	\$88,000	0%
23022 Pranjip Road Bridge	\$247,000	\$247,000	\$0	\$0	\$0	\$0	\$0	\$247,000	0%
23023 Cusack Road Major Culverts	\$21,000	\$21,000	\$0	\$0	\$21,000	\$21,000	-\$21,000	\$0	100%
23024 Kelly's Bridge Creightons Creek Rd	\$119,000	\$119,000	\$0	\$0	\$0	\$0	\$0	\$119,000	0%
23025 Leckies Rd Concrete Bridge	\$122,000	\$122,000	\$122,000	\$122,185	\$0	\$122,185	-\$186	-\$186	100%
23026 Longwood-Pranjip Road Bridge	\$103,000	\$103,000	\$0	\$121	\$121	\$242	-\$242	\$102,758	0%
23027 Spalling Erosion Protection to Bridges	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000	0%
23028 Kerb Guide & Running Deck to Bridges	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$5,000	\$5,000	0%
Total Bridge Construction	\$717,000	\$717,000	\$127,000	\$123,432	\$21,121	\$144,553	-\$17,553	\$583,568	20%
Underground Drainage									
24007 Nagamble Industrial Area - Scooping	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24008 Nagamble Industrial Area: Drainage	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
24014 Zocks Road Drainage Improvement	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
24015 Euroa Atkins St Drainage - Stage 2	\$98,000	\$98,000	\$0	\$0	\$0	\$0	\$0	\$98,000	0%
24016 OHS Requirements - Replaces Large Pit Lids	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000	0%
24017 Violet Town Outfall for Main Drain - Flood Flap & Discharge	\$56,000	\$56,000	\$0	\$0	\$0	\$0	\$0	\$56,000	0%
24018 Mangalore Grant Street - Drainage Improvement	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
24019 Open Drain Lime Street	\$25,000	\$25,000	\$0	\$0	\$10,566	\$10,566	-\$10,566	\$14,434	42%
24020 Hughes Creek Outfall Drop Structure Improvements	\$30,000	\$30,000	\$0	\$0	\$2,045	\$2,045	-\$2,045	\$27,955	9%
24021 Zocks Road Drainage Improvement (Upgrade)	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
24022 Euroa Atkins Street Drainage - Stage 2 (Upgrade)	\$31,000	\$31,000	\$0	\$0	\$0	\$0	\$0	\$31,000	0%
Total Underground Drainage	\$374,000	\$374,000	\$0	\$0	\$13,211	\$13,211	-\$13,211	\$374,000	4%
Waste Management									
27800 Violet Town Landfill Cap and Closure	\$0	\$0	\$0	\$5,420	\$4,500	\$9,920	-\$9,920	-\$9,920	0%
Total Waste Management	\$0	\$0	\$0	\$5,420	\$4,500	\$9,920	-\$9,920	-\$9,920	0%
Footpaths									
27011 Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
Total Asphalt Footpath Renewal Program	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
27031 Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%

Strathbogie Shire Council
Account Management Report
for year to October 2014 (actuals as at 11 November 14 - 33% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Total Sealed Footpath Renewal Program	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Isolated Failures Concrete (Various)									
27051 Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Total Isolated Failures Concrete (Various)	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Minor Missing Link Sections Footpath									
27071 Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$7,704	23%
Total Minor Missing Link Sections Footpath	\$10,000	\$10,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$7,704	23%
Total Footpaths	\$105,000	\$105,000	\$0	\$2,296	\$0	\$2,296	-\$2,296	\$102,704	2%
Roads									
Roads and Street Resealing									
Reseals - Urban									
25031.0142 Blayney Lane Ch 532-795	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$314	\$0	\$314	-\$314	-\$314	0%
Country Roads & Bridges									
25054 Foy Street Ch 228 - 335	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25062 Hinton Street Ch 0 - 132	\$0	\$0	\$0	\$109	\$0	\$109	-\$109	-\$109	0%
25066 Kennedy Street Ch 573 - 770	\$0	\$0	\$0	\$53	\$0	\$53	-\$53	-\$53	0%
25067 Kennedy Street Ch 414 - 473	\$0	\$0	\$0	\$36	\$0	\$36	-\$36	-\$36	0%
25068 Kennedy Street Ch 473 - 515	\$0	\$0	\$0	\$123	\$0	\$123	-\$123	-\$123	0%
25069 Kennedy Street Ch 515 - 573	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25070 Kennedy Street Ch 1147 - 1345	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25071 Kennedy Street Ch 1345 - 1357	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25072 Kennedy Street Ch 1357 - 1590	\$0	\$0	\$0	\$175	\$0	\$175	-\$175	-\$175	0%
25073 Kennedy Street Ch 383 - 414	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25075 Rose Street Ch 309 - 328	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25076 Sutherland Street Ch 179 - 280	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25077 Sutherland Street Ch 0 - 159	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25078 Sutherland Street Ch 300 - 658	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25079 White Street Ch 100 - 129	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25080 White Street Ch 129 - 214	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25081 White Street Ch 229 - 329	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25082 White Street Ch 214 - 229	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$1,118	\$0	\$1,118	-\$1,118	-\$1,118	0%
Total Reseals - Urban	\$0	\$0	\$0	\$1,432	\$0	\$1,432	-\$1,432	-\$1,432	0%
Reseals - Rural									
24999 Resealing Budget	\$1,301,000	\$1,301,000	\$0	\$0	\$0	\$0	\$0	\$1,301,000	0%
25103 Creightons Creek Road Ch 23795 - 24385	\$0	\$0	\$0	\$72	\$0	\$72	-\$72	-\$72	0%
25104 Creightons Creek Road Ch 14230 - 14520	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
Total Government Infrastructure Program	\$1,301,000	\$1,301,000	\$0	\$1,562	\$0	\$1,562	-\$1,562	-\$1,562	0%

