



AGENDA APPENDIX
Council Meeting
Wednesday 28 May 2014

AGENDA ITEM FOR SEPARATE DISTRIBUTION TO COUNCILLORS AND EXECUTIVE LEADERSHIP TEAM DUE TO DOCUMENT SIZE.

THE ITEM IS ACCESSIBLE VIA THE COUNCIL WEBSITE OR BY CONTACTING COUNCIL ON 03 5662 9200.

D.1 QUARTERLY PERFORMANCE REPORT JANUARY TO MARCH 2014

Appendix 1 – Quarterly Performance Report January to March 2014

2013 / 2014
SOUTH GIPPSLAND SHIRE COUNCIL
Quarterly Performance Report

JANUARY TO MARCH

Bear Gully, Cape Liptrap



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To be tabled at Council on
28 May 2014

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executive overview & key highlights



INTRODUCTION

The January to March 2014 Quarterly Performance Report provides detailed reporting on performance against the Budget and Annual Plan for the 2013/2014 financial year.

This Executive Overview provides a high level summary, while the Directorate Overviews delve deeper into the key highlights, issues, updates and events that have occurred during this reporting period.

It is not intended to capture every achievement during the quarter, just those that contribute to the delivery of the corporate priorities. The contents reflect the performance situation as at the end of March 2014.



HIGHLIGHTS FOR THE JANUARY TO MARCH 2014 QUARTER

A number of significant highlights during the January to March 2014 period include:

- ◆ Completed landslip repairs at Canavans Rd and Old Canavans Rd, Mount Eccles; Toora-Gunyah Rd, Mount Best; Loch Wonthaggi Rd, Loch; and Turtons Creek Rd, Turtons Creek.
- ◆ Completed drainage works at Nippards Track, Foster; Korumburra South Rd, Korumburra; Boys Rd, Fish Creek; Mount Eccles Rd, Mount Eccles; Whitelaws Track, Foster North; Ross St and Martin Rd, Meeniyah; Stony Creek Dollar Rd, Stony Creek; Sheens Rd and Boolarra Mirboo North Rd, Mirboo North.
 - ◆ Completed the playground replacement at Falls Road, Fish Creek.
 - ◆ Completed the reconstruction of Meeniyah Dumbalk United netball court surface.
- ◆ Council staff facilitated a highly successful South Gippsland Men's Shed network meeting in February, which attracted 65 participants from 12 separate sheds. This network encourages men from surrounding shires to participate, effectively broadening the range of information and connections available to the South Gippsland organisations. Men's Sheds from Baw Baw, Wellington and Bass Coast also participated at this February event.
- ◆ The 45th consecutive "Music for the People" concert provided at Mossvale Park in February through the collaborative effort of seven South Gippsland voluntary organisations, two South Gippsland orchestras, one Bass Coast based band, the Victorian Concert Orchestra and Council. The event was well attended by over 700 people
- ◆ YMCA confirmed they will provide childcare at St Andrew's Child Care Centre in Mirboo North from 1 May 2014. A new era of early childhood provision will now begin with stronger connections between the kindergarten and Maternal and Child Health service. Prom Coast Centre's for Children became incorporated and

licenced as a community managed service provider. Agreement on transmission of business has been reached between UnitingCare Gippsland and the providers.

- ◆ Construction of the extension of the Cell 3 liner at the Koonwarra Landfill was completed providing sufficient landfill airspace for Council's waste disposal requirements until approximately February 2016. A new landfill cell will be constructed and ready to receive waste, prior to the filling of Cell 3.
- ◆ Pioneer Reserve Infrastructure Upgrade Launch – Sun 30 March 2014. Over 120 people attended the launch and explored the reserve. The project included funding of \$37,300 from the Bass Coast Landcare Network and was administered by the Kongwak Hill Landcare Group with an in-kind contribution of labour (approx. 120 hours) and materials (including signage) from Council. The funds enabled the upgrade of the information shelter, new track signage, picnic tables, and a complete new walking track and associated infrastructure.
- ◆ The Rating Strategy Steering Committee, involving seven community members representing the main rating bases, developed a Rating Strategy Discussion Paper for community consultation. Community feedback was used in developing the Proposed 2014-2018 Rating Strategy for Council's consideration in April.
- ◆ Australia Day Awards Celebration evening was well supported in January, along with the seven local events throughout the community. Anne McIntyre was named Citizen of the Year and the Leongatha Courthouse Centenary named Community Event of the Year.
- ◆ Repairing Our Roads Campaign Survey attracted approximately 850 responses with the details forwarded to Council and presentation made to VicRoads. A final report of the survey will be provided to State Government in lobbying for additional funds to repair South Gippsland roads
- ◆ Liaised with the all Secondary Colleges in South Gippsland resulting in a recommendation to conduct a Council Meeting at South Gippsland Secondary College Foster in August 2014 and consider meetings at other Colleges going forward.
- ◆ The Minister for Planning approved five planning scheme amendments during the quarter:
 - C73 Rezones VicTrack land in Bena (former railway land & dwellings) to the Township Zone to facilitate VicTrack's sale of the land.
 - C79 General Amendment to correct 31 zone and overlay errors and anomalies in the Planning Scheme.
 - C82 Introduces an Incorporated Document to allow temporary continuation (two years) of manufacturing operations (Shakanda Engineering) on land in Simons Lane Leongatha.
 - C83 (Part 1) Applies the Public Acquisition Overlay to land in Little Princes Street Korumburra to facilitate site assembly for the future development of the Korumburra Integrated Children's Centre.
 - C85 Introduces the Parking Overlay over land in the Leongatha Town Centre to facilitate financial contributions for the provision of additional car parking in the Town Centre.

- ◆ 40th Anniversary of Coal Creek's opening as a cultural asset to South Gippsland, including a photographic chronological exhibition and performance of the play, 'A Question of Honour'.
- ◆ Public consultation process completed for proposed General Local Law 2014. 18 submissions received from members of the public regarding the proposed General Local Law 2014. One member of the public presented their submission to Council on 19 February 2014. As a result of the consultation process some minor amendments have been made to the proposed General Local Law 2014.



PERFORMANCE AGAINST COUNCIL PLAN COMMITMENTS

For the quarter ending March 2014, achievement of Annual Plan commitments has been reported as per the following chart. Additional detail can be found in Attachment 3 of this report.

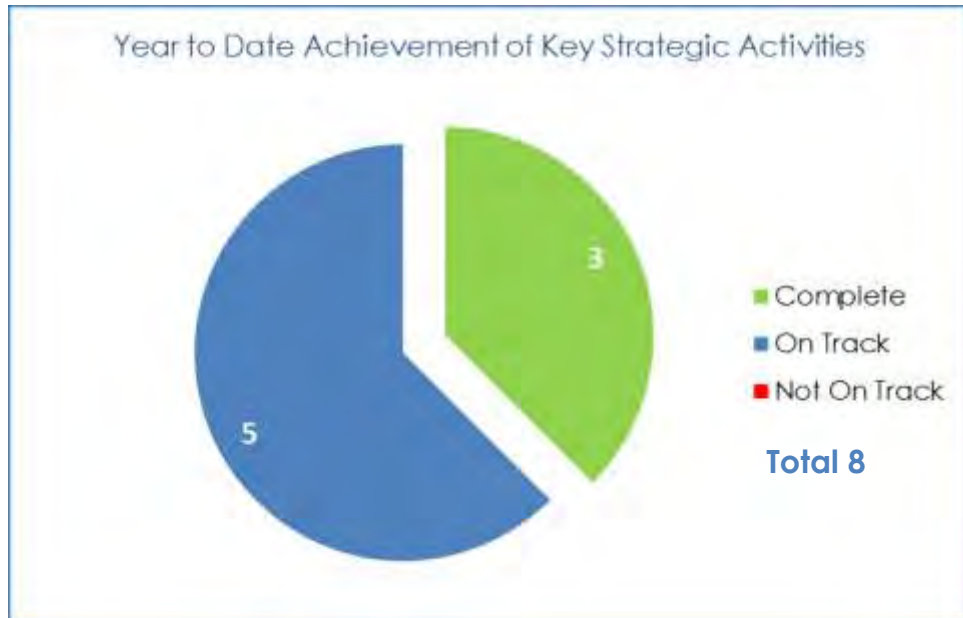
Of the 71 Annual Plan commitments; 6 were achieved, 64 are on track and 1 is below the target. This item is Strategy 3.1.4 (2) for service levels associated with Asset Management Plans where the 'percentage of customer requests completed in time' is below the desired standard, due to a backlog in requests for unsealed roads requiring grading.





PERFORMANCE AGAINST KEY STRATEGIC ACTIVITIES

For the quarter ending March 2014, achievement of Key Strategic Activities (KSA) has been reported as per the following chart. Further detail is provided in Attachment 4. Of the eight KSA's; 3 are now complete and 5 are on track.



organisational overview



Structure

Our Councillors

 Councillor Mahya Davies	 Councillor Jeanette Harding	 Councillor Kieran Kennedy	Coastal Promontory Ward
 Councillor (Mayor) James Fawcett	 Councillor Dan Hill	 Councillor Nigel Hutchinson-Brooks	Lorwin Valley Ward
 Councillor Lorraine Brunt	 Councillor Andrew McEwen	 Councillor Bob Newton	Sirzebecki Ward

Our Chief Executive Officer



Tim Tamlin

Our Directors



Julie Ernst
Corporate
Services



Phil Stone
Development
Services



Anthony Seabrook
Engineering
Services



Jan Martin
Community
Services

community services



Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

COMMUNITY STRENGTHENING

- ❖ The 45th consecutive “Music for the People” concert provided at Mossvale Park in February through the collaborative effort of seven South Gippsland voluntary organisations, two South Gippsland orchestras, one Bass Coast based band, the Victorian Concert Orchestra and Council. The event was well attended by over 700 people.
- ❖ Four Sport and Recreation Victoria grants have been received by Council to improve provision of recreation activity in South Gippsland. The grants provided are for the establishment of an indoor “Training Centre of Excellence” in Korumburra, lighting for Walter Tuck Recreation Reserve (Mirboo North) to support cricket and soccer activity, skate park and playground facilities at Meeniyah Recreation Reserve, and funds to develop a shire wide Tennis Facilities Master Plan. Council and the Korumburra, Meeniyah and Mirboo North recreation communities have all contributed funds and time to help secure these grants.
- ❖ Council staff facilitated a highly successful South Gippsland Men’s Shed network meeting in February, which attracted 65 participants from 12 separate sheds. This network encourages men from surrounding shires to participate, effectively broadening the range of information and connections available to the South Gippsland organisations. Men’s Sheds from Baw Baw, Wellington and Bass Coast also participated at this February event.
- ❖ The South Gippsland Road Safety Partnership Committee, facilitated by Council, attracted the Victorian Heavy Vehicle Education Truck display to Leongatha in March. Over 130 people visited the display, which helps drivers of all ages develop a better understanding of sharing the roads with heavy vehicles.

AGED AND DISABILITY

- ◆ In February both the State and Federal government assured councils in Victoria that funding for the Home and Community care will continue to be block funded until 30 June 2018. The Commonwealth government will fund people aged 65 and over, with the State funding people less than 65 years of age. Service agreement meetings will occur with both governments in May or June 2014.
- ◆ Positive feedback received from the Department of Health on year 2 implementation of our HACC Diversity plan and actions to be undertaken for year 3. We were successful in obtaining a \$3,000 HACC Diversity grant. Council will take the lead and facilitate with our partners Gippsland Southern Health Service and South Gippsland Hospital.

CHILDREN AND FAMILY SERVICES

- ◆ Launched the *'Early Years Services – Planning, Property & Programs'* guide in March. The guide was presented to all Children's Services operating in Council owned properties. The manual provides lessees with a guide to their tenancy roles and responsibilities. An updated Children and Family webpage was also presented at the meeting showcasing new content on the Council website.
- ◆ YMCA confirmed they will provide childcare at St Andrew's Child Care Centre in Mirboo North from 1 May 2014. A new era of early childhood provision will now begin with stronger connections between the Kindergarten and Maternal and Child Health service. Prom Coast Centre's for Children became incorporated and licenced as a community managed service provider. Agreement on transmission of business has been reached between UnitingCare Gippsland and the providers.
- ◆ Council hosted a forum for service providers on 'Working with Younger Parents' on 25 March with participation from the Salvation Army, UnitingCare Gippsland, Department of Education and Early Childhood Development, Learning Networks, Child First and Best Start.

SUSTAINABILITY SERVICES

- ◆ Construction of the extension of the Cell 3 liner at the Koonwarra Landfill was completed providing sufficient landfill airspace for Council's waste disposal requirements until approximately February 2016. A new landfill cell will be constructed and ready to receive waste, prior to the filling of Cell 3.
- ◆ Annual Roadside weed control program completed on approximately 160 kilometres of Council's 2,000 kilometre road network.
- ◆ Pioneer Reserve Infrastructure Upgrade Launch – Sun 30 March 2014. Over 120 people attended the launch and explored the reserve. The project included funding of \$37,300 from the Bass Coast Landcare Network and was administered by the Kongwak Hill Landcare Group with an in-kind contribution of labour (approx. 120 hours) and materials (including signage) from Council. The

funds enabled the upgrade of the information shelter, new track signage, picnic tables, and a complete new walking track and associated infrastructure.