Strathbogie Shire Council
Account Management Report
for year to October 2014 (actuals as at 11 November 14 - 33% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
25102 Cemetery Road Ch 0 - 1340	\$0	\$0	\$0	\$54	\$0	\$54	-\$54	-\$54	0%
Total Local Government Infrastructure Program	\$0	\$0	\$0	\$54	\$0	\$54	-\$54	-\$54	0%
Country Roads & Bridges									
25084 Arcadia Two Chain Road Ch 5375 - 6925	\$0	\$0	\$0	\$175	\$0	\$175	-\$175	-\$175	0%
25084 Barn Lane Ch 0 - 1215	\$0	\$0	\$0	\$87	\$0	\$87	-\$87	-\$87	0%
25085 Boho Church Road Ch 7425 - 7650	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25086 Boho Church Road Ch 7650 - 7675	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25087 Boho Church Road Ch 7675 - 8015	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25088 Boho Road Ch 3150 - 4610	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25089 Boundary Hill Road Ch 1380 - 2365	\$0	\$0	\$0	\$54	\$0	\$54	-\$54	-\$54	0%
25100 Boundary Hill Road Ch 2365 - 3050	\$0	\$0	\$0	\$54	\$0	\$54	-\$54	-\$54	0%
25101 Boundary Hill Road Ch 2365 - 2385	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25129 Upton Road Ch 11235 - 11440	\$0	\$0	\$0	\$600	\$0	\$600	-\$600	-\$600	0%
Total Country Roads & Bridges	\$0	\$0	\$0	\$1,277	\$0	\$1,277	-\$1,277	-\$1,277	0%
Total Reseals - Rural	\$1,301,000	\$1,301,000	\$0	\$1,489	\$0	\$1,489	-\$1,489	\$1,289,511	0%
Pavement Rehabilitation Program									
25920 Pavement Rehabilitation Program	\$1,434,000	\$1,434,000	\$0	\$536	\$0	\$536	-\$536	\$1,433,464	0%
25957 Elizabeth St Euroa Tree Replacement	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
25958 Birkett St Railway Pedestrian Crossing	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
25959 Mernda Ave prepare Pavement & Bitumen Seal	\$50,000	\$50,000	\$0	\$330	\$0	\$330	-\$330	\$49,670	1%
Total Pavement Rehabilitation Program	\$1,514,000	\$1,514,000	\$0	\$866	\$0	\$866	-\$866	\$1,513,134	0%
Final Seals									
25925 Railway Street Ch 109-215	\$0	\$0	\$0	\$121	\$0	\$121	-\$121	-\$121	0%
25928 Carters Road Ch 5760 - 6570	\$0	\$0	\$0	\$81	\$0	\$81	-\$81	-\$81	0%
25929 Leckies Road Ch 6535-7105	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25930 Leckies Road Ch 4900-6535	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25931 Leckies Road Ch 4880-4900	\$0	\$0	\$0	\$44	\$0	\$44	-\$44	-\$44	0%
25932 Leckies Road Ch 3165-4880	\$0	\$0	\$0	\$27	\$0	\$27	-\$27	-\$27	0%
25933 Leckies Road Ch 1530-2475	\$0	\$0	\$0	\$71	\$0	\$71	-\$71	-\$71	0%
25940 Cullens Road Ch 1415-3040	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25941 Burns Avenue Ch 0-184	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
25942 Pine Lodge Rd - Chainage 0.0km - 0.912km	\$0	\$0	\$0	\$88	\$0	\$88	-\$88	-\$88	0%
Total Final Seals	\$0	\$0	\$0	\$693	\$0	\$693	-\$693	-\$693	0%
Total Roads and Street Resealing	\$2,815,000	\$2,815,000	\$0	\$4,481	\$0	\$4,481	-\$4,481	\$2,810,519	0%
Road General									
23050 Minor Drainage Works	\$24,900	\$24,900	\$0	\$0	\$0	\$0	\$0	\$24,900	0%
23051 Euroa Garret Rd Drainage Extension	\$80,000	\$80,000	\$37,000	\$37,200	\$952	\$38,152	-\$1,152	\$41,848	46%
23053 Violet Town Daley St Railway Culvert	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
23055 Euroa Atkins Street Drainage	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000	0%
23066 Avenel Drainage (contribution to Developers)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
25916 Wayfinding Transport Connect grant funded	\$56,100	\$56,100	\$0	\$0	\$0	\$0	\$0	\$56,100	0%
25918 Locksley/Nag Rd Shoulder Pavement widening	\$0	\$0	\$0	\$51	\$0	\$51	-\$51	-\$51	0%