- ◆ Successfully applied for Sustainability Victoria grant funding to support an upgrade of public litter and recycling bin infrastructure in the commercial area in Korumburra, involving the installation of 15 new bin enclosures.
- ◆ Commenced discussions with the business community through stakeholder workshops to progress their involvement with Sustainability Gippsland and explore opportunities to fund the ongoing maintenance of the website through membership fees and sponsorship.

EMERGENCY MANAGEMENT

- ◆ Assistance provided to CFA at the Anderson Road fire and personnel provided to support La Trobe City Council's involvement with the Hazelwood mine fire.
- ◆ Completion of the Emergency Animal Welfare management sub plan and adoption by the Municipal Emergency Management Planning Committee.
- ◆ Presentation on Local Government's role in Emergency Management to the Sergeants course at the Victoria Police Academy.
- ◆ 30 Emergency Management staff have undertaken the Mental Health First Aid training course.

ADVANCING COUNTRY TOWNS

- ◆ The Digital Arts project was officially launched in March by Deputy Premier, Peter Ryan, to present the 12 films produced featuring Tarwin Valley artists, with over 50 attendees.

LIBRARIES

- ◆ The West Gippsland Regional Library Corporation (WGRLC) Board endorsed the 2013-2017 Marketing Strategy – Discover, Connect, Enjoy which has been designed to address specific gaps in relation to community perceptions about library services, increasing participation of juniors, teens and males of all ages and retaining those who already access the service.
- ◆ The Board adopted the WGRLC 2014/15 Financial Year Draft Budget in principle and formally advised member councils of next financial year's contribution.
- ◆ A Service Hours Review has been undertaken identifying changes that should be made in opening hours at sites across the Shire to reflect changes in demand and best return on investment. The community will be advised in advance of changes which will be implemented incrementally. Changes to occur this financial year will not require any additional Council investment.



YEAR TO DATE INCOME / EXPENDITURE FOR COMMUNITY SERVICES AS AT 31 MARCH 2014

Department	Actuals	Budgets	Variance	Full Year Budget
Income				
Aged and Disability Services	(1,373,980)	(1,370,631)	3,349	(1,841,454)
Children and Family Services	(347,578)	(278,663)	68,915	(452,961)
Community Safety	(86,088)	(85,705)	383	(85,705)
Community Services Management	(156,000)	(156,000)	0	(195,000)
Community Strengthening	(244,695)	(272,265)	(27,570)	(293,408)
Sustainability Services	(2,862,792)	(2,963,661)	(100,869)	(3,978,775)
Income Total	(5,071,133)	(5,126,925)	(55,792)	(6,847,303)
Expenditure				
Aged and Disability Services	1,636,854	1,650,115	13,261	2,361,240
Children and Family Services	717,210	703,576	(13,634)	1,002,354
Community Safety	186,138	177,279	(8,859)	227,833
Community Services Management	1,147,679	1,162,302	14,623	1,578,756
Community Strengthening	1,558,798	1,737,103	178,305	2,097,412
Sustainability Services	3,583,090	3,803,133	220,043	5,193,208
Expenditure Total	8,829,769	9,233,508	403,739	12,460,803
Total	3,758,637	4,106,583	347,946	5,613,500

SIGNIFICANT VARIANCES TO NOTE:

Aged and Disability Services

Expenditure: A portion of the grants for the Community Register and Senior Citizens Centre has not yet been spent but will be fully expended by year end.

Children and Family Services

Income: Reimbursement of grant funding received from UnitingCare Gippsland for operational costs of Prom Coast Centre for Children (PCCC) and grant from Department of Education and Early Childhood Development (DEECD) towards costs to support child care transmission of business.

Expenditure: Reimbursements of grant used to support transmission of business of both child care centres.

Community Services Management

Expenditure: Consultancy costs associated with the Advancing Country Towns project lower than expected.

Community Strengthening

Income: \$18,000 of Road Safety budget transferred to the Depot to purchase a variable message signage trailer and adjustment of grant made for Bushfire Recovery.

Expenditure: Variance relates to timing of payment of recreation reserve grants, a delay in the roll out of the Lower Tarwin Valley Historic Markers project and regional Ride-Share project, and salary underspend for the Access and Inclusion Officer who has returned to her role part time.

Sustainability Services

Income: Lower than budgeted income due to timing of grant funds for the Green Street Lighting project and lower than anticipated income from green waste.

Expenditure: Underspend relates to savings achieved with the Green Street lighting project and funds yet to be allocated to a project to be funded from the James Harvey Estate



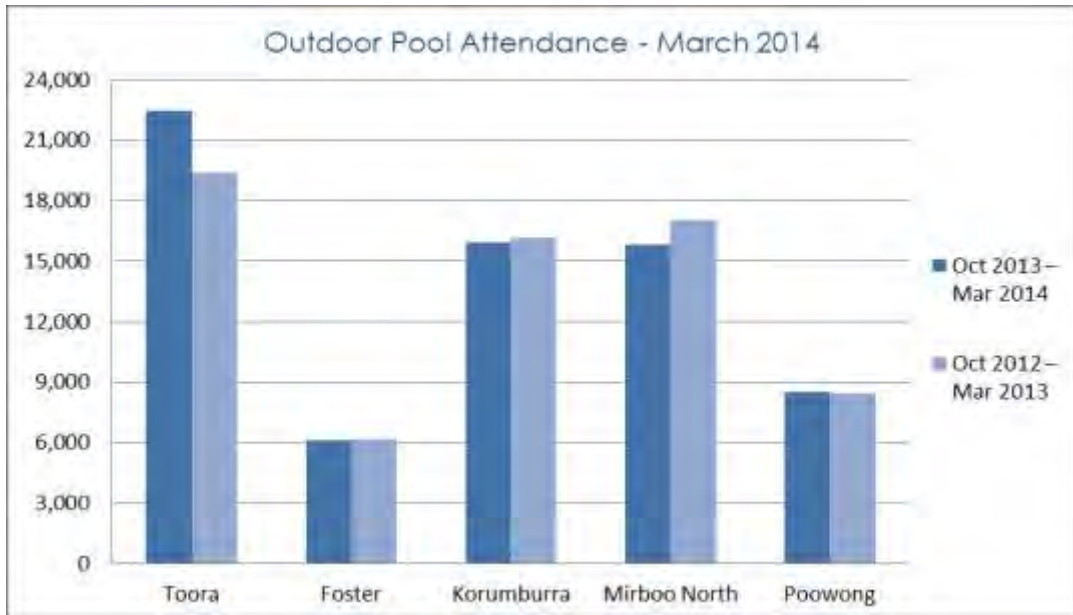
COMMUNITY SERVICES PERFORMANCE DATA

AGED & DISABILITY SERVICES

HOME AND COMMUNITY CARE – QUARTERLY SERVICE OUTPUTS				
SERVICE	DoH ANNUAL TARGET	JAN - MAR	OCT – DEC	JUL - SEP
Assessment	3320	1018	994	1245
Domestic Assistance	18660	3661	3900	4197
Personal Care	4839	1064	1115	910
Property Maintenance	900	138	219	223
Respite	3554	874	969	832
Delivered Meals	15585	4179	3784	4623
Community Transport		3414	3718	3358
Private Works (da, pa & respite)		608	408	720
Private Works (Meals)		193	258	277

* Over target: Assessment 130% - DoH have verbally confirmed 200 hours growth funding. Meals on Wheels 110% - No growth funding allocated, although unit rate has increased from \$1.61 to \$3.18 per meal and will be backdated to 1 July 2013.

COMMUNITY STRENGTHENING



Outdoor Pool attendances have been satisfactory, with most pools maintaining similar levels of participation to 2012/13 despite experiencing a very cool December compared to the previous season. Poowong, Korumburra, Toora and Mirboo North all remained well above the historic 5 year average attendance for their facilities.

LIBRARIES

	VISITATION		MEMBERSHIP	
	MAR 2014	MAR 2013	MAR 2014	MAR 2013
NYORA*	371	544	80	41
FOSTER	16,275	15,769	1,287	1,260
KORUMBURRA	18,196	18,981	1,909	1,944
LEONGATHA	44,289	44,499	4,424	4,498
MIRBOO NORTH	14,762	15,342	1,296	1,267
POOWONG	6,211	4,114	235	234
SOUTH COAST*	1,582	1,936	326	451

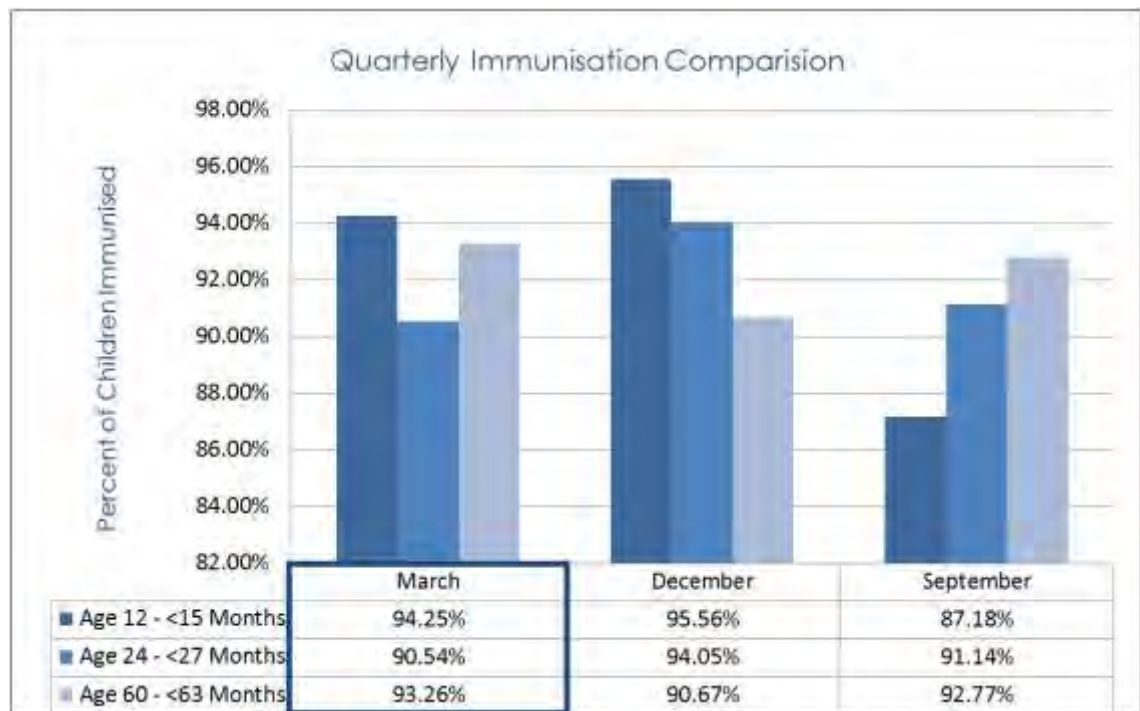
*Mobile library stop

CHILDREN & FAMILY SERVICES

NUMBER OF VACCINATIONS		
AGE GROUPS	JAN-MAR 2014	JAN-MAR 2013
0-6 Child Child encompasses all children immunised under the schedule.	172	207
7-18 Adolescent Adolescent encompasses the children who missed the high school immunisations.	473*	773
19 + Adult Adult includes all optional immunisation such as Boostrix (whooping cough), Hep A, Hep B.	3	172**
Flu Program	242	-

*Low figure relates to a 15% reduction in school enrolments and Dept of Health delay in the chicken pox vaccination roll out.

**Figure includes Flu Program. Raised awareness of Flu Virus has increased vaccinations in 2014.



development services



Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

STRATEGIC PLANNING AND DEVELOPMENT

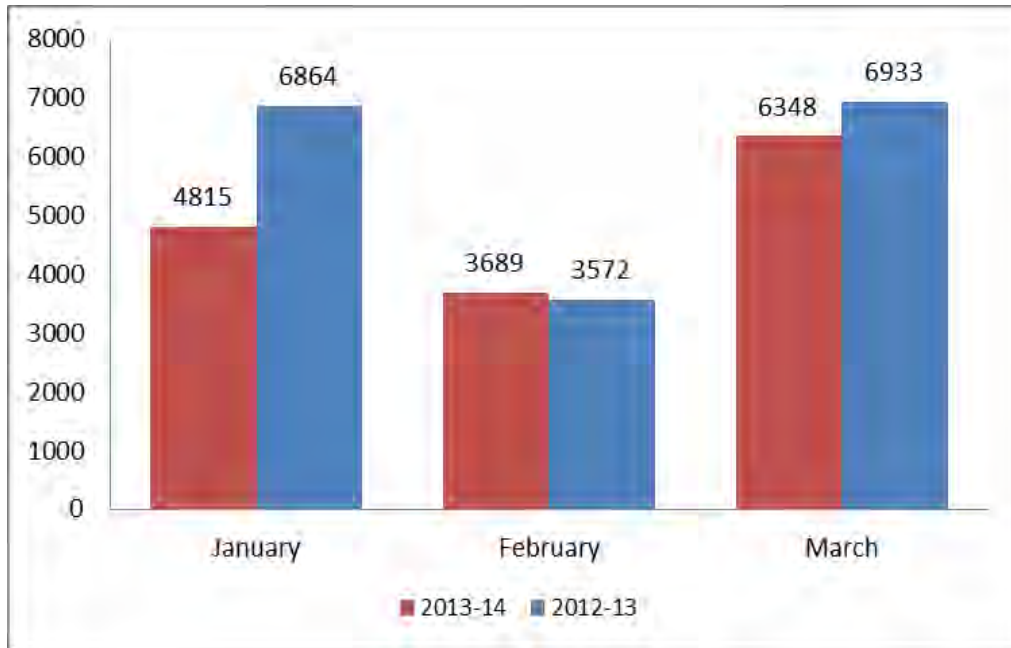
- ◆ Council exhibited five planning scheme amendments during the quarter:
 - C91 Rezones land to the Public Use Zone 1 (Services and Utilities) for South Gippsland Water's Foster Administration Office. No objections received.
 - C92 Applies the Heritage Overlay to 18 heritage features with the consent of landowner. No objections received.
 - C93 Introduces the key elements of the Korumburra Town Centre Framework Plan into the 'Local areas' section of the Planning Scheme's Local Planning Policy Framework. As of 24 April no objections received.
 - C95 introduces the key elements of the Leongatha Industrial Land Supply Study into the Local Planning Policy Framework of the Planning Scheme. Submissions negotiated to resolution, amendment adopted by Council in April and now with the Minister for Planning for approval.
 - C96 Rezones approximately 4ha on Warragul Road Korumburra from Farming Zone to the General Residential Zone 1. As of 24 April one objection received. Negotiation with submitter to occur to avoid referral to a Planning Panel.
- ◆ The Minister for Planning approved five planning scheme amendments during the quarter:
 - C73 Rezones VicTrack land in Bena (former railway land & dwellings) to the Township Zone to facilitate VicTrack's sale of the land.
 - C79 General Amendment to correct 31 zone and overlay errors and anomalies in the Planning Scheme.

- C82 Introduces an Incorporated Document to allow temporary continuation (two years) of manufacturing operations (Shakanda Engineering) on land in Simons Lane Leongatha.
- C83 (Part 1) Applies the Public Acquisition Overlay to land in Little Princes Street Korumburra to facilitate site assembly for the future development of the Korumburra Integrated Children's Centre.
- C85 Introduces the Parking Overlay over land in the Leongatha Town Centre to facilitate financial contributions for the provision of additional car parking in the Town Centre.

PLANNING AND ENVIRONMENTAL HEALTH

- ◆ Council decided 98 planning applications during the quarter; 81 applications were approved, 14 were withdrawn and 3 were refused.
- ◆ 73% of planning applications during the quarter were decided within the 60 day statutory timeframe. This was comparable with the regional Council average of 67%
- ◆ Council responded to over 1,100 general planning enquiries during the quarter.

COAL CREEK



- Statistics show a drop of 14.49% in visitation for this quarter in comparison of same quarter last year.
- Extreme weather conditions affected visitation with the park closing for 7 days during January and half a day in February.
- Visitor numbers were down 2,517; however income only dropped by 2.9% from the same quarter last year.

Month	2013-14	2012-13
January	4815	6864
February	3689	3572
March	6348	6933
Total	14852	17369

Income	2014	2013
January	\$38,608.95	\$31,462.85
February	\$11,230.95	\$13,814.60
March	\$20,048.40	\$26,695.10
	\$69,888.30	\$71,972.55

- Professional development workshops delivered by the Educational Program Leader to other institutions in the Gippsland area. Funded by The Department of Early Education and Childhood Development.
- 40th Anniversary of Coal Creek's opening as a cultural asset to South Gippsland, including a photographic chronological exhibition and performance of the play, 'A Question of Honour'.
- 400 students from Morwell visited the park, providing them with some relief from air conditions in Morwell during recent fires.

- ◆ Completion of Museum Accreditation Program documentation.

REGULATORY SERVICES

- ◆ The overall value of approved building work for the quarter is \$16.9 million, down 6.0% compared to the same quarter last year. Residential construction down 22.9% to \$9.8 million, whilst commercial construction up 90.1 % to \$6.85 million. Commercial construction figures include new Aldi supermarket in Leongatha (\$3.8 million), new CFA station in Leongatha (\$1.3 million) and alterations to Burra Foods in Korumburra (\$1.1 million).
- ◆ Public consultation process completed for proposed General Local Law 2014. 18 submissions received from members of the public regarding the proposed General Local Law 2014. One member of the public presented their submission to Council on 19 February 2014. As a result of the consultation process some minor amendments have been made to the proposed General Local Law 2014.
- ◆ Approximately 1,300 fire prevention notices were issued following fire prevention activities prior to summer. Property owners responded well and only 35 properties were compulsorily cleared and owners fined for non-compliance.
- ◆ Animal registration renewal process underway with 6,300 animal registration renewals mailed to dog and cat owners.
- ◆ 11 people prosecuted at the Magistrates Court in relation to illegal building work, native vegetation removal, dog attacks and rubbish dumping. Each person pleaded guilty to the charges. Council awarded fines and costs totalling \$27,591.



YEAR TO DATE INCOME / EXPENDITURE FOR DEVELOPMENT SERVICES AS AT 31 MARCH 2014

Department	Actuals	Budgets	Variance	Full Year Budget
Income				
Coal Creek	(242,970)	(254,014)	(11,044)	(388,109)
Planning and Environmental Health	(472,897)	(495,689)	(22,792)	(589,859)
Regulatory Services	(235,171)	(295,981)	(60,810)	(573,878)
Strategic Planning and Development	(103,480)	(49,178)	54,302	(64,905)
Income Total	(1,054,518)	(1,094,862)	(40,344)	(1,616,751)
Expenditure				
Coal Creek	599,264	584,853	(14,411)	779,813
Development Services Management	196,495	198,043	1,548	270,761
Planning and Environmental Health	855,654	908,854	53,200	1,249,024
Regulatory Services	797,824	830,027	32,203	1,121,085
Strategic Planning and Development	1,307,119	1,407,849	100,730	1,929,739
Expenditure Total	3,756,355	3,929,626	173,271	5,350,422
Total	2,701,838	2,834,764	132,926	3,733,671

SIGNIFICANT VARIANCES TO NOTE:

Coal Creek

Income: Lower than budgeted revenue, predominantly in the Pig and Whistle Café. Over the last quarter there has been an accumulated monthly revenue shortfall accentuated by high severe weather days over the summer period (and closure of the park on a few of those days) and a resultant reduction in visitation.

Expenditure: Capital projects ahead of budget, no change to forecast end year result.

Planning and Environmental Health

Income: Planning and Environmental Health income is lower than anticipated due to a reduction in the number and fee types of statutory planning and septic tank applications.

Expenditure: Planning and Environmental Health expenditure is lower than budgeted due to staff vacancies during recruitment and secondment of staff to assist backfilling other organisational vacancies.

Regulatory Services

Income: Animal registration revenue (down \$13,923) and fire prevention revenue (down \$22,657) less than that predicted as of March 2014, as animal registration and fire prevention infringements not sent out until March. Therefore predicted income will be received in last quarter of 2013/14 financial year.

Court disbursement down approximately \$10,000 for building and planning prosecutions, as around \$20,000 of fines that Council has been awarded by the Courts is yet to be received.
Parking infringements also down (\$15,249) due to staff shortages in late 2013.

Expenditure: Staff expenditure lower than anticipated due to staff vacancies in late 2013. Payments for the pound services delayed later than expected.

Strategic Planning and Development

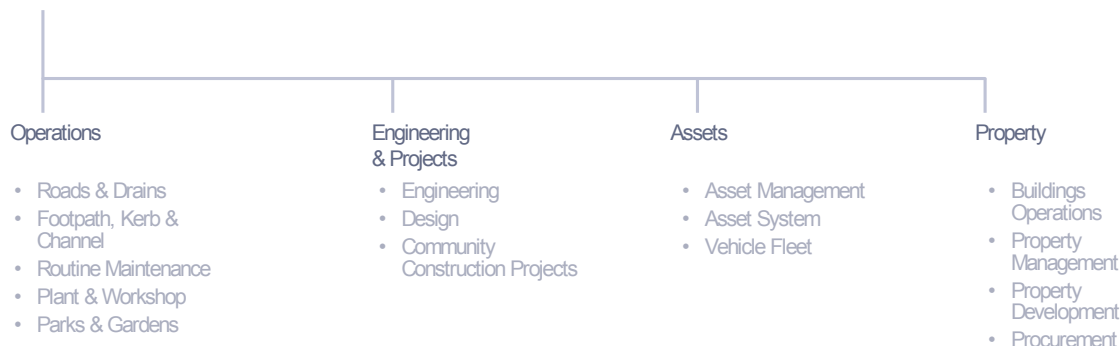
Income: Due to the RDV financial reporting requirements, RDV grant money was allocated to both the Leongatha Industrial Land Study and the Leongatha Traffic and Drainage study. When the financial report was completed for RDV money was transferred from the Leongatha Traffic and Drainage Study to the Industrial Study to cover the shortfall. This matter is to be clarified and appropriate budget variations made in early May to ensure reconciliation by month's end. Variation currently stands at \$54,062.

Expenditure: Full audit of expenditure currently in progress. Some record of incorrect account allocation has been detected. Corrections to be completed by end of May. Variation currently stands at \$79,666.

For the summary details of the Strategic Planning and Planning Scheme Amendments Programs, please refer to the 'Traffic Light Report' in **Attachment 2**.



Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

OPERATIONS

- ◆ Completed landslip repairs at Canavans Rd and Old Canavans Rd, Mount Eccles; Toora-Gunyah Rd, Mount Best; Loch Wonthaggi Rd, Loch; and Turtons Creek Rd, Turtons Creek.
- ◆ Completed drainage works at Nippards Track, Foster; Korumburra South Rd, Korumburra; Boys Rd, Fish Creek; Mount Eccles Rd, Mount Eccles; Whitelaws Track, Foster North; Ross St and Martin Rd, Meeniyah; Stony Creek Dollar Rd, Stony Creek; Sheens Rd and Boolarra Mirboo North Rd, Mirboo North.
- ◆ Completed footpath renewal and reseal works at Princes St, Korumburra.
- ◆ Completed pavement stabilisation at Ruby Arawata Rd Ruby, Lower Franklin Rd Foster, Lower Toora Rd Toora (including drainage works) & asphalt maintenance at McCartin St Leongatha.
- ◆ Completed reseal works at Pearce St and Laura Rise, Mirboo North; Mardan Rd, Mardan; and Ruby Arawata Rd, Ruby.
- ◆ Completed the construction of the culvert on Summers Rd, Fish Creek
- ◆ Completed the playground replacement at Falls Road, Fish Creek.
- ◆ Awarded Contract SGC12/11 Supply of Plant Hire and Civil Contract for Works – Award Subsequent Membership.
- ◆ Customer requests – 1,140 requests were received with 610 (54%) completed on time. The backlog is due to the unsealed roads requests for grading, corrugations etc due to the dry weather conditions.

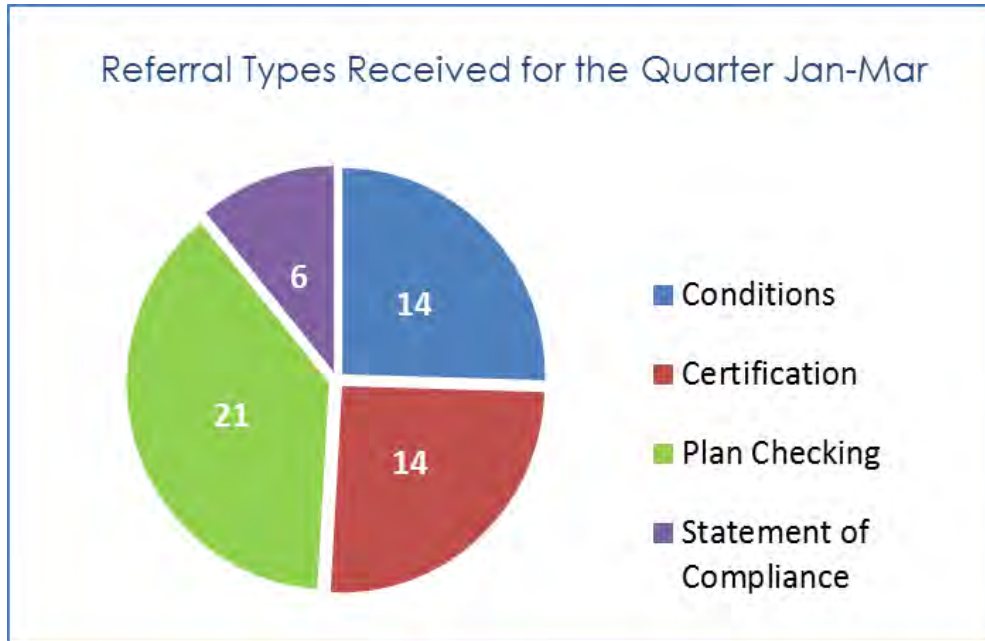
ENGINEERING

- ◆ Commenced the construction of Goads Rd, Dumbalk bridge and road works.
- ◆ Commenced the construction of the Great Southern Rail Trail, including 3 bridges for Stages 2 & 3, Toora to Welshpool.
- ◆ Commenced Hannah Rise / Melville Avenue, Korumburra drainage works and Station St, Korumburra reconstruction works.
- ◆ Completed the rural section of Kongwak Inverloch Rd, Kongwak.
- ◆ Completed the reconstruction of Meeniyon Dumbalk United netball court surface.
- ◆ Completed footpath renewal at Princes St, Korumburra.
- ◆ Substantially completed the Korumburra Turf Wicket project.
- ◆ Substantially completed Cell 3, Stage 2 at the Koonwarra Landfill.
- ◆ Adoption of School Bus Shelters Policy.
- ◆ Gray Street, Leongatha Special Charge Scheme Project publically advertised.
- ◆ Customer requests - 89 requests were received with 74 (83%) completed on time.