Strathbogie Shire Council
Account Management Report
for year to October 2014 (actuals as at 11 November 14 - 33% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	Rev Bud %
Total Road General	\$281,000	\$281,000	\$37,000	\$37,251	\$952	\$38,202	-\$1,202	\$243,749	14%
Gravel Resheeting									
25202 Resheeting Program	\$691,000	\$691,000	\$0	\$0	\$0	\$0	\$0	\$691,000	0%
Country Roads & Bridges									
Total Country Roads & Bridges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total Gravel Resheeting	\$691,000	\$691,000	\$0	\$0	\$0	\$0	\$0	\$691,000	0%
Total Roads	\$3,757,000	\$3,757,000	\$37,000	\$41,731	\$952	\$42,853	-\$5,683	\$3,745,209	1%
CAPEXP adjustments since adoption									
21101 Plant Replacement Nagambie Depot break-in	\$0	\$0	\$0	\$8,109	\$0	\$8,109	-\$8,109	-\$8,109	0%
201000 Drainage Rowe St Euros: Design & Scheme Preparation	\$0	\$0	\$0	\$3,240	\$4,400	\$7,540	-\$7,540	-\$7,540	0%
Buildings - Municipal Properties									
Total Buildings - Municipal Properties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Footpaths									
Total Footpaths	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total CAPEXP adjustments since adoption									
Total CAPEXP adjustments since adoption	\$0	\$0	\$0	\$11,349	\$4,400	\$16,749	-\$15,749	-\$11,349	0%
Kerb & Channel									
21000 Kerb & Channel	\$80,000	\$80,000	\$0	\$0	\$3,122	\$3,122	-\$3,122	\$76,878	4%
Total Kerb & Channel	\$80,000	\$80,000	\$0	\$0	\$3,122	\$3,122	-\$3,122	\$80,000	4%
Total Capital	\$9,561,000	\$9,561,000	\$850,482	\$987,198	\$233,613	\$1,220,811	-\$370,329	\$8,573,802	13%
Grand Total	\$9,561,000	\$9,561,000	\$850,482	\$987,198	\$233,613	\$1,220,811	-\$370,329	\$8,573,802	13%

FINANCIAL OVERVIEW FOUR MONTHS ENDED 31 OCTOBER 2014

The Financial Overview to 31 October 2014 identifies total revenue \$21,101,458 with expenditure \$8,209,089 resulting in a surplus to date of \$ 12,892,369. The YTD October variation of budget to actual is overall favorable (\$170,784). This is made up of a number of variances that are outlined Income Statement break down below.

In 2014/15 some major projects are being delivered through operating expenditure the details for each will be included for information:

<u>Project</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Comment</u>
Nagambie Main Street	\$50,000	\$154,174	ahead by \$104,174
Euroa Conference & Function Centre	\$100,000	\$156,587	ahead by \$56,587

Capital works budgeted to 31 October \$850,482 achieved expenditure \$987,198 resulting in a greater spend than budget of \$136,716.

Comments on specific areas:

Euroa Memorial Park Redevelopment Project-Honouring our Heroes was not budgeted for in 2014/15 YTD actual \$114,361.

Additional items included in capital work program YTD \$11,349 detailed in Capital Management Report.

Violet Town Landfill Cap and Closure YTD \$5,420 (this will be funded from provision in Balance Sheet at year end).

Income Statement break down (Fav) / Unfav. Variance for 31 October 2014

Income

<u>Rates</u>	<u>29,538</u>	Expect the supplementary rates raised during the year will cover this variance. Rates Arrears October \$941K (13/14 \$785k)
		Fire services Property levy raised \$1.4 million as part of rate 2014/15 (13/14 \$1.6million) The FSPL cents in the dollar reduced in 14/15 (funds required to be held in Trust in Balance Sheet - 13/14 uncollected \$80k)
		Timing variance for statutory fees
<u>Statutory Fees & Fines</u>	<u>(10,862)</u>	
<u>User Fees</u>	<u>(33,093)</u>	Timing variances in delivery of HACC programs.
<u>Contributions</u>	<u>(23,197)</u>	Favourable payments towards new infrastructure assets – community contributions and caravan park lease
<u>Grants - Operating Recurrent</u>		
• Fire services Property levy subsidy	<u>(7,857)</u>	Permanent variation received. Higher funding \$22,857 budgeted \$15,000
• HACC	<u>(20,000)</u>	Timing variances in delivery of HACC programs, Permanent variation.
<u>Grants – Capital Non-Recurrent</u>		
• Memorial Park Redevelopment Project	<u>(75,000)</u>	Favourable Memorial Park Redevelopment Project: Grant Non Recurrent Capital: \$75,000 not budgeted.

Income Statement break down (Fav) / Unfav. Variance for 31 October 2014 (cont.)

Expense

Employee

- Employee costs (183,444) Timing variance payroll period

Contracts and Materials

- Nagambie Main Street 104,038 October program ahead of budget
- Euroa Conference & Function Centre 56,600 October Program ahead of budget

Depreciation

92,477 Variance due to increase in assets value after revaluation 13/14

9.7.6 Business Management System

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

- Building Department – October 2014 Statistics
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report - September 2014
- Confirm Customer Enquiry Flow – Report for October 2014
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 October 2014
- Review of Council Policies – October / November 2014
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