ASSETS

- ◆ Implementation of the Asset Management System, Conquest:
 - Process developed to generate Depot staff time sheets from work records.
 - Subdivision works, capital works, Depot plant, drainage works, parks and gardens and leasing registry recorded.
- ◆ Development and review of the 15 year Capital Works Program.
- ◆ Execution of new Boundary Road Agreement with Bass Coast Shire Council.
- ◆ Agreed road improvements together with significantly higher levels of road maintenance undertaken by Bald Hills Wind Farm civil contractors on approved roads used by the Bald Hills Wind Farm contractors.
- ◆ Continuing investigation into sea wall responsibilities throughout the Shire.
- ◆ Finalisation of the draft Road Ownership Agreement with the Department of Environment and Primary Industry.
- ◆ Completed the following Development Referrals from Planning.

Description	Service Levels (Days)	Avg (Days)	% Compliant	On time	Not on time	In progress (in time)	Total
Conditions	10	9	100%	14	0	0	14
Certification	12	9	100%	14	0	0	14
Plan Checking	20	9	100%	19	0	2	21
Statement of Compliance	10	4	100%	6	0	0	6
Service Levels - 85% compliance							



- ◆ Customer requests - 45 requests were received with 43 (96%) completed on time.

PROPERTY

- ◆ Strategic Land Review Assessment Matrix and Communications Plan publically advertised.
- ◆ Corner Inlet Motorcycle Club Lease Renewal publically advertised.
- ◆ Transfer of Kongwak Tennis Courts Land to Council.
- ◆ Awarded Contract SGC14-11 Provision of Building Programmed and Reactive Maintenance and Essential Safety Measures Inspections and Maintenance.
- ◆ Completed 64 Building Programmed Maintenance Projects on time and within budget. Completed 327 inspections / services of Essential Safety Measures in Council buildings.
- ◆ Customer requests for building maintenance - 154 requests were received with 138 (90%) completed on time.



YEAR TO DATE INCOME / EXPENDITURE FOR ENGINEERING SERVICES AS AT 31 MARCH 2014

Department	Actuals	Budgets	Variance	Revised Budget
Income				
Assets	(243,804)	(182,955)	60,849	(491,879)
Engineering & Projects	(1,963,470)	(844,067)	1,119,403	(2,932,305)
Operations	(5,411,053)	(4,936,194)	474,859	(13,159,699)
Property	(891,199)	(901,812)	(10,613)	(1,276,971)
Income Total	(8,509,526)	(6,865,028)	1,644,498	(17,860,854)
Expenditure				
Management	205,500	218,524	13,024	298,171
Assets	1,530,405	1,530,397	(8)	2,222,824
Engineering & Projects	4,094,952	4,175,687	80,735	9,188,850
Operations	14,906,080	15,899,498	993,418	22,574,432
Property	2,750,928	2,882,808	131,880	4,012,191
Expenditure Total	23,487,864	24,706,914	1,219,050	38,296,468
Total	14,978,338	17,841,886	2,863,548	20,435,614

SIGNIFICANT VARIANCES TO NOTE:

Assets

Income: Vehicle sales received earlier than anticipated (68k).

Engineering & Projects

Income: Country Roads & Bridges funding from VicRoads received earlier than anticipated (\$1m).

Expenditure: Korumburra Recreation Reserve Turf Wicket project commenced later than anticipated. Completion date expected by late April (\$83k).

Operations

Income: Natural Disaster Relief funding for the severe rain event in August 2013 received earlier than anticipated (\$592k).

Expenditure: Playground Replacement Program ahead of schedule (\$90k).

Cost for works arising from the numerous severe rain events higher than anticipated. Claims will rectify this over-run (\$350k).

Plant has arrived earlier than anticipated (\$685k).

Property

Expenditure: Capital purchases for the Long Jetty Caravan Park less than anticipated (21k).

Master planning of the Foster depot has been delayed due to the focus on the Yanakie & Long Jetty Caravan Parks (\$54k).

Programmed maintenance for public halls slightly behind schedule (\$23k).



YEAR TO DATE INCOME / EXPENDITURE FOR YANAKIE AND LONG JETTY FORESHORE CARAVAN PARKS AS AT 31 MARCH 2014

YANAKIE CARAVAN PARK

YANAKIE	Actuals	Budgets	Variance	Revised Budget
Income				
Park Income	(448,733)	(414,616)	34,117	(436,117)
Income Total	(448,733)	(414,616)	34,117	(436,117)
Expenditure				
Labour	142,181	125,074	(17,107)	192,571
Utilities	18,147	23,750	5,603	35,750
Office Costs	106,701	103,121	(3,580)	121,543
Park Maintenance	112,246	103,326	(8,920)	125,461
Expenditure Total	379,274	355,271	(24,003)	475,325
Total	(69,459)	(59,345)	10,114	39,208

SIGNIFICANT VARIANCES TO NOTE:

Income: Annual site fees and sale of assets has exceeded projected forecast (34k).

LONG JETTY FORESHORE CARAVAN PARK

LONG JETTY FORESHORE	Actuals	Budgets	Variance	Revised Budget
Income				
Park Income	(209,131)	(249,522)	(40,391)	(247,746)
Income Total	(209,131)	(249,522)	(40,391)	(247,746)
Expenditure				
Labour	63,024	82,318	19,294	117,190
Utilities	7,464	9,500	2,036	20,750
Office Costs	24,052	25,448	1,396	35,193
Park Maintenance / Capital	39,294	30,589	(8,705)	34,343
Expenditure Total	133,834	147,855	14,021	207,476
Total	(75,297)	(101,667)	(26,370)	(40,270)

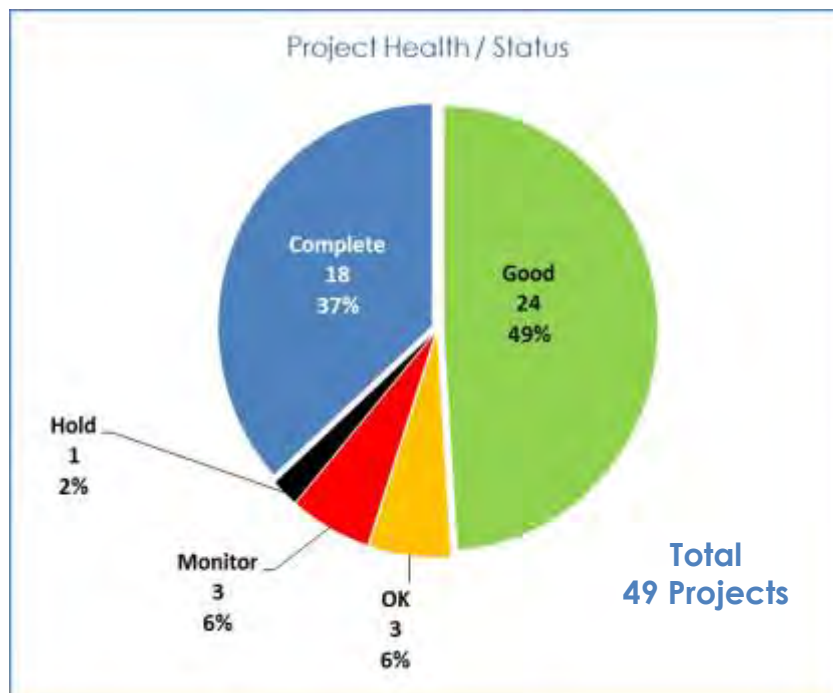
SIGNIFICANT VARIANCES TO NOTE:

Income: Awaiting payments for invoices raised for all annual site holders (40k).



CAPITAL WORKS SUMMARY UPDATE

For the full details of the Capital Works Program, please refer to the 'Capital Works Traffic Light Report' in **Attachment 1**.





Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

CORPORATE SERVICES MANAGEMENT

- Two Community Engagement Budget Workshops were held in March 2014 with 23 participants. A range of challenges facing Council and matters of interest raised by community members were discussed by participants. The feedback was utilised to inform the 2014-2015 Annual Budget.
- The Financial Sustainability Steering Committee reviewed all Council services from a zero based approach. Department functions, service standards, budgets by line item, resourcing and legislative requirements were all reviewed.
- The Rating Strategy Steering Committee, involving seven community members representing the main rating bases, developed a Rating Strategy Discussion Paper for community consultation. Community feedback was used in developing the Proposed 2014-2018 Rating Strategy for Council's consideration in April.

CUSTOMER RELATIONS

- Australia Day Awards Celebration evening was well supported in January, along with the seven local events throughout the community. Anne McIntyre was named Citizen of the Year and the Leongatha Courthouse Centenary named Community Event of the Year.
- Repairing Our Roads Campaign Survey attracted approximately 850 responses with the details forwarded to Council and presentation made to VicRoads. A final report of the survey will be provided to State Government in lobbying for additional funds to repair South Gippsland roads.
- South Gippsland Matters Autumn Newsletter completed and mailed to Council Ratepayers.

- ◆ Supported two Community Engagement opportunities - Rating Strategy Discussion Paper Public Information Session and Community Engagement and Budget Workshop.

GOVERNANCE SERVICES

- ◆ Liaised with all the Secondary Colleges in South Gippsland resulting in a recommendation to conduct a Council Meeting at South Gippsland Secondary College Foster in August 2014 and consider meetings at other Colleges going forward.
- ◆ Developed a business case and project specification to deliver a new Contract Management System.
- ◆ Internal Procurement Policy training program developed and delivered in January and February 2014.
- ◆ Applications to the Putting Locals First Program for the Great Southern Rail Trail
 - Black Spur Section (Stage One and Two) and Yanakie Recreation Reserve Development Project have been approved by Council.
- ◆ Applications were submitted for the Nyora Public Hall Upgrade and the Mirboo North Netball Court Resurfacing Project.
- ◆ The following applications were approved through the Community Facilities Funding Program:
 - Meeniyen Recreation Reserve Community Play Space;
 - Korumburra Recreation Centre - Training Centre of Excellence;
 - Mirboo North Soccer Club - Lighting Project; and
 - South Gippsland Municipal Tennis Facilities Master Plan.
- ◆ An updated Councillor Discretionary Fund Policy was reviewed and adopted by Council.
- ◆ Applications to the 2013/2014 Community Grants Program – Round 2 were received.
- ◆ Council considered and adopted a 'Mayor, Deputy Mayor and Councillor Attendance at Functions Policy' and an 'Acceptance of Gifts and Donation Policy'.
- ◆ Conducted a review of the TP Taylor Reserve and Port Welshpool and District Maritime Museum Special Committees, which is scheduled for adoption at the April 2014 Council Meeting.
- ◆ Completed a review of Council's Advisory Committees Terms of Reference.
- ◆ Council decided to delay the revocation of the Corner Inlet Drainage Area Advisory (Special) Committee till 30 November 2014, to consider potential State

Government legislation and guideline changes which are likely to see Council become responsible for the drainage area.

- ◆ Occupational Health and Safety Risk Assessments were conducted across the Council.
- ◆ Successfully delivered a Staff Health and Wellbeing Program funded by a WorkSafe grant.
- ◆ A contractor was appointed and a project commenced to update Council's Business Continuity Plan (BCP) which is scheduled for completion and testing by October 2014.
- ◆ Review of Council's Incident reporting process took place during March 2014 including the investigation of an electronic process.

FINANCE

- ◆ Support role for Rating Strategy Steering Committee finalised with production of Rating Strategy 2014-2018 Discussion Paper that was presented to Council.
- ◆ Annual rates lump sum payments processed.
- ◆ Budget briefing sessions conducted with Council to prepare the draft Annual Budget 2014-2015.
- ◆ General biennial revaluation process progressing into final stages.

INFORMATION SYSTEMS

- ◆ Systems upgraded:
 - Upgraded the multipurpose system used by various Business Units (Pathway)
 - Moved the Financial Support System (BIS) to the virtual server environment
 - Updated 'Windows' environment for users
- ◆ Moved Pathway to the virtual server environment.
- ◆ Moved the website so the physical server can be decommissioned to have the website hosted in the cloud.
- ◆ Completed the Corporate Information Management Policy launch.
- ◆ South Gippsland Shire Council elected chair of the Gippsland Records Managers Network.



YEAR TO DATE INCOME / EXPENDITURE FOR CORPORATE SERVICES AS AT 31 MARCH 2014

Department	Actuals	Budgets	Variance	Full Year Budget
Income				
Corporate Services Management	(10,500)	(8,500)	2,000	(8,500)
Customer Relations	(64)	0	64	0
Finance	(33,812,956)	(33,778,596)	34,360	(48,250,494)
Governance Services	(158,193)	(116,410)	41,783	(153,311)
Information Services	(832)	0	832	0
Income Total	33,982,545	33,903,506	79,039	(48,412,305)
Expenditure				
Corporate Services Management	210,768	346,719	135,951	524,744
Customer Relations	468,892	499,531	30,639	688,701
Finance	12,129,754	12,106,054	(23,700)	18,697,790
Governance Services	1,575,628	1,756,253	180,625	2,212,886
Information Services	1,562,459	1,572,482	10,023	3,011,970
Expenditure Total	15,947,501	16,281,039	333,538	25,136,091
Total	(18,035,044)	(17,622,467)	412,577	(23,276,214)

SIGNIFICANT VARIANCES TO NOTE:

Corporate Services Management

Expenditure: Favourable variances due to a vacancy that was placed on hold during the structure review. The position will be filled in coming months. There will be savings arising from the delay in the appointment. Further, favourable variances are also due to the funds withheld for the Community Vision Project. These will also lead to some savings, once the consultation process for the Annual Plan and the Annual Budget are complete.

Customer Relations

Expenditure: Underspent in Communications by \$16K with year to date advertising down. Awaiting some late invoices for South Gippsland Matters and Australia Day to arrive to the value of \$12K. Underspent in Customer Service by \$13K in labour due to leave savings and unspent Fire Services Levy Labour Hire grant, but this is re-profiled for the busier finish to the end of financial year and will meet budget forecast. Unspent Labour Hire is a State Government Grant for the Fire Services Levy which is to be carried forward for 2014-15.

Governance Services

Income: Income received is \$41,783 more than budgeted as infringement income received from non – voters from the Council election is higher than budgeted, insurance reimbursement were received ahead of schedule and WorkSafe grant was received early than budgeted.

Expenditure: The Grants budget is \$137,670 under budget, which will be fully expended once the Community Grants Program Round 1 and 2 is completed.

Information Services

Expenditure: Information Technology budget has a material variation of \$124,120 this is mainly due to budget profiling. The major component of this over expenditure is the forward payment of Microsoft licensing this will be rectified with an adjustment to the budget profile. Information Services Capital budget is underspent with many of the planned IT Projects not commencing as business cases are yet to be developed by responsible business units.

attachment 1 capital works traffic light report



● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
9679	Bridge	Summers Rd Bridge Replacement - Fish Creek <i>(Country Roads and Bridge Funding)</i>	102,248	Culvert constructed, guardrail works yet to commence.	●
9706	Bridge	Goads Road Bridge Replacement - Dumbalk North (CRandB)	528,875	Construction commenced.	●
9709	Bridge	Agnes River Bridge Replacement - Agnes <i>(Country Roads and Bridge Funding)</i>	0	Project removed from program as per Council Resolution of 28 August 2013.	●
8097	Buildings	Toora Hall, Hedley Hall and Mount Best Hall Refurbishment	262,311	Complete.	✓
9425	Buildings	Korumburra Child Care Hub	412,726	Tender documentation nearing completion ready for final cost plan.	●
9531	Buildings	Caravan Park Rotunda and Camp Kitchen - Waratah Bay	159,375	Works scheduled to commence in May.	●
9816	Buildings	Neighbourhood Safer Place - Sandy Point	221,601	Complete.	✓
3451	Caravan Parks	Yanakie Caravan Park	236,000	Complete, assets purchased to commence the operation of the business.	✓
3461	Caravan Parks	Long Jetty Caravan Park	250,593	Complete, assets purchased to commence the operation of the business.	✓
8314	Civil	Foster Streetscape Design (Main and Station Street)	9,625	Concept design amended to incorporate VicRoads comments.	●
8770	Civil	Capital Works Design	208,545	Rolling design program. Progressing well.	●
8697	Drainage	Hanna Rise Cr, Jumbunna Rd and Melville Ave - Korumburra (LGIP)	883,060	Works well advance.	●
9721	Drainage	Rehabilitation Program (LGIP)	46,694	Complete.	✓

● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
8841	Footpaths	Footpath Renewals ✓ Turner St, Leongatha ✓ Farmers Rd, Dumbalk ✓ Princes St, Korumburra - Queen Street, Korumburra	263,646	Completed Princes Street and commenced Queen St.	●
8854	Footpaths	Shingler Street - Leongatha	38,000	Complete.	✓
8863	Footpaths	Beach Parade over crest - Sandy Point	72,483	Complete.	✓
8895	Footpaths	Station Road, Foster	23,400	Consultation underway with the Foster Hospital Board.	●
9570	Footpaths	Jupiter Boulevard, Venus Bay	67,059	Footpath complete. Variation approved for rotunda construction.	●
9415	Guard Rails	Wild Dog Valley Road (Amiets Bridge) - Wild Dog Valley	35,600	Complete.	✓
9803	Guard Rails	Yannathan Rd - Nyora	18,584	Complete.	✓
9563	Playgrounds	Replacement Program ✓ Beach Parade, Sandy Point ✓ Falls Road, Fish Creek ✓ Allambee Sth Community Centre - Helens Park, Meeniyan - Meeniyan Park (next to IGA)	159,375	Falls Rad, Fish Creek complete.	●
9511	Playgrounds	Kindergartens Playground Replacement Program - Loch	15,000	Community consultation underway.	●
8001	Recreation	Korumburra Recreation Reserve Turf Wicket	100,000	Works well advanced.	●
8095	Recreation	Korumburra Showgrounds Lighting	27,304	Complete.	✓
8271	Recreation	Toora Dredging	55,873	Design complete. Council Briefing scheduled for 7 May 2014 re funding opportunities.	●
8881	Recreation	Leongatha Town Centre Bicycle Facility	44,000	In progress.	●
8882	Recreation	Meeniyan Dumbalk United (MDU) Football Netball Club - Netball Court Redevelopment Project	170,000	Netball courts are complete. Lighting works in progress.	●
8885	Recreation	Great Southern Rail Trail - Toora to Agnes	1,085,058	Progressing well.	●
9510	Recreation	Public Jetty Upgrade - Port Welshpool	159,839	Complete.	✓
9515	Recreation	McIndoe Park Rotunda Extension - Leongatha	68,261	Complete.	✓

● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
9577	Recreation	TP Taylor Reserve Redevelopment, Sandy Point	177,250	Commenced. Shade sails have been installed and shed relocated.	●
9620	Recreation	Nyora Hall - Renovation	42,500	Design complete.	●
2459	Roads	Betterment Works - Natural Disaster Relief Funding	840,000	Application lodged, pending approval.	●
8152	Roads	Rehabilitation Program (CRandB and R2R)	1,191,574	Program progressing.	●
8157	Roads	Stabilisation Program	33,949	Program commenced.	●
8772	Roads	Reseals (Partially funded R2R)	1,603,161	Program commenced.	●
8774	Roads	Reseal Preparation	711,008	Complete.	✓
9739	Roads	Anderson Street, Leongatha - Town Entrance	16,294	Discussion with VicRoads continuing on design matters.	●
9748	Roads	Kongwak Inverloch Rd - Kongwak (R2R)	394,743	Complete.	✓
9762	Roads	Station Street Rehabilitation - Korumburra (<i>Roads to Recovery Funding</i>)	556,831	Works commenced.	●
9764	Roads	Lower Franklin Road Rehabilitation - Foster (LGIP)	649,669	Complete.	✓
9785	Roads	Lower Toora Road, Toora	42,080	Complete.	✓
9790	Roads	Bridge Street, Korumburra	64,720	Works commenced.	●
9811	Roads	Mossvale Park Flood Recovery Project - Berrys Creek	53,439	Complete.	✓
9814	Roads	Deviation of Koonwarra-Pound Creek Road - Leongatha	21,000	Negotiations continuing with land owners.	●
9815	Roads	Stony Creek Dollar Road Intersection Improvements - Stony Creek	186,218	Complete.	✓
9817	Roads	Outtrim Moyarra Road Blackspot, Outtrim	52,600	Works commenced. Signage erected.	●
8567	Waste	Koonwarra Cell 3 Construction - (LGIP - Partial funding 13/14)	398,663	Construction complete. Awaiting environmental auditor sign off.	●
8559	Waste	Koonwarra Landfill Cells 1 and 2 Cap	500,000	Design nearing completion for Environmental Protection Authority (EPA) approval.	●

attachment 2 strategic planning traffic light report



STRATEGIC PLANNING PROJECTS

● Good ● Okay ● Monitor ● Hold		
Project	Description	Status
Korumburra Town Centre Framework Plan	The purpose of this project is to address the requirements of the Priority Development Panel's report on the Korumburra Town Centre and Structure Plan. The document has been adopted and is presently being incorporated into the Planning Scheme via Amendment C93 which has recently completed exhibition.	●
Port Welshpool Master Plan	The Port Welshpool Marina Project is examining the economic benefit and viability of improving marine facilities in the port area.	●
Burra Foods – amenity buffer issue	Burra Foods have approached Council to prepare a planning scheme response to discourage the establishment of sensitive land uses in the curtilage of the factory. Council resolved in April 2014 to prepare the buffer amendment and place it on exhibition.	●
Rural development guidelines	Prepare guidelines to assist landowners in siting and locating their dwellings and buildings in rural areas. Final design work occurring April / May 2014.	●
Planning Scheme Review	Statutory requirement to review the Planning Scheme every four years. Project now commenced and anticipated to occur by end of 2014	●



PLANNING SCHEME AMENDMENTS

● Good ● Okay ● Monitor ● Hold		
Number	Description	Status
C52	Jumbunna Road, Korumburra Application to rezone 20ha from the Farming Zone to the Residential 1 Zone was split into 2 parts with one landowner agreeing on contributions and this part approved by Council in December. Part 2 will go to Council for approval or abandonment in June 2014 subject to finalisation of contributions agreement.	●
C59	Western District Sewage Scheme (Loch, Nyora and Poowong) – Rezones land and approves works required for the Western Towns Sewage Scheme. On hold while SGW review design and costs. Amendment may not be required depending on final system design requirements	●
C65	Rezones 105 Old Korumburra Road to Residential 1 Zone with a Development Plan Overlay. In discussions with applicant over S173 detail. Discussions have proven challenging with differences between parties remaining.	●
C71	Korumburra Library Rezoning from Public Use to Business 4 Zone adopted by Council 2013 and sent to Minister of planning for gazettal in December 2013. Approved by the Minister for Planning April 2014.	●
C73	Combined Rezoning from Public Use Zone (PUZ) to Township Zone (TZ) and subdivision Planning Permit by VicTrack in Bena Rezone part of rail reserve land from PUZ4 to TZ (and removal of ESO) to facilitate a 4 lot subdivision. The Minister approved the amendment January 2014.	●
C77	Eastern Districts Urban Design Framework (UDF) Implement the Eastern District UDF in the Planning Scheme. Adopted by Council July and split into 3 parts to reflect ownership issues associated with Prom Views at Toora and land at Agnes. Part 1 was approved by the Minister for Planning in November 2013. Parts 2 & 3 have until July 2015 to be approved.	●
C79	General amendment Annual “fix up” amendment of 15 to 20 items. Minor queries resolved and sent to the Minister for Approval in September. Minister approved amendment March 2014.	●
C80	Safe, Healthy and Active Communities relevant inclusion of adopted documents into the Planning Scheme (Healthy by Design / Public Open Space Contributions / IDM /NBN, Housing and Settlement Strategy) is on exhibition finishing 26 January 2014. Adopted by Council February 2014 and presently with the Minister for Planning awaiting approval	●
C81	WGCMA Flooding Amendment Application of the LSIO and FO to the WGCMA catchment. This was authorised by Council in September 2013. Exhibition has been delayed due to WGCMA undertaking new flood study in Corner Inlet. There is no advantage in commencing the amendment prior to the new (more accurate) information be provided. Exhibition estimated early 2015.	●
C82	Allows existing Business to operate outside of normal zoning provisions for 3 years to transition to new location. RDV are in discussion with applicant over concerns with operation of spray booth on site. Minister approved the amendment February 2014. .	●
C85	Implement recommendations of Leongatha CBD Parking Study into the Planning Scheme and was adopted by Council October 2013. Approved by the Minister for Planning February 2014.	●

● Good ● Okay ● Monitor ● Hold

Number	Description	Status
C86	Hughes St Rezone FZ to Ind1Z. Council resolved to prepare amendment at March Council Meeting. Amendment documents currently in preparation for Ministerial Authorisation process.	●
C88	Rezoning of land at corner of South Gipp Hwy and Boags Rd to the Low Density Residential Zone to facilitate future development of Woorayl Lodge. Exhibition closing early May 2014. No submissions as of 1 May	●
C89	Rezoning of Farming Zone land adjoining Prom Views Estate Walkerville to facilitate low density style residential development and commercial use. Council Briefing being prepared to discuss merits.	●
C91	Rezones South Gippsland Water site at Foster to Public Use Zone 1 from Public Use Zone 6. Amendment adopted in march 2014. Currently with the Minister for Planning awaiting approval.	●
C92	Volunteer Heritage Study – Identify and implement the Heritage Overlay on properties when requested by landowners. Council report in May to adopt amendment.	●
C93	Amendment to implement the key findings of the Korumburra Town Centre Framework Plan into the Planning Scheme. Exhibition completed April with two submissions received. Negotiations commencing to seek to avoid Panel.	●
C95	Implement the key findings of the Leongatha Industrial Land Supply Study into the Local Planning Policies of the Planning Scheme. Council adoption imminent.	●
C96	Rezone 3ha of Farm Zone to General Residential Zone at Korumburra Warragul Road. Section 173 for development contributions signed and amendment authorised by Council at Dec 2013 meeting. Exhibition received one objection. Panel may be required.	●
C97	Rezoning of 99ha of land in Nyora from the Farming Zone to the General Residential Zone. Council resolved to prepare and exhibit amendment. Documents currently in preparation. Development Contributions agreement yet to be finalised.	●
GC?	Tarwin Declared Water Catchment ESO - Address the planning scheme anomaly where the declared water catchments are not recognised by an Environmental Significance Overlay. This was authorised by Council to progress to a combined Planning Scheme Amendment with Baw Baw Shire, Latrobe City Council in September. In ongoing discussions with water authorities over application of the ESO over towns with sewer	●