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

RECOMMENDATION

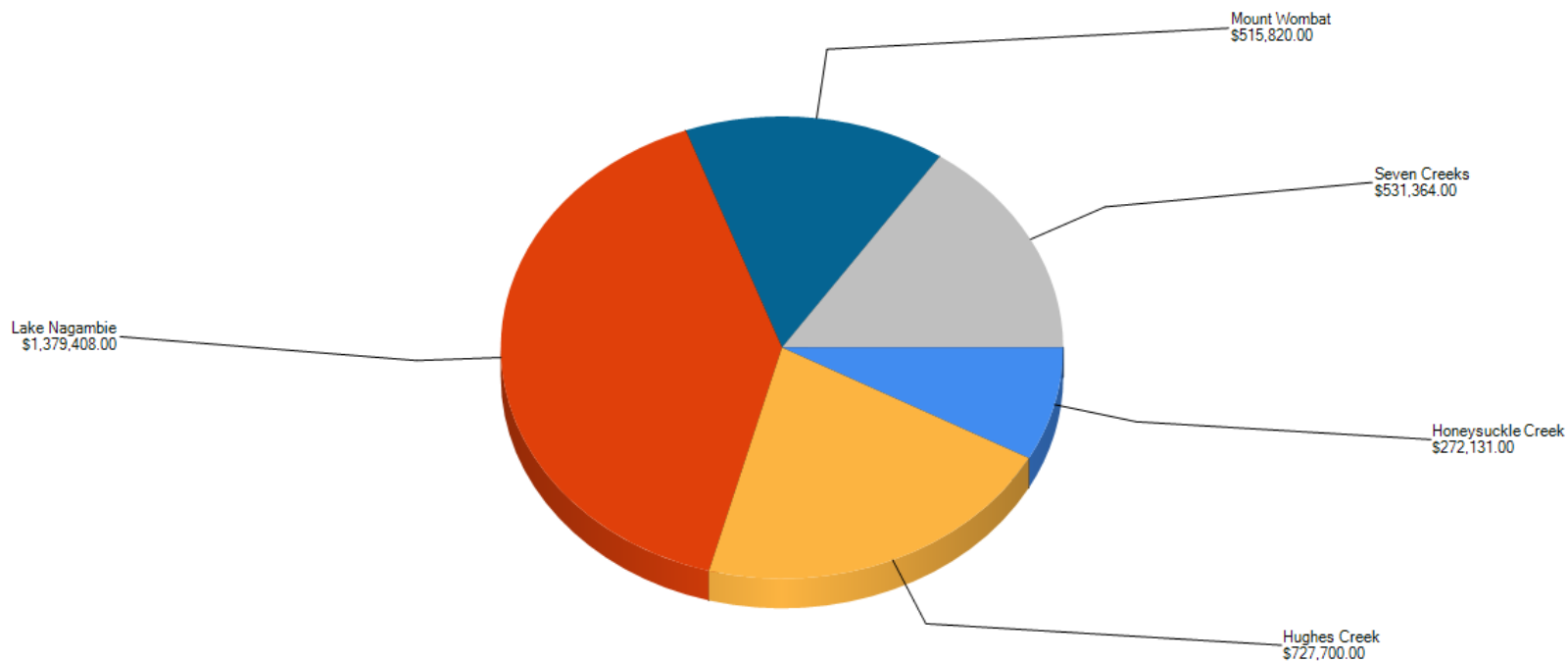
That the report be noted.

BUILDING APPROVALS

OCTOBER 2014

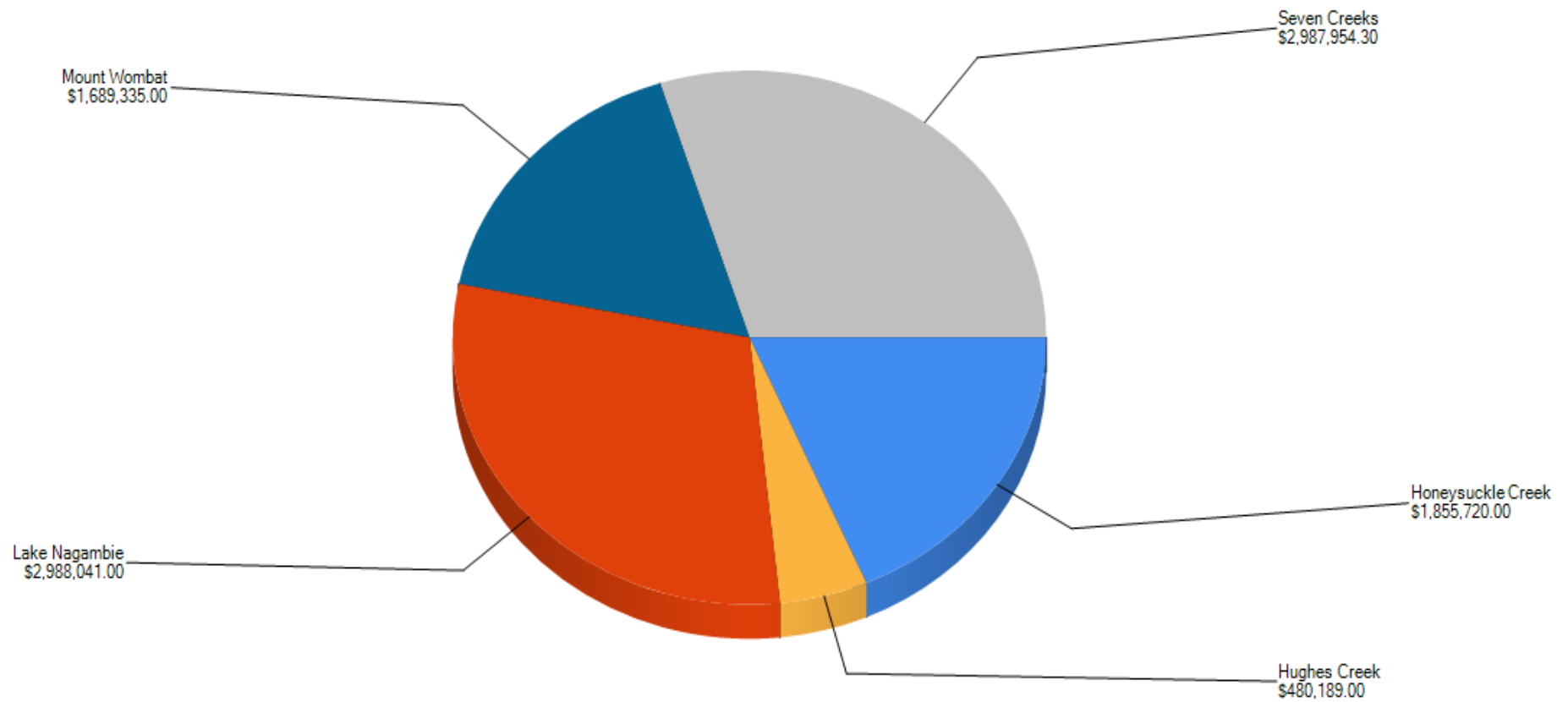
The value of Building approvals within the Shire of Strathbogie for the month of October totalled **\$3,426,423**.

Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds, 26 permits have been issued for the October. Charts illustrating the distribution of building permit expenditure for October 2014 over the five Wards within the Shire.



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2014256/0	14/10/2014	Construction of	Hay Shed	Upotipotpon	\$13,831.00	Honeysuckle Creek
2014258/0	20/10/2014	Construction of	Shed	Violet Town	\$4,700.00	Honeysuckle Creek
2014259/0	20/10/2014	Construction of	Stables	Earlston	\$44,000.00	Honeysuckle Creek
2014267/0	26/10/2014	Construction of	Dwelling	Violet Town	\$205,600.00	Honeysuckle Creek
2014272/0	28/10/2014	Construction of	Shed	Violet Town	\$4,000.00	Honeysuckle Creek
2014261/0	21/10/2014	Construction of	Dwelling	Avenel	\$650,000.00	Hughes Creek
2014264/0	20/10/2014	Construction of	Swimming Pool	Avenel	\$54,700.00	Hughes Creek
2014276/0	21/10/2014	Construction of	Verandah	Avenel	\$23,000.00	Hughes Creek
2014252/0	7/10/2014	Construction of	Dwelling	Nagambie	\$78,500.00	Lake Nagambie
2014255/0	14/10/2014	Construction of	Swimming Pool	Nagambie	\$62,000.00	Lake Nagambie
2014257/0	14/10/2014	Demolition of	Building	Nagambie	\$27,985.00	Lake Nagambie
2014262/0	23/10/2014	Construction of	Shed	Kirwans Bridge	\$40,000.00	Lake Nagambie
2014268/0	17/10/2014	Construction of	Farm Shed	Mangalore	\$25,000.00	Lake Nagambie
2014269/0	15/10/2014	Construction of	Dwelling	Nagambie	\$305,524.00	Lake Nagambie
2014270/0	17/10/2014	Construction of	Dwelling	Kirwans Bridge	\$336,067.00	Lake Nagambie
2014271/0	15/10/2014	Construction of	Dwelling	Nagambie	\$224,332.00	Lake Nagambie
2014275/0	24/10/2014	Construction of	Dwelling & Garage	Nagambie	\$280,000.00	Lake Nagambie
2014251/0	8/10/2014	Extension to	Dwelling	Goram	\$188,999.00	Mount Wombat
2014263/0	20/10/2014	Alteration to	Dwelling	Strathbogie	\$11,500.00	Mount Wombat
2014273/0	20/10/2014	Construction of	Dwelling	Creightons Creek	\$286,881.00	Mount Wombat
2014274/0	24/10/2014	Construction of	Farm Machinery Shed	Creightons Creek	\$28,440.00	Mount Wombat
2014250/0	9/10/2014	Construction of	Storage shed	Euroa	\$49,000.00	Seven Creeks
2014253/0	12/10/2014	Construction of	New Roof	Euroa	\$454,274.00	Seven Creeks
2014254/0	10/10/2014	Construction of	Shed	Euroa	\$10,320.00	Seven Creeks
2014260/0	17/10/2014	Construction of	Shed	Euroa	\$6,270.00	Seven Creeks
2014265/0	21/10/2014	Re-erection of	Dwelling Extension	Miepoll	\$11,500.00	Seven Creeks

First Quarter Building Activity 1st July to 30 September 2014



PLANNING PERMIT ACTIVITY REPORTING SYSTEM MONTHLY RESPONSIBLE AUTHORITY REPORT - SEPTEMBER 2014

Planning Permit Activity in Victoria Online

Page 1 of 3

Planning Permit Activity Monthly Report

Select Year/Month: 2014 September

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

Strathbogie Shire Council - September 2014

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

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

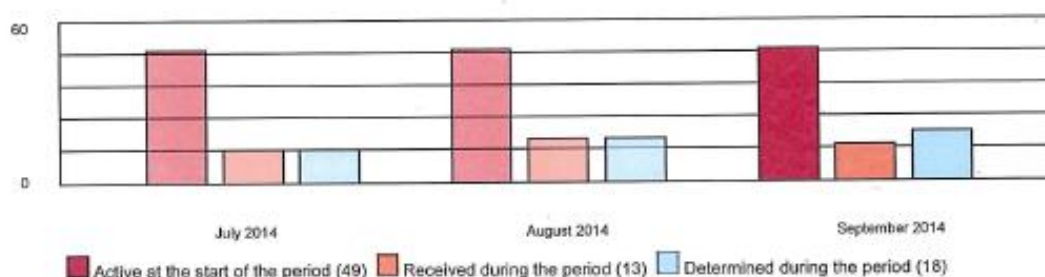
Click on the ⓘ icon for further information about how these figures are calculated.