South Gippsland
Shire Council

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annual plan 2013-2014

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A Prosperous Shire

Closely Connected Communities

Integrated Services & Infrastructure

A Leading Organisation

LEGEND



COMPLETE



ON TRACK



NOT ON TRACK

OUTCOME 1.




a prosperous shire

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
The value of total investments in the Shire measured through Building Permits, by investment sector. <i>Responsible Unit: Development Services</i>	Aim for an increase in investments annually. <i>(Baseline: To be established.)</i>		The overall value of approved building work for the quarter is \$16.9 million.
Shovel ready projects prepared. <i>Responsible Unit: Engineering Services</i>	Aim for at least two ready at any time.		Ten projects are ready for construction subject to funding: Agnes River Road, Agnes Bridge; Dale Drive, Leongatha Court Bowl; Mirboo North Transfer Station; Korumburra Integrated Children Centre; Leongatha Splash Hydrotherapy Pool; Gray Street, Leongatha; Princes Street, Korumburra; Henrys Road, Nyora; Simons Lane, Leongatha South; and Allambee Estate Rd Bridge. Ten footpath projects have been designed ready for construction subject to funding: Station St, Foster; Drouin Rd, Poowong; Walkerville Rd, Tarwin Lower; Steele St, Leongatha; Baths Rd, Mirboo North; George St, Korumburra; Brown St, Leongatha; Peart St, Leongatha; Cooper St, Mirboo North; and Meeniyah Recreation Reserve Youth space.



objective 1.1 WORK WITH THE BUSINESS COMMUNITY TO SUPPORT EXISTING BUSINESSES, DIVERSIFY EMPLOYMENT OPPORTUNITIES AND TO ATTRACT NEW BUSINESSES.

strategy	action	measure / target	status	comment
1.1.1: We will actively plan for growth and economic	Advocate for Development Contributions process from State	Progress reported in the Quarterly Performance Report.		Council's Development Contribution process involving 173 agreements is




objective 1.1 WORK WITH THE BUSINESS COMMUNITY TO SUPPORT EXISTING BUSINESSES, DIVERSIFY EMPLOYMENT OPPORTUNITIES AND TO ATTRACT NEW BUSINESSES.

strategy	action	measure / target	status	comment
development. <i>Responsible Unit: Development Services</i>	Government.			effective and meets Council's requirements. This will be reassessed upon production of a State based scheme however it is probable that this will not be produced before the next State election.
<i>Responsible Unit: Community Services</i>	Contribute to the development of a Library Corporation 'Community Learning Strategy'.	Progress reported in the Quarterly Performance Report.		The Library Corporation Board confirmed its commitment to develop a Community Learning Strategy Framework and the Mobile Library Services Review will form part of the Strategy. While the costs for 2013-14 can be met within the existing budget, the scope and funding of the implementation of the Strategy for future years has yet to be agreed. A representative from each of the three local governments forming the Library Corporation will be established.
<i>Responsible Unit: Development Services</i>	Facilitate the Industrial Land Use Strategy for Leongatha.	Planning Scheme amendments commenced by 30 June 2014.		Industrial Land Use Strategy Study (LILSS) adopted by Council in July 2013. Implementation Amendment adopted by Council in March 2014. Council currently preparing a subsequent Amendment (C86) to rezone land 'Industrial' in accordance with the LILSS recommendations.
<i>Responsible Unit: Development Services</i>	Develop options for redevelopment of the Leongatha rail yards as a commercial, retail residential and/or civic precinct.	Advocate for redevelopment options for the Leongatha rail yards to State Government by 30 June 2014.		Project commenced by Engineering Directorate. Discussions with Vic Track regarding future uses.

objective 1.1 WORK WITH THE BUSINESS COMMUNITY TO SUPPORT EXISTING BUSINESSES, DIVERSIFY EMPLOYMENT OPPORTUNITIES AND TO ATTRACT NEW BUSINESSES.

strategy	action	measure / target	status	comment
<p>1.1.1: We will actively plan for growth and economic development.</p> <p>1.1.3: We will actively encourage sustainable development and growth of agriculture, industry and commercial business; and</p> <p>1.1.4: We will promote and encourage tourism through development support. <i>Responsible Unit: Development Services</i></p>	<p>Conduct a review of the South Gippsland Economic Development and Tourism Strategy 2012-2017 and commence implementation based on Council's priority actions.</p>	<p>Establish a committee and terms of reference to oversee a review of the strategy and provide recommendations for Council's consideration by 30 June 2014.</p>		<p>Draft Strategy with Action Plan prepared and approved by Economic Development and Tourism Committee. Council report prepared for April meeting for public exhibition of the Strategy</p>
<p>1.1.2: We will protect and retain the unique identity of town, villages and farming districts. <i>Responsible Unit: Development Services</i></p>	<p>Develop Township Character Studies for new residential zones and present to Council for adoption.</p>	<p>By 30 June 2014.</p>		<p>The Minister for Planning has offered councils a 'direct translation by Ministerial Amendment' process to replace the existing residential zones with the new zones. Council accepted this offer at the March Council Meeting. Township character study work should commence after the Ministerial Amendment is approved.</p>

objective 1.2 RAISE THE AWARENESS OF LOCAL AND REGIONAL ISSUES WITH STATE AND FEDERAL DECISION MAKERS.

strategy	action	measure / target	status	comment
<p>1.2.1: We will advocate for effective integrated transport connectivity for people and freight. <i>Responsible Unit: Chief Executive Officer</i></p>	<p>Advocate for the Gippsland Transport Strategy through regional groups and advocacy activities.</p>	<p>Progress reported in the Quarterly Performance Report.</p>		<p>Advocacy for improved transport, roads and freight has continued, both through participation at regional and local levels. Regional advocacy has taken place via Gippsland Local Government Network with meetings held with the Department of Transport to discuss Freight Strategy Priorities and Regional Development Victoria Committee to discuss the Gippsland Freight Infrastructure Vision. Locally, meetings have occurred with Shadow Minister Ports, Freight and Logistics Ms. Natalie Hutchins specially to discuss the Gippsland Freight Strategy, and the CEO and Mayor recently met with Danny O'Brien MP - National Party Member for Eastern Region where our transport requirements were again raised.</p>
<p><i>Responsible Unit: Development Services</i></p>	<p>Advocate for funding to undertake a feasibility study for the return of the freight and passenger service to Leongatha.</p>	<p>Advocate for funding for the feasibility study by 30 June 2014.</p>		<p>Prepared proposed advocacy campaign including Integrated Transport Strategy. Wrote to South West Transport Group seeking approval of campaign.</p>
<p><i>Responsible Unit: Development Services</i></p>	<p>Support the South East Australian Transport Strategy through Council's membership and participation in events to encourage the development of road, rail, sea and air facilities.</p>	<p>Progress reported in the Quarterly Performance Report.</p>		<p>Participated in SEATS February meeting in Paynesville.</p>




objective 1.2 RAISE THE AWARENESS OF LOCAL AND REGIONAL ISSUES WITH STATE AND FEDERAL DECISION MAKERS.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Engineering Services</i>	Advocate for the upgrading and improved maintenance of our main roads.	Progress reported in the Quarterly Performance Report.	😊	Items of importance are raised at the VicRoads/South Gippsland Shire Council Liaison Meetings. Council will continue its strong working relationship with VicRoads to drive the necessary road improvements for our communities. Council and VicRoads are continuing to work together to look at better ways of delivering road maintenance through shared services and collaborative partnerships rather than segregation of responsibility.
1.2.2: We will advocate for priority projects that assist in stimulating economic growth, agricultural development, tourism infrastructure and community facilities. <i>Responsible Unit: Development Services</i>	Advocate for the Corner Inlet Tourism Development Project.	Progress reported in the Quarterly Performance Report.	😊	Continued advocacy for Corner Inlet Project. Tender advertised for marketing of Great Southern Rail Trail component. Approval by Council to seek funding for Black Spur section of the rail trail. Economic study conducted on Agnes Falls redevelopment. Liaison with Parks Victoria and Friends of Agnes Falls on funding application for viewing platform.
<i>Responsible Unit: Engineering Services</i>	Implement the review of Caravan Parks.	Implementation commenced by 30 June 2014.	😊	Caravan Parks Steering Committee held monthly to implement the review of Council's Crown Land Caravan Parks.
<i>Responsible Unit: Development Services</i>	Advocate for bringing forward sewerage for Poowong, Loch, Nyora and for the solving development barriers in the Tarwin Potable Water Catchment.	Progress reported in the Quarterly Performance Report.	😊	South Gippsland Water preparing pressurised sewerage scheme to pipe waste water from the three towns to the Lang Lang Treatment Plant. Scheme currently awaiting final State Government approval. Construction expected to start Q4 - 2014.

objective 1.2 RAISE THE AWARENESS OF LOCAL AND REGIONAL ISSUES WITH STATE AND FEDERAL DECISION MAKERS.

strategy	action	measure / target	status	comment
				Tarwin Potable Water Supply Catchment Study (draft) provided to Council in March 2014. Final Report to be completed midyear. Implementation measures anticipated to provide ongoing solution to address most dwelling development restrictions in the catchment.

objective 1.3 IMPROVE THE SUSTAINABILITY OF THE LOCAL AND REGIONAL ENVIRONMENT.



strategy	action	measure / target	status	comment
<p>1.3.1: We will actively engage businesses, farmers, industries and individuals in creating a clean, green Shire, where environmental sustainability is embraced and practiced. <i>Responsible Unit: Community Services</i></p>	<p>Sustainability Festival held with a focus on improving the health, wellbeing and sustainability of the South Gippsland Community and wider region.</p>	<p>Festival held by 30 June 2014 and the number of exhibitors participating and number of attendees in the festival reported.</p>		<p>The final planning was completed for the Festival to be held on 14 April. It is expected that there will be approximately 50 exhibitors at this year's festival which will be comparable to the 2013 festival. Advertising was programmed for local papers, radio and television in the lead up to the festival.</p>
<p>1.3.2: We will promote sustainable waste management practices, energy efficiency and management of our natural resources. <i>Responsible Unit: Community Services</i></p>	<p>Waste Management Strategy implemented and outcomes reported:</p> <ul style="list-style-type: none"> • Waste to landfill from transfer stations reduced by up to 3% compared to 2012/13 • Landfill airspace consumption reduced by up to 10% compared to 2011/12 	<p>Progress reported in the quarterly performance report and annual outcomes reported to Council by 30 June 2014</p> <ul style="list-style-type: none"> • Baseline 2011/12 (2,830 tonnes) - (reported quarterly) • Baseline 2011/12 - 1.52 c/m per tonne • Target - 1.37 c/m per tonne (reported quarterly) 		<p>Waste to landfill from transfer stations for the quarter reduced by 19.5% (127.93 tonnes) when compared to the corresponding quarter in 2012/13. Landfill airspace usage from January to March 2014 attributable to landfill waste and cover material was 1.44 cubic metres of airspace per tonne of waste.</p>
<p><i>Responsible Unit: Community Services</i></p>	<p>Sustainability Strategy actions implemented:</p> <ul style="list-style-type: none"> • Greenhouse gas reduction plan implemented. 	<p>Progress reported in the quarterly performance report and annual outcomes reported to Council by 30 June 2014.</p>		<p>A meeting has been planned in April to discuss the specific energy efficiency works to be undertaken at the depot. A project plan has been completed, with works scheduled to commence in May or June.</p>

objective 1.3 IMPROVE THE SUSTAINABILITY OF THE LOCAL AND REGIONAL ENVIRONMENT.


strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Advise Council of bio-composting approaches and other modern waste management innovations.	By 30 June 2014.		A report will be presented to Council in June. Council staff have participated in workshops associated with the preparation of the Victorian Organics Strategy due for release later in 2014 and also visited a new composting facility in Melbourne. Discussions are planned with a local composting company.

OUTCOME 2.




closely connected communities

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
<p>Council supported Community Direction Statement priority projects identified and reported to Council for consideration.</p> <p><i>Responsible Unit: Community Services</i></p>	<p>Council supported priority projects from Community Directions Statements to be funded in the following financial year, identified and funded by 30 June annually.</p>		<p>Well attended community forum by over 30 people was convened in February in Sandy Point community to develop a Community Plan. Community Forum convened 9 February with good participation. Meeting held with Toora Monitoring Committee to review Community Plan. Community engagement support provided to Mirboo North Community Plan working group. Nyora Hall Refurbishment Project advanced to funding application stage.</p>
<p>Development activities for volunteers provided.</p> <p><i>Responsible Unit: Community Services</i></p>	<p>A program of activities developed and implemented annually.</p>		<p>Years Ahead - Driver Program, released the 2014 Volunteer Training Calendar with initial workshops to be held in April heavily subscribed. Council partnered with Citizens Advise Bureau to launch the CAB Volunteering in South Gippsland Brochure.</p>

objective 2.1 ENGAGE AND WORK COLLABORATIVELY WITH OUR COMMUNITY.



strategy	action	measure / target	status	comment
<p>2.1.2: We will develop an integrated approach to planning with the community incorporating budgeting/funding strategies and project development.</p> <p><i>Responsible Unit: Development Services</i></p>	<p>Develop and implement a Korumburra Community Roundtable as a trial for modelling future partnership projects.</p>	<p>Progress reported in the quarterly performance report.</p>		<p>Korumburra Roundtable has had four meetings. Will be recommending that KRT continue with support from Council.</p>

objective 2.1 ENGAGE AND WORK COLLABORATIVELY WITH OUR COMMUNITY.




strategy	action	measure / target	status	comment
<p>2.1.3: We aim to minimise barriers and find ways to support our volunteers, community groups and committees to provide services beyond those that Council, by itself, can provide.</p> <p><i>Responsible Unit: Corporate Services</i></p>	<p>Community Grants Program effectively administered to support Community Events and Organisations.</p>	<p>Two rounds of Community Grants presented to Council for adoption by 30 June 2014 and updates on program outcomes reported in Council's Quarterly Performance Report.</p>		<p>Community Grants Round 1 Presentation held 11 December 2013. Round 2 is scheduled to be adopted by Council on 25 June 2014.</p>
<p><i>Responsible Unit: Community Services</i></p>	<p>Support community volunteers:</p> <ul style="list-style-type: none"> • Community Engagement Conference held, including a speaker on new incorporation legislation • Training program delivered 	<p>By 30 June 2014.</p>		<p>Planning for Community Engagement Conference continuing. Volunteer Training in driver awareness for older people provided. Direct assistance in event planning requirements provided to 7 community events.</p>
<p><i>Responsible Unit: Community Services</i></p>	<p>Review the support provided to the Recreation Reserve Committees and consider a participatory budgeting approach for a portion of the funding allocation.</p>	<p>Progress reported in the quarterly performance report.</p>		<p>Recreation Reserves brochure distributed to reserves and other outlets across shire. Some suggestions for distribution of remaining funds lodged for consideration by individual Recreation Reserve committees.</p>

OUTCOME 3.

integrated services and infrastructure



COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
Number of grants submitted to State and Federal programs for funding and number of grants announced for South Gippsland Shire projects. <i>Responsible Unit: Corporate Services</i>	Aim for 30% of applications submitted to be funded.		100% of applications submitted in 2013/2014 have been funded. Of the 14 applications submitted (\$1,194k sought) in 13/14, 10 (\$591k funded) have been funded and 4 are pending.
Sustainability activities for various sectors provided, in partnership with others where possible. <i>Responsible Unit: Community Services</i>	A program of activities developed and implemented annually.		Key actions from the strategy implemented in the quarter included: <ul style="list-style-type: none">• Progression of the Green Street Lighting project;• Scoping of works to be completed relating to implementation of the greenhouse reduction plan;• Roadside weed control program implemented;• Various educational materials developed and distributed; and• The Sustainability Gippsland website and Local Food Map projects progressed.

objective 3.1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.






strategy	action	measure / target	status	comment
<p>3.1.1: We will deliver Council and community projects and leverage project funds to attract investment from external sources. <i>Responsible Unit: Engineering Services</i></p>	Annual Capital Works Program delivered.	80% of the Capital Works Civil Program expended in accordance with approved Council decisions by 30 June 2014 and progress reported in the quarterly performance report.		Capital Works program tracking to schedule. Refer to Attachment 1 'Capital Works Traffic Light Report' for the list of projects.
<p><i>Responsible Unit: Community Services</i></p>	External funding sought for the Korumburra Integrated Children's Centre.	By 30 June 2014.		Awaiting announcement of Capital Funding from State Government \$ 1.6 million in mid 2014 Awaiting announcement of Linking Learning and Literacy funding \$80,000 for project that will link Primary schools with new centre Karmai Community Children's Centre to be formally incorporated in May 2014. This group continues to develop the governance structure for Korumburra Integrated Children's Centre. A board of management is the preferred model with representation from centre parents, school, Korumburra community and Council.
<p>3.1.2: We will collaborate with other agencies and service providers to focus attention on growth areas and avoid duplication of services. <i>Responsible Unit: Engineering Services</i></p>	Develop a Relocation Plan for Foster for co-locating services with other government agencies.	By 30 June 2014.		The Project Brief and Consultancy Brief presented at the 2 April 2014 Councillor Briefing Session.

objective 3.1







DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Establish formal partnerships and/or arrangements in place between Community Services Directorate and other agencies/ service providers.	Formal partnerships established with 2 new agencies or service providers by 30 June 2014.		Following the announcement of the withdrawal of UnitingCare Gippsland from the St Andrews Childcare Centre in Mirboo North and Prom Coast Centre for Children in Foster, Council has facilitated new partnerships to ensure the service continues in both communities. Child care services will be uninterrupted in Mirboo North due to the transition to new provider YMCA Ballarat in April. Service will continue in Corner Inlet with the establishment of a community based Committee of Management to operate the service from May.
3.1.3: We will develop an integrated planning approach for our townships and villages, so that facilities are located in areas where they are most appropriate. <i>Responsible Unit: Community Services</i>	Plan for library infrastructure in the Western area of South Gippsland.	Reported to Council By 30 June 2014.		A consultant was appointed in February to work with the Social Community Infrastructure Committee to develop a draft blueprint of community infrastructure as Stage 1 of the project. This additional resource will also consider library infrastructure as part of the blueprint and consultation with the West Gippsland Regional Library Corporation has commenced.



objective 3.1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Commence the development of a strategy for community facilities including the potential development of Community Hubs.	By 30 June 2014.		A consultant was appointed in February to work with the Social Community Infrastructure Committee to develop a draft blueprint of community infrastructure as Stage 1 of the project. Parameters were established and consultation with community groups commenced. A draft blueprint will be tabled for the committee's consideration in May and Council in June.
3.1.4: We will plan for the service needs of the Shire's changing demographic. <i>Responsible Unit: Engineering Services</i>	Implement Asset Management Plans for all major asset classes.	Service levels achieved by 30 June 2014: Roads (<i>only a part of indicators given</i>).		
		1. Annual customer satisfaction survey results.		2013 survey results received: - 'Best thing about Council' - 5% indicated Road & Street Maintenance. - 'Council Needs to Improve' - 49% indicated Sealed Road Maintenance.
		2. % of customer requests completed in time.		Customer requests – 944 requests received for Road / Infrastructure Maintenance with 501 (53%) completed on time. The backlog is due to the unsealed roads requests for grading, corrugations etc due to the dry weather conditions.
		3. Number of approved claims against Council.		No approved claims for the quarter.
		4. % compliance with Road Management Plan.		100% compliance.



objective 3.1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.

strategy	action	measure / target	status	comment
		5. Renewal of 40,000 to 50,000 sq.m of road pavement per year.		In progress. Overall % to be reported in the final Quarterly Report.
		6. Reseal 300,000 to 430,000 sq.m of sealed surface.		In progress. Overall % to be reported in the final Quarterly Report.
<i>Responsible Unit: Engineering Services</i>	Forward Capital Works Program reviewed annually.	By 30 June 2014.		The draft 15 Year Capital Works Program presented to Councillors on: <ul style="list-style-type: none"> • 11 September 2013 • 4 December 2013 • 5 March 2014 • 2 April 2014
<i>Responsible Unit: Development Services</i>	Development of short, medium and long term social infrastructure plans for the Shire: <ul style="list-style-type: none"> • Mirboo North • Venus Bay/Tarwin Lower • Leongatha • Nyora 	Completed by 30 June 2014.		Consultation conducted regarding Leongatha and Nyora plans. Mirboo North draft plan developed and placed on exhibition from March.
<i>Responsible Unit: Community Services</i>	Youth supported: <ul style="list-style-type: none"> • Learner Driver Program (L2P) delivered. 	30 young people participating.		Participation maintained with 31 active participants at end of March and 7 young people on waiting list. More than 100 young people have now been assisted by this project.
<i>Responsible Unit: Community Services</i>	Arts and Culture supported: <ul style="list-style-type: none"> • Shire-wide Arts and Culture brochure developed and distributed with a preference to electronic media distribution. 	By 30 June 2014.		Brochure completed and distributed across South Gippsland and externally. Additional shire wide brochure developed to promote South Gippsland cultural events to be presented during the May Gippsland Arts Festival.


objective 3:1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Access and Inclusion supported: • Accessibility audits of Council's recreation facilities and parks.	6 facilities audited by 30 June 2014.		Assessment completed for 1 facility and significant work undertaken with 3 other venues. Good level of collaboration with Gippsport in assessing recreational facilities.
<i>Responsible Unit: Community Services</i>	Access and Inclusion supported: • Advocate for additional accessible bus stop in Leongatha.	Representation made to VLine by 30 June 2014.		Discussions held with Leongatha Chamber of Commerce on value of an extra and accessible bus stop held in February. Contact will be made with VLine next quarter.
<i>Responsible Unit: Community Services</i>	Cultural Diversity supported: • Plans prepared for the indigenous event 'Deadly in Gippsland' to be held in 2015.	Organising committee established and plans prepared by 30 June 2014.		Initial Planning group established and 2 meetings held - key external contributing organisations and individuals identified. Council assisted 6 members of the Planning Group to attend the 2014 DIGS conference at Lakes Entrance.

objective 3.1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.




strategy	action	measure / target	status	comment
<p>3.1.5: We will encourage sustainable development that promotes the health, well-being and unique character of the community. <i>Responsible Unit: Community Services</i></p>	<p>Implement the Municipal Public Health & Wellbeing Plan 2013-2017.</p>	<p>Progress reported in the Quarterly Performance Report and with an annual review by 30 June 2014.</p>		<p>Key achievements from the Implementation Plan include:</p> <ul style="list-style-type: none"> - Identified 'Black Spot' projects were approved by VicRoads and included in the Capital Works Program. - A range of exhibitions were held at Coal Creek including the 40th Anniversary of the Historical Park. - The 2013/14 Community Grants Program commenced for Round 2. - 32 young people are currently participating in the Learner Driver Program.
<p><i>Responsible Unit: Development Services</i></p>	<p>Safe, Healthy and Active Communities Plan implemented into the Planning Scheme.</p>	<p>Adopted by Council by 30 June 2014.</p>		<p>Safe, Healthy and Active Communities Plan (SHAC – Amendment C80) adopted by Council in February 2014. Amendment currently awaiting approval by the Minister for Planning.</p>

objective 3.1 DELIVER AFFORDABLE MODERN COMMUNITY SERVICES AND FACILITIES THROUGH AN INTEGRATED APPROACH TO PLANNING AND INFRASTRUCTURE DEVELOPMENT.

strategy	action	measure / target	status	comment
<p>3.1.6: We will refine the provision of Council services through reviews focused on evolving community needs, realistic and affordable service standards and efficient management of resources. <i>Responsible Unit: Engineering Services</i></p>	Review the Capital Works Program.	Review and present the Capital Works Program to Council by 30 June 2014.		<p>The draft 15 Year Capital Works Program presented to Councillors on:</p> <ul style="list-style-type: none"> • 11 September 2013 • 4 December 2013 • 5 March 2014 • 2 April 2014




OUTCOME 4.

a leading organisation






COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
<p>Policy portfolios and/or specific project groups developed and implemented. <i>Responsible Unit: Chief Executive Officer</i></p>	<p>Portfolio or project scope and committee structure endorsed by Council prior to establishment.</p>		<p>The Rating Strategy Steering Committee is a formally endorsed Committee of Council involving Community members and Councillors. The Terms of Reference for this Committee has been adopted by Council. This Committee has completed its task and been disbanded by Council.</p> <p>The Community Engagement and Evolving Vision Portfolio was endorsed and referred by Council to the Community Engagement and Evolving Vision Steering Committee. This Committee has developed its Terms of Reference and is acting in accordance with them.</p> <p>The Korumburra Round Table, established by Council in Feb/Mar 2013, is a committee predominantly consisting of Community and Business representatives and includes Councillors and Council staff. Council has established four internal Steering Committees with governance protocols established to guide their operation. The following Steering Committees have been working under Terms of Reference developed by the Committees</p> <ul style="list-style-type: none"> • Financial Sustainability Steering Committee • Social Community Infrastructure Steering Committee • Caravan Parks Steering Committee • Economic Development and Tourism Steering Committee
<p>An Annual Plan and Annual Budget developed. <i>Responsible Unit: Corporate Services</i></p>	<p>Adopted by Council by 30 June annually.</p>		<p>Annual budget process proceeding as per budget timetable. Council has been provided with two budget briefing sessions in March. The Annual Plan is currently being prepared and will form part of the 'Services, Initiatives and Major Initiatives' section of the budget in line with recent legislative changes.</p>
<p>Council will encourage community members to provide information to Council on matters affecting them. <i>Responsible Unit: Corporate Services</i></p>	<p>Public presentations sessions will be available for community members to participate.</p>		<p>Council conducted all scheduled public presentations sessions in accordance with the Public Presentation Session Schedule review conducted in June 2013.</p>

OUTCOME 4.