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

Application activity

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
Total applications received	13	16	-18%	41	50	28
New permit applications	10 [77%]	14 [88%]	-29%	35 [85%]	50 [100%]	24
Amended permit applications	3 [23%]	2 [12%]	50%	6 [15%]	0	4
Combined applications	0	0	NA	0	0	0
Total responsible authority outcomes	18	16	12%	46	40	29
Notices of Decision to issue permit (includes amended permits)	16 [89%]	15 [94%]	7%	43 [93%]	30 [75%]	26
Refusal	0	0	NA	0	2 [5%]	0
Withdrawn, not required, lapsed	2 [11%]	1 [6%]	100%	3 [7%]	8 [20%]	2

Applications received and decided



Planning Permit Activity in Victoria Online

Page 2 of 3

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
Applications with:					
Public notice	0	5	22	20	5
Further information	10	5	20	16	6
Referrals	0	5	22	23	8
Submissions	1	2	4	29	1
Financial					
Total value of fees for applications received	\$7,402	\$13,048	\$23,755	\$11,920	\$7,104
Average fee per application received	\$569	\$816	\$579	\$430	\$408
Total estimated cost of works for permits issued	\$1,185,934	\$961,876	\$3,886,922	\$5,609,637	\$3,111,075
Average cost of works per permit issued	\$74,121	\$64,125	\$90,394	\$212,520	\$200,715
Processing times					
Average gross days to Responsible Authority determination	86	88	87	96	92
Median processing days to Responsible Authority determination	70	68	62	60	51
Completed within sixty days	78%	69%	76%	75%	78%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 0

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

Planning Permit Activity in Victoria Online

Page 3 of 3

Outcomes for Permits Issued

Application categories for permits issued

Note that permits may have more than one category.

	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Change or extension of use	3	0	6	2
Alterations to a building, structure or dwelling	0	1	1	3
Extension to an existing dwelling or structure associated with a dwelling	1	0	3	3
Extension to an existing building or structure (other than a dwelling)	0	1	1	1
One of more new buildings	6	3	15	5
Single dwelling	3	1	6	8
Multi-dwelling	0	0	1	2
Other buildings and works (including septic tanks, dams, earthworks)	1	1	4	2
Demolition	0	0	0	0
Native vegetation removal	0	0	0	2
Other vegetation removal	0	0	0	0
Consolidation	0	0	0	0
Subdivision of land	3	3	8	9
Subdivision of buildings	0	0	0	0
Subdivision - Change to easement and/or restrictions	0	0	0	1
Subdivision - Removal of covenant	0	0	0	0
Subdivision - Realignment of boundary	1	2	3	0
Liquor license	0	0	0	0
Signage	0	0	0	0
Telecommunications facility	0	0	0	0
Other	0	3	3	0

Dwellings

The net number of additional dwellings approved is 2.

Change of Land Use

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

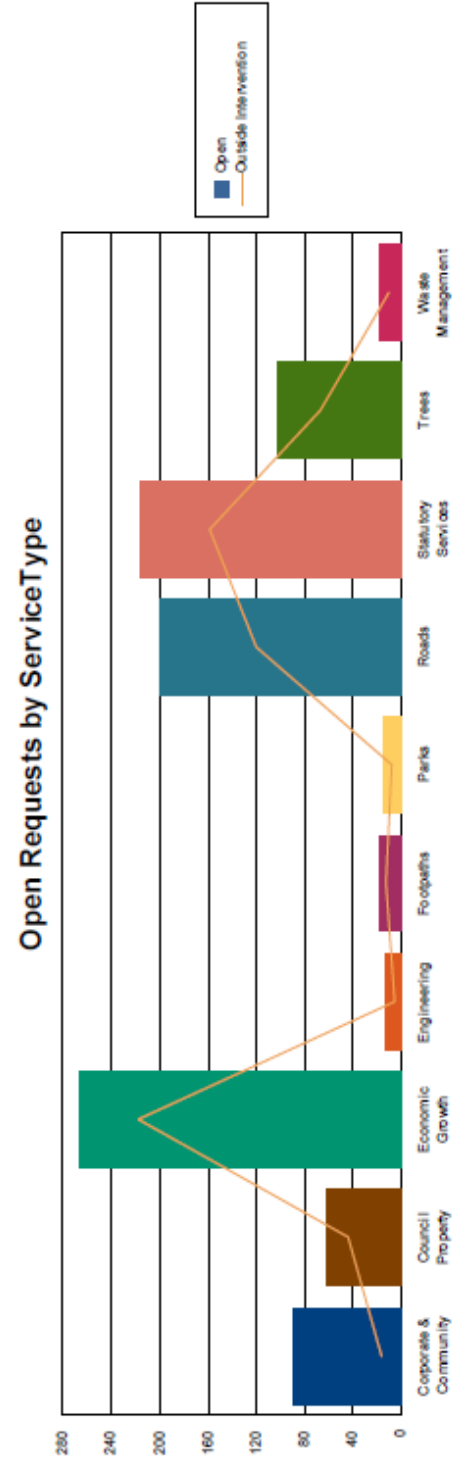
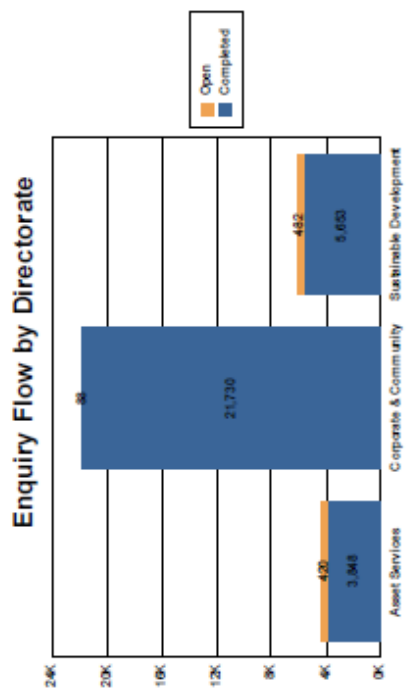
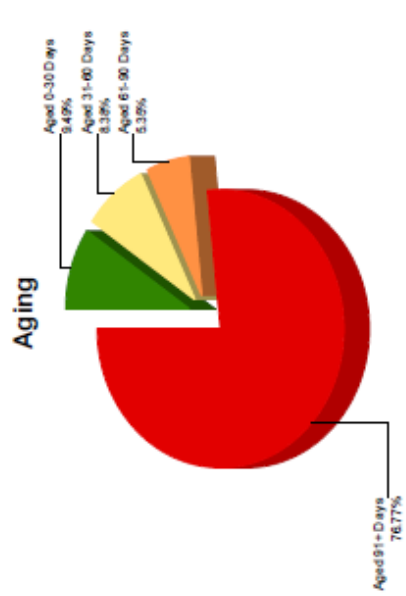
	This Month	Last Month	Financial Year to Date	Same Time Last Financial Year
Agriculture	0	0	0	0
Food and drink premises	0	0	0	0
Industry and warehouse	0	0	0	2
Leisure and recreation	0	0	0	0
Office	0	0	0	0
Place of assembly	0	0	0	0
Residential / Accommodation	3	0	5	7
Retail premises	0	0	0	0
Vacant	0	0	0	0
Child care	0	0	0	0
Education centre	0	0	0	0
Mineral extraction	0	0	0	0
Pleasure boat facility	0	0	0	0
Transport terminal	0	0	0	0
Utility installation	0	0	0	0
Mixed use	0	0	0	0
Other	0	0	1	0

CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR OCTOBER 2014

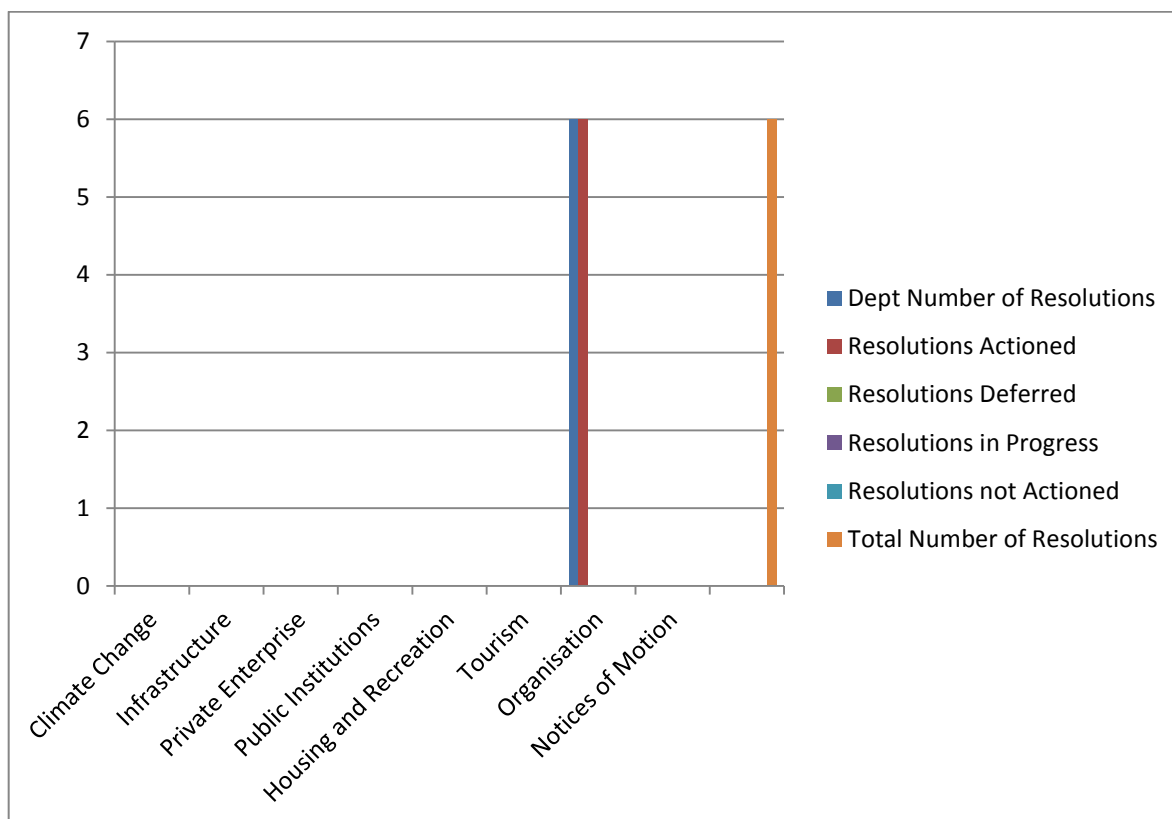


Service Type	Logged		Open October	Logged 2014-2015	Open 2014-2015	Aged 0-30	Aged 31-60	Aged 61-90	Aged 91+	Open Outside Intervention
	Total	October								
Corporate & Community	21,818	88	25	7,567	71	25	22	22	19	16
Council Property	705	60	4	61	18	4	6	3	47	43
Economic Growth	2,523	266	0	46	7	0	3	2	261	217
Engineering	186	12	0	11	0	0	0	0	12	5
Footpaths	91	17	3	9	4	1	1	1	14	12
Parks	138	14	5	15	7	5	0	1	8	7
Roads	2,495	199	25	331	72	25	23	7	144	120
Statutory Services	3,086	215	22	306	67	21	20	12	162	158
Trees	604	102	12	54	33	12	8	5	77	67
Waste Management	575	17	1	29	2	1	0	0	16	10
	32,221	990	95	8,429	281	94	83	53	760	655

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



ACTIONING OF COUNCIL RESOLUTIONS
COUNCIL MEETING – 21 OCTOBER 2014



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

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

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

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

Period of Review	Policy Name	Policy Number	Outcome
<i>There were no new Policies prepared or Policy reviews in the October / November period</i>			

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 10 October to 6 November 2014

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 14 October 2014

Time: 10.15 a.m. – 1.30 p.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Asset Services
Director, People and Culture

Apologies

Director, Corporate and Community

Matters discussed:

Declarations of Interest

1. Corporate Logo Discussions – Manager, Community Relations
2. Street Sweeper Demonstration – Binney Street, Euroa
3. Councillors Only - Councillor Code of Conduct
4. Briefing on Violence Issues / Initiatives in the Community - Cr Furlanetto
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Items requested by Councillors for the following months' workshop
 - 5.4 City of Monash - Local Government 'Enough Pokies' Campaign
 - 5.5 Violet Town RSL – invitation to attend Remembrance Day ceremony at Violet Town
 - 5.6 Fairley Nominations from Community Action Groups
 - 5.7 Re-convened Goulburn Valley Freeway Shepparton Bypass Action Group – Council representative to attend meetings (next meeting Friday 17 October 2014)
 - 5.8 Invite John Mason in to brief Council on this year's Show and Shine

Record of Assembly of Councillors

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 21 October 2014

Time: 10.30 a.m. – 6.30 p.m.

Attendees:

Councillors

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

Officer/s

Chief Executive Officer
Director, Asset Services
Director, Corporate and Community
Director, People and Culture (*left meetings prior to Council meeting*)

Apologies

Councillor Robin Weatherald

Matters discussed:

Declarations of Interest

1. Councillors Confidential Discussions
2. Community Engagement Update – Manager, Community Relations
3. Budget Workshop No.2
4. Agenda Review
5. Healthy Communities Plan
6. John Mason – Show and Shine Update / Briefing
7. Assembly of Councillors
 - 7.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 7.2 Councillors Meetings Attendances
 - 7.3 Items requested by Councillors for the following months' workshop
 - 7.4 Saferlinks Risk Mitigation – Grant Opportunity
 - 7.5 Sustainable Development Reference Group – Nomination of 2 Councillor Representatives
 - 7.6 Creative Ideas in Aging Convention
 - 7.7 'Friends of Warrenbayne West Valley - No Shot Gun Range' campaign group - Invitation to attend community meeting
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 8 – 9.7.4	Councillor Storer	No

Record of Assembly of Councillors

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 28 October 2014

Time: 11.30 a.m. – 5.30 p.m. (7.00 p.m. - Mayor, CEO, DAS)

Attendees:

Councillors

Debra Swan (*attended meetings at 1.30 p.m.*)

Colleen Furlanetto

Malcolm Little

Alister Purbrick

Patrick Storer

Graeme Williams

Robin Weatherald

Officer/s

Chief Executive Officer (*attended meetings at 1.30 p.m.*)

Director, Asset Services

Director, Corporate and Community

Director, People and Culture (*left meetings at 4.45 p.m.*)

Apologies

Nil

Matters discussed:

Declarations of Interest

1. Visit on site at proposed Shooting Range – Baddaginnie
2. HACC Update – briefing by Manager, Community Development
3. Inclusive Communities Plan – briefing by Community Development Officer ~ Access and Inclusion
4. Planning Agenda Review
5. Assembly of Councillors
 - 5.1 Mayor & Chief Executive Officer Meetings Update / Other
 - 5.2 Councillors Meetings Attendances
 - 5.3 Items requested by Councillors for the following months' workshop
 - 5.4 Euroa Lawn Tennis Club – proposed renovations / alterations to Clubhouse
 - 5.5 Enforcement of Permit Matter
6. Planning Committee Meeting
7. Special Council Meeting
8. Meeting with Nagambie Lakes Tourism and Commerce (*Mayor, CEO, DAS*)

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 5 / 5.4	Councillor Weatherald	No
Item 6 / 6.2	Councillor Williams	No
Item 6 / 7.1	Councillor Swan	No
Item 7 / CP 1	Councillor Furlanetto	No

Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the October / November 2014 Period

Name of Committee	Date of Meeting
Longwood Community Centre Committee	23/09/14 (& AGM)
Strathbogie Tableland Action Group	29/09/14
Euroa Third Age Club	28/08/14
Avenel Action Group	09/10/14

10. NOTICES OF MOTION

11. URGENT BUSINESS

12. CLOSURE OF MEETING TO THE PUBLIC

..... P.M.

CRS -

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- **Ground(s) under section 89(2):**

89(2)(a): Personnel Matters
C.P. 1 Record of Assemblies of Councillors – Confidential Addendum

89(2)(d): Contractual Matters
C.P. 2 Contract No. 14/15-08
- Roads Surface Resealing Program

89(2)(a) Personnel Matters

89(2)(c) Industrial Matters

89(2)(d) Contractual Matters

89(2)(f) Legal Advice

C.P. 3 Aged Care Services Review

..... P.M.

CRS -

That Council open the meeting to members of the public and resume normal business.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Closed Portion Decision

C.P. 1 Record of Assemblies of Councillors – Confidential Addendum

**C.P. 2 Contract No. 14/15-08
- Roads Surface Resealing Program**

C.P. 3 Aged Care Services Review

RECOMMENDATION

CRS -

That the decision/s of Council's 'Closed Portion' considerations be confirmed.

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