a leading organisation

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
Department Service Summaries, Business Plans and corresponding Budgets will be developed annually. <i>Responsible Unit: Corporate Services</i>	By 30 June annually.		Department service summaries, business plans and budgets, are well progressed and will be finalised once the 2014-2015 Annual Budget has been endorsed by Council.
Developer contributions will be established and implemented. <i>Responsible Unit: Development Services</i>	By 30 June 2014.		Council securing commitments for development contributions via legal agreement (s173 Agreement registered on title) prior to the adoption of land re-zonings that result in additional usage of public infrastructure in areas surrounding a development site. To date all developers have agreed to the process with only one exception.
Community Satisfaction Survey results published annually. <i>Responsible Unit: Corporate Services</i>	By 30 June annually.		The 2014 Community Satisfaction Survey has been conducted by the State Government in February and March on behalf of Council. The results have not yet been released.



objective 4.1 IMPROVE THE FINANCIAL SUSTAINABILITY OF COUNCIL, INCLUDING DIVERSIFYING REVENUE STREAMS.

strategy	action	measure / target	status	comment
<p>4.1.1: We will explore innovative ways of increasing revenue and reducing expenditure where appropriate. <i>Responsible Unit: Engineering Services</i></p>	Implement the adopted 'South Gippsland Shire Council Strategic Review of Land Holdings' project.	Progress reported in the Quarterly Performance Report.		Project ongoing with regular reporting to Council on status of land sales. A Council Report was tabled at the 26 February 2014 Council Meeting where Council resolved to publically advertise the Assessment Matrix and Communications Plan.
<i>Responsible Unit: Development Services</i>	Implement adopted future direction for Coal Creek.	By 30 June 2014.		Coal Creek Strategic Direction report will be presented to May 2014 Council meeting.
<i>Responsible Unit: Corporate Services</i>	Initiate a zero based budgeting review of service.	All services reviewed, including fees & charges and staffing structure by 28 February 2014.		Complete - Council has reviewed all Council services covering functions, service standards, budget's by line item, staffing resources and legislative requirements. A rolling program of detailed service reviews is now being implemented focusing on services identified as priorities for review by the Financial Sustainability Steering Committee.
<i>Responsible Unit: Corporate Services</i>	Identify potential for shared services.	Investigate opportunities for shared services by 30 June 2014.		Improvements to Council's IT Network connectivity and cloud based environment, has created a capacity to share services with other Councils. Advocacy activities with CEO's from the Gippsland Local Government Network have been aimed at encouraging their Council's to join in the new opportunities for network connectivity, so that shared service opportunities can be explored.
<i>Responsible Unit: Development Services</i>	To develop business cases for investment in Council service areas to reduce costs and increase revenue.	Development and implementation of a business case for Coal Creek by 30 June 2014.		Council consideration of Strategic Direction for Coal Creek in May 2014.







objective 4.1 IMPROVE THE FINANCIAL SUSTAINABILITY OF COUNCIL, INCLUDING DIVERSIFYING REVENUE STREAMS.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Engineering Services</i>	To develop business cases for investment in Council service areas to reduce costs and increase revenue.	Development and implementation of a business case for Caravan Parks by 30 June 2014.		A Caravan Parks Steering Committee has been established and meets monthly to develop and implement the business case for Council's Crown Land Caravan Parks.



objective 4.2 PURSUE BEST PRACTICE IN ORGANISATIONAL DEVELOPMENT AND OPERATIONS OF THE ORGANISATION.

strategy	action	measure / target	status	comment
<p>4.2.1: We will establish portfolio core leadership groups to draft policy and shape specific projects. <i>Responsible Unit: Corporate Services</i></p> <p>Continued</p> <p>4.2.1: We will establish portfolio core leadership groups to draft policy and shape specific projects. <i>Responsible Unit: Corporate Services</i></p>	<p>Seek advice on options for portfolio groups and governance protocols.</p>	<p>Provide a report to Council by 30 June 2014.</p>		<p>The Rating Strategy Steering Committee is a formally endorsed Committee of Council involving Community members and Councillors. The Terms of Reference for this Committee has been adopted by Council. This Committee has completed its task and been disbanded by Council.</p> <p>The Community Engagement and Evolving Vision Portfolio was endorsed and referred by Council to the Community Engagement and Evolving Vision Steering Committee. This Committee has developed its Terms of Reference and is acting in accordance with them.</p> <p>The Korumburra Round Table, established by Council in Feb/Mar 2013, is a committee predominantly consisting of Community and Business representatives and includes Councillors and Council staff.</p> <p>Council has established four internal Steering Committees with governance protocols established to guide their operation. The following Steering Committees have been working under Terms of Reference developed by the Committees</p> <ul style="list-style-type: none"> • Financial Sustainability Steering Committee • Social Community Infrastructure Steering Committee • Caravan Parks Steering Committee • Economic Development and Tourism Steering Committee
<p>4.2.2: We will monitor corporate governance processes, including risk management and skills development with the aim of ongoing improvement. <i>Responsible Unit: Corporate Services</i></p>	<p>Implement the Council Policy review program.</p>	<p>Progress reported in the Quarterly Performance Report to Council.</p>		<p>The Policy Review Program and schedule implementation continues with 21 Council Policies scheduled to be updated / revoked in 13/14. 8 Council Policies have been rescheduled to 14/15 due to factors such as legislative change, reassigned as a CEO Policy or deemed no longer needed.</p>

objective 4.2 PURSUE BEST PRACTICE IN ORGANISATIONAL DEVELOPMENT AND OPERATIONS OF THE ORGANISATION.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Corporate Services</i>	Deliver approved Information Technology projects.	By 30 June 2014.		The IT Governance Board is continuing to review project business case documentation for projects that are listed in the IT project register. Projects relating to Disaster Recovery and Internet connections have been completed and a detailed specification for the procurement of a contract management system is ready to go to competitive tender. A major system upgrade to Councils Land Information Management system has been completed and the development of a GIS strategy is underway.
<i>Responsible Unit: Corporate Services</i>	Adopt and publish the Council Annual Report.	Report presented to the Minister by 30 September 2013.		Completed September 2013
4.2.3: We will make informed decisions and provide opportunities for the community to participate in the decision making process. <i>Responsible Unit: Corporate Services</i>	South Gippsland Shire Council Community Satisfaction Survey results published.	By 30 June 2014.		The survey was conducted in February / March 2014. Results are expected to be provided to Council by late May 2014 and reported to Council at the 25 June 2014 Council Meeting.
<i>Responsible Unit: Development Services</i>	Update of Council General Local Laws 1 and 2.	Completed and presented to Council for adoption by 30 June 2014.		Completed, Council made Local Law 2014 in April 2014. Waiting for Gazettal.
<i>Responsible Unit: Corporate Services</i>	Commence an update of Council's Local Law No 3 - 2010 Processes of Municipal Government.	Review commenced by 30 June 2014.		Planning has been undertaken to commence an update of Council's Local Law No 3 – Processes of Municipal Government. Material has been gathered and a Council Briefing is scheduled for May 2014.
<i>Responsible Unit: Corporate Services</i>	Develop a Social Media Strategy.	By 30 June 2014.		Draft is being developed which will be presented to Community Engagement and Evolving Vision Steering Committee prior to adoption.

objective 4.2 PURSUE BEST PRACTICE IN ORGANISATIONAL DEVELOPMENT AND OPERATIONS OF THE ORGANISATION.

strategy	action	measure / target	status	comment
<i>Responsible Unit: Corporate Services</i>	Council Plan reviewed and Annual Plan 2014-15 developed.	By 30 June 2014.		The Council Plan has been reviewed with no changes planned at this stage. The Annual Plan has been developed and incorporated into the 'Service Initiatives and Major Initiatives' section of the Budget, in line with required changes to the <i>Local Government Act 1989</i> . Three community workshops have been held that have informed the development of the annual initiatives for 2014-2015.
4.2.4: We will create an environment for people to be their best, to optimise the performance of the organisation and to deliver quality outcomes for the community. <i>Responsible Unit: Corporate Services</i>	An annual corporate training program developed and implemented.	Corporate training activities reported quarterly in Council's performance report.		The Corporate Training Program been developed and is currently being implemented as presented to and endorsed by the Executive Leadership Team. Training this quarter has included: Procurement Policy and Process, Mental Health First Aid, Induction to Local Government, Manual Handling and Microsoft Office.

attachment 4 key strategic activities

chief executive office

outcome / strategy	action	measure / target	status	comment
1: A Prosperous Shire. <i>Responsible Unit: Chief Executive Officer</i>	Number of representations made to State and Federal politicians.	At least one delegation annually.	✓	<p>Complete - Throughout the year, the Mayor and CEO have made representations to all Local Members (both State and Federal).</p> <p>In this quarter the Mayor and CEO have also met with new Member Danny O'Brien MP - National Party Member for Eastern Region.</p> <p>Furthermore they met with Shadow Minister Ports, Freight and Logistics Ms Natalie Hutchins.</p> <p>The CEO represents South Gippsland at Regional Meetings with State Members, advocating for the Gippsland Region ahead of the State Elections.</p>

1.2.2: We will advocate for priority projects that assist in stimulating economic growth, agricultural development, tourism infrastructure and community facilities.
Responsible Unit: Chief Executive Officer

Identify and advocate adopted Priority Projects.

Developed and advocated by 30 June 2014.



Complete - New Priority Project Brochures have been developed and presented to Council 9 April 2014 for approval. These booklets focus on:




- Leongatha Heavy Vehicle Alternate Route

- Korumburra Integrated Children's Centre

- Corner Inlet Tourism Development Project.

It is anticipated that a deputation will travel to the Australian Local Government Association National General Assembly to be held in Canberra in June to meet with relevant Minister and seek funding and support to progress these key projects.

community services

strategy	action	measure / target	status	comment
<p>1.3.1: We will actively engage businesses, farmers, industries and individuals in creating a clean, green Shire, where environmental sustainability is embraced and practiced.</p> <p><i>Responsible Unit: Community Services</i></p>	Commence implementation of Council's Roadside Weeds and Pest Management Plan in conjunction with South Gippsland Land-Care.	<p>By 30 June 2014</p> <ul style="list-style-type: none"> • Consultation program developed, and • 4 meetings held with Land-Care groups • Progress reported in the Quarterly Performance Report 		<p>All roadside weed control and mapping works have been completed on 160 kilometres of Councils road network.</p> <p>A copy of the mapping information will be provided to the SG Landcare Network</p>
<p>1.3.2: We will promote sustainable waste management practices, energy efficiency and management of our natural resources.</p> <p><i>Responsible Unit: Community Services</i></p>	Sustainability Strategy actions implemented: Green street lighting project implemented.	Project implemented by 30 June 2014.		<p>All lights specified in the contract documents were installed, with the works completed under budget. Works are currently underway to expend the remaining grant funds on decorative street lights not originally included in the project scope and additional lights located in Council managed car parks. Additional costs savings for Council in ongoing energy and maintenance costs will be achieved as a result of these additional works.</p>
<p>3.1.6: We will refine the provision of Council services through reviews focused on evolving community needs, realistic and affordable service standards and efficient management of resources.</p> <p><i>Responsible Unit: Community Services</i></p>	Develop Master Plans for swimming pools: <ul style="list-style-type: none"> • Toora • Poowong • Foster 	Master Plans completed and reported to Council for adoption by 30 June 2014.		<p>Community consultation completed and draft Master Plans received in late March for Toora and Poowong. Triggered by a second season with low attendance numbers, Council determined not to prepare a Master Plan for Foster Pool pending the outcome of a review as resolved at the November 2013 meeting.</p>

corporate services

strategy	action	measure / target	status	comment
<p>2.1.1: We will develop a continually evolving Vision for the Shire that encourages community participation in defining what it wants, needs and can afford to guide rationalisation, consolidation and achievement of desired community outcomes.</p> <p><i>Responsible Unit: Corporate Services</i></p>	Develop and commence implementation of new approaches to engage community participation in creating a continually evolving Vision for the Shire.	A report presented to Council outlining approaches to be introduced in 2013-2014 by 30 September 2013.	✓	Complete - A report was presented to Council in September 2013. The report was adopted and the approaches proposed have been provided to the Community Engagement and Evolving Vision Steering Committee to pursue. A focus group workshop was held in early December at the request of the committee with the results being used to guide further consultations. Two further workshops were held in March to inform the 2014-2015 Budget and Annual Plan initiatives.
<p>4.1.1: We will explore innovative ways of increasing revenue and reducing expenditure where appropriate.</p> <p><i>Responsible Unit: Corporate Services</i></p>	Review and revise Council's Rating Strategy to align with amended State Government requirements and ensure equity as far as practicable.	Report presented to Council by 30 June 2014.	😊	Council endorsed the Rating Strategy Steering Committee's 2014-2018 Rating Strategy Discussion Paper for public comment in February. Council considered the Paper and submissions at a briefing session in March. Council considered a Proposed 2014-2018 Rating Strategy at the 16 April Council meeting.
	The Long Term Financial Plan implemented to ensure financial sustainability.	Weighted average of 5 key financial ratios being indebtedness, underlying working capital ratio, self-financing, investment gap and underlying result for the 2013-2014 Budget is greater than or equal to 98%.	😊	115% The current status is comfortably above the 98% target, due to the favourable impact of the net financial carry forward budget projections made at the start of the financial year.



2013 / 2014

SOUTH GIPPSLAND SHIRE COUNCIL

Quarterly Performance Report

JANUARY TO MARCH

Bear Gully, Cape Liptrap



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